

GREAT BRITAIN RADIO CONTROL AEROBATIC ASSOCIATION.

CONTEST DIRECTOR'S GUIDELINES
2011.1

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1. Introduction.

These guidelines are designed to enable a new CD to be conversant with GBR/CAA rules and to ensure the safe and fair running of a GBR/CAA Domestic competition. It is essential that all competitions are run in a manner that ensures safety for competitors, organisers and spectators alike. The GBR/CAA 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 on BMFA website, resources section: 'Care and Welfare of Children.'

There are two types of GBR/CAA competition:

a). BMFA Centralised Competitions

The GBR/CAA runs a minimum of 3 centralised events on behalf of the BMFA. Currently, centralised events are used for team selection purposes and full FAI rules, in relation to noise limits, model weights and specifications, are in force. For a full description of rules for centralised events, please refer to GBR/CAA 'Rules & Procedures', Section 4. The Association also runs a separate domestic event at the same time and venue according to current domestic competition rules, although pilots entering the Centralised event have priority of entry.

b). Domestic Competitions

Domestic competitions are usually flown on club sites and rules are generally not as rigid as centralised 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.)

Rules for Domestic Comps:-

1. All competitors must hold a 'B' certificate & be members of the BMFA.
2. Non-flying C.D.'s are entitled to free membership of the Association.
N.B - If a C.D. flies at his own competition he pays the normal entry fee, may claim expenses, and is entitled to free "non-flying" membership of the Association. (To fly at other competitions normal fee-paying full membership is required.)
3. Weight limit for domestic comps is 7kg. Models are not weighed at Domestic competitions, but the onus is on the pilot to comply with the 7kg rule.
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.
5. All GBR/CAA classes should be offered if possible by the CD.

N.B.- 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 domestic league table.

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 Domestic League table to determine league trophy winners. All the results should be sent to results@gbrcaa.org immediately after the competition.
7. No mobile 'phones shall be used on a flight line at any competition or used in the vicinity of competitor's transmitters.
8. Certificates, trophies or other prizes may be awarded to the winners at the C.D.'s discretion.

9. All competitions must be self financing. Site fees and judges expenses are the main items, but remember that there is a £1 allotment per competitor to Team Travel funds and the cost of certificates at £each, or trophies should be taken into account. All accounts and payments should be sent to the Treasurer as soon as possible. Any surplus from the event will be transferred to the GBR/CAA general account.
10. In the event of a tied result, the winner will be determined from the *next highest scoring* flight.
e.g. 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
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.
12. League trophies for all classes are awarded annually at the GBR/CAA AGM.
13. A site 'fee' is normally paid to the host club prior to the competition taking place. The C.D should contact the Treasurer to ascertain to whom the cheque should be sent.

2. Planning the Competition

Once a decision has been made to hold a GBR/CAA competition on a club site the following aspects need to be addressed:

Co-ordination with the Club and Judges

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.

A club can be a very good source of help and assistance to a contest director. 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.

Judges

You should request a judges LIST for the event by contacting the GBR/CAA Chief Judge.

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.

Site

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. If the site is a grass strip, plan to cut the grass a couple of days before the competition.

3. Preparing For The Competition

Notify the GBRCAA Domestic Competition Secretary 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 and clashes with other competitions may be avoided. From this point onwards entries will arrive for the competition & the C.D. may start an entry list on the website. As the C.D receives the entries they should be kept in time and date order. When the entry list is full, CD's may then start a reserve list in strict order of entries received. Details of pilots & classes being flown should be posted on the forum in order to keep entrants updated.

Preliminary entries may be accepted by the following methods:

1. Telephone entries.
2. E mail entries
3. Entries via the website in reply to the C.D's posting.
4. Postal entries

Completed entry form, & fee (preferably cheque, but cash may be used) must be sent to the CD not less than 7 days prior to the contest date (or later by pre arrangement with the CD –if the comp is under subscribed). For earlier entries, cheques may be cancelled up to 14 days before the competition. After that date cheques will be cashed. See also GBR/CAA Rules & Procedures. 4.4.1 for a detailed explanation of entry procedures.

Rounds

The contest director 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 ten minutes per competitor per flight. In practice, particularly for the entry level classes, the flights do not require the full ten minutes, but allowing the full ten minutes will give the judges the opportunity to take short breaks, although 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.

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 8 minutes 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

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. Notify 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.

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. 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.

Competitors must notify the CD should they be unable to attend within 2 days of the competition. Failing to do this will mean the loss of their entry fee. This will enable the CD to notify a reserve pilot in good time.

Entry Forms

Competition entry forms are available to download on the website. The entry form should be fully completed and will contain name, address, telephone, BMFA number, GBRCAA number and preferred frequency with an alternative, or if electronic entry is required the entry form can be completed on – line by using the relevant link.

The CD will normally confirm entry details on the forum post. If the entrant requires written confirmation of his entry he should supply a stamped, self addressed envelope.

The entry fee must be paid by cheque dated for the day of the competition, or where the facility exists, by Paypal. It is useful if entrants write the competition venue, date and competition class on the reverse side of the cheque.

Score sheets

Expense forms and score sheets in single or 3 flight form are available as a download on the website. The 3 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.

In case of difficulty the C.D. may contact the Domestic Competition Secretary to seek advice.

Trophies

Trophies may be provided for winners at the discretion of the C.D. out of any surplus, ensuring that 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 classes-being run. CD should contact Alan Simmonds to produce the certificates, preferably 3 weeks before the event. Remember the cost of £1 per certificate needs to be included in the event expenses.

4. Information supplied by the Contest Director

The following information should be provided to competitors and judges:

1. Competition venue and date
2. Map of the surrounding area, showing location of the site
3. Method of entry to the site
4. Car parking arrangements
5. Pilots briefing and start time. A CD would expect a pilot to have assembled his model & be ready to fly before the PB.
6. Confirmation of frequency.
7. What facilities are available on site eg toilets, catering.

Once all entries have been received, the contest director can decide the flying order. The flying order should where possible try to keep the classes together, then within each class the order should decided **with transmitter frequencies taken in to consideration**. The order should ensure frequencies are kept apart as far as practicable.

The order for subsequent rounds can be rotated, but where multiple classes are flown, this is not always necessary.

For domestic 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. The day before the competition.

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.

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

Plan to be at the competition site in good time, at least one hour before the published start time. There can be lot to organise before the competition can start.

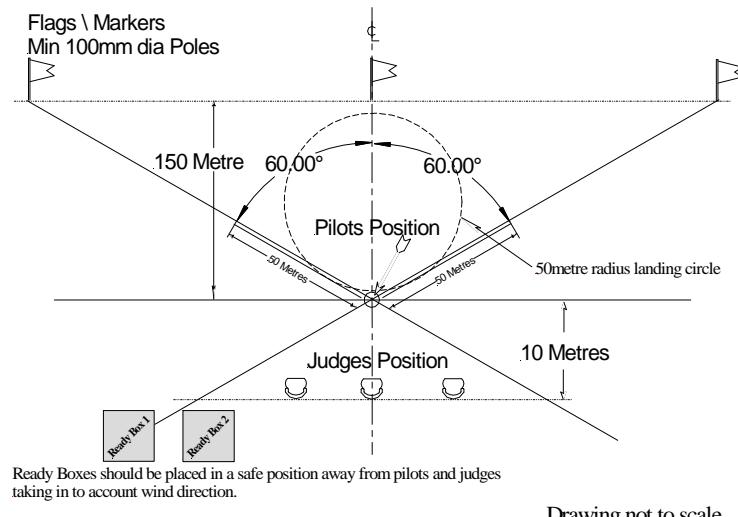
On checking the weather for wind direction and knowing the forecast for the day, the flight line can be planned and laid for the optimum position. When setting out the flight line, all no-go areas and noise sensitive areas should be avoided. This may well mean angling the flight line off the wind direction. The competitors should have no expectation to fly the schedule aligned with the wind!

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.

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.(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.

Ideal layout shown below.



Drawing not to scale.

The competitors should report to the contest director when they arrive at the site. At this time you may wish to carry out spot checks of BMFA membership and, where appropriate, GBRCAA membership. The former is essential for proof of insurance cover and all competitors are required to produce a valid BMFA membership card on demand.

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

Pilot's Briefing

The pilot's briefing should be conducted shortly before flying starts. The pilots' briefing should follow the agenda below:

1. Welcome, including introductions of officials and judges.
2. Weather forecast.
3. Frequency Check - go through all competitors to confirm attendance and check frequencies against the entry list
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
5. Transmitter Control - 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 comp 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. 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.
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.

10. 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.
11. 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.
12. At the pilot’s briefing it is always a good idea to remind people to remove their own rubbish and take it home.

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

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

Ready Boxes

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

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 flightline, normally to the rear and downwind of the judges, if the site allows. Boxes are normally simply painted on the ground & need to be large enough to accommodate 2m models.

Noise Testing

Not normally carried out at domestic competitions, but some clubs may have their own special noise restrictions which the CD is mandated to observe as condition of running the competition.

Noise rules for Centralised competitions are fully explained in GBR/AA rules & Procedures.

Timing

Timing of flights is not normally carried out at domestic comps. If the C.D. wishes to time flights, notice should be given to all competitors prior to the competition.

Attempts

Normally, one 1 attempt is allowed for each flight. C.D.’s will normally enforce this rule but for new competitors, discretion is usually allowed in case of starting problems or equipment mal function.

7. After The Competition

At the conclusion of the event the contest director 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.

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.

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.

Judge’s & Official’s Expenses

Each judge and official should be offered an expenses claim form, by the contest director. These forms should be completed and returned to the contest director on the day of the competition. The contest director should then sign the expense claim form and send it along with the entry cheque’s to the GBRCAA Treasurer.

Report

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 C.D. 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

Results

A copy of the competition results should be e-mailed to results@gbrcaa.org. These are required by the web editor to update the league table.

Promotion

To qualify for promotion to the next class, competitors are required to obtain a minimum score (shown on score sheets) at two separate competitions in any 12 month period. The CD signs the score sheet which the competitor then sends to the Membership Secretary. On receipt of a second score sheet, the Secretary will issue a new updated membership card.

8. Disputes, Disagreements and Disqualification

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 contest director the problem which has caused the disagreement. The contest director should at that point make a decision to resolve the disagreement. If, after the contest director 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 contest director 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

Entry List
Results sheet
Score sheets
Trophies or Certificates
Pens (and spares) Clip boards - or hard board - per judge
Calculator
Box markers
Basic first aid kit per flight line
Bin Liner - for rubbish
Masking Tape
Table and chair - fold up type

10. Domestic League

A separate Domestic League will be compiled of all domestic competitions. The winner of the league in each class will be based on the best 5 scoring competitions. Points will be awarded according to the following formulae and a league trophy will be awarded to the competitor in each class scoring the highest number of points in the year.

The winner of the competition will receive 10 points reducing to 1 point for 6th & below. In addition competitors will receive added bonus points based on their scores as a % of the maximum available, from a maximum of 20 points to minimum of 2.

See table and examples below.

Placing Points	Points	Score	Bonus Points
1 st	10	0 - 40%	2
2 nd	8	40.001% - 45%	4
3 rd	6	45.001% - 50%	6
4 th	4	50.001% - 55%	8
5 th	2	55.001% - 60%	10
6 th	1	60.001% - 65%	12
7 th	1	65.001% - 70%	14
8th	1	70.001% - 75%	16
9 th	1	75.001% - 80%	18
10th	1	80.001% - 100%	20

Example 1:

Jo Brown is:- 1st in Clubman with an average counting score of 150 points. Max. score available is 250.

Placing points:

1st place = 10 points (from table)

Bonus points:

Score is $150/250 = 60\%$. From table $60\% = \underline{10 \text{ Bonus points}}$

Points awarded = **10 + 10 = 20 points** to be carried to league table.

Example 2:

Mike Green is:- 3rd in Advanced with an average counting score of 289. Max. score available is 550.

Placing points:

3rd place = 6 points (from table)

Bonus points:

Score is $289/550 = 52.5\%$. From table $52.5\% = \underline{8 \text{ Bonus points}}$

Points awarded = **6 + 8 = 14** points to be carried to league table.