



Contest Director Guide

Great Britain Radio Control
Aerobatic Association

F3A Radio Control Aerobatics

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F3A – R/C Aerobatic Aircraft

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1 Introduction.

- 1.1 These guidelines are designed to enable a new Contest Director (CD) to be conversant with GBRCAA rules and to ensure the safe and fair running of GBRCAA competitions and those run on behalf of the BMFA. Existing CDs may wish to use them to update themselves on several areas that have changed. It is essential that all competitions are run in a manner that ensures safety for competitors, organisers and spectators alike. The GBRCAA also agrees to BMFA policy on 'the promotion of welfare and care of children and vulnerable adults in model flying'. Procedures and guidelines may be found in Section 7 of the BMFA Handbook 2017 which can be downloaded from the BMFA website
<https://www.bmfa.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=CoreDownload&EntryId=2246&language=en-GB&PortalId=0&TabId=1506>
- 1.2 CDs should go to the GBRCAA website and click on the CD Information Tab. This will give them access to:
 - 1.2.1 The CD Guide (this document)
 - 1.2.2 Score Sheets
 - 1.2.3 GBRCAA Scoring system – a detailed spreadsheet scoring system
 - 1.2.4 Judge and CD Expense Claim Form
- 1.3 To avoid repeating much information about the GBRCAA's Competition Rules in this document, CDs should familiarise themselves with the GBRCAA Competition Rules by navigating to the Contest and Events Tab on the GBRCAA website and then selecting "GBRCAA Competition Rules" or click on this link
http://www.gbrcaa.org/acrobatfiles/GBRCAA_Compition_Rules_v2018.3.pdf..
- 1.4 There are nine types of GBRCAA competition:
 - 1.4.1 BMFA Team Selection events. (see Section 3.1 to 3.3 of the Competition Rules)
 - 1.4.2 BMFA British National Championships. (see Section 3.4)
 - 1.4.3 GBRCAA Championships. (See Section 3.5)
 - 1.4.4 UK F3A World Cup. (See Section 3.6)
 - 1.4.5 BMFA Open League competitions. (See Section 4)
 - 1.4.6 GBRCAA National League competitions. (See Section 5)
 - 1.4.7 Triple Crown. (See Section 6)
 - 1.4.8 Other Events. (See Section 7)
 - 1.4.9 BMFA Electric Indoor Masters.
- 1.5 **BMFA Team Selection Events**
 - 1.5.1 Under BMFA rules the GBRCAA is required to organise a minimum of 3 Team Selection events per year, open to BMFA members and the rules for these competitions can be found here: <https://www.bmfa.org/Downloads/Contest-Rule-Books?EntryId=2438> and download the 2018 Rules – Radio Control. The Association also runs a separate National League event at the same time and venue according to current National League competition rules.

1.6 National League Competitions

National League Competitions are usually flown on club sites and rules are generally not as rigid as Team Selection events, although a safely run competition and declaring a fair winner is vital to the success of the competition. (Models, noise, positioning of flight lines and safety requirements are more likely to be related to existing club rules, although judges may still apply the appropriate noise penalty for a flight.

1.7 Rules for National League Competitions:-

- 1.7.1 Under GBRCAA rules, all pilots who hold a BMFA 'A' Certificate of Competence can compete providing they are passed as safe to fly by the CD and this does not conflict with the rules of the club site where the competition is being held. The CD may choose to appoint an experienced chaperone to give advice and support to novice competitors. NOTE: The requirement to hold a B Certificate continues to apply for entry to the Nationals as this is a BMFA rule.
- 1.7.2 Non-flying CDs are entitled to free membership of the Association. N.B - If a CD flies at his own competition he pays the normal entry fee and may claim expenses. (To fly at other competitions normal fee paying full membership is required.)
- 1.7.3 Whilst pilots are expected to comply with the 5 Kg rule, it is recognised that in order to encourage the widest possible participation, the weight limit for National competitions shall be extended up to 7kg. Models are not weighed at Domestic competitions, but the onus is on the pilot to comply with the 7kg rule and the impact of the ANO on models weighing more than 7 Kg.
- 1.7.4 A Transmitter compound & peg off system for 35 MHz & 2.4 GHz equipment must be provided. Competitors must obtain the correct frequency peg before switching on a transmitter. All BMFA Safety rules apply. Security of transmitters & other equipment during the competition is the responsibility of the owner. Where possible, the compound should be under cover, but if transmitters need to be retrieved from a compound, say for bad weather, the competition must not restart until all transmitters are returned to the compound.
- 1.7.5 All GBRCAA schedules should be offered by the CD. Finals (F) FAI schedules can be flown at domestic competitions as follows: An entrant must indicate on the entry form that he wants to fly F schedules - this may be 1 or all of his flights, but only 'P' schedules are used for the competition result and National League table.
- 1.7.6 The scoring method to find the winners in all classes should use raw scores (not normalised). Scores will later be processed & tabulated in the National League table to determine league trophy winners.
- 1.7.7 No mobile 'phones shall be used on a flight line at any competition or used in the vicinity of competitor's transmitters.
- 1.7.8 Certificates, trophies or other prizes may be awarded to the winners at the CD's discretion.
- 1.7.9 All competitions must be self-financing. Site fees and judges expenses are the main items, but remember to include the cost of trophies, if they are to be awarded, and/or Certificates. All accounts and payments should be sent to the Treasurer as soon as possible after the competition using the Competition Accounts Form that can be downloaded from the CD Information Tab on the GBRCAA home page:
<http://www.gbrcaa.org>.

- 1.7.10 In the event of a tied result, the winner will be determined from the next highest scoring flight. eg in a best 2 from 3 round competition., highest scoring 3rd flight determines the winner in a best 3 from 4 round competition., highest scoring 4th flight determines the winner if only 2 rounds are flown, highest scoring 2nd flight determines the winner
- 1.7.11 Potential new members are allowed to enter 1 official competition before joining the Association, but pay normal competition entry fee for the class flown.
- 1.7.12 League trophies for all classes are awarded annually at the GBRCAA AGM.
- 1.7.13 A site 'fee' is normally paid to the host club prior to the competition taking place. The CD should contact the Treasurer to ascertain to whom the cheque should be sent.

2 Planning the Competition

- 2.1 Once a decision has been made to hold a GBRCAA competition on a club site the following aspects need to be addressed.
- 2.2 Co-ordination with the Club and Judges
 - 2.2.1 When using a club site, it is necessary to ensure that the club is fully notified and has given full approval for the competition to take place. Try to ensure all club members are notified of the date the competition is to take place. This helps to prevent club members turning up expecting a normal club flying session. Don't forget to notify them that their members can apply to fly in the competition and don't forget to mention that a B Certificate is no longer needed in order to compete. That might just get a few club members to have a go.
 - 2.2.2 A club can be a very good source of help and assistance to a CD. Always try to advertise the competition as an attraction to club members and encourage them to come along on the day and get involved with the running of the competition.
 - 2.2.3 Judges
 - 2.2.3.1 You should request a judges list for the event by contacting the GBRCAA Competition Secretary. A minimum of two judges per flight line are required. If experienced competitors who are also qualified judges are likely to be attending, it may be possible to use them to judge classes other than the one class they are competing in. The one exception is where there is no non-flying judge for FAI whereupon the CD will arrange for pilot judges to officiate and should make this plain on the Competition forum entry for all to see.
 - 2.2.3.2 Several competitions now run with pilot judges but experience has shown that there needs to be at least 12 pilots to fill all the duties. It is important to plan the day with duties (judging and scribing) allocated with approximate times. All competitors will expect to get the same number of flights whether judging or not.
- 2.3 **Site**
 - 2.3.1 Most experienced aerobatic pilots will be aware of the suitability of the site for an aerobatic competition. The increased number of pilots at a competition, together with organisers and club members may mean that car parking arrangements need to be considered. Decide if the pit area needs to be extended to cater for the increased

number of aircraft on the site. It may be useful to provide chemical toilets if the site does not normally have this provision but always consider the cost of provision. If the site is a grass strip, plan to cut the grass a couple of days before the competition.

3 Preparing for The Competition

- 3.1 Notify the GBRCAA Competition Secretary (compsec@gbrcaa.org) of the planned competition as soon as possible. This will ensure the competition is included in the competition calendar and it will be published on the GBRCAA website, on the BMFA web site and BMFA News and clashes with other competitions should be avoided. From this point onwards entries will arrive for the competition & the CD may start an entry list on the website. All entries will appear on the CD entry forms: <http://www.gbrcaa.org/smf/index.php?topic=4899.0> in receipt order and are freely available for all to keep up to date with entries. When the entry list is full, CD's may then start a reserve list in strict order of entries received. Details of pilots & schedules being flown should be posted on the forum in order to keep entrants updated.

3.2 Entry

- 3.2.1 CDs should familiarise themselves with the GBRCAA Competition Rules, Section 2.5, covering Competition Entry and Entry Fees. Entry is only accepted by using the electronic entry form that can be found on the website and paying using either PayPal or a cheque. If an entrant selects payment by cheque then they receive an automatic email requesting that they print the email out and send it to the CD with their payment. Only when the CD receives the cheque is their place secure. There is no preliminary entry as such and requests to enter via the forum are meaningless. Receipt of payment is the only way to secure a place in a competition.
- 3.2.2 Each CD will have a summary sheet of their competition set up for them on the forum in the Competition News section by the GBRCAA Treasurer. When an electronic entry and PayPal payment is made, an entry is made in the CD's specific list and the CD may list the entry as confirmed on their Competition post. Once a CD has received a cheque payment, they shall also update the competition posting on the forum. The CD should retain all cheques until after the competition and then send them to the Treasurer without delay.
- 3.2.3 Each CD shall maintain an up-to-date entry list under the Competition News section of the Forum. This is used to describe the Competition, and give details of the location and any other relevant information. The list of confirmed entrants should also be maintained on the first posting as should any reserve list. All entrants must follow the procedure in para 3.2.1
- 3.2.4 The closing date for entries is 7 days before the competition date, but in reality if space is available entries can be taken right up to the day before the competition. If by this date the entry list is not full you can at your discretion leave the entry list open, but there is no obligation to do so.
- 3.2.5 For competitions on MoD property it may be necessary to submit details of entrants for security purposes several weeks before the event. This information will be published in the competition calendar.
- 3.2.6 Once entries have reached the calculated limit, any further entries should be placed on a reserve list. The reserve list should also be kept in the order the entries are received. Contact any entrants who are on the reserve list to determine what notice period would be required if you are able to offer a place at the competition if another entrant drops out. In this instance offer any spare places to the reserves in the order their entries were received.

- 3.2.7 Competitors must notify the CD should they be unable to attend no less than 14 days before the competition in order to qualify for a reimbursement of their entry fee. This will enable the CD to notify a reserve pilot in good time and prevent the competition being run at a loss. No refund will be given inside the 14 days prior to the Competition.

3.3 Rounds

- 3.3.1 The CD should determine how many entries can be accepted for the competition. The limit should be calculated taking into account the number of flight lines, the number of rounds to be flown and the number of hours available for flying allowing for planned breaks. Allow nine minutes per competitor per flight. In practice, particularly for the entry level classes, the flights do not require the full nine minutes, but allowing the full nine minutes will give the judges the opportunity to take short breaks. The aim should be to fly at least 3 rounds, with minimal breaks. Pilots should take full advantage of good weather early in the day by being encouraged not to waste time.
- 3.3.2 The following example shows how to calculate the entry limits for a site with one flight line. If flying starts at 9:00am and finishes at 5:00 pm, with one hour for lunch, this gives 7 hours of flying time, 7 hours multiplied by 60 minutes would give 420 minutes of flying time. Divide this by an average of 8 minutes per slot per competitor and you get 52 flying slots in the time allocated. Using this example the following combinations would be possible:

3 rounds with 17 competitors = 51 slots

4 rounds with 13 competitors = 52 slots

In reality 30 mins lunch and 9 to 5 flying will usually accommodate 18/20 competitors

3.4 Score sheets

- 3.4.1 Expense forms and score sheets in single or 4 flight form are available as a download on the website. The 4 flight design reduces the number of score sheets required but since the score sheet is re used, they cannot be handed to a competitor until the end of the competition although they should be made available to the pilots for information after the first and second rounds. C.D's may recoup the cost of printing score sheets out of any competition surplus.
- 3.4.2 In case of difficulty the CD should contact the Competition Secretary to seek advice.

3.5 Trophies

- 3.5.1 Trophies may be provided for winners at the discretion of the CD out of any surplus, **ensuring that the provision of trophies does not mean the competition will sustain a loss**. Alternatively, certificates can be provided for 1st, 2nd and 3rd for each of the schedules being flown by contacting the Competition Secretary. For 2018, the PRO can supply BMFA Gold, Silver and Bronze certificates for Team Selection events

4 Information supplied by the Contest Director

- 4.1 The following information should be provided to competitors and judges via a posting on the Competition News section of the website.
- 4.1.1 Competition venue and date plus the name of the CD, as this information is required to be accurate on the Competition Entry Form
- 4.1.2 Map of the surrounding area, showing location of the site site (a suitable post code or GPS coordinates are also useful, if known)

- 4.1.3 Method of entry to the site
 - 4.1.4 Car parking arrangements
 - 4.1.5 Pilots' briefing and start time. A CD would expect a pilot to have assembled his model & be ready to fly before the PB.
 - 4.1.6 Confirmation of radio frequency. (if restrictions apply).
 - 4.1.7 What facilities are available on site eg toilets, catering.
 - 4.1.8 Remind competitors that they will need a chair and a rain cover and arrangements for food.
- 4.2 Once all entries have been received, the CD can decide the flying order. The flying order should, where possible, try to keep the schedules together, then within each schedule the order should be decided with transmitter frequencies and nominated callers taken into consideration if necessary.
 - 4.3 The order should ensure frequencies are kept apart as far as practicable. The pilot flying order for subsequent rounds can be rotated by 1/3, but where multiple classes are flown, this is not always necessary.
 - 4.4 For National League competitions all BMFA approved frequencies (usually odd 35MHz & 2.4GHz) can be used. Frequencies could also be set by club policy, for example some clubs allocate specific frequencies for fixed wing powered aircraft and others for helicopters or gliders. In such cases certain frequencies may be unavailable (for example if a glider site is nearby using these frequencies).

5 Tasks the Day Before the Competition.

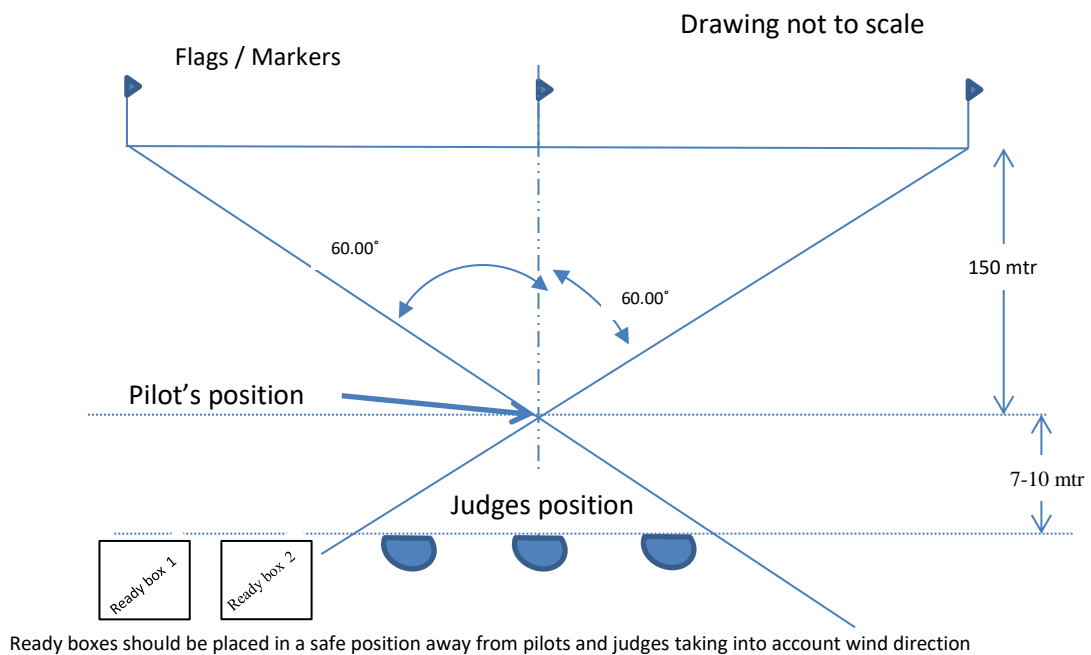
- 5.1 On the evening before the competition, it is a good idea to pack the necessary equipment for the competition into the car. Most of the equipment required for a competition can be packed into a small box. A checklist is helpful. A typical checklist has been included at the end of this document.
- 5.2 Try to obtain a weather forecast for the day of the competition. There are many websites which give such information. A forecast for the wind can influence the flight line location and if rain is forecast the number of rounds can be adjusted to suit.

6 On the Day of the Competition

- 6.1 Plan to be at the competition site in good time, at least two hours before the published start time. There can be lot to organise before the competition can start.
- 6.2 On checking the weather for wind direction and knowing the forecast for the day, the flight line can be planned and laid for the optimum position. When setting out the flight line, all no-go areas and noise sensitive areas should be avoided. This may well mean angling the flight line off the wind direction. The competitors should have no expectation to fly the schedule aligned with the wind!
- 6.3 When determining the flight line, consider the path that the sun will take during the day. It is unacceptable for the manoeuvring area to be facing the sun. If this could be a problem it may be possible to adjust the flight line during the day to avoid the sun infringing the manoeuvring area. You may have to consider providing a 'Sun Disk'.
- 6.4 The flight line should be marked out if possible. A good tip here is to use some masking tape or white paint to identify the flight line and its centre. Masking tape can be stuck down to a runway and even on grass to identify the centre line and end points or use plastic red and

white 'safety tape' peg down with 'flush to the ground' pegs.. (do not paint white lines on tarmac runways without seeking permission from the owner and never on MoD property). The judges should be positioned not more than ten metres and not less than 7metres behind the flight line. The judges and scribes should be separated sufficiently so as not to overhear each other during the process of judging. The box ends and centre line should be clearly identified using flags, road cones etc.. Whatever markers you decide to use they must be clearly visible by both the pilots and judges. Sometimes when no specific markers are available, the use of natural markers on the horizon may be used. Again, these markers must be clearly visible.

6.5 Ideal layout - shown below.



6.6 The competitors should report to the CD when they arrive at the site. At this time you may wish to that non-GBRCAA entrants have BMFA membership. The latter is essential for proof of insurance cover.

6.7 Ensure all entry fees have been paid prior to the start of the competition.

6.8 **Pilots' Briefing.** The pilots' briefing should be conducted shortly before flying starts. The pilots' briefing should follow the agenda below:

6.8.1 Welcome, including introductions of officials and judges.

6.8.2 Weather forecast.

6.8.3 Frequency Check - go through all competitors to confirm attendance and check frequencies against the entry list

6.8.4 If you are not a member of the host club it is useful to introduce a club official, who can describe any local restrictions which may affect the flying e.g.. no-go area, times when flying is not permitted. It is useful to describe any emergency arrangements such as the location of a first aid box, and nearest A & E

6.8.5 **Transmitter Control** (for 35 mHz systems)- identify where the transmitters are to be impounded. A transmitter pound will be in operation for the duration of the competition. This means that all transmitters will be impounded before the start of the competition and only released to the pilot when the peg is free and for the duration of the flight. The Tx will be switched off and returned to the pound upon completion of the flight and only then will the peg be returned to the CD or flight line controller.

Note that this is a mandatory requirement for all GBRCAA competitions.

6.8.6 **Flying Order** – announce the flying order for the competition. The first round order may well be the same as the order used for the frequency check. State the flying order rotation, if any, for subsequent rounds. The flying order should be placed somewhere visible to all competitors so they know when they are likely to be flying.

6.8.7 **Flight Line** - take the competitors and judges to the flight line and identify the manoeuvring area including centre markers and box end markers. Also show the pit area and any no-go areas.

6.8.8 **Start and Ready Boxes** - the method of using the start and ready boxes should be shown to the competitors and officials. Explain that it is expected that the next aircraft to fly will start its engine as the previous aircraft lands and in such a way not to distract the pilot during the landing sequence.

6.8.9 **Scribing** – unless dedicated judges' scribes have been obtained it is essential that all the competitors are made aware of their duty to record the judges' scores when other competitors are flying.

6.8.10 At the pilots' briefing it is always a good idea to remind people to remove their own rubbish and take it home.

6.8.11 Not all of the above will be applicable to all competitions. It will vary on the resources available to the CD in both equipment and manpower.

6.8.12 At the end of the pilots' briefing, allow time for any questions from the competitors or judges.

6.9 Ready Boxes

6.9.1 The function of ready boxes is to speed up the competition by allowing the CD to know that the next competitor is ready.

6.9.2 Two ready boxes should be provided where competitors are required to place their models prior to their flight. They should be sited in a safe position adjacent to the flight line, normally to the rear and downwind of the judges, if the site allows. Boxes are normally simply marked on the ground & need to be large enough to accommodate 2m models.

6.10 Sound Checks

6.10.1 Sound Checks are not normally carried out at National League competitions, but some clubs may have their own special noise restrictions which the CD is mandated to observe as condition of running the competition.

6.10.2 Noise rules for Team Selection competitions are fully explained in GBRCAA Competition Rules.

6.11 Timing

6.11.1 Timing of flights is not normally carried out at National League competitions.

6.12 Attempts

- 6.12.1 Normally, one 1 attempt is allowed for each flight. CD's will normally enforce this rule but for new competitors, discretion is usually allowed in case of starting problems or equipment malfunction.

7 After the Competition

- 7.1 At the conclusion of the event the CD should check the final result in case of tabulation errors and prize giving can then be held. It is normal practice to thank the judges and officials for their services before the prizes are awarded. Also, if any club officials are present, a public vote of thanks can help to secure the use of the site for future competitions.

- 7.2 Finally, it is important to leave the site the way you found it. Make sure there is no rubbish left, no cigarette ends on the floor, no excessive fuel staining and that all articles have been removed from the site.

- 7.3 Any accidents which have resulted in any damage to the site, club equipment, competitor's equipment or any 3rd party must be fully documented & photographed and reported to the club and to the GBRCAA Competition Secretary in writing should any insurance claim later arise.

7.4 Judge's & Official's Expenses

- 7.4.1 Each judge and official should be encouraged to claim agreed expenses using the official on-line form on the web site
<https://www.emailmeform.com/builder/form/Bx1c9eDu7eQbUCcSt08>.

7.5 Report

- 7.5.1 During the day it is a good idea to make some short notes on how the competition is going, how the pilots are performing, etc. This will help the CD to formulate a brief report on the day's proceedings. The report, accompanied with a copy of the results of the competition and any photographs should be forwarded to the pro@gbrcAA.org

7.6 Results

- 7.6.1 A copy of the competition results in Excel, and also PDF format if possible, should be e-mailed to Chris Halgreen at chris-halgreen@live.co.uk as soon as possible after the competition so that the league table can be updated.

7.7 Promotion

- 7.7.1 There is no longer a requirement for the CD to certify pilot's performance before promotion is possible. It is up to members to decide in which Class they wish to fly.

8 Disputes, Disagreements and Disqualification

- 8.1 During the running of competitions, there may be circumstances which may lead to disagreements between competitors and officials. It is important to keep disagreements under control. All parties involved should individually discuss with the CD the problem which has caused the disagreement. The CD should at that point make a decision to resolve the disagreement. If, after the CD has made the decision, one of the parties still objects then the problem needs to be addressed to a jury. In most cases a jury can be composed of the CD and two experienced flyers or judges not involved in the disagreement. If the disagreement is not resolved at the event it should be reported to the GBRCAA Competition Secretary after the event. In the unlikely event of serious misconduct, it may be necessary to disqualify a competitor. This should only occur where there has been a clear breach of safety regulations

or competition rules. In all cases, disqualification shall only be determined by the jury. Any disqualifications should be reported in writing to the GBRCAA Competition Secretary.

9 Equipment Checklist

- 9.1 Entry List
- 9.2 Results sheet
- 9.3 Score sheets
- 9.4 Trophies or Certificates (and spares)
- 9.5 Clip boards - or hard board –and pens per judge
- 9.6 Calculator
- 9.7 Box markers
- 9.8 Basic first aid kit per flight line
- 9.9 Bin Liner - for rubbish
- 9.10 Masking Tape
- 9.11 Table and chair - fold up type

10 National League

- 10.1 A separate League will be compiled of all National League competitions. Refer to Section 5.2 of the Competition rules for details on the scoring system to be used for National League competitions