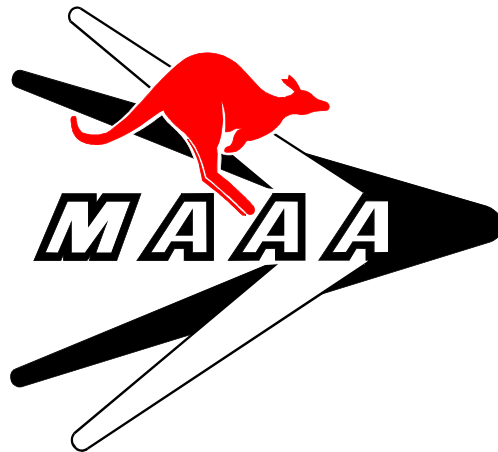


MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



GUIDELINES FOR THE ORGANISATION OF A NATIONAL CHAMPIONSHIPS

Note: This guide is written not only to assist the State Association in preparing to host a Nationals championships but also to give potential host clubs some idea of what is required for each event and the extent of their involvement.

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1 **OBJECTIVES for Running a National Championship**

- a) To provide a venue for the highest standard of competition possible.
- b) To provide a venue of fellowship for modellers throughout Australia.
- c) To provide an opportunity to see a wide range of aeromodelling in close vicinity.
- d) To establish a National Champion in each event.
- e) To provide a means of Team selection for International Events when requested by the Special Interest Group
- f) To provide a means to showcase aeromodelling to the local community.

2 **PRELIMINARY PROCEDURES**

2.1 **Invitation to Hold National Championships.**

At the 2009 Council Conference it was agreed that the Nationals shall rotate around 4 states. The order for hosting the Nationals was established as VMAA, MAAQ, AWA, NSW Associations. At the 2010 Conference it was carried that 21/2 years out from the Nationals, the State Association involved will provide to Council an outline of the format of the Nationals, not a full proposal. (Historically this has been verbal) This proposal can be at their discretion and involve SIGs, alternate dates and venues. Council will ratify or reject the proposal. The time lines as indicated in the Council Conference minutes each year are then followed, according to the style of Nationals originally proposed and ratified by Council.

This can be agreed in principle enabling a detailed proposal to be presented at the Council Meeting approximately eighteen months prior to the earliest date in the year when the Nationals could be held.

- 2.2 **Split Nationals.** A State Association/Associations may spread the 3 disciplines over a 12 month period if it is unworkable to hold them all at the same time and place.

- 2.3 **Time of Nationals.** A decision of the 1987 Annual Council Conference broke the nexus between the Annual Council Conference and the National Championships. The current " Rules and By-Laws" do not stipulate when the Nationals are to held but the MAAA "Official Rules and Instructions" [hereafter referred to as the rule book] states [in part] "during school holidays unless otherwise agreed by the Council." [Australian Rule 1.1.1].

Traditionally, the National Championships have started on or the day after Boxing Day, or on the 2nd January. The start date may be dictated by facilities not being available earlier because of, for example, scheduled holidays for catering staff. At least seven full days should be allowed for competition with the prize-giving function on the evening of the last day. The championships may be delayed until any school holiday period or at any other time that suit the conditions of the State conducting the Nationals, if the Council agrees, to ensure more suitable weather but this requires consideration of possible reduced attendance at that Nationals.

Free Flight have indicated that the Easter period usually had more stable weather conditions while Control Line prefer the Christmas period as acknowledged from a poll of their members. Conducting a Nationals during the Easter period often conflicts with major SIG events that are generally conducted during this period.

Although many members express concern at competing in the peak of summer, the modellers show their vote reflected by the larger entries during the Christmas period. Irrespective the Nationals should be held during scheduled school holiday.

- 2.4 **Administrative Rules.** Administrative rules, including a timetable for advising acceptance of the invitation and for giving details of the venue selected, dates and program, are included in Chapter 2 of the rule book.

- 2.5 **Financial Aspects.** The host State Association is responsible for the costs incurred in hosting the nationals, although the Council may approve an interest free loan to assist with initial expenses and/or provide a Grant.

- 2.6 **State verses MAAA Responsibility.** The MAAA delegates the responsibility of running the National Championships to the host State. Financial responsibility remains with the host State running the National Championships and not the MAAA. The States bid for the championships, run them in accordance with the MAAA rules and guidelines and have the opportunity to make a profit from the event. This profit can be used to build a reserve fund for that State to run subsequent Nationals and to subsidise equipment for Special Interest Groups. It is a requirement that the host State be responsible for the financial success of the Championships.
- a) The MAAA may sponsor the National Championships by an amount determined by the council. (A grant of \$11,000 was approved by the 2011 Council Conference.)
 - b) The Nationals should be totally self-funding.
 - c) Losses incurred by the Nationals organising committee are to be underwritten by the State that accepted the responsibility of running the event.
 - d) The MAAA does not have an emergency fund to assist organising committees that are left with losses.
 - e) Organising Committees are to operate within the rules and guidelines of the MAAA.
 - f) The MAAA has an overriding authority over the Nationals Committee on issues such as safety, insurance and application of rules from the FAI Sporting Code and Australian Rules book.

3 **COMMITTEE**

- 3.1 **Organising Committee.** Unless otherwise agreed by the Council, the State Association given the right to host a National Championships shall appoint a Nationals Organising Committee. At a minimum, the committee should comprise: -

- a) Chairman;
- b) Secretary;
- c) Treasurer;
- d) Registrar;
- e) a Category Administrator for each of the major disciplines represented at the championships;
- f) Public Relations Officer [PRO]
- g) Program Editor and Newsletter Editor
- h) Field Preparation Officer and
- i) One or more representatives of the host club [ex-officio].

Specialist assistance may be coopted as necessary.

When a host association proposes not to appoint a sub-committee as recommended, it will be required to describe the system of management it intends to use to the Council for consideration and approval.

- 3.2 **Duties of the Committee.** The duties of the committee as a whole include: -

- a] selecting the venue;
- b] determining the actual dates of the championships;
- c] selection the events;
- d] submitting a program to the Council for approval;
- e] negotiating with local government or equivalent bodies for the use of facilities, parks, stadiums etc;
- f] setting the administrative and entry fees;
- g] preparing and distributing an information/entry package;
- h] block-booking accommodation and function rooms;
- i] seeking sponsorship;
- j] selecting and purchasing trophies;
- k] designing and ordering badges, patches, stickers and other souvenirs;
- l] recording and acknowledging entries; and
- m] preparing the fields.

4 **DELEGATION TO SPECIAL INTEREST GROUPS**

4.1 Special Interest Groups

Responsibilities

The Special Interest Groups need to be contacted very early in the organisation of the Nationals to impress on them their responsibilities relating to the running of their events at the Championships. Continual liaison is required leading up to the Nationals. If the State SIG does not accept the responsibility for running their events then the Organising Committee should seriously consider not running these events if Interstate SIGs are also unwilling to assist.

Special Interest Groups are responsible for: -

1. Assisting the Organising Committee to set the events for the championships prior to presentation at the Council Conference;
2. Nominating Contest Directors for each of the events;
3. Providing Judges/Time Keepers/Officials - In some events these may be competitors in rotation;
4. Providing sufficient volunteers to run their events;
5. Providing specialised equipment for the running of their events;
6. Organising Judging Seminars and providing sufficient training for all their volunteers;
7. Being adept at handling protests and rule interpretations;
8. Providing safety officers where necessary;
9. Inspection of flying sites after allocation;
10. Special requirements as necessary for running FAI World Cup Events (FF);
11. Supplying a representative to report regularly to the Nationals Committee.

4.2 Quality of Personnel

Contest Directors and Judges in particular need to be the right people. On occasions Contest Directors have been chosen at the last minute resulting in CDs that have not run a competition being given the task. On occasions it has also become evident that CDs have in fact never read the Rules Book. It is up to the SIGs to ensure that the CDs, Judges and officials are suitably experienced and capable of the task.

Do not be afraid to approach experienced personnel from other States. This is done regularly, and there are modellers available who specialise in running events. Another avenue of assistance is through the competitors, they should be asked to indicate their availability and competence in judging or other assistance during the Nationals.

4.3 Judging Panels

Irrespective of which State is running the National Championships the accusation of biased judging will always rear its head. Losers are inevitably confronted with a biased judging panel. When selecting judges, preference should always be given to experienced and competent judges rather than state of origin. However Organisers need to ensure that they protect their organisation from any possible accusation of bias by attempting to obtain a spread of state representation in the judging panels if at all possible.

Experienced (i.e. - International) Judges should be tasked to brief others on the judging panels.

Events that are World Team Trials dictate judging requirements as per the sporting code.

Accusation of biased judging and incorrect running of events could arise from States running localised rules at their normal events resulting in Contest Directors and Judges becoming more familiar with the State rules than FAI or National Rules as published in the Australian Rules Book. These practices then are carried on during the running of National Championships in that particular State. It is important that States run their events to the proper rules to prevent confusion for all competitors.

5 **SELECTION OF VENUE**

5.1 **Selection of the Venue.** The venue selected must provide the following, in order of decreasing priority:

- a] reasonable access to suitable flying fields;
- b] accommodation including motels, caravan parks and camping grounds;
- c] administrative areas;
- d] briefing/meeting rooms;
- e] function rooms; and
- f] a place, preferably licensed, for social gatherings.

Experience has shown that holding Nationals too close to a capital city detracts from the camaraderie that can be otherwise generated; too many people travel to and from home each day instead of staying in the area.

Negotiation with Shire/City Councils: The effect on a small community of being the venue of a Nationals Championships can be significant but it may not be obvious in a larger town when the numbers of competitors and families are but part of a normal tourist flow. A town with a smaller population needs to be big enough to provide the necessary support but small enough to notice the Nationals. The local Council should be approached during the survey of possible venues, through the members of the local club. The Council should be fully briefed on all aspects, not only the commercial benefits likely to accrue to local traders but also on probable requirements for field preparation [usually for C/L] and on noise, parking etc.

Radio Stations and Newspapers: Contact with the local commercial radio stations and the newspapers should be arranged through the local club. News items should be prepared and issued during the [about] six months before the Nationals start to involve the local community. News releases should also be made each day during the Nationals.

5.2 **Photographs of Flying Sites.** The organisers of a National Championships must present to the Council at the Annual Conference held before the Nationals, photographs of the flying sites to be used as well as a map of sufficient scale to show realistically the relative locations of the flying sites and the accommodation areas.

5.3 **Access to Flying Fields.** The description "reasonable access" is very broad. Distances to flying fields should be kept to a minimum for competitor's daily travel. It is not necessary to allow vehicles entry to the field; in fact, local fire regulations may prohibit such access even if the owner is willing to grant it. This being the case, then facilities may be required for transportation of competitors and competition equipment to the flight area.

5.4 **Accommodation**

Suitable accommodation includes motel rooms, boarding college rooms, caravans and camping facilities. It is sufficient to determine that enough beds are available in or close to the venue for the anticipated number of competitors and their supporters and to list the contact addresses for bookings.

5.5 **Town Facilities**

Requirements based on the needs of National Championships that support large entries.

1. Function Hall with catering and bar for 250 + people.(Presentation Dinner)
2. Caravan and Camping
3. Motel Accommodation
4. Hotel Accommodation
5. Dormitory type accommodation could be an advantage,
6. Local engraver and if required a trophy supplier.
7. Local Hospital, good automotive repair/servicing facilities.
8. Local hobby shop would be advantageous.
9. Entertainment and local attractions available for families (eg community swimming pool).
Note: This is considered particularly important. Wives and children should be catered for in

addition to the competitors. Baby-sitting facilities may need to be considered for the Presentation Dinner.

10. Established flying fields in close vicinity to the Administration Centre are of a considerable advantage.

5.6 **Administration Centre Requirements**

Requirements for the Administration Centre based on the needs of National Championships that support large entries.

1. A large meeting hall - seating capacity for at least the expected number of competitors with PA system available.
2. Large room for processing - with tables or benches and good natural lighting (for static judging).
3. Lockup room for merchandising material and field equipment.
4. A small meeting room.
5. A room for office equipment to include: Computer, copying facilities and adequate table space
6. Should be manned during normal daytime operating times.
7. Requires provision for results notice board.
8. Where possible combine with the FF Indoor Centre.

5.7 **Local Club**

A strong, active, local flying club involvement is essential. This should include most of the club, not just a few diehards. Local club members need to be represented on the Organising Committee to maintain strong liaison between the committee and local club members. Most of the initial organisation would have to be undertaken by the local club under guidance by the State Association; cooperation and support should be obtained from local service clubs (eg Apex & Rotary), local media and the Council. Council backing is essential in smaller towns. In the past the local community has generally under-estimated the impact of the Nationals until it is too late. It would be a good idea to seek written references from the Council of previous Nationals venues for presentation to the Council of the proposed venue. Organisations should adopt positive "What can you do for us?" approach rather than a timid cap-in-hand approach.

5.8 **Weather**

Credible weather bureau data should be used in determining the location and timing of the National Championships and the expected weather conditions made known. Although the Christmas Nationals have experienced some of the most extreme weather conditions this time of the year still proves to be the most popular.

Ideally the conditions should be: -

1. Calm or near calm conditions early morning.
2. Temperature between 18^o to 32^o C Maximum.
3. Low rainfall.

- 5.9. **Special Requirements for Flying Fields - General.** With the probable exception of the indoor venue and some control-line fields, the flying fields will be remote from such facilities as toilets, potable water, emergency medical treatment, fire services and telephone. These must be made available at the field. If mobile telephones are not on the field, the location of the nearest with guaranteed access should be published.

Drinking water must be readily available at all sites.

Noise. Whenever possible, the flying fields should be at least one kilometre from occupied houses. If this is not possible, the residents should be contacted and made aware of the probable level and duration of any noise nuisance and their cooperation agreed. The first Nationals Bulletin should include a statement on any noise limit that will apply at any field. Flying fields are to be selected to allow events to be run in accordance with the noise requirements as specified in the rules book.

Civil Aviation Authority Clearance: To obviate one likely problem, flying fields for F/F and R/C events should not be within 4km of an airfield. Further, because the intent of the contests require

it, height clearance to at least 1500, and preferably 2000 feet, must be obtained from CASA for F/F, R/C glider [all classes] and all Old Timer events.

Ideally all competition sites ought to be within 30 minutes drive from the Nationals Administration Centre.

Council permits will be required for signage and new field locations.

5.9.1 **Free Flight.**

5.9.2 The field selected for free flight should

- a] provide an unobstructed area for approximately two kilometres downwind from the selected launch area;
- b] be relatively flat without obstructions etc. upwind, which may give rise to low level turbulence at or near the launching line.
- c] with its surrounding fields, be free of crops, which would hinder or prevent retrieval of models.
- d] be free of standing water and not be crossed by drains, fences or roads although access to the boundaries by road is desirable. If fences are erected, crossing stiles should be available if the construction of the fence warrants them. If the one field will not cater for likely possible wind directions, the use of alternative fields must be negotiated. The method of advising which field will be used on any given day should be explained at the initial briefing.

The field used for day or night scramble, if scheduled, should be level without obstacles, holes or fences which may not be easily visible in the dark. There should be adequate car parking for the numerous spectators attracted to the event.

5.9.3 **Indoor.** The building used for indoor events should have, as a minimum: -

- a] an unobstructed floor as large as two basketball courts, side-by-side:
- b] an unobstructed ceiling as high as possible but preferably at least eight metres high:[exposed beams, hanging lights, ornamental cornices etc. may hang a model up].
- c] the ability to turn off forced ventilation, when installed, if unacceptable draughts are created; and
- d] car parking close by for a large number of spectators. Spectator viewing areas separated from the flying area are highly desirable although experience has shown that spectators will stay still if the need is explained to them.

5.10.1 **Control line -General.**

NOTE: The diameters recommended for the different categories control line circles are larger by several metres than the length of control line used.

5.10.2 **Control line Speed.** Control line speed requires:-

- a] a level, smooth tarmac [or similar] surface with a minimum clear diameter of 60 metres to cater for all classes of competition with spectator areas at least 15 metres further back; and
- b] the erection of a central pole or post [described in the rule book], which can either be fitted into a suitable pipe, sunk into the ground or, if this is not possible, welded to a large diameter steel plate on which the competitor will walk on.

The speed events are generally noisy, although individually of short duration-perhaps half a minute.

- c] Distance from viewing public and/or safety netting needs to be considered.

5.10.3 **Control line Aerobatics.** Control line aerobatics requires: -

- a] a level grassed surface of minimum diameter 55 metres; and
- b] close mowing of the central and the take-off areas. The remaining grass should be short enough to prevent snagging of the control lines on take off and landing. The engines used are well silenced and should cause little, if any, annoyance to nearby residents.

5.10.4 **Control line Team Races.** The number of entries may require two or more team race circles to be set up. The events require: -

- a] smooth tarmac [or similar] surface with each circle having a minimum clear area of 50 metres diameter;
- b] marking of the surface into segments; the landowner's agreement on the type of marking material to be used must be obtained. Cleaning up the site needs to be considered when deciding on the type of marking material. Races can last up to 20 minutes. The motors are not well silenced and hence may be an annoyance to nearby residents.

5.10.5 **Control line Combat.** Control line combat requires a grass surface of about 55m diameter, which need not be closely mown because the models are hand-launched. Spectators should be kept as far back as possible because of a risk, although small, of a model being cut free from the lines. Officials, too, should be able to stand no closer than perhaps 10 metres from the edge of the circle to reduce the risk of being hit by an unrestrained model. The possibility of a model with lines attached being released has been reduced by the requirement to use a wrist tether. Nevertheless, it would be prudent to select a venue without powerlines in the immediate vicinity. As with team race, circles are marked on the surface and again the type of marking material to be used should be agreed with the owner. The event is very noisy but each bout lasts only a few minutes.

5.10.6 **Control line Jet Speed.** C/L jet speed can be flown on the same circle as speed. The noise is extreme but mercifully of short duration, often despite the best efforts of the mechanics. Somehow the novelty usually [but not always] makes the noise acceptable. Hearing protection and fire extinguishers should be on hand.

5.10.7 **Control line Scale.** Control line scale is preferably flown off level tarmac [or similar] surface free of protrusions to allow models with small diameter wheels the best possible surface on which to taxi, one of the compulsory manoeuvres. If only a grassed surface is available, it should be closely mown and well rolled. The rules do not specify the length of the control lines on which a model is to be flown and consequently line lengths of up to 22 metres should be allowed for.

5.11.1 **Radio Control - General.** To prevent radio interference, the venues for the various R/C competitions must be at least 4km apart measured in a straight line between the points of operation of the transmitters. Otherwise, a system of split frequencies must be used. By this system, the available frequencies are divided between the fields such that interference will not normally occur, but if the fields are so close that models from one may overfly the other, the frequencies at the "split" point in each band should not be used. The frequencies to be used for each class of flying under the "split" system are in Chapter 2 of the rulebook [Page 2-7]. Preference should be given to the minimum field separation rather than using the split frequency system.

The altitude of the sites must be published.

NOTE: In events such as Old Timer, Gliders and R/C Electric gliders models may "roam" up to 2 Km from the launching area. Fields for these classes of events should be further than 4 km apart and not be in built-up areas. With the advent of 2.4 these rules are now more flexible.

Practice Fields. Practice fields can be useful if any are available; such fields for R/C models must be at least 4 km distant from other sites where R/C models are likely to be operated at the same time. The surface of the field should approximate that of the site to be used in competition. If this is not possible, eg the competition will be flown off tarmac whereas the practice field has a grassed surface; the surface should be smooth and well mown. It must not be possible for the

model to be damaged because of the condition of the field. The practice field ought to be within 30 minutes drive from the Nationals Registration Centre.

- 5.11.2 **Frequency Monitoring.** The organising committee should check for a history of local R.F. Interference and whether there are any High Level Radio Transmitters in the area.

Use of Frequency Monitors. Rule 5.0.2 requires the organisers to have access to a frequency monitor while the competition is in progress. It is not required that a monitor be available and operated at every field while competition flights are in progress. However, if an event has been granted the status of an "Open International" then the FAI Sporting Code over-rides Australian Rules and a monitor must be on site and operating. [The monitor not only helps to prevent frequency clashes but also is useful to determine the right of a competitor to a re-fly if his contest flight is degraded or aborted because of interference.] Monitors are expensive but several State associations are prepared to loan monitors to National organisers in the expectation that the loan will be reciprocated. A direct approach for such loans should be made to the States.

- 5.11.3 **Common Factors in Field Layout.** The flight lines for R/C aerobatics, R/C helicopters and all R/C scale should be laid out such that the wind blows along the main flight path. The take off area for all R/C scale events must permit the take off and landing to be made into wind; R/C aerobatic competitors should be given the same right but specifically require that the flight area faces south. The pilots, judges and course officials in all events should not be required to look into the rising or setting sun. It is prudent to arrange car parking areas, pits and spectator areas such that the line of flight can be changed to right angles to the original line of flight if necessary without requiring a massive effort.

- 5.11.4 **R/C Aerobatics.** The R/C pattern is required by the F3A rules to be flown at a distance of about 150m in front of the pilot and within boundary lines at an angle of 120° drawn through his position. In practice, the manoeuvres are flown out as far as 200m. The length of the flight path of the model between turnarounds should not therefore exceed 700 metres. The most critical criteria is the position of the sun. The field must face south where possible or at least be able to swing through 90 degrees to avoid the sun. During the mid year period it is possible for the sun to encroach on the manoeuvring area for pattern for the entire day as the sun's elevation is not high enough to allow pilots to safely go to the 60 degree limit. The judges should have an unobstructed view of the flight path, the landing and take off area and the approach and departure paths to that area. A well-defined level horizon simplifies the judging considerably. Two or more flight lines may be operated at the same time. Experience has shown that considerable overlap does not cause distraction or prejudice safety. The take off area should be smooth. Contestants should be advised of the nature of the surface well before the start of the Nationals so that models can be adjusted to remain stationary on the type of surface.

- 5.11.5 **R/C Glider.** Thermal glider, F3J and task 1 of class F3B require a clear area at least 230m long into wind and up to 50 metres wide, [depending on the number of entrants] to allow winches, tow-lines and turn-arounds to be set out with enough distance between each set of lines to reduce the possibility of inter-tangling while stretched along the ground. It is essential that the ground allow the winches and turnarounds to be pegged in position; it must not be so hard that stakes cannot be hammered in or so soft that they can pull out under tension. [The turnaround stake is subject to an upward pull during the launch of a model. The pulling out of a turnaround is heavily penalised]. Two landing zones are desirable; one immediately adjacent to the winch area positioned with respect to the wind to permit landing and relaunching without overflying the winch area. Up to six landing areas [depending on the number of flyers in each group] are needed in the second zone within 150 metres of the winch area, each to be equipped with a flat disc centre marker and a string/cord measure, 15 metres long marked in metres and fixed at one end to the central disc. There should be no obstructions on these areas which would prematurely stop a landing model.

Tasks B and C of F3B require a course as described in the rulebook to be laid out. It is prudent to peg out at least two and preferably three courses to allow for different wind directions. The winch/turnaround field must be close-by along one side. [A winch area at the end of a course is unsatisfactory because a model can be judged to have crossed a base line without this having been intended]. Models may land on the course in these tasks and hence it should be smooth and free of obstructions.

The venue for glider events shall obtain clearance from CASA to be obtained for flights up to at least 1500 feet and preferably to 2000 feet.

Depending on the time of year and weather conditions prevailing, to reduce the possibility of heat exhaustion, a maximum of six rounds per day should be scheduled for Thermal Glider and similar events.

Special Equipment. Special equipment required for Class F3B is a Winch Tester. This is in the custody of the Chairman of the MAAA R/C Gliders Subcommittee

5.11.6 **R/C Pylon- General.** Three classes of R/C pylon may be flown at a Nationals. (a fourth class - Sportsman - should not be programmed). All require a special course to be marked out, the long axis of which should align with the wind direction. Areas for car parking and spectators should be chosen to allow a course change to be effected without having to reposition cars etc. For safety, spectators are restricted as to how close they may approach the course. For safety, car parking and spectators should not be permitted in an area perpendicular to the course, thirty metres wide and 200 metres long with the No1 pylon at a corner (No 3 pylon if the course layout requires it) so that models suffering structural failure during the turn will impact in a clear area. The events, particularly class F3D, are noisy and should not be run in a sensitive area. The take-off area should be tarmac or similar if at all possible for F3D and 1/4 Midget; otherwise a good grass surface is needed. 1/2A models are hand launched but require a smooth grass landing area. Some designs of pylons depend upon stakes driven into the ground for their support; the ground should permit this.

5.11.7 **R/C Helicopter.** R/C helicopter can be flown off a mown grass area and require the same air space as use by R/C Aerobatics. The rules for the event lay down the dimensions and relative positions of the manoeuvring box and the ready box as well as the position of the judges. Only the area of the two boxes need be closely mown. The boxes must be marked out; the marking material should be agreed with the owner of the field. The corners of the manoeuvring box are marked by flags on short balsa sticks. Replacements should be available.

5.11.8 **R/C Electric Glider.** R/C electric glider requires a field layout similar to that for task B and C of F3B, except that an area to set up winches is not required. Landing circles as required for Task A of F3B are also needed.

5.11.9 **R/C Scale.** Three R/C scale events may be programmed; class F4C, Stand off Scale and Large or Mammoth scale. Each event has two parts; static judging and flying. For static judging, the first two events named require a maximum judging distance of three metres while large scale is judged at five metres. These distances should be marked out in the judging area[s]. For the flying part of the contest, an area similar to that for R/C aerobatics is required. The landing area for the model is between two marked lines 100 metres apart. The surface of the landing area should be such to permit a good landing anywhere in that area. The rules require the models be permitted to take off and land into wind even if it necessary to reposition the flight line between rounds.

The following equipment is required: - Noise meter, Wind Metre and Scales

5.11.10 **OLD TIMER** Old Timer events require a smooth area for take off and also need marked landing circles also with a smooth surface. Take off must be into wind. The areas should be positioned such that landing models do not overfly those taking off. The grass around the landing circles must not be so high that models with a good chance of reaching the landing circle are snagged short of the circle. The venue shall obtain a clearance from CASA to be issued for flights up to at least 1500 feet and preferably to 2000 feet. A wind metre is required.

6 **COMPILING THE PROGRAM.**

6.1 **Draft List of Events:** The draft list of proposed events at National Championships is to be published with the agenda for the MAAA Council Conference that approves the list of events.

- 6.2 **Eligible Events:** The events eligible for selection and the selection criteria are laid out in these Guidelines and Rules Book. Procedures for nominating demonstration events are also included in the Rule Book.

In an attempt to attract members to attend the National Championships, particularly at the smaller Nationals, more State specialised events are being nominated in conflict with FAI or Australian Rules events. This has traditionally been accepted in an attempt to make these Championships more viable. It would be preferable that specialised State rule events should not be run, at a National Championship, unless flown in other States and should be kept to a minimum, the object being to encourage participation from all states.

It is up to the State, in liaison with the local SIGs to decide the events they are capable of listing.

Organisers should consider running all eligible events. These include all junior events as per para. 1.1.10. (Australian Rules Book), events from chapter 2 of the Australian Rules Book and FAI events as well as other events that have attracted a minimum of seven entrants in at least one to the previous two Nationals when the event was run.

- 6.3 **Compulsory Events:** The Nationals program must include all those FAI events for which that Nationals form part of the team selection process for that year. F/F teams are selected at a special trial but results of Nationals are used in C/L and R/C team selection for international contests as requested by the Special Interest Groups or MAAA Advisory Bodies[F2A, F2B, F2C, F2D, F3A, F3B, F3C, F3D, F3E, F5B, F5D, F3J, F4B and F4C]. In 1989, [odd years], World Championships scheduled were F3A, F3B, F3C and F3D. 1990 [even year] world championships were for all C/L classes, including F4B, F3E and F4C. Trans Tasman events are held in the years that world championships are not held.

- 6.4 **Other Events:** The inclusion of other events must be approved by the Council. R/C events that have not had ten competitors or have models processed in at least one of the two previous Nationals will normally not be approved depending on the State at which the Nationals are being conducted. Always check the latest ruling before committing to events.

- 6.5 **Scheduling Events:** Programs for past National Championships are at Annex D. All have been unsatisfactory in some way to some intending competitors but the number of categories in the three disciplines makes it impossible to allow all competitors to enter every event they might wish to.

7 **COMPETITION RULES**

All events listed in the Sporting Code and Australian Rules Books are to be run in accordance with the rules stated therein. Changes to the rules that operate in a particular State will not take precedence over the Sporting Code or Australian Rules Book.

It is particularly important that rules should be strictly adhered to and no changes allowed especially those events that are part of Team Selection.

Departures from the rulebook must be published and should only occur where the rule is a Nationally accepted departure and is on the recommendation of the relevant SIG. (Eg. The Australian F3B 12v battery rule.

- 7.1 **Demonstration Events:** The rules for any special demonstration events are to be published at least twelve months prior to the Championships. Depending on the type of model and specification, six months notice prior to the Championships is insufficient time for entrants from other states to prepare for a special event.

Special event rules need to be widely promulgated and must be included with entry forms.

Demonstration events should always be secondary to established classes.

- 7.2 **Team Events**

All people taking part in National Championships should be registered as an entrant of the Nationals. The organisers need to be aware that all participants are in fact current MAAA members and as such covered by our insurance.

For R/C Pylon racing events only F3D is to be classified as a Team Event as this complies with the FAI Rules.

Mechanics for the other pylon events should be registered as an ENTRANT of the Nationals, by paying the Administration Fee and completing the Entry Form, but not need to pay an event fee. (Currently F3D is the only pylon-racing event that is required to have event fees for both Pilot and Mechanic. Trophies are not required for Mechanics of the other pylon events.) Previously most of the pylon caller/mechanics were generally registered as most of them also fly in the events as well as being a caller for other pilots. Now all are required to register.

C/L racing events are all required to be classified as Team Events.

If FF requires some of their events to be classified as team events then the FF SIGs or Advisory Body needs to put forward the required rule changes at an appropriate Rules Conference.

8 MEETINGS & FUNCTIONS

8.1 Briefing.

The evening of registration day is reserved for the contestants' briefing. With a firm chairman, this should require at most ninety minutes. The purpose is to: -

- a] Introduce the contest directors for all events;
- b] Allow the CDs to make general announcements, [briefing on specifics is done in side meetings after the general briefing];
- c] Advise of any changes to venues, timings etc and of the method of advising any future changes, for example, via a notice board in the administration centre.
- d] Advise of any prohibitions or restrictions imposed for example on vehicular access or for fire safety.
- e] This information should also be available at the registration centre and given out with the competitor's package.

8.2 Presentation Dinner

Guests: Suggested Guest List for invitation to attend the Presentation Dinner, as guests of the Organisers should be extended to: -

- a] The mayor of the local council;
- b] The landowners of fields on which events are flown;
- c] A representative of the local council or tourist bureau [if it has been used extensively];
- d] A representative of the boarding college if its facilities are used; and
- e] The MAAA President.
- f] Major sponsor

Members of the committee should be nominated to host each of the invited guests to ensure they are introduced as appropriate and are not left unattended. These committee members should not have other responsibilities which may divert them from their role as host.

Master of Ceremonies. To ensure smooth progression of the dinner, an experienced Master of Ceremonies [MC] must be appointed. He should liaise with the catering staff to plan the best time to serve the courses of the meal, integrating them with the presentations of trophies, speeches and the traditional Nats dinner awards. Timing of the scheduled program for the dinner is critical otherwise the night will drag on till all hours of the night.

Entertainment. There is no need for music at the dinner; in fact it hinders conversation with old friends which modellers seem to prefer.

Type of Dinner. A set down dinner is generally preferable than a smorgasbord as the last couple of tables invariably either miss out or has a much reduced selection of food.

Speeches. Speeches should be kept to a minimum number; the Mayor, MAAA President and contest administrators should speak briefly. The Champions of the three main categories may also be allowed to speak. In his speech, the MAAA president should introduce the Chairman of the next National Championships, who should be given the opportunity to invite members to the next event and circulate a bulletin, if he is present.

Presentation of Trophies. The invited guests should be given the opportunity to present some of the trophies, as should the MAAA President with the contest administrators supervising.

Presentation of trophies takes the longest time and needs to be well organised particularly if trophies for all the event placings are to be presented on the night.

The trophies need to be laid out in order of the presentations in each category. Due to the number of trophies involved this needs to be completed in advance of the scheduled start time for the function.

The presentation list given to the contest administrators needs to clearly show category and winners in order of placing and it is preferable the list shows first names of the winners otherwise the contest administrators will call winners out by first name only if he personally knows them.

Presentation can be performed more efficiently by presenting each of the three categories simultaneously. The contest administrator from one discipline (eg CL) will announce the placing's of one event. While the winners are coming forward for presentation by one of the dignitaries, FF can announce the winners of their next event followed by RC. Each of the three presenters needs a runner to bring the trophies forward. The presentations need to be broken into at least three or more sections within the program.

Trophies should not be presented by completing each discipline separately then followed by the next.

If minor placing trophies are presented at the field this will eliminate a great deal of the presentation time required but it also diminishes the value of the Presentation Dinner.

8.3 **Special Interest Meetings.**

Meetings of engine collectors, badge/decal collectors, scale fliers and similar groups are also held. Meeting rooms should be available. It is an opportunity for Special Interest Groups to hold meetings or even Annual General Meetings. It is more satisfactory to hold these meetings on nights that Indoor Free Flight events are not being held and they need to be highly publicised during the Nats.

8.4 **Other Meetings**

Other meetings and functions that may be held include New Years Eve function, Auction or Flee Market etc.

9 **TROPHIES & MERCHANDISE**

9.1 **Trophies.**

The award of trophies is detailed in Rule 1.1.5. which requires that trophies be identical for the corresponding places in all events. The style of trophy to be awarded is at the discretion of the organisers. Past trophies have included: -

- a] medallions with neck ribbon,
- b] medallions mounted on plaques,
- c] drinking mugs, and
- d] aircraft models mounted on bases.

The cost of trophies is a charge against the organisers and should be recouped from the entry fee.

The trophies need to be such that they are of an acceptable standard for the Australian National Championships, but not be of such extravagance that they break the bank.

A recent problem has been the ordering of trophies. Trophies have been ordered only for events that have the required entry levels at the time of cut-off date only to discover that significant later entries result in many more trophies being required. Due to the Nationals being held during the holiday period this has resulted in excessively blowing out the cost of trophies to an acceptable level. If this presents itself as being a problem in the future then the trophies, for events that only fill the minimum numbers after the cut-off date, need not be made available until some time after the Championships are completed.

This emphasises the importance of not providing events that have no possibility of making the numbers. This is particularly important for smaller Nationals.

When specialised production is required to make trophies that are selected by the Nationals Committee often it is necessary to take the plunge and order the requirement for all events as the cut-off date doesn't leave sufficient time to cancel trophies for events that are dropped. This being the case, designing them in such a manner that allows conversion to presentation plaques for property owners or gifts to the dignitaries makes good use of the leftover production.

Both members of team entries receive trophies, except 1/2A and QM pylon which do not require a double entry fee.

Trophies for juniors should only be offered in those events specifically listed in para.1.1.10. of the rulebook as junior events. In all other events, the juniors compete against all other entrants for trophies although they pay only a junior entry fee.

A standard National Championship trophy is available through the MAAA and is available to the Organising Committee at cost.

9.1.1 Engraving of Trophies. All trophies should at least be marked to identify: -

- a] the National Championships,
- b] the event for which it was awarded, and
- c] the placing in the event.

Whether or not the name of the recipient is engraved depends mainly on the time of presentation; if, to reduce the length of the presentation of awards at the dinner, minor place trophies may be handed out by the C.D. immediately the contest ends. Engraving will not be possible unless the trophy is returned. This is a decision for the organisers. To enable either all or at least first place trophies to be engraved with the name of the winner, would inevitably require an engraver be available on the afternoon of the final day. A separate plate could be mailed out after the completion of the Nationals.

9.1.2 Trophies and Cancelled Events. Rule 1.1.6. clarified by 1.2.1. allows an event be cancelled if there are less than five competitors ready to fly at the start of a [senior] contest. Because this may mean that modellers have travelled long distances for an event to find it cancelled; some organisers have elected to run it with only two or three competitors. If, as is prudent, such unused trophies have been pre-engraved, the organisers may elect to present them to the Association for eventual display in the museum as being typical of awards. Otherwise, the engraving should be defaced or the trophies destroyed.

9.1.3 Champion of Category Trophies. A Champion of Champions trophy awarded for the best overall performance at a Nationals in events in all three disciplines was last presented in 1978/79. The trophy was then retired. An award was then made for each discipline, the trophy being retained by the recipient. The cost is therefore a charge on the organisers. The trophies for the three awards must be identical. Although not required, some organisers have presented "Junior Champion" awards.

At the 2001 Council Conference the requirement for Champion of Category for each discipline was rescinded.

- 9.1.4 **Memorial Trophies.** Subject to the agreement of the Council, the winner of a designated event may hold in his possession until the next National Championships, a trophy presented for competition to commemorate a person or event. The conditions of award may not be varied without the donor's permission. Should the nominated event cease to be held, the trophy should be retired..The organisers should attempt to ensure that all memorial trophies are delivered to them in good condition in time for re-presentation.

9.2 **Collection of Trophies**

It needs to be made quite clear that it is the responsibility of the winners to collect their own trophy. Nominating a representative to collect trophies on their behalf at the Presentation Dinner results in confusion and loss of control by the organisers. If the winner of an event does not collect his trophy then he is responsible to organise and pay for its delivery.

This should be included with the entry conditions on the registration form.

If the organising committee allows a winner's representative to collect trophies then they need to record the names of persons collecting the trophies.

Neither the organising committee nor the MAAA will be responsible to replace missing trophies.

9.3 **Souvenirs & Merchandise**

The acceptance of a logo needs to be accepted twelve months prior to the championships. There are more pressing needs to occupy the committee during the last 12 months. Be careful when selecting a logo that copyright is not a problem especially if using a shire or state emblem. Permission is usually required.

Patches, badges, decals and selection of merchandising items need to be established early and priced. Orders need to be placed six months in advance for delivery two months prior to the Nationals. With standard 30-day payment required on invoicing, these accounts will not be paid until most of the entries are in hand. This results in a smaller float being required to set up the Championships.

Quantities for many items such as badges, decals and patches can be established from usages and sales at the previous Nationals held in that particular State. Establishing quantities for other merchandise can be done on the basis of forward ordering on entry forms. To be able to do this you need to order a first small quantity to have the artwork established and determine the last date that a follow up order can be placed to have the stock prior to registration day. Timing is cut fairly fine but it's better than being caught with excessive stock. One needs to be aware of the fact that it doesn't take much of a mistake to go out backwards.

Remember all merchandise is high risk. Only order quantities you are sure of selling.

The sale of souvenirs is a legitimate way of offsetting expenses to reduce entry fees per event. Typical souvenirs include: -

- a] Nats badges;
- b] Restricted distribution Nats badges;
- c] Official helper badges [qualified distribution];
- d] cloth patches;
- e] stickers;
- f] T-shirts and/or windcheaters;
- g] Program booklets;
- h] News sheets; and
- i] Commemorative port.
- J] Novelty Items - Glasses, coasters etc.

The minimum requirement is a, d, & e.

It is usual to provide T-shirts, windcheaters and port only to satisfy pre-orders. This allows purchase of the correct size and numbers of garments and, in the case of alcohol, usually satisfies state licensing laws.

The number of badges, patches etc to be obtained is a matter of judgement. Information supplied by previous organisers is at Table.

10 **Contestants Folder**

With the increasing costs in Administration and entry fees over the years, in an endeavour to come to terms with the high costs of running the Championships, entrants are expecting value for money in their goody bags. The larger Nationals have made it more difficult for the States that have smaller attendance at the Nationals. Each set of organisers attempts to do it better and bigger than the past and when finances don't go to plan cost cutting is the order of the day. The contestants appreciate the provision of badges and decals in the goody bag, however it should not be regarded as a requirement.

Promises of goods and services should not be made until the organising committee is able to guarantee their delivery. This is easier said than done! Generally it is not known that the budget can be balanced until the week of the Championships due to the number of late entries that is usually encountered.

10.1 **Essential Items:** The essential items required by the entrants are: -

1. Good quality field location maps. (Accommodation locations on the maps would be of value.)
2. Maps of the local town.
3. Program of events preferably in the format of a program booklet. Although this can be very expensive it provides the means for selling advertising and event sponsorship. The Program must indicate locations and starting times for events. It should also preferably have the events with competitors names listed.
4. Contact phone numbers for the administration Centre and flying fields.
5. Local tourist information.
6. Location of hospital, fire brigade & police.

10.2 **Registration Centre Location**

The Nationals need to be started on the right foot. The very first impression is most important and is dependent on the quality of administration on registration day. To keep entrants in a good frame of mind they need to have quick and easy access to the Registration Centre. The location of the registration Centre needs to be clearly printed on the Entry Form and preferably at some stage a location map sent to the participants. Sending a map with the entrants' receipt has proved to be very successful.

10.3 **Registration**

There is nothing worse than a queue developing due to slow processing. Having entrants lined up at a computer is a disaster. Registration forms need to be sorted alphabetically and divided into at least four sections. The results and changes that occur are then transferred to the Computer station for entry by another person.

10.4 **Street and Field Location Signs**

The signs need to be sufficiently large to be easily seen. The problem with signs is they are great souvenir items and they disappear on a regular basis. It is necessary to have a worker designated to maintaining the signs. It's not just the Free Flight contestants that wish to find their field. Other contestants may be looking for the location for the first time towards the end of the week and spectators can be looking for the field locations during the period of the National Championships.

The signs need to be placed high enough to be out of reach. Arrows being affixed separately assists in the production saving the need for left and right hand signs.

11 FINANCIAL ISSUES

- 11.1 **Budget.** The committee needs to set a budget to control the financial outcome of the Nationals and to assess and justify the Administration and Entry fees being charged. Use the Financial Statements from the National Championships previously held in your State as a guide. From your previous Nationals you should be able to assess your likely entry level, the general running expenses that were previously experienced and the level of sponsorship that was necessary for the previous Nationals to be successful.

The general expenditure needs to be assessed to determine the Budget for expenditure on such items as trophies, goods for the entrants bag, printing of location maps, newsletter printing and program book, field development expenditure, equipment purchase and hire, etc.

The total income needs to be assessed including: -

- 1 Administration and Event fees.
- 2 Assess the expected net gain from sale of souvenirs, badges, patches, programs etc.
- 3 Assess expected income from advertising and sponsorship.
- 4 Assess proceeds from possible raffle.

The cost and income from badges and decals needs to be considered depending on the number being offered for sale and those being allocated for the Competitors Folder.

The budget forecast needs to be continually monitored during the months leading up to the Nationals. Only in this way can a reliable assessment of the financed be maintained.

The committee must approve all expenditure, not individuals.

11.2 Fees

Setting of "Entry" Fees. Current practice is to set the Nationals fees in two parts, an administration fee paid once and an entry fee paid for each event entered. A lower fee structure is set for junior entries.

- 11.2.1 **Administration Fee:** The administration fee should be set, based on anticipated entries, to cover: -

- a] Costs of general printing of Bulletins, entry forms etc.
- b] Postage,
- c] Reimbursement of reasonable costs incurred individually by the members of the organising committee.
- d] Sign writing,
- e] Hire of facilities such as meeting rooms etc.
- f] Hire of equipment such as tables, chairs, portable toilets, public address systems etc.
- g] Reasonable souvenirs to be supplied in the "Competitors Folder".
- h] Insurance costs of tents, marquees, computers, portable toilets etc.
- l] Public Relations costs - advertisements, flyers etc.

- 11.2.2 **Entry Fee:** The entry fee, averaged over the anticipated number of entries over all events in all categories, should be set to cover: -

- a] Trophies,
- b] Cost of consumable materials such as streamers for C/L combat, line marking paint etc, and
- c] Hire of; or reimbursement of costs associated with the loan of, specialised equipment such as frequency monitors, pylon cages, course setting and sighting equipment etc.

Administration and entry fees charged for recent nationals are shown in the table of entrants in events.

11.3 **Late Entries**

Many members don't decide to attend the Nationals until the last minute. Often this is due to work commitments or difficulty establishing holiday leave. The Nationals Committee should provide for the needs of these members by allowing late entry.

- a) Late Entries are to be accepted up to and including registration day.
- b) Late registrations can be accepted by midday on the day prior to the event.
- c) Events that are cancelled by the organisers, due to the lack of entrants by the published cut-off date, are not to be re-scheduled as the result of late entries.
- d) Some incentive needs to be instigated to encourage members to register on registration day even though registration is being permitted the day prior to the event.

11.3.1 **Late Entry Fee.**

The normal procedure is to charge double administration fee after the cut off date. The event fee is still charged at the normal rate.

It is important that the late fee is in fact implemented after the published cut-off date. It is essential that entrants become aware of the fact that this cut-off date is published for a purpose. This being the assessment of entry levels for events that may need to be cancelled. It is also the final date that entrants can be listed in the program book due to printing restraints.

This is the stage that the committee is gritting its teeth wondering whether or not the budget can be met. Another good reason for ensuring that the late penalty is paid.

The fee needs to be set at a level to encourage members to enter early but not so high to discourage participation.

Members who have pre-entered but wish to change or increase the number of events entered should be allowed to do so without penalty.

11.4 **Sponsorship**

You need to be able to show value for money as you are competing for companies advertising budget with all other forms of advertising that they are involved with through the year. Most companies set their advertising budget a good twelve months in advance. It is no good trying to obtain large dollars within the last six months leading up to the Nationals. The bigger Nationals have a better chance of obtaining larger sponsorship. Some States don't take into account sponsorship when preparing the budget but this leads to higher administration fees. It is important to sign up sponsorship early in order that its impact will filter through to the competitor.

Once sponsorship and advertising dollars have been organised a conflict of interest can occur. The organising committee, when making decisions need to consider both issues; giving value for money for the sponsor; and doing what is in the best interest for the competitor who could be vying for a place in the championships or a position on a World Team.

12 **PRESENTATION TO COUNCIL CONFERENCE**

The first presentation to the Council should include the States acceptance to run the National Championships and include the Venue and Date of the event for acceptance of the Council time to release of relevant information and advertising bulletin at the previous Nationals

The final presentation is to be made at least 10 months prior to the commencement of the National Championships.

Presentation to the Council is to include: -

- a) Presentation of the Organising Committee.
- b) Dates of the Championships

- c) Venue of the Championships together with supporting photographs of fields and other venues.
- d) Presentation of Proposed Budget for the championships showing the ability of the organising committee to meet their financial responsibilities in conducting the championships.
- e) Submit the proposed events for ratification by the Council Conference.
- f) Present the Preliminary Bulletin that was distributed at the previous National Championships showing the Venue Dates and available accommodation.

13 **PRE-REGISTRATION DAY ACTIVITIES.**

The following tasks should be completed on or before pre-registration day although if the risk of vandalism is assessed as high, deferral until a few hours before the facility is needed has to be accepted: -

- a] Mow all fields as necessary;
- b] Mark out circles, landing areas etc. (Usually carried out by the Special Interest Groups)
- c] Place road signs;
- d] Distribute maps showing the position of the administration centre and flying fields . [The map must assume that the user is completely unfamiliar with the area. Ensure that it is reasonable to scale and that reliable kilometre distances are shown between obvious points; for example do not give a distance from an obscure road crossing if there is a similar crossing near by].
- e] Have documentation available at the Registration Centre listing details of chemists, doctors, supermarkets, laundrettes and take-away food shops open over the period.
- e] Set up tables and place chairs in the administrative centre. Mark processing areas and position scales such that models can be weighed while assembled.
- f] Set up registration computer or other system.
- g] Set up distribution system for "goodie" bags.
- h] Place a notice in a prominent position such that it can be read while the centre is closed giving details such as when the centre will open for registration and when it will be open at other times. [It is likely that contestants will arrive in the area early and may wish to know which field is available for practice. Be prepared for this!].
- i] Bulletin Board accessible when Administration Centre is closed showing competition results etc.

14. **POST NATS ACTION.**

The following must be done in the time scale indicated: -

Within one or two days:

- a] Clean and return hired equipment. If the hirer is to collect the equipment, ensure that a committee representative is present to open gates etc. and also to inspect the equipment with the hirer. Any damage must be agreed and noted.
- b] Remove any direction signs, especially if they can be readily identified with the competition.
- c] Write letters of appreciation/Certificate of Appreciation to all those deserving them, especially the local council and landowners.
- d] Pay outstanding accounts to small-business people.
- e] Dispatch full results to MAAA Federal Secretary if these have not already been supplied.

Within two weeks:

- a] Hold a meeting of the committee and review the whole organisation of the Championships. Identify and note problem areas without allocating blame and recommend corrective action.
- b] Prepare and dispatch updating information for this guide.

Within six weeks.

- a] Prepare financial statements;
- b] transfer profit, if any, to trust account.
- c] ensure any unfulfilled orders for badges etc. are completed.

15 **PLANNING TIMETABLE.**(Based on Nationals being held in the Dec./Jan. period)

Call for bids form member clubs to provide the venue for the National Championships.

Decide to accept offer to host Nationals when invited to do so at Annual Conference, this is generally close to two years prior to the National Championships, and set the proposed time of the year that the event will be conducted.

Immediately following the Council Conference and completed by July of that year.

- a) Set up Organising Committee using the structure as required in the guidelines.
- b) Representatives of the various disciplines inspect proposed venues.
- c) Finalise the site location in writing from landowners and/or Council. This is to include the flying fields, Indoor Stadium, the Administration centre and indoor venues for the other programs such as the Presentation Dinner, New Years Eve function, swap meet (Auction) and meeting rooms for SIG's meetings.
- d) Assess the amount of field preparation that will be required and sequence this into your diary of events.
- e) Liaise with local MP and Council
- f) Set the logo
- g) Costings for hire goods badges and trophies to be estimated.
- h) Set advertising rates in the program book and event sponsorship costs.
- i) Sponsorship documentation to be completed.
- j) Consider organising a raffle.

Liaise with local businesses and the trade for sponsorship and advertising for the National Championships

Send out letters to clubs and SIGs offering sponsorship of event trophies.

To be completed by October to enable inclusion in Conference Agenda

- a) Budget for running the Championships
- b) List of proposed events
- c) Photographic record to be made of venues for presentation to the Conference.
- d) Tourist Information material
- e) Council approval of sites
- f) Presentation of costs for: -
 - Administration Fees
 - Entry Fees
 - Dinner Costs
 - Costs of other proposed functions.

First bulletin to be completed and distributed at the National Championships prior to that being organised. This to include an invitation to attend together with Committee Members, Venue, accommodation available and the facilities available at the location. The location of the different flying fields would also be assistance to enable competitors to book accommodation close to their own flying sites.

At the Council Conference held at least 10 months prior to the Championships the list of events is to be finalised and authorised. The Fees to be charged for Administration and Entry should also be presented at this Conference.

Immediately after the Conference: -

- a) The complete program needs to be completed as per Council approval.
- b) The souvenirs and badges etc needs to be finalised and costed.
- c) Trophies need to be selected
- d) Preparation of the Entry Form to be completed
- e) Send out notification to SIG listing their responsibilities eg: -
 - Nominating CDs for their events.
 - Providing specialised equipment.
 - To provide appropriate judges and officials to run their events
- f) Confirm function venues with deposits.

Six months prior to the Championships: -

- a) Distribute Bulletin No.2 together with entry forms and any rules for unofficial events.
- b) Organise the printing of all the required material. This will include: -
 - Presentation Dinner Tickets
 - BBQ tickets if necessary.
 - Preliminary Administration location maps
 - Field location maps
 - Raffle Tickets
 - Program Book
 - Program Sheets
- c) Order all souvenirs, badges trophies etc for delivery, and to be charged for, two months prior to the event. This allows time for sponsorship moneys and early entries to assist in the payment of these items. It also allows sufficient time to facilitate any emergency action required through lack of supply.
- d) When ordering items such as clothing, place a small order to allow the screens to be manufactured with the supplier being aware that further orders will be made as items are forward ordered on the entry forms.
- e) Ensure that the Administration and Contest Computer program is operational and available to you if you are not using your own system. Sorting out the championship points is very difficult without a computerised operating system.
- f) Finalise all equipment required for the championships. Some may need to be purchased, some provided by the SIGs and others hired: -
 - Tents/Shade
 - Tables
 - Chairs
 - Scales
 - Mobile Toilets
 - Line Markers
 - Frequency Boards
 - Scoreboards
 - Stationary
 - Office Equipment: - Computer, Photocopier, Notice Board, Advertisers Board etc.
 - Road Signs
 - Generator: - Usually organised by the SIG needing this equipment.
 - Banner
 - Bunting and pickets as required

Four months prior to the Nationals hold a Contest Directors meeting. This is necessary to clarify the responsibilities of the different parties including the equipment that is being supplied by the organising committee and that being supplied by the contest directors. It is important to resolve any problems prior to the event.

Finalise the Program Booklet. This usually has description of events being run and the list of competitors entered in each event. It is also important for providing advertising space for sponsors. This needs to be prepared ready for entrants to be inserted and printed at the last minute. Good liaison with the printer is required to ensure that this can be completed on the required time schedule.

Send out accounts for sponsorship and advertising

On receipt of entry forms return a receipt to competitors together with a location map of the registration centre and confirmation of the events in which they have been entered.

Complete the pre-registration day activities as listed in item 9.

Work hard and have fun at the Nationals

Complete the Post Nats Actions as listed in item 10.