



BAeA Operations Manual

Purpose

This document provides operational instructions for key BAeA contest officials, prior to and during the execution of aerobatic competitions in the UK, with supporting procedural and policy reasoning.

Note:

Please refer to the BAeA Rules for clarification in all matters relating to the regulatory structure of the Associations competition environment, which take precedence over this Operations Manual.

If further instruction or guidance is required and/or not found in this manual the BAeA Head of Contest Organisation (HCO) or the BAeA Chairman should immediately be contacted for advice.

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Section 1: Contest Job Definitions for Key Roles

Contest Director (CD)

The CD is responsible for pre-contest liaison with the host venue and for ensuring that appropriate plans are in place to enable the event to proceed safely and efficiently. He is subsequently responsible for running the event from the start of the first briefing on the first day of the contest and exercises overall control in all matters connected with the administration, organization, conduct and financial arrangements for the duration of the actual contest, with the exception of managing control of, or facilities for the public which are the responsibility of the host venue.

The CD must not take any other part in the contest, especially as a competitor or commentator. He has authority over all other contest officials, and reports a précis of the event to the Board of the BAeA.

The CD is responsible for the maintenance of safety throughout the contest. Any action by a contestant or official in the air or on the ground that is detrimental to the principle of safety may endanger the continuation of the contest and bring the BAeA into disrepute.

The paragraphs below represent the minimum that the CD should expect to achieve, and should be read in conjunction with the BAeA Rules wherein a broader view of the conduct expected of pilots and other contest related criteria and activities will be found.

CONTEST OFFICIALS

The key contest officials answerable to the CD are:

Chief Judge (CJ), Registrar, Scorer, Flight Director (FD) and Runner;

The tasks performed by these individuals are listed on the following pages.

Local Aerodrome Operator (AO);

Represents the host airfield and is the principal liaison person between the airfield and BAeA personnel. The AO should be present at the first briefing with the CD.

*Notes: The duties of the Registrar and Scorer are normally handled by one person
Glider contests will always have a Flight Director (more usually known as a Launchpoint
Controller). This position is optional at power contests.*

The Contest Jury

The CD, the CJ and any other persons that the CD may appoint shall where necessary form a Contest Jury responsible for deciding all protests, disciplinary matters, exclusions, disqualifications and any other matters related to the running of the contest. The CD shall chair and speak for the Jury, whose decision in all matters shall be final. The Contest Jury performs the equivalent role to the Flying Control Committee at flying displays and has the authority to curtail or stop, on the grounds of safety, any competition flight, or in extreme cases, the whole contest.

BEFORE THE EVENT

Two Months before the Contest:

- Work with the BAeA Head of Contest Organisation (HCO) and the CJ to ensure that the contest officials have been recruited and appointed.
- Establish an appropriate geographic location for the aerobatic performance zone or “box”, the specified area over which contest sequences will be flown (normally 1km square). It should be defined in consultation with the AO and the CJ for the event in accordance the ‘Procedure for Review of Box Location’ in Section-2 of this manual, the procedures described in the BAeA’s ‘Risk Assessment and Safety Analysis’ document, and with reference to BAeA Rules para 1.4,
- Either the AO or the CD should brief the local police and fire service about the contest.

- If the aerodrome does not have its own on-site emergency services (e.g. fire truck and crew) then the CD should discuss the provision of emergency services and the possible need to consult with the Local Authority or Fire Services with the host venue.

One Month before the Contest:

- Liaise with the CJ to check that the judging line will be adequately resourced, check on progress with contest entries, establish that the appropriate medals and trophies are available and confirm if any publicity or media connections need to be made. As the contest draws closer, the CD will need to keep in regular contact with the AO and the CJ to ensure that plans and resources are still on track.
- The BAeA office will email the CD Info-Pack for your event. This will provide key names and relevant contact details, including the holders of trophies presented the previous year.
- Ensure that a clear graphic representation of the approved box location is available on the BAeA website regulations page for this contest, for pilots to study before the closing date for the event.
- Receive from the HCO the 'BAeA Competition Box Specification and Risk Assessment' document, which must be completed and signed by the CD before the competition may commence and returned to the BAeA Office for safe keeping immediately following conclusion of the event.
- Consider imposing minimum height restrictions over local noise sensitive and congested areas. Details of any restrictions imposed should be clearly promulgated at the first briefing.
- The topography of the site or the presence of obstacles close to the aerobatic box may require the height minima to be increased to maintain safe terrain and/or obstacle clearance. Any change to the minimum height rules must be promulgated no later than the first briefing.
- Check that the Membership Secretary is preparing the paperwork needed to administer the contest, including the Registration Log, the Competitors Declaration sheet, the Judging Marks Sheets, Sequence Diagrams and various other administrative forms. Arrangements should be agreed to deliver the paperwork and equipment to the contest site in the BAeA Contest Transit case.
- Contact the previous year's trophy winners and instruct them to return the trophies to an agreed location. Contact the BAeA Office, the Chairman or the Keeper of Trophies for an appropriate supply of award medals and shields.

Immediately prior to the event

The CD should attend to the following (given here generally in chronological order):

- Contact the relevant airfield and establish relations with its AO
- Confirm that a NOTAM has been issued, that fire fighting, paramedic, fuel, hangarage, picketing, maintenance, refreshment, accommodation etc. is or is not available
- Ensure that a representative of the airfield will be available during the contest.
- Clarify local arrangements for payment of any of the above
- Resolve any potential conflict with local flying operations
- Encourage exposure to club membership, local media and public
- Establish that in the event of an emergency (e.g. an accident) overall control will remain with the AO.
- Contact the CJ and obtain confirmation that he and a full team has been organised and will be present.
- Recruit and appoint other required personnel, viz: scorer, registrar, FD and runner, and obtain confirmation that they will be present.
- Liaise with the membership secretary and/or contest registrar on the status of entries and any related problems, and establish a plan for conveying entry documents to contest venue.
- Compile notes for the main briefings – see the Briefings section below.
- Compile a list of official personnel and a timetable, both to be circulated to officials and posted at the contest.

ON ARRIVAL AT THE EVENT SITE

The CD should:

- Meet with airfield staff to finalise plans for the contest, including explaining procedures and answer any queries
- Ascertain local arrangements for aircraft movements, fuel, oil, hangarage etc
- Survey the site to ensure that all operating procedures and facilities are appropriate
- Set-up box markers and line judging equipment as required
- Prepare briefing room for first briefing, including provision of a drawing showing the airfield, aerobatic box and circuit patterns
- Work with the registrar to set-up the contest office and prepare the administrative paperwork needed for registration and the first briefing. The Contest Director should make sure that the Emergency Response Pack is easily available in the Contest Office.
- Complete and sign the BAeA Competition Box Specification & Risk Assessment.
- Ensure that the Scorer has appropriate facilities in the contest office and designate a Runner to transfer papers regularly from the judging line to the contest office.
- If necessary appoint a Flight Director (FD) and brief him.
- Discuss use of the “box safety” frequency with the CJ and the AO. See **BAeA Rules 3.10.1.1**

CONSIDERATION OF PUBLIC PARTICIPATION

Discuss the possibility of public attendance with the AO ahead of the event, with particular consideration of:

- Areas where the public or spectators will be situated
- Car Parks that would be used by the public
- Security measures that may be required to restrict public access to airside operations, including refuelling and aircraft parking areas.

If significant public attendance is anticipated the CD and AO must define Crowd Lines and Display Lines in accordance with the requirements of CAP 403. Similarly, no-fly and noise sensitive areas should be defined. The CD must inform the HCO about these issues before the contest.

CONTEST EMERGENCY PLAN

BAeA Rules 24.0 “Procedure in the event of a serious accident or casualty” provides guidance regarding the procedures to be used in the event of a serious accident or casualty at a BAeA contest.

In the event of a serious accident or casualty at a BAeA contest or event, the host airfield’s emergency response plan will be activated. The CD will support the host AO to provide an appropriate response to the incident.

BE ESPECIALLY FAMILIAR WITH THE FOLLOWING

- **LATE ARRIVAL OF CONTESTANTS**
See BAeA Rules 2.16
- **MINIMUM HEIGHTS**
See BAeA Rules 1.5
- **WEATHER LIMITS**
See BAeA Rules 1.6 and 3.8

PILOTS BRIEFINGS

Prior to the first briefing the CD should hold an informal briefing of his key personnel (CJ, Registrar, FD, Scorer etc) to ensure that all have a clear understanding of their responsibilities, resolve any queries and generally organise themselves.

There are typically three pilots briefings given by the CD at a contest. They should be started ON TIME – a late briefing inevitably leads to tardy responses from all. Their manner should be specific and directive, as anything less may lead to avoidance and obfuscation.

The following notes apply to all briefings:

- Punctuality at briefings – **see BAeA Rules 2.15**
- Items to be covered in the initial or primary briefing – **see BAeA rules 3.4**. This lists 17 or so separate subject areas that should be discussed. At the discretion of the CD several elements of the briefing may be delegated to other officials, e.g. CJ and AO. The schedule may dictate that this briefing is held more than once for subsequent levels of contestants.

First Pilots Briefing:

- This marks the official start of the contest, and is mandatory for all participants. Late arrivals are handled separately in accordance with BAeA Rule 2.16 and the CD will brief such pilots personally.
- Separate briefings may be required to accommodate different arrival times of pilots competing in different Classes.
- If the weather is unlikely to allow flying to commence within one hour the briefing should be convened for information purposes and immediately postponed. The situation must be reviewed regularly until it is appropriate to begin the briefing.
- A pilot who has not attended a briefing or been briefed by the CD may not compete. The CD may at his discretion allow late arrivals to fly H/C if other constraints do not preclude this.

Interim Briefings:

These should be held in the event of a postponement or interruption of flying, to update pilots on the current situation.

MULTIPLE DAY PLANNING

At contests that last for more than a single day, the CD must decide an appropriate place to end flights for each day. Ideally, the break should coincide with the start of a round of sequence flights at a particular Class, so that the first flight of the next day is also the first flight of the new sequence.

At the close of flying each day the CD should announce the timetable for the following day's activities and the time of the next briefing. The CD and the CJ should discuss the day's operations, with the AO, Registrar and Scorer as necessary, and decide if any changes to planned procedures are required.

AWARDS PRESENTATIONS

The CD should convene the awards presentation ceremony as soon as practical once all flying has been completed and the final results have been calculated. Particular consideration should be given to:

- 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 and contest officials).
- Announcement of results, with presentation of awards by a designated individual.
- Request for pilots to settle their bills and make plans for safe, considerate departures.

AFTER THE EVENT

Ensure that:

- 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.
- The website operator will require by email and with the least possible delay 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.
- The website operator will require a written (email) Contest Directors Report of the event at the earliest opportunity (within 24hrs if possible), to accompany the results on the BAeA website.
- Other BAeA officials may also require copies of the results, for PR purposes etc..
- A report is made to BAeA Chairman or HCO of any abnormal incidents during the contest.

GENERAL COMMENTS

- The CD should endeavour to avoid commitment to any other individual function, but leave himself free to act efficiently as Contest Director.
- 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, in detecting and responding to weather improvements and/or in resumption of flying after any interruption.
- Ensure that all officials, especially judges and the FD who cannot leave their posts, are regularly supplied with sustenance, notably mid-morning and afternoon refreshments, and a more substantial lunch. The establishment of a 'Judges Tab' settled by the CD before departure can facilitate this task, but must be firmly limited in scope to prevent abuse.
- The ultimate function of the CD is to act as General Manager for the contest. 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 solution. 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.
- Pilots photos on the score-sheets are important – if any are required the Scorer will be able to give the names of those whose photos are needed.
- Good communications are a vital element in all successful competitions. Radios and/or mobile phones should be used as necessary; the CJ and FD 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.
- At BAeA events run according to CIVA rules you will require FAI Sporting Code Section-6. You will need part-1 for power, part-2 for glider events. Find this on the FAI / CIVA web at <http://www.fai.org/aerobatics/documents>
- At a late stage, review your plan for the trophy and medal awards presentation. Get a local personage of note to make the presentations – this is a respected position!
- Make a proper job of thanking your team of BAeA officials, the host aerodrome operators and management, ATC, fuellers, the refreshment team etc.
- Exhort pilots to leave the place tidy and to PAY THEIR BILLS.

Chief Judge

The Chief Judge (CJ) is responsible for the operation and performance of the judging panel, comprising typically from three to eight judges plus other administrative staff as required and possible at the event.

The CJ will also normally assist the CD in the selection and approval of the box location, this process being likely to start 1-2 months before the event. This may include contact and courteous discussions with the landowners over whose property the box will be situated for the purpose of determining suitable access options for the judging teams during the contest. In the event that box markers are laid to define some or all of the box layout and/or the judging positions the landowners should be approached for approval etc., and this may require the CJ's attendance at the contest site on one or more days preceding the start of the event.

CHIEF JUDGES TEAM

The CJ must have at least the services of a scribe to record his marks if he is a scoring judge, although the addition of an experienced CJ's Assistant will greatly improve his ability to effectively manage the judging line. It will also be very helpful to divest the radio communication duties to a capable operator, and the services of a Runner to collect the judges paperwork between each flight will further enhance the CJ's ability to efficiently execute his responsibilities.

JUDGING TEAMS

Each judge will require the services of a 'scribe' to record the judges marks and comments, and for complex sequences, e.g. those at advanced or unlimited level, a suitably experienced 'caller' will also be desirable.

JUDGE SELECTION

Judges are drawn from the pool of acknowledged BAeA judges during the weeks prior to each event by the BAeA Judging Coordinator in conjunction with the HCO. Judges with qualifications and experience appropriate to the event should be selected first, but wherever possible the duties should be spread to accommodate judges who have less experience and who may assist or be mentored by a more experienced judge at the event. It may also be helpful to contact known scribes to alert them to the need for their presence if possible.

The CJ should nominate an experienced person as the Chief Judges Assistant to effectively manage the administrative activities, including distribution of the appropriate paperwork sets to judges and it's subsequent collation and assessment on behalf of the CJ.

SITING OF JUDGES

When defining the area within which the judging panel will work the following subject have particular importance:

Separation from other activities

To work effectively each judging team must be far enough apart for verbal privacy, and sufficiently clear of other local or surrounding activities such that their concentration and communications will not be impaired by distractions or extraneous noise. Closeness to public roads, pathways and/or construction, farming or equipment operations may significantly impair a judges concentration and lead to poor performance and reduced effectiveness. The CJ should ensure that none of the above can influence the effective operation of the judging panel, and take immediate steps to mitigate such problems if they occur.

Comfort and safety

Your judges are likely to spend much of the day working, so they will require suitable seating and probably weather protection too. Although many will bring their own folding chairs etc. it may be necessary to borrow chairs and cushions from the host clubroom or restaurant, which will almost certainly require effective pre-planning and organisation.

Make sure that the judging positions are safe with regard to manoeuvring aircraft, active taxiways and runway and from any other influences such as passing farm equipment or animals, or access that may be required by others through the same area.

Access to a suitable First Aid Kit must also be established to deal with minor local requirements.

Toilet facilities

It is vital to recognise that both male and female judging line staff will require the use of suitable toilet facilities during the day. If none is possible then regular visits to the nearest facility – perhaps the host aerodrome clubhouse – must be organised at suitable intervals to avoid discomfort and inattention.

TRANSPORT TO AND FROM THE JUDGING LINE

It is essential that the CJ prepares his team of judges and other staff to be ready in time for transit to the judging line. This may not be particularly close to the briefing and pilots area, and a circuitous journey may be involved. On arrival at the judging site the CJ should take the lead in managing his teams to position themselves at suitable intervals along the judging line and get ready for action, open communications with the CD and stand to in readiness for the first competition flight.

JUDGING STATION EQUIPMENT

Whilst most judges can work effectively with no more than a suitable chair, at the CJ's station it may be advantageous to use a small table in order to facilitate the collation, examination and storage of completed judges paperwork. If there is a likelihood of rain then some waterproof storage boxes may be essential to prevent unused and completed paperwork from being damaged.

If extended activity is expected it may be necessary to establish some weather protection for each judges position to avoid over-exposure of judges to extreme sunlight, heat or cold.

AVAILABILITY AND DISTRIBUTION OF JUDGES PAPERWORK

Prior to each sequence the CJ must receive and distribute the appropriate paperwork for each judge to use, together with a suitable number of ballpoint pens. For Free and Free Unknown sequences it is particularly important for each judge to receive their paperwork some time prior to the commencement of sequence flights so that they can read and annotate them in preparation for their use. If callers are used this will enable them to develop and agree the style of calling required by their judge for specific figures.

CHECKING OF UNKNOWN, FREE AND FREE UNKNOWN SEQUENCES

If Unknown sequences are created at the event this will normally require the CJ to be involved in checking the figures for legality whilst they are being selected, and subsequently in reviewing and rejecting / approving sequences that have been designed to utilise them. For this the CJ must have the appropriate up-to-date rules and criteria for the class involved to manage the job.

At events where pilots fly their own Free or locally derived Free Unknown sequences it may also be necessary for the CJ to check their construction against the published criteria that they must meet. For Frees this should take place prior to the event, and in good time for revisions to be made where this is necessary.

HOSPITALITY

At appropriate intervals during each day the judges must take breaks to use the toilet facilities and/or to avail themselves of refreshments which should be provided by the CD. Sequence flying will normally break for 45-60 minutes at lunch-time and during this period the judges should be encouraged to take some exercise and make use of any other facilities that they may require in preparation for the afternoon activities. Keeping the judges suitably refreshed and rested will help them to maintain their standards and seek advice if this is needed.

RADIO AIR/GROUND COMMUNICATIONS

The CD will nominate a Box Safety Frequency to be used by all competing pilots once they are cleared from the local ATZ control service frequency. This Safety Frequency may be different for each event. It is normally a silent frequency except for safety and information transmissions between the competing pilot and the CJ. For details of appropriate radio procedures see **BAeA Rules 3.10**

OTHER COMMUNICATIONS

The BAeA provides with the Contest Transit Case a number of pre-charged Pay-As-You-Go mobile telephones to assist communications between the CJ, CD, Scorer, FD etc.. These should be used with discretion and as briefly as possible when required, and returned to the Contest Transit Case at the end of each contest day for re-charging etc.. The Registrar or Scorer will provide phone Top-Up Cards if required.

JUDGING RULES AND PROCEDURES

Detailed information and guidance on the duties and responsibilities of the CJ whilst managing the panel of judges and communicating with pilots prior to and during their competition flights may be found in **BAeA Rules sections 3 and 4**.

AIRBORNE PROCEDURES AND SAFETY OF PILOTS DURING SEQUENCES

The Chief Judge has responsibility for monitoring the safety of competition flights, and if he considers there to be a safety issue during a competitor's flight he has a responsibility to take appropriate action to ensure that safety is maintained.

The CJ should notify a competing pilot:

- who is flying outside the performance zone to break their sequence and reposition within the box area and resume their flight, using the call "Box Box Box"
- if a box intrusion is observed by a conflicting aeroplane, to break their sequence and expect further advice from the CJ before repositioning to resume the flight, using the call "Break Break Break"
- if an unsafe situation occurs or is imminent, to cease their sequence and land, using the call "Land Land Land"

The CJ and the CD also have the right to disqualify a competitor from a particular contest sequence or from the whole contest if they believe it is necessary on safety grounds.

HANDLING JUDGES PAPERWORK

For Aresti sequences the scorer will normally have set-up the scoring system with the CJ as a scoring judge using the CIVA FairPlay system for results calculations. However this can easily be reconfigured in the scoring computer so that the CJ works as a non-scoring judge if he wishes for the event.

Expeditious collation and assessment of the judges Form-A marking sheets is a key element of the CJ's responsibility. All judges marking sheets should be collected immediately after each flight and reviewed by the CJ or his assistant to establish whether any consequent action is required in respect to HZ handling or penalties to be applied. The conclusion to these issues should be entered on the pilots Flight Summary Sheet (FSS) and stapled as the top sheet over the Forms-A for the flight sorted in judge order. The FSS provides the unambiguous conclusion of these matters for the Scorer to enter into the scoring computer.

- For any figure, if a mix of Hard Zeros and marks (0.0 to 10.0) has been given the CJ must quickly ascertain by impartial conference whether the majority view is that a Confirmed Hard Zero (CHZ) should be applied. If such a majority view is not achieved, or in the case of a 50/50 tie, the HZ must fail. If a HZ is agreed this must be annotated on the FSS as a CHZ.
- For any figure where a penalty is given by one or more judges the CJ must determine by majority agreement whether to apply the penalty on the FSS.
- In the event that the CJ deems that the pilot should be disqualified this must be declared on the FSS and the reason given. In this case the CJ may need to communicate with the CD so that appropriate action may be taken as soon as the pilot has landed.

All completed paperwork should be initialled by the CJ and stored in a suitable place ready for regular collection by the Runner for return to the Scorer.

RETURNING PAPERWORK TO THE SCORER

The frequent return of completed judges paperwork for entry into the scoring computer is essential to provide for rapid and up-to-date availability of the results. The CJ may need to communicate with the CD to ensure that this service is maintained at a suitable level.

QUESTIONS FROM PILOTS

From time to time pilots may need to ask the CJ for enlightenment regarding some aspect of their marks sheets. If this leads to a revision of any kind then time is of the essence as it is likely that the change must be entered into the scoring computer in order that the results may be recalculated.

PROXIMITY OF PILOTS AND/OR OTHER PEOPLE

It is possible that interested bystanders may visit the judging line to see what is going on, and if this occurs they should be courteously advised to remain at a respectful distance to prevent judges becoming distracted or otherwise influenced by their presence.

It is also possible that pilots, team managers, other competitors, photographers or media personnel etc. may approach the judging line, either to establish contact with a judge or to see how the flying looks from the judges viewpoint. Permission to do this resides solely with the CJ and all persons visiting the judging line must take care not to disturb or influence the judging process. The CJ can ask any or all observers to leave the judging line at any time.

EMERGENCY PROCEDURES

The CD will have set in place an Initial Emergency Response Plan for the event, and the CJ should be clearly aware of any responsibilities and actions that may transfer to him in the event of an emergency situation. It may also be necessary to rapidly transport all judging line personnel back to the host aerodrome, and to advise them that all external contact should be channelled through the CD and they should under no circumstances discuss the local circumstances with people external to the event unless authorised and instructed to do so.

Registrar

The Registrar is responsible to the CD for a key range of administrative actions and returns to the BAeA membership office as follows.

HANDLING OF BAeA OWNED CONTEST EQUIPMENT

The BAeA Office will normally provide a Contest Transit Case packed with the hardware and other equipment necessary for the functioning of the event. The Registrar is normally responsible for the security of this case and all associated equipment, unless the task is transferred to the Scorer.

On arrival at the event the Registrar should check the case to ensure that the required equipment is present and ready for use (refer to the Contest Transit Case Checklist in Section-4), and disseminate it as is necessary during the course of the event.

Of particular importance are the airband radios and any other communications items such as mobile telephones which may need to be re-charged each night at multi-day events. The case will also contain the scoring computer and printer together with all of the prepared paperwork for the event, which should be passed immediately to the Scorer to set up the scoring office.

PERSONAL AND AEROPLANE DOCUMENTATION

Prior to the first briefing the Registrar must check that each contestants personal and aeroplane documentation is valid, and that their qualifications and endorsements meet the specified requirements – see **BAeA Rules 1.8 and 1.9**. In the event that a safety pilot is to accompany the competitor during a contest flight then the safety pilots details must also meet the required standards. These checks must be complete prior to the commencement of all flying at the contest, or to the commencement of flights by pilots in the relevant classes at multi-day events.

REGISTRATION LOG

The details obtained from the personal and aeroplane documentation must be recorded in the Registration Log, which will be prepared and provided for each competition by the membership office. The Registration Log must thus provide a full and accurate record of all contestants personal and aeroplane documentation, qualifications and endorsements.

Documents, qualifications and endorsements that have become out of date must be re-presented at the next entered event by the pilot and reviewed by the Registrar, and the details appropriately updated in the Registration Log. Failure to present updated documentation etc. will render a pilot ineligible to participate in the event. It is not acceptable for a pilot to warrant their existence without making the original material available to the Registrar for scrutiny.

The CD must be kept fully informed about the number of registered participants and any issues with registration. If a competitor does not fulfil the stated requirements then the Registrar must advise them that he/she will not be allowed to fly at the event, and inform the CD immediately.

COMPETITORS DECLARATION

On the first day that a competitor is scheduled to fly at a contest, he must sign the Competitor Declaration in the presence of the Registrar, to attest that he is physically and mentally fit to complete the contest flights safely, is in current practice and knows of no defects that make his aircraft not airworthy or unsuitable for the planned contest flights. This declaration is required to reflect the state of the pilot and the aircraft immediately before the contest begins.

ANTI-DOPING AND THE TUE (THERAPEUTIC USE DECLARATION)

A competitor who uses medication that is proscribed on the FAI Anti-Doping List of Prohibited Substances should have declared this to the BAeA Office prior to the event, with reference to the TUE they have obtained from their medical practitioner. In the event that an FAI Drug Test is carried out at the contest the competitors concerned should be able to present the relevant TUE's to the FAI officials where appropriate.

CONTEST REGISTRANTS LIST

The Registrar uses and should where necessary update a list of competitors registered for the contest, which will be provided either by the membership office or the scorer at the event. This list may alternatively be derived from an annotated section of the Registration Log.

COMPETITOR ENTRIES AT THE CONTEST

Competitors are entitled to enter a contest at the event itself, provided that the CD agrees that they can be accommodated in their class and that the higher late-entry fee is paid. Such a late entry must be made prior to the First Briefing, and if the pilot is to fly a Free sequence then the default free sequence for their class must be flown.

ROLL CALLS

The Registrar is responsible for obtaining a complete list of entrants from the scoring system and for announcing the roll call at the First Briefing and if called to do so by the CD on subsequent days at multi-day events.

INCIDENT PACK

At each event the membership office will provide in the Contest Transit Case an Incident Pack for use in the event of a declared emergency. The location of this pack should be made known to the CD, the CJ and to any other contest staff that the CD considers appropriate. The pack should not be opened or used under any other circumstances unless directed by the CD.

In the event of a emergency being declared at the event the CD or any of the abovementioned staff will immediately require this pack to be made available.

PAYMENTS COLLECTED AT EVENTS

The Registrar is responsible for any monies paid by contestants at events for late entries, and subsequently for forwarding them to the Membership Secretary with an account stating their origin. The Registrar may also be asked to collect Airfield Fees from pilots for receipt by the airfield operator.

OFFICIAL PAPERWORK RETURNS

On conclusion of the event the Registrar must collate the official paperwork – specifically the Registration Log, the Competitors Declaration sheets and the Contest Registrants List, together with any collected monies and their supporting accounting sheets – and ensure that they are forwarded immediately and securely to the Membership Secretary.

The BAeA Contest Transit Case must also be re-packed with equipment returned by the Scorer and the judging line, together with any other hardware owned by the BAeA and used at the event.

Scorer

The Scorer is responsible for all operational aspects of the approved BAeA computer scoring system, and for providing supporting paperwork when requested by the pilots, the CD and other contest staff, the aerodrome operator and/or media personnel reporting on the event.

Some previous hands-on experience of operating the approved scoring system will be essential to provide the level of service competence and output expected. In the unlikely absence of this experience the scorer should seek advice from other suitable resources to ensure that the standard expected can be maintained. Accurate and timely results reporting for the event are crucial for everyone and it is essential that the scorer handles every aspect of the job in a calm and methodical manner.

CONTEST FILE

The BAeA Membership Office will normally load the fully prepared contest file into the BAeA scoring computer prior to the event, but in exceptional circumstances this file may be provided on a memory stick or sent via email for the scorer to load into the computer. The file should contain all relevant details of the entered competitors and their aeroplanes, but late or on-the-day entries may require special attention.

The file will be structured with the series of sequences expected to be flown at the event, but in response to local circumstances these may have to be modified or extended and the scorer should take steps to revise the structure accordingly.

CHECKING PILOTS AND AEROPLANE DETAILS

Whilst the contest file will largely have been built from pre-stored data, it is still possible that names and/or aeroplane details might be wrongly entered. The scorer should remain aware at all times to correct any data that may need revision, for example pilots names must be identical to their pre-existing photo filenames etc.

JUDGES ASSISTANTS, SCRIBES AND OTHER HELPERS

Obtaining the names of the judges assistants and scribes names from the Chief Judge once these have been decided is particularly helpful to provide a full record of their participation at the event when the results are uploaded to the internet. Publication of these local details is especially important to reward those who have made the personal effort to become involved.

PILOTS' PHOTOS

The scoring system uses a comprehensive collection of photographs that are appended to pilots score-sheets and also to other PR style publications that the computer can provide. A list of who has (and who does not have) stored photos is easily generated, and where any pilots and/or other contest staff do not have photos stored the scorer should discuss with the CD how best to arrange for suitable head-and-shoulder photos to be taken, then they can be embedded in the scoring system using the inbuilt procedures. Whilst not strictly essential these photos do provide a very rewarding and complementary aspect of the Associations events for media purposes.

FLYING ORDERS

Once the Registrar has concluded the Roll Call the Scorer can use the scoring system to 'cut' any non-flying pilots from the F/O lists and devise a suitable Flying Order for each sequence.

Flying Orders should be reviewed and approved by the CD prior to publication, to ensure that multiple-use aeroplanes are ordered appropriately to make best use of the available time. Once approved the F/O's can be published and added to the CJ's pack of paperwork, and it may be helpful to print copies for each pilot to assist them in coordinating their preparations to fly.

SEQUENCE JUDGES

Before flying starts the CJ must finalise and confirm the list of judges and assistants for each sequence. These should be entered into the appropriate form in the scoring system to enable the correct format for judges

marks to be entered when they become available.

ISSUING JUDGES PAPERWORK

The bulk of the prepared judging paperwork will be provided from the BAeA Office for each event, but where there are locally devised Unknown or Free Unknown sequences the scorer is responsible for creating the necessary sets of Forms A, B and C for use on the judging line, together with a linked set of Flight Summary Sheets for use by the CJ. The scorer should be aware that these situations can lead to periods of intense and urgent activity in the scoring office, for which a clear and methodical approach to each requirement will be essential.

PUBLISHING UNKNOWN SEQUENCES

If an 'unknown' sequence is to be flown it should normally be published immediately the previous sequence for a class has commenced, so that as pilots become free they can obtain a copy of the unknown sequence and begin their preparations for it. The scorer should make such unknown sequence diagrams available in the approved manner, either by placing the pre-printed cockpit sequence diagrams at a convenient place in the briefing room or attaching the full Form-B diagram to a suitable wall.

RECEIPT OF JUDGES MARKS SHEETS

At frequent intervals the Runner will bring completed judging paperwork to the scorer. These should be collated per pilot in judge order and with the Flight Summary Sheet completed by the CJ and stapled on top. The scorer must remain acutely aware that only the CJ can provide missing data or resolve ambiguous marks sheet submissions, and must immediately return any incomplete paperwork to the CJ for rectification. Guessing to fill-in incomplete paperwork can easily lead to entry of incorrect results, and the scorer should be careful to avoid such situations.

ENTRY OF MARKS SHEET DATA

The judges marks should be entered as soon as possible into the scoring system. If any anomalies become evident or there are instances where there is doubt regarding the correctness of the judges written information the scorer should request the runner to return the affected sheets to the CJ at the earliest opportunity for rectification.

ISSUING PILOTS SCORE CHECK-SHEETS

On completion of the entry of each set of judging paperwork the pilots score check-sheet should be printed and stapled as the new top sheet. These completed sets should be made available to the pilots at a convenient central location (not necessarily by the scorers desk, as this may lead to unnecessary disruption), so that the pilots can check them for entry accuracy and also assess whether they may need to discuss any aspect of their marks with the CJ.

In the event that the scorer has incorrectly entered any marks or there is an officially approved change to a set of marks sheets the pilot should immediately return them to the scorer, who will re-enter the revised data and re-print the check-sheet for the pilot to review again.

PROTEST PERIOD

Each printed Raw Marks Check Sheet carries the date and time of the print-out. Pilots are allowed up to one hour from the time of printing to submit a formal protest to the CD relating to data on the sheet, after which a protest will not normally be considered. In the event that a pilot seeks to discuss with the scorer a potential revision to his marks that would involve authorisation by the CJ or CD the date/time-stamp should be taken into account in handling the request.

ADDING LOCAL UNKNOWN & FREE UNKNOWN SEQUENCES

If there are any Unknown or Free Unknown sequences designed at the event the CJ will nominate another official to create and provide the necessary paperwork. The scorer should use the Form-A sheet as the primary source of sequence class/title information, K-factor and SuperFamily data to create the necessary

structure in the contest file to service this requirement. In the event that any further information or guidance is required the scorer should contact the CJ or CD immediately to resolve the issue.

RESULTS PUBLICATION

The scorer should publish updated results sheets at regular intervals in the designated place, usually in the briefing room. It is normal BAeA practice to maintain an open publication approach to all results information, although the CD may withhold the final combined overall results so that he can announce these at the awards presentation ceremony.

It will later be especially useful to the webmaster if the Scorer can put a complete set of the contest results into the Contest Transit Case in order to make clear the way that the individual sequence results have been collated to create the final results schedule. Where necessary these sheets should be annotated to convey local information about sequences not flown or perhaps not incorporated into the final results, as this may be difficult to determine independently at BAeA head office.

Once results have been declared official by the CD they can only be reviewed in cases of dispute by the Head of Contest Organisation in consultation with appropriate contest officials and/or the Chairman.

JUDGE ANALYSIS REPORTS

After a sequence is completed the CJ may ask to receive the judging analysis pages. There are two types of analysis, one for each individual judge and one for the CJ, and the scoring system will quickly provide these on demand.

RETURNING CONTEST FILES TO BAEA HEAD OFFICE

When the event is concluded the CD or CJ may request further copies of the results sheets, after which the scorer is responsible for closing down the BAeA scoring computer, collecting all radios and other BAeA owned equipment together with other scoring office equipment and re-packing it securely for transit back to the BAeA office. This work may be shared with the Registrar, who is ultimately responsible for completion of this task in readiness for the return of the Contest Transit case to the BAeA Office.

Flight Director (FD)

The FD is responsible for the efficient and safe marshalling of aeroplanes on the ground in preparation for their timely availability for contest flights.

In glider contests, the FD is known as the Launchpoint Controller. This role is vital in ensuring the timely despatch of competitors. Refuelling of tugs can be a major source of delay and the Launchpoint Controller should plan ahead for opportune moments to send tugs for refuelling. At some contests, the Launchpoint Controller controls both contest and non-contest launches, while at others contest launches may take place at a different location; in the latter case a clear system for avoiding launch conflicts must be established.

COMMUNICATIONS

In this task the maintenance of good communications with the CD, the CJ and all of the pilots due to fly is of the utmost importance. Whilst it is ultimately the pilots responsibility to be ready to fly when required, it is nonetheless important for the FD to keep soon-to-fly pilots well advised as to the status of the event and the flow of sequences such that pilots can prepare themselves without the chore of self-updating to determine when they will need to be in-place, on-board and ready to go.

This is a task therefore that requires good communications skills in a sometimes noisy and extensive environment that requires an experienced approach to person management.

USE OF AIRBAND RADIO / MOBILE TELEPHONE

The Flight Director should carry an airband radio with at least one spare battery to listen-out on the airfield frequency, and with the agreement of the AO and ATC may need to communicate on this frequency to expedite the flow of competitors to the departure point. Possession of a current RT licence will normally be required for this post. A BAeA mobile telephone may also be available if required.

FLYING ORDERS

The Scorer will provide the FD with Flying Orders relevant to each sequence, so that the FD can locate each pilot and aeroplane in good time prior to their flight.

READINESS FOR FLIGHT

The FD's main task is to manage the arrival of pilots in their aeroplanes at the departure point in time for their flight. The FD will thus need to keep a keen eye not only on pilots who are in the final stages of preparing for their flight, but should also monitor their taxi to and readiness at the departure point in time to cope with local aerodrome procedures so that they can take off at the allotted time.

DEPARTURE REVISIONS FROM THE PUBLISHED F/O

In the event that a pilot cannot be found or there is a technical or personal problem preventing the timely departure of a flight the FD must always keep the CD fully advised of the situation, and where necessary suggest a revised order of departures to most efficiently meet the overall schedule. It is crucial that the CJ is fully advised of any alterations to the published F/O so that the judging paperwork can be maintained with all pilot identities correct – failure to achieve this can have a profound effect on the accuracy and validity of judges marks entered into the scoring system.

HANDLING IN-FLIGHT TECHNICAL PROBLEMS

If an aeroplane suffers a technical or other in-flight problem it should land expeditiously and be guided to a sterile area for examination by the CD or his appointed engineering assistant. The preparation of such a designated sterile area should be as directed by the CD, who may discuss the subject with the aerodrome operator to avoid conflict with normal aerodrome traffic.

INCIDENT RESPONSE

In the event that the CD implements the Initial Emergency Response Plan, the FD will be responsible for expediting the repositioning of non-involved aeroplanes to a place of safety on the aerodrome.

This may require the FD to take immediate action to separate aeroplanes and pilots on the ground from the scene of the incident.

Runner

The Runner is responsible for the frequent and timely carriage of completed judging paperwork from the judging line to the scoring office.

RESOLUTION OF QUERIES FROM THE SCORER

In the event that the Scorer requires the CJ to investigate and/or amend judges sheets that have previously been delivered to the scoring office, the Runner should return said sheets to the CJ and convey clearly the comments made by the scorer regarding the required investigation. Once resolved the Runner should prioritise the amended sheets in their transit back to the Scorer.

NEW SEQUENCE JUDGING SETS / REPLACEMENT PAPERS

The Runner should be prepared to tackle all requirements to deliver new sequence sets of judging papers to the CD, and also requests from the judging line for replacement papers should they be needed.

Section 2: Operating Procedures

This section describes the way that the BAeA typically administers its activities during a contest season.

Principal Responsibilities

BAeA Chairman's Responsibilities

The Chairman of the Association is ultimately responsible for the safe conduct of all activities undertaken by the Association. The chairman's range of duties include but are not limited to:

- Formal management of the BAeA board of directors
- Oversight of the BAeA finances and accounts procedures
- Authorisation of each season's contest schedule and content
- Oversight and approval with the HCO for contest sequences used at BAeA events
- Review and maintenance of contest and flight safety standards
- Development of BAeA rules and operating procedures
- Upkeep and development of the Associations aims and objectives
- Communication with the CAA regarding incidents and non-compliance problems
- Control of formal meetings between BAeA directors, committee and members
- Maintenance of corporate business in accordance with UK law

BAeA Head of Contest Organisation (HCO) Responsibilities

The Head of Contest Organisation (HCO) is the Chief Executive Officer of the Association and is responsible for but not limited to the following range of duties:

- Scheduling, oversight and management of the BAeA's annual programme of events
- The appointment of suitable Contest Directors, Chief Judges and other contest officials
- Primary contact with officials at host aerodromes to establish BAeA events
- Location and formalisation of contest box locations for each event
- Implementation of the safety rules and procedures
- Maintenance of flight safety standards at all BAeA events
- Implementation of relevant operating procedures and functions by contest officials
- Oversight and approval with the Chairman for contest sequences used at BAeA events
- Report to the BAeA board on the financial results for the seasons events
- Oversight of judging standards at all BAeA events

Membership Administration

The Membership Secretary is responsible to the board of the Association for the administration of all aspects of BAeA membership and is responsible for but not limited to the following range of duties:

- Receipt of Membership application forms, checking that the information contained therein is sufficient and appropriate for the class of membership requested and that the correct fee has been provided, lodging the information in the Associations records, completing membership cards as required and posting them together with the relevant supporting materials (viz. the CIB) to members
- Issue of FAI Licences where appropriate. These are free-of-charge to UK Team members

- Maintenance of the Register of Members and circulation of this information in a suitable format to board and committee members when requested
- Maintenance of the Next of Kin list for all all members and ensuring that a copy is available in the Contest Emergency Pack for use by the CD, HCO or Chairman in a declared emergency situation
- Circulation of copies of the BAeA Accounts when requested to all members, normally by post
- Preparation and maintenance of the BAeA Contest Transit Case
- Maintenance of the Contest Registration Log
- Preparation of the Competitors Declaration forms and storage of completed forms
- Forwarding of Anti-Doping reference material and TUE copies relevant to members
- Receipt of all contest entries from competitors, checking the associated fees and putting details of accepted entries onto the relevant contest entries page of the BAeA web. Late entries may be accepted by the BAeA office but an entry fee surcharge will apply
- Storage of CD's completed and returned Competition Box Risk Assessment Forms, competitors aeroplane insurance document copies etc..

BAeA Website Administration

The BAeA uses a website at www.aerobatics.org.uk as the primary distributor of information and records relating to all Association activities. This web combines a wide range of current and historic contest results information in addition to up-to-date regulations and local information on forthcoming events in the UK, together with downloadable copies of all sequences, rules, judging materials and publications that are used to plan, manage and control contest and other Association activities throughout the year.

The BAeA Website Manager is responsible for but not limited to the following range of duties:

- Filing of CD's reports, contest results and photographs on the relevant results pages
- Development and upkeep of the UK / International Events Calendar page
- Maintenance and upkeep of the Judging section
- Upkeep of records relating to the season's sequences and the archive of old ones
- Maintenance of all linked seasonal points and trophy related data
- Upkeep and development of a members photograph section
- Creation of all new pages and associated content for each new season's events

Annual Schedule of Work

The following table shows the major stages undertaken by the BAeA to plan and execute each contest season.

Month	Action	Who
Throughout Year	Administration of Membership Applications	Membership Secretary
Throughout Year	Pilot competency endorsement via Proficiency Card Scheme	Flight Evaluators
March – October	Draft schedule of events for forthcoming season	Airfield Liaison Officer, Head of Contest Organisation
October	Attend CIVA Meeting , the forum that decides Rules Changes that affect competitions run to international rules	CIVA Delegate and Alternate
November	End of Season Committee Meeting to review past season and plan the next	All Directors and Committee Members
December	Finalise contest schedule and content of the Contest Information Booklet	Airfield Liaison Officer, CIB Publisher, Head of Contest Organisation
January	Publish CIB	CIB Publisher
January	Pre-AGM Committee Meeting to finalise decisions regarding the forthcoming season.	All Directors and Committee Members
January	AGM to present review of past season and plans for future season to the members, seek their views and elect Directors.	All Members
March	Judging School to provide training on the evaluation of contest flights.	All interested in learning about or improving their judging
March	CD and CJ Workshop to discuss operating procedures for the forthcoming season.	All Contest Directors and Chief Judges nominated for the year
March – October	Contest Season	Contests run by Contest Directors, monitored by Head of Contest Organisation

Planning The Season – Central Administration

The Airfield Liaison Officer (ALO) works with the Head of Contest Organisation and the Chairman to prepare a draft schedule of events for a contest season in March of the preceding year.

Airfield Liaison Officer Responsibilities

The ALO works with the HCO throughout each year to build an appropriate plan for the ‘next’ seasons contests and other activities. The following guidelines are relevant:

- Contests should be spread evenly throughout the contest season (late March to early October), to give pilots time to prepare between contests and to make the staffing contests more achievable for the BAeA. The mix of contest classes at each event should be similarly spaced throughout the year so that pilots in each class may expect to compete on a regular basis.
- Contest sites should be selected to provide adequate facilities in conjunction with a co-located box site suitable for hosting aerobatic contests. Host airfields should spread throughout the UK to provide members in all regions with a fair mix of local and distant events.
- Immediately following each event, subject to its satisfactory completion, the ALO should invite the airfield to host a similar event the following year, and suggest a provisional date for confirmation toward the end of the season.
- The ALO should also consider the use of airfields that have not previously held a BAeA event. In these cases the ALO and HCO will normally visit the site to assess its suitability for hosting a contest, and explain the facilities and support that would be required. If both parties agree that an event is possible a provisional date may be agreed for the contest.
- Finalisation of the plan for the next season can be attempted once the dates for the International Championships are known – this is normally during the CIVA annual meeting in October/November. Rescheduling of domestic contests dates may be required to avoid clashing with International Championships so that the British National Championships can be flown at an appropriate time prior to their international counterparts.
- The ALO should normally be able to present a draft schedule of events for approval at the End of Season Committee Meeting. Once the schedule is agreed the ALO should finalise any outstanding details, and the plan forms the definitive date guide for the next season’s Contest Information Booklet.

Appointment of Contest Directors and Chief Judges

The HCO appoints the Contest Director and Chief Judge for each event during the planning of the season and the CIB content, in consultation with the Chairman and the Power/Glider Judging Co-ordinators. Individuals selected to be either Contest Directors or Chief Judges must satisfy the experience criteria described in BAeA Rules 1.2. This process must be completed by mid-December so that the information can be included in the Contest Information Booklet (CIB).

Issuing of NOTAMS

The HCO advises the UK Aeronautical Information Service (NATS) of its schedule of events no later than the end of February each year. A request for Notices to Airmen (NOTAMs) to be issued for each of the contests is made at that time. This gives the UK AIS time to implement the necessary co-ordination of the event with other known aviation activities in the interests of flight safety, to achieve the most efficient use of airspace and to notify the event to other airspace users.

The NOTAM request should include:

- Location.
- Date(s).
- Active Times for each contest days (scheduled start and end of contest flying).

- Radius of Activity (and location of activity if not centred close to the aerodrome); usually 2nm.
- Height of competition activity; usually 4,000ft.
- Any other airspace restrictions, or local flying rules that affect the NOTAM, for example the proximity of controlled airspace.
- Event Contact phone number (usually the airfield) to respond to questions from pilots regarding the NOTAM and operating at the airfield during the event.

Whilst it is thus not necessary for CD's or the host airfield to request a NOTAM, each CD should check that the relevant NOTAM is accurate and active approximately one week before their event.

Design of Aerobatic Sequences for Use at Competitions

The sequences that competitors may be required to fly at an event comprise:

Type	BAeA designed	Pilot designed	Designed by contestants at the event	Set by CIVA for international use
Known	Beg, Std/Sports & Int	-	-	Adv & Unlimited
Free	Default version for all levels	Int, Adv & Unlimited	-	-
Unknown	All Classes	-	Adv & Unl to CIVA regulations	-
Unknown Free	-	-	Adv & Unl to CIVA regulations	-
BAeA Masters	Unlimited	-	-	-
BAeA Apprentices	Int & Adv	-	-	-

The Known, Unknown and Masters / Apprentices sequences for all classes below Advanced are designed by the BAeA and published prior to the commencement of the season. A 'Default Free' sequence is also published for all classes, and must be flown by pilots who have either not designed their own Free sequence or failed to submit one by the event closing date.

Sequence design

Designing an aerobatic sequence that is safe, flyable in the minimum capability of aircraft specified for a particular Class of competition, flyable within the confines of the aerobatic box (especially height), offers the potential to offset the effect of varying wind conditions and is appropriately testing of pilot skill is a difficult task and requires considerable experience.

The season's Known and Default Free sequences are published in the CIB. The HCO delegates sequence design to people with appropriate experience, and the final sequences are authorised by the Chairman before publication.

Unknown sequences designed by the BAeA are not published ahead of the event.

Procedure for Review of Box Location

Finalising the location of the aerobatic box is a critical early stage in the administration of an aerobatic contest. The chosen location will have safety implications and a number of factors must be considered

when making the decision. The BAeA requires the CD for each event to contact the host airfield authorities and discuss the BAeA's plans for the contest, including the most appropriate location for the aerobatic box.

See also BAeA Rules 1.4.

Factors To Be Considered When Deciding The Box Location:

Presence of Buildings

The BAeA's general policy is that the box should be clear of buildings occupied by the public during a contest. An aerobatic box will never be located over a congested area of a city, town or settlement. In circumstances where there a viable aerobatic box free of all buildings cannot be identified, the BAeA may accept a box that includes isolated buildings. In this case the airfield should inform building occupants of the dates and duration of the contest ahead of the event. If the airfield refuses to notify the occupants they must notify the Head of Contest Organisation, in writing, of their reasons for refusing to do so.

Presence of Public Spaces (parks, car-parks etc)

An aerobatic box should not be located above areas that are designated as public spaces that may be used by a significant number of people while the contest is in progress. This would include public parks, play areas and car-parks. This also includes temporary public gatherings (e.g. sporting events, fetes) above which contest flying should not occur.

Presence of Public Roads

An aerobatic box should not be located over major roads (Motorways or "A" roads). The BAeA considers that it is reasonable to position a box over minor roads, because of the reduced traffic density, although ideally box locations should be selected to avoid overflying roads where possible. Aerobatic boxes used for Unlimited Class contests should not overfly "B" class roads, because of the lower base height used.

Proximity to a Runway

It is important that the aerobatic box is located close to a usable runway, to give a pilot a reasonable opportunity to land their aircraft in the event of a technical or medical problem. The Contest Director and the Airfield Authorities must balance risks to the public versus risks to the pilot when making a decision about the box location, although priority must be given to preserving the safety of the public.

Airfield Operating Procedures – Circuit Patterns

Consideration must be given to the flying circuit patterns that will be used during the contest and how best to separate aerobatic contest traffic from regular General Aviation traffic using the airfield. A very effective solution can usually be found at most airfields which ensures that contest aircraft can operate efficiently and safely, while being well separated from other traffic, without causing significant disruption to the normal operation of the airfield. The location of the aerobatic box has an influence on how effectively aerobatic and non-aerobatic traffic can be separated and this is an important consideration when locating the box.

Noise Sensitive and Restricted Areas

The Airfield Authorities will advise the BAeA on local noise sensitive areas and the box should be located to avoid or minimise noise impact on those areas. Other sensitive areas (e.g. hospitals) and restricted areas (e.g. prisons) should also be avoided.

Airspace Restrictions

The aerobatic box must not be located in controlled airspace without prior agreement from NATS.

Orientation & Ground Clearance (topography – ground features, rising ground, obstacles)

Consideration must be given to the topography of the ground beneath the aerobatic box. It is important that it is clear of high ground or obstacles (radio masts etc) and that there are line features that pilots can use to orient themselves to the main axes of the performance zone.

Viability of Judging Positions

There must be appropriate, viable positions from where the Judging Panel can operate effectively.

Once the Contest Director has contacted the Airfield Authorities a Box Risk Assessment Table (see Appendix) and a Google Earth image of the proposed box location should be prepared and sent to the Head of Contest Organisation for approval.

The Pre-AGM Committee Meeting

A Committee meeting precedes the Annual General Meeting. The Committee reviews any outstanding issues and finalises the information that will be presented to the AGM.

End of Season Committee Meeting

The BAeA Committee meets at the close of each competition season to review the year's activity, learn from the experienced gained and review plans for the forthcoming season. The agenda for the meeting changes year to year, but the following topics are always discussed:

- **Safety Review**
Any issues that arose during the year concerning safety at contests are discussed and revisions to the operating procedures recommended where considered appropriate
- **CIVA Meeting Report**
A summary of any rule changes implemented by CIVA that affect the BAeA's operation are discussed and inform the process of reviewing the BAeA's operating procedures and rules.
- **Rules Changes & Review of Operating Procedures**
Changes to the General Rules and key Operating documents are considered and implemented where thought appropriate by the Committee, including any rules changes required for safety reasons. This includes consideration of any changes to English law that may affect the Association's flying activities (principally the Air Navigation Order, Rules of the Air and CAP 403).
- **Committee Membership**
The structure of the committee is reviewed to ensure that all executive roles are staffed and changes to membership due to retirement or resignation are considered
- **Finances**
Performance for the season completed (actual vs budget) is reviewed and a budget for the forthcoming season considered.
- **Company Secretary's Report**
The statutory accounting reports are considered, together with any other issues that affect the statutory requirements expected of the Corporate entity.
- **Review of Ethical Policies**
The objective being to update them regularly to represent recommended best practice.
- **Trophies and Awards**
Decisions made about the award of the annual trophies: points trophies in flying categories and Chipmunk, CJ and CD for non-flying categories
- **Review of Flight Evaluators**
The list of BAeA Flight Evaluators should be considered and updated appropriately
- **Royal Aero Club and GASCO reports**
With special consideration of any safety related issues or initiatives that may have relevance to the BAeA's activities.
- Management and selection of British Teams
- Calendar of Events for forthcoming season

The meeting approves the date and venue for the Annual General Meeting and informs members of the arrangements as soon as the venue has been confirmed.

Production of the Contest Information Booklet (CIB)

The contest calendar together with the list of CD and CJ appointments provide the core content for the CIB. This publication provides members of the Association with detailed information about the schedule of events planned for the following year, including the known sequences, qualification requirements, Code of Conduct and key contact details. This information is also available on the Association website which is updated regularly to reflect any changes that occur during the season. The CIB should be completed and printed ready for circulation to all members during January or at the very latest February in each year.

The Annual General Meeting (AGM)

The AGM is normally held during January each year. The agenda for the meeting includes Company Business, information about plans for the season and presentation of annual awards. Typical agenda items include:

- Approval of previous AGM minutes and matters arising
- Chairman's address (review of the past season's activity)
- Financial Performance during past season
- Election of Directors
- Election of Chairman (voted for by Directors of the Association)
- Approval of Budget for forthcoming season
- Event Calendar
- Safety Issues, Operational & Rules Changes
- Management and Selection of International Teams
- Royal Aero Club and GASCO reports
- Award of Annual Trophies
- Any Other Business

The discussion and decisions of the AGM are minuted and inform final revisions to the General Rules and operating procedure documents, which are then published on the website as soon as possible.

The Judging School

The BAeA holds a workshop-style Judging School each year before the start of the contest season. The school's principal objectives are:

- To introduce the basics of judging to potential judges and pilots new to the sport
- To develop the knowledge and skills of more experienced judges.

A combination of classroom lectures and practical demonstration flights are included in the workshop.

The Contest Directors and Chief Judges Workshop

Appointed CD's and CJ's for the forthcoming season are required to attend a workshop in early March to discuss the operating procedures and rules that will be in force during the year. The workshop aims to identify any changes to procedures that should be implemented to uphold safety and to standardise the way that CD's and CJ's implement contests.

Communication with Membership during the Season

Information is primarily made available to the membership using the website and via email based messaging systems.

Occasionally printed material such as the BAeA Annual Accounts must be circulated by post. This will normally be handled by the Membership Secretary.

Section 3: Operating Policies

Responsibilities of Organisers and Participants

The Association places responsibilities on its own officials (Executive Directors and Contest Officials) and the participating pilots to uphold the policies, procedures, Code of Conduct and General Rules at all BAeA events and to ensure that safety remains paramount at all times.

Each appointed person must therefore be fit and competent to act as a contest official, having regard in particular to his previous conduct, experience and ability to safely execute the office.

Similarly, a pilot must satisfy the BAeA that he is a fit person to compete at an aerobatic contest and is qualified by reason of his knowledge, experience, competence, skill, physical and mental fitness. Each competitor pilot is required to provide evidence or warrants of qualification to the BAeA.

Where the public has access to the contest site the BAeA must comply with those parts of CAP 403 relating to public safety, particularly in relation to minimum separation distances between aircraft in flight and on the ground, and members of the public.

Foreign aeroplanes

Foreign competitors who wish to fly at BAeA events must ensure that their aeroplane complies with all relevant CAA requirements and BAeA insurance minima.

Aerial work

Competitors are not paid to participate in aerobatic contests organised by the BAeA and as such these events are not classed as aerial work.

Personnel and Preliminary Planning

Management of Annual Programme of Events

The Chairman of the BAeA and its Head of Contest Organisation (HCO) are jointly responsible for overseeing the scheduling, organisation and administration of events.

Contest Organisation

The BAeA appoints a Contest Director (CD) to assume overall responsibility for organisation and administration of each contest. The CD will be supported by a Chief Judge (CJ) and other contest officials appointed by the Head of Contest Organisation (HCO), and the host airfield operator (AO). The CD must ensure that responsibility for particular aspects (such as site survey, air traffic services, provision of emergency services and conduct of flying activities) is allocated only to people with the relevant experience and, if applicable, licences. If the CD is unsure about delegating these responsibilities he should seek advice from the HCO.

Supervision of Public Access

A host venue may decide to make a contest open to the public. Where the public have access to the event the host airfield will be responsible for administration and supervision of their location and freedoms. The CAA publication CAP-403 should be the primary reference source in this case.

Flight Crew

All participating pilots must satisfy the Qualification of Pilots requirements of BAeA Rules 1.6. If a pilot holds a Display Authorisation, this does not permit him to fly below the usual minima specified for the relevant aerobatic Class by the BAeA General Rules.

Control of the Aerobatic Contest

Site Assessment

BAeA events are held both at licensed and unlicensed aerodromes. Where a contest is held at a licensed aerodrome, the aerodrome licensee remains responsible for ensuring that the conditions of the aerodrome licence are not infringed.

When assessing the suitability of a venue to host an event, the HCO must consider:

- Appropriateness of the aerodrome for operation of aerobatic aircraft of the types typically expected to take part, including suitability of surfaces used by aircraft for take-off, landing and taxiing
- The take-off and landing distances available and required
- Obstructions in the vicinity of the aerobatic box
- The proximity of congested areas, buildings, public assembly areas or significant roads to the aerobatic box. The BAeA Risk Assessment and Safety Analysis provides detailed guidance on matters that should be considered when determining the location of the aerobatic box.
- The proximity of any sensitive or restricted areas (nuclear power stations or hospitals, prisons etc.), livestock or wildlife conservation areas.
- The proximity of controlled airspace, other aerodromes, heliports, helipads, airstrips, microlight sites, gliding sites, ballooning sites, parachuting, hang gliding and paragliding sites

Spectator Enclosures, Car Parks and Public Address Systems

Management of issues concerning the public or spectators will be the responsibility of the host venue. However, the HCO and the CD should be aware of areas of the aerodrome that may be occupied by spectators, including car parks, and should consider the following issues when planning the event:

Any area to which the public has access must never be located closer than the appropriate distance to, or under, the planned Aerobatic Box, as specified by CAP 403.

Setting of Minimum Heights

The BAeA General Rules specify minimum heights for contest flights. These minima take precedence over any other height limits specified by a Display Authorisation held by a competitor.

The height minima do not absolve the organiser or pilot from compliance with the Air Navigation Order or the Rules of the Air Regulations, except according to the conditions of the specific exemption granted to aerobatic contest flights. Non-competition flights made from the host airfield during the contest must comply with the ANO and the Rules of the Air Regulations.

Weather Minima

Minimum weather conditions are published in the BAeA Rules 3.8, and must be strictly observed. Participants may be further restricted by their licence or rating privileges. No pressure should ever be placed on competitors to fly in weather which is below an individual pilot's personal limit, even if weather conditions are still above contest minima. The CD should encourage pilots to exercise good airmanship at all times and request them to respect the decisions made by fellow competitors.

Use and Allocation of Radio Frequencies

All contests require the use of airband radio communications. The CD for each event should be advised by the BAeA CAA contact of the allocated “safety” frequency for use by competitors while performing in the aerobatic box. The aerodrome tower staff, the CD or the CJ can use the “safety” frequency to communicate with the competitor during a contest flight. See BAeA Rules 3.10.1.1.

Briefing:

A thorough, formal briefing is essential. No pilot may compete unless he has received a briefing from the CD. See BAeA Rules 3.4.

The BAeA Contest Information Booklet (CIB) gives information specific to each contest and venue that participants need to aid planning their training and travel to the event. This is supplemented by additional information published on the BAeA website which should include an illustration of the box location and any other relevant operational information that is specific to a particular venue.

Document Checks and Insurance:

The Contest Registrar is responsible for checking all required pilot/aircraft documentation details and airworthiness documents prior to the first briefing, as described in BAeA Rules 1.8 and 1.9.

The BAeA carries insurance to provide the Company, its officers and officials with third party liability cover.

Flight Programmes:

The CD must ensure that pilots are advised not carry out any form of impromptu display on arrival or departure. Aerobatic flights at the contest site during an event but not included on the event schedule are not permitted without prior authorisation by the Contest Director.

Carriage of Persons on Board Competing Aircraft:

Only the competitor and a safety pilot (if required) shall be on board an aircraft during a contest flight in the aerobatic box.

Liaison with the Local Authority and Emergency Services

The host airfield should liaise with the Police, Local Authority and Emergency Services to inform them about the event as part of their normal consultation and planning process.

The Emergency Plan

The BAeA document “Procedure in the event of a serious accident or casualty” gives CDs guidance on how to plan for dealing with a major emergency situation at a contest. This follows the best practice advice given in the FAI Guidelines document “In the event of a casualty or a serious accident at FAI Air Sports”. The host venue will also have an emergency plan and it is important that the CD discusses the procedures with the host aerodrome in advance of the event, paying particular attention to how responsibilities and actions will be divided between the CD and the host venue in the event of an emergency.

Risk Assessment

The BAeA has completed a Risk Assessment for aerobatic contests and this has been used to inform the standard operating procedures, in particular the specification of box locations and emergency response planning. The Risk Assessment is reviewed annually by the Board of Directors.

Roles of Agencies

The Police

The role of the police at any public event is the preservation of life, prevention and detection of crime, preventing disorder, traffic regulation and the co-ordination of the response to a major incident.

In the event of a fatal accident or death on site the police act as coroner's officers and as such, have statutory duties which include responsibility to preserve the scene until the appropriate investigation is undertaken.

The police will usually co-ordinate media liaison in the event of a major incident.

Fire and Rescue Service

Dealing with any illness or injury to a member of the public will be the responsibility of the host venue, using its standard operating procedures and facilities.

Fire and Rescue services required in the event of an incident involving an aircraft or participant will either be provided by dedicated, trained aerodrome staff, or by the National Emergency services as a result of a 999 call. Where no on-site facilities are available, participants must be advised that emergency response will only be provided by the National Services and each participant must accept this level of provision as a condition of entry.

Medical

Medical provision at BAeA events is administered on the same basis as described for Fire and Rescue Services.

General

Should, for any reason, the emergency services at the event have to leave the site to deal with an accident then the CD should reconsider any flying activities taking place, since the conditions of the Aerodrome Licence may not be fully satisfied. In these circumstances the CD should liaise with the airfield representative to decide an appropriate course of action, which will usually be to cease flying until the emergency services return to site.

The Air Accident Investigation Branch (AAIB) and the Police must be informed of any aircraft accident by the quickest means of communication available.

Section 4: Background and Support material

Introduction

The organisation and administration of aerobatic contests require careful consideration if the highest standards of safety are to be achieved and maintained. This document is intended as a code of practice and an indicator of best practice to ensure that the safety of both the participants and third parties is not compromised.

The coverage of this document applies to aerobatic contests or flying events administered by the British Aerobatic Association (BAeA) in the United Kingdom. The standards quoted should be treated as minima, and apply for the duration of each event.

Participating in or organising aerobatic contests or events carries a heavy responsibility. Safety is paramount, not only that of the participants but also of the public, and only the highest standards of organisation, administration and airmanship are acceptable. Contest flights must be carefully planned both on the ground and in the air, and no aerobatic manoeuvres should be considered without careful thought to ensure that the planned figure or sequence of figures is safe.

The BAeA has produced a risk assessment document (“Risk Assessment and Safety Analysis”) to help Contest Officials, particularly Contest Directors and Chief Judges, identify hazards, their causes, consequences and ways of mitigating these risks. This safety first approach underpins the procedures the BAeA uses to plan and run contests and events.

Aerobatic flights or manoeuvres that are impromptu, ad hoc or unplanned should not be attempted at a BAeA event, or tolerated by the CD or CJ.

Background

Aims of the BAeA

The British Aerobatic Association Ltd. (BAeA) was founded on 1st May 1974 to represent the interests of all those concerned with aerobatic flying by promoting and organizing all aspects of competition aerobatics in the UK, including progressive training, proper conduct, furtherance of the sport and arranging contests. The British Aerobatic Association Limited is a Company that was incorporated with its liability limited by guarantee and not having a Share Capital, and is recognized by The Royal Aero Club as the governing body of Aerobatics in Great Britain. The BAeA is a ‘not for profit’ organisation.

The BAeA is recognised by the Civil Aviation Authority (CAA) as the representative body for sport aerobatics in the United Kingdom and is given dispensation to run aerobatic contests within the terms of the Air Navigation Order (ANO) and the Rules of the Air.

The aims and objectives of the BAeA are:

- To promote and encourage aerobatic flying. To take such steps as may be necessary for the proper conduct and furtherance of the sport.
- To provide an effective means of communication between aerobatic pilots and other enthusiasts and a focus for the efforts of all those interested in aerobatics.
- To provide assistance and guidance in aerobatic training matters from the *ab-initio* stage onwards.

- To represent the interests and express the needs of those involved in aerobatics in the following main areas:
 - National and Domestic Competitions
 - International Competition
 - Aerobatic Training

The BAeA runs twenty to twenty-five aerobatic contests in England each year, including events for power aircraft and gliders. Approximately 100 pilots are active competitors, across the five Classes of competition: Beginners, Standard/Sports, Intermediate, Advanced and Unlimited.

Teams of pilots are selected to represent the United Kingdom at the International contests held each year by the FAI. Many of the BAeA's members also play key roles on the International Governing Body of Aerobatics (CIVA) and contribute significantly to the administration and development of the sport.

The BAeA runs an annual Judging School to introduce the principles of evaluating aerobatic contest flights to new judges and pilots. A Contest Directors and Chief Judges Workshop is also held every March so that experiences gained from the previous season's activity can be discussed, rules and procedure changes for the forthcoming season can be debated and a consistent approach to the management of events can be developed. The BAeA has also assisted AOPA to develop their Basic, Standard and Intermediate level Aerobatic Certificate courses.

BAeA Core Values

- To provide pilots and the public with an opportunity to learn more about aerobatics in general
- To encourage novice aerobatic pilots to experience the benefits of friendly competition via the LOOP Beginners Days
- To enable competing pilots to pit their aerobatic skills one against the other in safe, fair and open competition.
- To provide groups and individuals at host airfields with an interesting and beneficial annual event.
- To further the sport of aerobatics at host airfields.
- Where practicable, to give the general public the opportunity to watch and learn about contest aerobatics
- To provide all participants with an equal opportunity to compete, regardless of age, gender, ethnicity or sexuality.
- To uphold the true spirit of sportsmanship and ensure the sport remains free of doping
- To safeguard the wellbeing of young people (minors) who participate in events

These values are supported by specific BAeA policy documents, which are available on the website (www.aerobatics.org.uk) and explain the Association's commitment toward the ethical treatment of its members and those who come into contact with the organisation. These policy documents include:

- The BAeA Code of Conduct
- The BAeA Anti-Doping Policy
- The BAeA Policy for Safeguarding Young Persons
- The BAeA Equity Policy

Governance of the BAeA

The BAeA is governed in accordance with the usual statutory duties required of a British Corporate entity and appoints a Chairman, Chief Executive Officer, Company Secretary and a Board of Directors to establish policy and manage the affairs of the Company.

Chairman

The Chairman of the Association is ultimately responsible for the safe conduct of all activities undertaken by the Association. He is responsible for establishing and maintaining all the rules and procedures that might reasonably be expected of the Association in the furtherance of its aims and objectives.

Head of Contest Organisation

The Head of Contest Organisation (HCO) is the Chief Executive Officer of the Association and is responsible for scheduling, management and oversight of the BAeA's annual programme of events, including the appointment of suitably experienced Contest Directors, Chief Judges and other Contest Officials. He is responsible for the overall implementation of the safety rules and procedures and also reports to the Board of the BAeA on the financial results (accounts) for the contest season.

The Head of Contest Organisation is selected by the Board of the Association based on his safety consciousness, extensive experience of contest operations, management and communication skills. A person selected to be HCO will have had at least two seasons experience as a Contest Director and some additional judging experience.

Company Secretary

The Company Secretary ensures that the Company fulfils its statutory reporting obligations, prepares the annual accounts (a full audit of the accounts is not required) and is responsible for arranging insurance to cover third party risks and liability.

Board/Committee

The members of the Association appoint up to nine Directors by ballot at the Annual General Meeting (AGM). Each Director may serve for three years before they are required to stand for re-election if they wish to continue on the Board. Other members of the Association are co-opted to the Management Committee to fulfil specific roles required to administer the Association effectively. A chart showing the current structure of committee members and their duties is shown on the BAeA website (www.aerobatics.org.uk).

Membership

The BAeA normally has around 220 members. There are five classes of membership: Full Power; Full Glider; Associate; Club; and Day Membership. If a pilot wishes to participate in a BAeA contest he must be a Full member of the Association.

Meetings

The Committee Members work together throughout the year by email and phone to administer the BAeA's business. Three formal Company Business Meetings are scheduled each year:

Pre-AGM Committee Meeting: scheduled for immediately before the AGM. The Committee review any outstanding issues and finalise the information that will be presented to the AGM

The Annual General Meeting: normally scheduled to take place in mid-January. The Board reports to the membership about performance during the past season, plans for the forthcoming season and any rule or policy changes. Financial results are reported in this meeting. The Membership votes to appoint Directors as required by the terms of office. Once the Board of Directors has been established, they elect from amongst their number a Chairman. Members

are given an opportunity to raise other issues for discussion at the end of the meeting. The AGM closes with presentation of awards to recognise achievements by members in both flying and non-flying capacities.

End of Season Committee Meeting: A full day meeting where the Committee reviews the past season's activity, learning from the experience gained, reviews safety policy and operating procedures, reports on finances (past year performance and budget for forthcoming year), proposes rules changes, reviews the planned schedule of events and decides the policy for selection of National Teams.

Minutes of these meetings are archived in the Company File kept by the Company Secretary.

Financial Control

Financial Control of the Association is the final responsibility of the Head of Contest Organisation, who, working with the Chairman, sets the annual budget, monitors performance against that plan during each season and summarises results at the end of the year. The BAeA appoints a Treasurer to control, document and report items of income and expenditure. The Company Secretary is responsible for ensuring timely, accurate preparation of the accounting statements required for the statutory reporting to Companies House. The Chairman approves the accounts when he believes them to be an accurate reflection of the performance of the Association.

The BAeA maintains a small cash balance in its bank account and has no significant borrowings or assets.

Reference Documents

The following documents are used by the Directors, Committee Members and Association Officials to guide how the Associations activities are administered:

Legislation:

The Air Navigation Order; The Rules of the Air Regulations; CAP 403

The primary consideration in all aerobatic contests is the safety of participants and, perhaps even more especially, third parties. Article 162 of the Air Navigation Order deals with civil Flying Displays and special events within the United Kingdom, while CAP 403 details both safety and administrative arrangements for such events. Whilst aerobatic contests, whether part of a Flying Display or not, are specifically exempt from the requirements of Article 162 of the ANO, the rules and procedures implemented by the BAeA are intended to create an equivalent or higher standard of safety for all. In particular, where the public has access to the host airfield the competitors shall comply with those parts of CAP 403 relating to public safety, especially in relation to minimum separation distances between aircraft, in flight and on the ground, and the public.

Operational Documents:

- BAeA General Rules for the Conduct of Aerobatic Contests;
- BAeA Risk Assessment & Safety Analysis
- BAeA Operations Manual (this)
- BAeA Procedure in the event of a serious accident or casualty
- BAeA Code of Conduct (in the BAeA Rules)
- BAeA Anti-Doping Policy
- BAeA Policy for Safeguarding Young Persons
- BAeA Equity Policy

Many of these documents are available to download from the BAeA website (www.aerobatics.org.uk).

Appendices

This final part of the BAeA Operations Manual comprises examples of various forms and check-lists related to the competition environment. Readers should however primarily refer to the section in this manual directly concerned with the action or event concerned for a thorough description of the responsibilities and circumstances concerned, or to the BAeA website (www.aerobatics.org.uk) to download the current version of some forms.

Similarly the contact details presented here should be checked against the BAeA website to ensure that the latest information is used.

A revisions and amendment log is appended listing significant changes that have been made since initial publication, and their dates.

Forms:

BAeA Membership Form

Contest Entry Form

Contestants Declaration

BAeA Flight Evaluation Form

Pilot Proficiency Card and BAeA Membership Card

BAeA Competition Box Specification and Risk Assessment



British Aerobatic Association 2010 Membership Annual Subscriptions

Subscriptions for membership of the British Aerobatic Association fall due on January 1st 2010. To continue your existing British Aerobatic Association membership or to become a new member of the BAA please complete this form and post it with your remittance to the BAA membership secretary at the address below.

STEP-1 Tick the box for the grade of BAA Membership that you require.

- FULL – POWER** £100 This grade allows you to compete in BAA power and glider contests.
FULL – GLIDER £75 To compete in BAA glider contests only, select this grade.
ASSOCIATE £25 To Judge or assist at a BAA contest you must be an Associate Member.
CLUB £100 Your organisation may join the BAA as a Club Member.

STEP-2 Tick the box if you want an FAI Competition Licence (these are not required for BAA events).
 They are only issued to BAA Glider and Power Team Members.

FAI LICENCE Tick here for a new FAI Licence or send your 2009 licence for renewal

Declaration

I/We the undersigned apply for membership of the British Aerobatic Association as a Full/Associate/Corporate member as indicated, and I/We agree hereby to abide by the Articles, Memorandum and Rules of the Association. I/We further agree that in the event of the Association (a Company limited by guarantee) being wound up during the currency of My/Our membership I/We will pay the sum of one pound to discharge any debts, expenses, costs or liabilities incurred prior to My/Our cessation of membership.

STEP-3 Now fill in all your personal details and post the form to Jen with your remittance

Your name: Signature:

Phone: Email:

Your address:

Next of Kin: Phone: Mobile:

Address: Total enclosed:

Make cheques payable to British Aerobatic Association Ltd

Date:

Tick the box if you require a receipt

Contact information for the
BAA membership office:

Telephone number: 01 487 833022

Email address: membership@aerobatics.org.uk

BAA 2010 Membership Renewal Form (Doc)

Jen Buckenham
BAA Membership Secretary
84 Green End Road
SAWTRY
Huntingdon
Cams
PE28 5UZ

First
class



British Aerobatic Association AEROBATIC CONTEST ENTRY FORM

1

Contest _____ Venue _____ Date ____ / ____ 2010 Fee (+50% for late entry) £ _____
Name in CAPITALS _____ Level _____ A/c type & Reg _____

2

Your address _____
Post code _____ Email address _____
Telephone day _____ and evenings _____ Mobile _____

3

Next of kin name _____ Telephone _____ Mobile _____
Relationship _____ Address _____ Post code _____

I the undersigned, hereby make application for entry in the above-named contest and enclose the Entry Fee. I understand that the decision of the British Aerobatic Association Limited (BAeA) whether or not to hold the contest will be based on the number of entries received on or before the published closing date. Fees will be carried forward or refunded if the contest is not held due to insufficient numbers.

I further understand that my application shall not become an entry until it is accepted by the Contest Director, and that my entry fee will be returned if not so accepted. I fully accept that a 50% surcharge is payable in the event of my application arriving late with the Contest Registrar, and that his/her decision to levy such a fee shall be final and binding. I understand and accept the rules governing refunds set out below.

A contestant who has paid in advance but who withdraws after the closing date will normally forfeit his/her entry fee. In exceptional circumstances it may be carried over to a future competition at the discretion of the HCO. Entry fees for National Championships will not be refunded in circumstances where the contest is curtailed or cancelled due to bad weather or other incidents beyond the control of the organisers.

Contestant Declaration

I hereby certify that I have read, understood and agree to adhere to and abide by the Rules for the conduct of Aerobatic Contests as published by the BAeA. I also agree to comply with the Association's Code of Conduct for Aerobatic Competitions and will accept as final the decisions of the Contest Director relating to the organisation, administration and operation of any matters thereby connected with the above-named contest. I further agree that I will comply with all the requirements of the current Rules of the Air and Air Navigation Order.

To the best of my knowledge and belief I possess the competencies and flying skills necessary for an event of the type to which this entry relates and that the aircraft entered is suitable and airworthy for the event having regard to the type of aerobatic flying that is involved.

I understand that should I at any time before or during this event be suffering from any disability whether permanent or temporary which is likely to affect prejudicially my normal control of the aircraft, I may not take part unless I have declared such disability to the BAeA, who have, following such declaration, issued written permission for me to do so.

I understand that some contests may be held at venues which do not have dedicated emergency fire or medical services and that in these circumstances the national emergency services will be the only response to an incident and I accept this level of emergency rescue provision.

I understand and accept that, as a condition of entry into any contest held under the auspices of the BAeA, any information supplied by me or representations made by me, shall be in good faith, and in the event of any inaccuracy (whether innocent or otherwise) made or caused by me which causes loss or damage to the Association, I agree to indemnify the Association against any such loss or damage.

Anti-Doping Acknowledgement and Agreement

I understand that I will be required to comply with and be bound by all of the provisions of the FAI and UKAD Anti-Doping Rules and Procedures, including but not limited to, all amendments to the Anti-Doping Rules and Procedures and all International Standards incorporated in the Anti-Doping Rules and Procedures. I undertake to familiarise myself fully with these rules and procedures prior to attending the contest. (see www.ukad.org.uk and www.fai.org)

4

Your signature _____ Date ____ / ____ 2010

5



Make cheques payable to "BAeA"



Post this completed form to **ARRIVE BY THE CLOSING DATE** to

Jen Buckenham, BAeA Membership Secretary
84 Green End Road, SAWTRY, Huntingdon, Cambs PE28 5UZ

REPORT OF THE ISSUE OR RENEWAL OF A PILOT PROFICIENCY ENDORSEMENT

APPLICANT'S PERSONAL DETAILS AND EXPERIENCE:

Applicant to complete and sign this section prior to evaluation.

Name:	_____		
Address	_____ _____		
Post Code	Telephone	_____	
Email	BAA Mem. No.	_____	

Pilot's Licence: (or glider equivalent)	Type _____	No. _____	SEP(L) in date: # Y / N
	Total	Last 12 Months	On Evaluation Type
Aerobatic Hours:	_____		
Qualification sought:	# Beg / Std / Spo / Int / Adv / Unl / Freestyle		# Power/Glider

Applicant's statement: *I warrant the above to be a true record of my details and qualifications* _____

ORAL EVALUATION:

Applicant's knowledge of:	Comment
Aircraft Limitations	# Sat/Unsat _____
Personal Preparation for Flight	# Sat/Unsat _____
Sequence Analysis and Planning	# Sat/Unsat _____
Spin Awareness	# Sat/Unsat _____
Planning for Unknowns	# Sat/Unsat _____
Code of Conduct & Rules	# Sat/Unsat _____
Box and Height Minima	# Sat/Unsat _____

FLIGHT DEMONSTRATION:

Pre-Flight Criteria: Max G + _____ Max G - _____ Min Ht (ft): _____

Flight Observations:	Comment
Climb and Start	# Sat / Unsat _____
Sequence	# Sat / Unsat _____
Positioning/Wind	# Sat / Unsat _____
Handling	# Sat / Unsat _____
Adherence to Limits	# Sat / Unsat _____
Situational Awareness	# Sat / Unsat _____

**circle the required options*

Decision: # Pass/Fail _____ **Comments:** _____

Evaluator: _____ **Signature/Date:** _____ / ____/201__

Membership Secretary Use Only	Date Received:	_____
-------------------------------	----------------	-------

Keep this card up to date

It will be required at ALL
BAeA competitions



BAeA
Pilot Proficiency Card

BAeA 2004

Pilots name: _____

Level:	P/G	Event	Date	Memb.No	Check pilot (caps)	Signature
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
INTERMEDIATE						
INTERMEDIATE						
INTERMEDIATE						
ADVANCED						
ADVANCED						
ADVANCED						
UNLIMITED						
UNLIMITED						
4-m Freestyle						
4-m Freestyle						



Membership Card

Membership Grade:

Full - Power Full - Glider
 Associate Club

Signature: _____

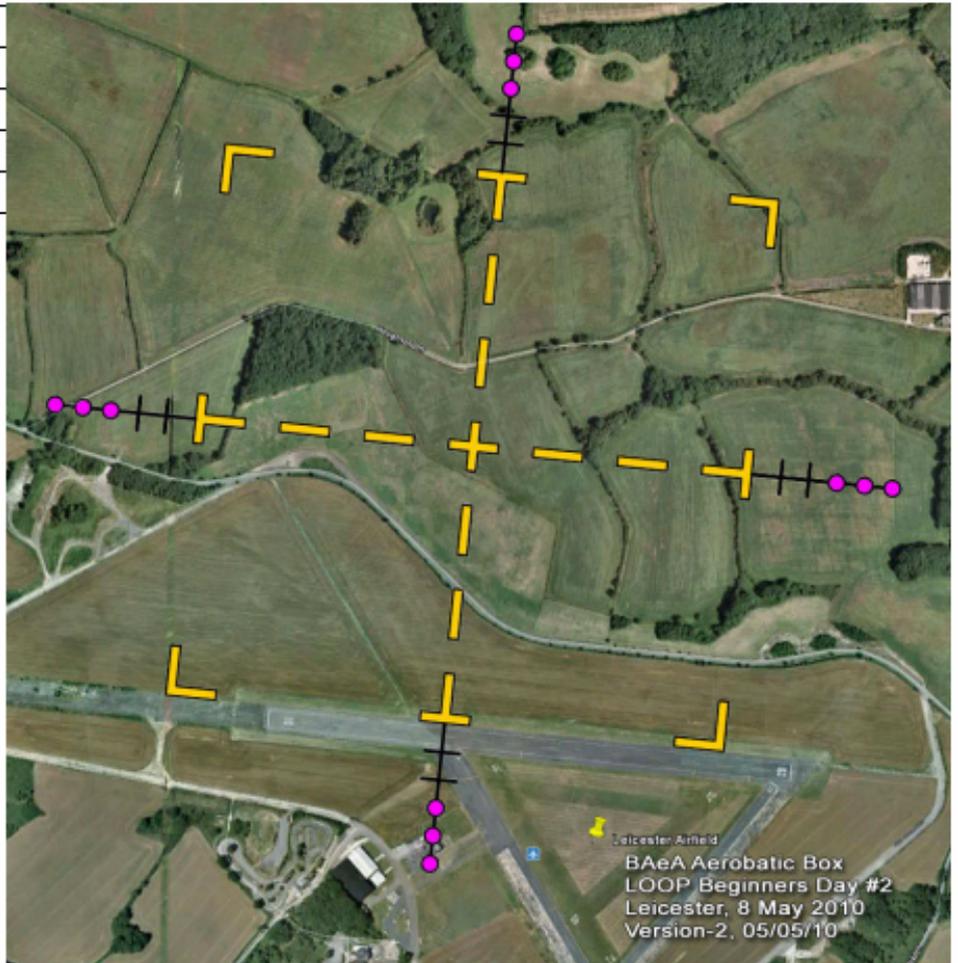
Name: _____

Membership Number: _____ / _____



BAeA Competition Box Specification & Risk Assessment

Venue: Leicester Airfield
Event: LOOP Beginners Day
Date: 8 May 2010
BAeA CD: David Shutter
A/F contact:
Notes: This is diagram v2 with the south-centre "T" adjacent to the runway intersection



Leicester Airfield
BAeA Aerobatic Box
LOOP Beginners Day #2
Leicester, 8 May 2010
Version-2, 05/05/10

Key issues:	How is the issue handled?	How is risk to public / pilot mitigated?
Presence of buildings		
Presence of public spaces		
Presence of public roads		
Proximity to runway		
Circuit patterns		
Noise sensitive areas		
Airspace restrictions		
Orientation & obstacle avoidance		
Judging position viability		
Prepared by:		Date:
BAeA approval by:		Date:

Checklists:

Airfield Briefing Checklist

	<i>Subject:</i>	<i>Done</i>
1	Dates and flying schedule	<input type="checkbox"/>
2	NOTAM details	<input type="checkbox"/>
3	Emergency response provision	<input type="checkbox"/>
4	Fuel and Oil availability	<input type="checkbox"/>
5	Hangarage	<input type="checkbox"/>
6	Aircraft parking and tie down	<input type="checkbox"/>
7	Maintenance facilities	<input type="checkbox"/>
8	Catering (for participants and contest officials/judging team)	<input type="checkbox"/>
9	Method of payment (participants and BAeA)	<input type="checkbox"/>
10	Flying operations (circuit pattern, taxiing)	<input type="checkbox"/>
11	Publicity to club members, media	<input type="checkbox"/>
12	Airfield representative identified to attend official briefing	<input type="checkbox"/>
13	Major incident response plan	<input type="checkbox"/>
14	Location of aerobatic box	<input type="checkbox"/>
15	Risk Assessment on aerobatic box completed	<input type="checkbox"/>
16	Inform local residents – ask Airfield Operator	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Contest Transit Case Checklist

	<i>Subject:</i>	<i>Done</i>
1	Laptop computer	<input type="checkbox"/>
2	Printer plus spare colour and B/W cartridges	<input type="checkbox"/>
3	Incident Pack	<input type="checkbox"/>
4	Registration Document – must be up to date	<input type="checkbox"/>
5	File for Insurance Policies	<input type="checkbox"/>
6	Judging Folders and all pre-printed paperwork	<input type="checkbox"/>
7	4 air-band radios plus 4 spare batteries and 4 chargers	<input type="checkbox"/>
8	2 mobile phones plus Top-Up cards	<input type="checkbox"/>
9	Stationery supplies: pens, A4 paper, staplers and staples, paperclips, bulldog clips, dry-board markers etc.	<input type="checkbox"/>
10	Folder with current BAeA Rules, CIB, Judging Tutorials etc.	<input type="checkbox"/>
11	Power adaptors and extension lead	<input type="checkbox"/>
12	Chief Judges kit (stationery etc.)	<input type="checkbox"/>
13	Spare documents – Membership Forms, Contest Entry Forms etc.	<input type="checkbox"/>

Major Incident Folder Checklist

	<i>Subject:</i>	<i>Done</i>
1	Copy of next of Kin document – must be up to date	<input type="checkbox"/>
2	Major Incident Guidelines document	<input type="checkbox"/>
3	Risk Assessment documents	<input type="checkbox"/>
4	Mobile phone and charger plus Top-Up card	<input type="checkbox"/>
5	Digital camera plus batteries etc.	<input type="checkbox"/>
6	USB memory stick	<input type="checkbox"/>
7	Sundry stationery supplies	<input type="checkbox"/>