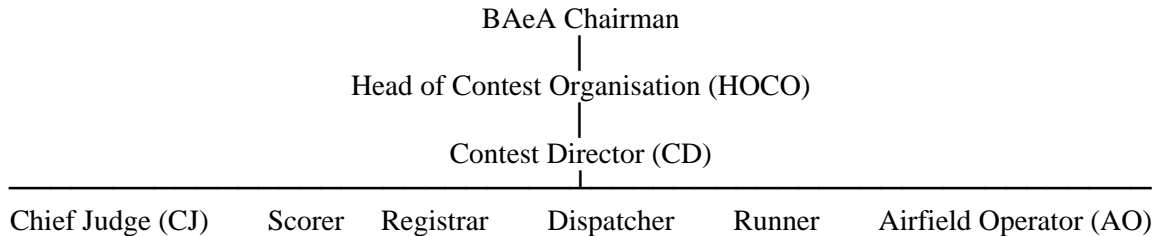


CONTEST DIRECTOR - NOTES OF GUIDANCE

BAeA Ltd is managed by a committee or board of directors under a chairman. Arrangements for contests are delegated to the “Head of Contest Organisation” whose responsibility it is to prepare everything up to the date of the contest. On or before that date responsibility is transferred to the Contest Director. A notional organisation chart is shown below.



Officials' Principal Responsibilities

1. **Chief Judge:** conduct of briefings with CD, recruitment of judges and assistants, provision of their required facilities, establishment of performance box and location of judging position, compilation of all required judging paperwork, resolution of judging inconsistencies, submission of documentation to scorer, resolution of contestants protests in consultation with CD, imposition of safe airmanship by all contestants.
2. **Scorer:** production and circulation of running order of registered entrants, entry of judges score into computer and production of results.
3. **Registrar:** checking of submitted entry form with payment, and validity of statutory documentation of all contestants.
4. **Dispatcher:** assistance in activities on apron, specifically ensuring that pilots are despatched at appropriate intervals and in correct order; in agreement with tower, may operate radio on tower frequency.
5. **Runner:** performing errands for other BAeA contest officials, principally between the judges and scorer.
6. **Airfield Operator:** represents the host airfield and is principal liaison between airfield and BAeA personnel, conducts briefing with CD.

Each of the above may have one or more assistants and some functions may be combined.

BEFORE THE EVENT

Before the event the CD needs to attend to the following (chronological order):

1. Establish with the Chairman &/or HOCO the dates he has been appointed to act as CD and the names of the key personnel (primarily CJ) on those dates.
2. Contact the relevant airfield and establish relations with its operator; confirm that the date is known, that a NOTAM is issued, that fire fighting, paramedic, fuel, hangarage, picketing, maintenance, refreshment, accommodation is or is not available; clarify arrangements for payment of any of the above; resolve any potential conflict in flying operations; encourage exposure to club membership, local media and public; ensure that a representative of the airfield will be available during the contest. Establish that in the event of an emergency(e.g. accident) overall control remains with AO.
3. Establish travel and/or accommodation arrangements
4. Contact the chief judge and obtain confirmation that he and a full team has been organised and will be present.

5. Recruit and appoint other required personnel, viz scorer, registrar, dispatcher and runner and obtain confirmation that they will be present. (Do not defer this task in the hope such personnel can be found on the day).
6. Contact the previous year's trophy winners and instruct them to return the trophies to an agreed location. Contact the Chairman or Keeper of Trophies for an appropriate supply of award medals and shields.
7. Liaise with Head of Contest Organisation on the status of entries and any related problems and establish a plan for conveying entry documents to contest venue.
8. Compile notes for the main briefings; headings are listed in BAeA rules.
9. Compile a list of official personnel and a timetable, both to be circulated to officials and posted at the contest.
10. Compile a checklist of items to be taken.

DURING THE EVENT

On the days of the event (typically Friday and Saturday) the CD needs to communicate with the following (random order):

1. **AO:** Establish and maintain contact, explain procedures and answer any queries; ascertain local arrangements for aircraft movements, fuel, etc; establish an office for scorer and briefing room for pilots/officials.
2. **CJ:** Establish and maintain contact, ensure that he has his full team, including assistants, all required paperwork, seating, etc; ensure that the contest box and judging position is established.
3. **Registrar:** Establish and maintain contact, ensure that register of all entrants is compiled and that all pilot and aircraft documentation is valid, that arrangements are made for a roll call, a draw for running order, and that register is then conveyed to scorer for processing.
4. **Scorer and Runner:** Establish and maintain contact, identify officials, specifically Registrar and CJ.
5. **Dispatcher:** Establish and maintain contact (ideally this function is combined with that of Registrar), ensure that he is aware of running order, current procedures for ground and air movements, and that he maintains contact with CJ and AO/ATC.

BRIEFINGS

There are typically three principal pilots briefings given by the CD at a contest.

1. Initial or primary briefing: the required elements of this are listed in the BAeA rules. At the discretion of the CD several elements of it may be delegated to other officials. e.g. Chief Judge and AO. The schedule may dictate that this briefing is held more than once for subsequent levels of contestants.
2. Interim briefing: held in the event of a postponement or interruption of flying, to update pilots on the current situation.
3. Final briefing: the principal elements are:
 - Any comments by the CD/CJ on any specific incidents during the contest, or about the event generally.
 - An appreciation of all who have contributed to the success of the event (specifically the host airfield)
 - Announcement of results, with presentation of awards by designated individual.

Officials briefing: in addition the CD should hold an informal briefing of his key personnel (CJ, Registrar, Dispatcher, Scorer etc) before (not after) the initial pilots briefing to ensure that all have a clear understanding of their responsibilities, resolve any queries and generally organise themselves.

GENERAL COMMENTS

1. The CD should endeavour to avoid commitment to any other individual function, but leave himself free the better to act efficiently as Director.
2. During the times that the event is running smoothly, the CD should not relax but look ahead to the next task.
3. As time is of the essence during contests, the CD should attach priority to keeping the event MOVING; typically time is lost between initial briefing and first flight, in non-expeditious dispatch of aircraft, and in resumption of flying after any interruption.
4. Ensure that all officials, especially judges and dispatcher who cannot leave their posts, are regularly supplied with sustenance, notably a (picnic) lunch.
5. The ultimate function of the CD is to act as General Manager for the contest. Individual's management techniques vary, but generally on major matters the CD should assimilate the situation, take advice and provide a decision; and on minor matters he should use his own discretion and experience to provide a prompt decision. In resolving uncertainties he should be essentially decisive, for otherwise progress can be halted; in the event of a patently wrong decision it can always be revised. Personal prejudice should be avoided and at no time should any decision compromise safety.
6. Radios should be used as necessary; the CJ and dispatcher should be able to communicate with pilots, to monitor movements and look out for intruders, and the CD communicate with the CJ and the AO.
7. Assume nothing: always check then double check.

AFTER THE EVENT

Once the contest is over, ensure that:

1. The host premises are left clean and tidy and that the AO is consulted about any outstanding matters, then thanked for the provision of his facilities.
2. Immediately following the contest the website operator will require by email a copy of the contest file from the scorers computer for web results publication, together with all photos from the event associated with the computerised scoring system and any others that are suitable for use on the BAeA web. This must be accompanied by a clear explanation of which computer results reports were used and published at the event and to whom each of the awards were given, to ensure that the published web results mirror absolutely those promulgated at the contest.
3. Other BAeA officials may also require copies of the results, for PR purposes and the ANR etc..
4. The website operator will require a written (email) Contest Directors report of the event at the earliest opportunity, for publication with the results on the BAeA website.
5. A report is made to BAeA Chairman or HOCO of any abnormal incidents during the contest.