

Team Manager Guide

I have been asked by the MAAC Precision Aerobatics Chairman to put together some details to assist those taking on the duties of Team Manager.

Having represented my country as an F3A competitor in Argentina in 2007 and subsequently as team manager in both 2011 and 2013, I do have first hand experience dealing with these matters. Although I will cover as much detail as possible, I cannot cover everything for every discipline but I can give a new manager a pretty good idea of what documentation is required and the steps to take to make your duties as easy as possible.

Once a team has been selected at an officially sanctioned trials, the Contest Director will notify that discipline's Chairman as to the results including any successful Junior Member (if allowed) and an Alternate. This team will then usually select an individual to act as "Team Manager" and oversee the team from this point on. Note: He can also be an existing team member.

So you have been asked and accepted the position of "Team Manager" for your discipline. First off a big congratulations to you as it is indeed an honor to represent one's country at these events.

I would strongly suggest you seek out assistance in the form of a volunteer accountant to oversee and document all financial transactions to ensure complete transparency for all team members.

I try to delegate some duties to team members and helpers to help reduce the workload. As an example, I had volunteers to look after accounting, uniforms, raffle etc.

Download and become familiar with 1) The FAI Sporting Code - Section 4 - Volume F3 Radio Control Aerobatics and 2) The FAI Sporting Code - Section 4 - Aeromodelling - Volume ABR Section 4A,4b & 4C. Select the sections that apply to your discipline. Your source for FAI documents is <http://www.fai.org/ciam-documents>

Documents

1) FAI Stickers for Planes - obtained from MAAC at linda_maachq@on.aibn.com - Get at least a dozen. (Note: F3P will probably be different.) See the FAI Sporting Code Volume ABR Annex B.1.b page 57 Each plane has a sticker for processing with the corresponding model identification code "A" or "B" . See attached example

2) FAI Licenses for each team member and manager are mandatory and are obtained from Aero Club of Canada (send \$50 cheque and application to MAAC). Application forms at www.hpac.ca/forms/faisportinglicenceapp.pdf

Team Manager Guide

Documents cont...

- 3) Specification Certificate sheets for Class F - Model Aircraft (from MAAC - get extras!)
- See FAI Sporting Code Volume ABR Annex B.1.a page 56 Note: Model Identification Code is either "A" or "B" and National Identification Code is "CAN" See attached example... they must be stamped by the NAC.
- 4) FAI Doping documents (from FAI) - See attached document. Put "Aero Club of Canada" into the space provided.
- 5) MAAC Code of Conduct forms (from MAAC) - See attached document.
- 6) Event Entry Forms (from FAI Bulletins) - These will usually come as an attachment to an official bulletin along with entry fee details for competitors, manager, helpers etc and a deadline for submittal. You are required to have these entry forms stamped by our countries NAC as well. In Canada's case it's the "Aero Club of Canada" at info@aeroclubofcanada.ca and they will stamp and forward them on to the host country on the team's behalf.... I emailed all these documents to them... worked very well. You should get a receipt/confirmation from the host country. They will also have individual fact sheets for each competitor requesting pilots RC history, pictures etc. that you can send to the host countries Contest Director.
- 7) Technical Report - You need to get someone to write the technical report that will be sent into MAAC following the event. This provides updates on technical innovations and equipment that was observed in use.
- 8) Manager's Report - A manager's report is also required that provides an overview of the teams performance following the event.
- 9) Passports/Visas - Ensure each team member has a valid Canadian passport with at least six month remaining before expiry and a couple blank pages for entry stamps. Check to see if the host country needs a travel visa to enter as well.

Funding

- 1) MAAC - You should contact the MAAC FAI Committee and liaison with the Chairman. In time the FAI Travel funds will be forwarded to each individual team member and manager. The process at time of writing is that 75% of the travel ticket cost for members is covered by MAAC's FAI Travel Fund and released as follows:

The first 1/2 of these funds is sent to each individual member prior to departure. The second 1/2 of these funds is sent to each individual team member following the submittal and receipt of the technical and managers reports to MAAC following the event.

Team Manager Guide

Funding cont...

2) Donations - These come in two forms: 1) both club and individual donations to the team itself. Proper accounting and safekeeping (bank account) of these funds is key. You will use these funds to hopefully pay back entry fees, FAI license fees, uniform costs etc. born by the members and 2) personal donations to team members. These funds are outside the "team" and are not considered for accounting purposes e.g. Joe's uncle donates \$50 to Joe to help cover costs.

3) Raffle - This form of fundraising can work well to cover costs. You can also sell shirts etc but whatever you do make sure a thorough accounting record is kept.

Uniforms

Always nice to look sharp as you do represent your country and fellow flyers. The style and type of uniforms should match the environment that your team members will fly in at the event. I try to have a windbreaker type jacket, two shirts, two hats and common color pants/shorts. This is really up to the team members to decide. We do have some logos already. A basic uniform per member will generally consist of one jacket, two shirts, two hats. Additional items at individuals own expense.

Travel

Lots of options here but I prefer to have the team arrive together at the event. Try to coordinate flights etc to meet this goal. Bonding starts at the worlds! Book flights early for the best deals.

Accommodation

The bulletins will usually have accommodation options and meal plans for teams with other local options. This is a team decision really but I prefer to have everyone under one roof be it a hotel, B & B or guest house. It's much easier to keep people focused and on time when they are together:-) Seek input from your team members.

Vehicle Rental

Again up to team members but for F3A the van with removable seats is a must. These are usually pretty well priced and work well for plane boxes etc. The manager usually rents a car although personal circumstances should be considered. Group deals can be had so appoint a volunteer :-) Check to see if a Canadian drivers license is valid in the host county.

Team Manager Guide

Media

If your up to it then start a web page, Facebook page etc to spread the word and generate interest. Link this to various RC forums etc. Ask your members if someone is interested but it's important to maintain content standards.

Financial

I have each competitor pay me for all his/her relevant fees upfront and I submit these with the entry forms. As donations etc. start to build up in the account I will rebate the funds to each member in the following order: Entry Fees, FAI License Fee, Uniform Costs, Hotel Costs and the balance towards Vehicle Rental Costs. I also keep back a portion to make sure the Raffle prizes are all covered as well as any outstanding team expenses before doing a final reconciliation of the team account

Communications

I try hard to be transparent and open with all team members, helpers etc . I send out regular team updates via email so everyone knows what has transpired and how we, as a team are preparing. Answer all questions to the best of your ability and be open to suggestions.

At the Event

Ensure your team is well aware that they represent their fellow countrymen and they are under the microscope when it comes to behavior etc. Continue to set the high standard that those before you have exhibited.

Meeting times and places change all the time so double & triple check with organizers to ensure you or your pilots don't miss out on a meeting or worse a flying opportunity. Make sure each competitor has the maximum allowable planes available and ready to go, to ensure the flight is completed. Back up planes are mandatory under the MAAC Code of Conduct.

I copy and give each pilot the flight schedule with times and locations for their specific flights.

Team Manager Guide

Miscellaneous

1) Flags - In F3A you will need 2 Country Flags (we have them) and for other disciplines check the bulletins.

2) I make a calendar of important dates (entry deadlines etc.) to help manage the paperwork. Saved me a few times :-)

This should give a new manager a good insight into the job and provide guidance in most areas. I hope you find it useful. Questions? Contact me dave.reaville@gmail.com

Dave Reaville
MAAC 56510L

numerous attachments

Team Manager Guide



Aero Club of Canada
1710 Hickey Rd., Bldg. 5, Apt. 506
Saint John, NB
E2J 3S6
Phone(506)658-9059. Fax(506)658-9809
Email <aeroclub@nb.sympatico.ca>

APPLICATION FOR FAI ANNUAL SPORTING LICENCE (Registration is for the calendar year Jan. 1 to Dec. 31.)

I hereby make application for an FAI Sporting Licence for the year 2013.
TO AVOID DELAYS DUE TO ERRORS, PLEASE PRINT CAREFULLY AND CLEARLY.

Name of Applicant _____

Permanent Mailing Address _____

_____ Postal Code _____

Email _____ Phone (Home) (____) _____

Phone (Work) (____) _____ Phone (Cellular) (____) _____

Date of Birth (____/____/____) Place of Birth _____
D M Y

Nationality _____ Gender _____

Note: If not a Canadian citizen, applicant must be resident in Canada for at least 185 days per year and must not hold a Sporting Licence from another country.

Current Member of which Association (mandatory) AC, CBA, CSPA, MAAC, SAC, **HPAC**

FEE \$50.00 (Plus expenses for special handling when time frame for normal postal delivery of FAI Sporting Licence is not acceptable to applicant). Make cheque payable to Aero Club of Canada, or **you may send an e-transfer through your on-line banking**. CSPA and MAAC prefer applications be sent to them.

I pledge myself to become familiar with, submit to, and be bound by the FAI Sporting Code(s) and procedures governing sanctioned air meets and trials and for official records.

I agree to the sharing of the information, contained in this application, with the FAI and Event Organizers.

Signature _____ Date _____

Aero Club of Canada use only
Fee Received \$ _____
Sporting Licence No.# _____
Date Issued _____

Team Manager Guide

APPENDIX 2 - Acknowledgment and Agreement

I, as a member of..... (NAC/Country/Team)
and a participant in the 2013 FAI World Championship for Aerobatic Model Aircraft
(Class F3A), hereby acknowledge and agree as follows:

1. I have had an opportunity to review the FAI Anti-Doping Rules and Procedures.
2. I consent and agree to comply with and be bound by all of the provisions of the FAI 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.
3. I acknowledge and agree that National Airsport Controls and FAI have jurisdiction to impose sanctions as provided in the FAI Anti-Doping Rules and Procedures.
4. I also acknowledge and agree that any dispute arising out of a decision made pursuant to the FAI Anti-Doping Rules and Procedures, after exhaustion of the process expressly provided for in the FAI Anti-Doping Rules and Procedures, may be appealed exclusively as provided in Article 13 of the FAI Anti-Doping Rules and Procedures to an appellate body for final and binding arbitration, which in the case of International-Level Athletes is the Court of Arbitration for Sport.
5. I acknowledge and agree that the decisions of the arbitral appellate body referenced above shall be final and enforceable, and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.
6. I have read, and understand this Acknowledgement and Agreement.


Date

Print (Last Name, First Name)


Date of Birth
(Day/Month/Year)

Signature
(or, if a minor, signature of legal guardian)

Team Manager Guide

| COMPETITOR | MODEL AIRCRAFT | STAMP OF NAC | | | | | | | | | | |
|--|---|---|---|--|--|---|---|--|--|---|---|--|
| Family Name: | Class: |  | | | | | | | | | | |
| First Name: | Model Identification Code: | | | | | | | | | | | |
| FAI Licence Number: | National Identification Mark: | | | | | | | | | | | |
| I certify that this model aircraft fulfils all requirements as specified in the FAI Sporting Code Section 4 and has been checked in accordance with the characteristics detailed below. | | | | | | | | | | | | |
| Signature: (Competitor) Date: | | | | | | | | | | | | |
| Signature: (NAC Official/Team Manager) | | | | | | | | | | | | |
| To be completed by the Competitor and checked by the NAC | | | | | | | | | | | | |
| All classes except F1D, F1C, F2B, F3A, F3C, F4B, F4C | | | | | | | | | | | | |
| Model Aircraft Wing Area: <input style="width: 80px;" type="text"/> dm ² | All classes except F1D Model Aircraft Weight: <input style="width: 80px;" type="text"/> g | | | | | | | | | | | |
| Model Aircraft Tailplane Area: <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Model Aircraft Total Surface Area: <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Data for this box to be taken from the appropriate volume of the Sporting Code Weight Limits: Minimum: <input style="width: 60px;" type="text"/> g Maximum: <input style="width: 60px;" type="text"/> g (i) Weight limits are defined according to the class of model aircraft, either by the specific minimum/maximum weight or by the minimum/maximum loading of the surface area. (ii) Minimum/maximum loading in classes F1C, F1E, F2A, F2D, F3J, F5B, F5D | | | | | | | | | | | | |
| Classes F1P, F2A & F3A Class F3A Wingspan: <input style="width: 80px;" type="text"/> mm Fuselage Length: <input style="width: 80px;" type="text"/> mm | | | | | | | | | | | | |
| Class F2A (Speed) Minimum Surface Area for Maximum Swept Volume of Motor: <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Class F2C (Team Race) <table style="width: 100%;"> <tr> <td>Fuselage Height: <input style="width: 60px;" type="text"/> mm</td> <td>Scale Pilot Head: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Fuselage Width: <input style="width: 60px;" type="text"/> mm</td> <td>Height: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm²</td> <td>Length: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Fuel Capacity: <input style="width: 60px;" type="text"/> cm³</td> <td>Width: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Weight: <input style="width: 60px;" type="text"/> g</td> <td>Wheel Diameter: <input style="width: 60px;" type="text"/> mm</td> </tr> </table> | | | Fuselage Height: <input style="width: 60px;" type="text"/> mm | Scale Pilot Head: <input style="width: 60px;" type="text"/> mm | Fuselage Width: <input style="width: 60px;" type="text"/> mm | Height: <input style="width: 60px;" type="text"/> mm | Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm ² | Length: <input style="width: 60px;" type="text"/> mm | Fuel Capacity: <input style="width: 60px;" type="text"/> cm ³ | Width: <input style="width: 60px;" type="text"/> mm | Weight: <input style="width: 60px;" type="text"/> g | Wheel Diameter: <input style="width: 60px;" type="text"/> mm |
| Fuselage Height: <input style="width: 60px;" type="text"/> mm | Scale Pilot Head: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Fuselage Width: <input style="width: 60px;" type="text"/> mm | Height: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm ² | Length: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Fuel Capacity: <input style="width: 60px;" type="text"/> cm ³ | Width: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Weight: <input style="width: 60px;" type="text"/> g | Wheel Diameter: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Class F3D (Pylon Racing) <table style="width: 100%;"> <tr> <td>Fuselage Height: <input style="width: 60px;" type="text"/> mm</td> <td>Wingspan: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Fuselage Width: <input style="width: 60px;" type="text"/> mm</td> <td>Wing Root Thickness: <input style="width: 60px;" type="text"/> mm</td> </tr> <tr> <td>Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm²</td> <td></td> </tr> </table> | | | Fuselage Height: <input style="width: 60px;" type="text"/> mm | Wingspan: <input style="width: 60px;" type="text"/> mm | Fuselage Width: <input style="width: 60px;" type="text"/> mm | Wing Root Thickness: <input style="width: 60px;" type="text"/> mm | Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm ² | | | | | |
| Fuselage Height: <input style="width: 60px;" type="text"/> mm | Wingspan: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Fuselage Width: <input style="width: 60px;" type="text"/> mm | Wing Root Thickness: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | |
| Fuselage Cross Section: <input style="width: 60px;" type="text"/> cm ² | | | | | | | | | | | | |
| Classes F3C (Helicopters) Sweep Area of Rotors: <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Fixed Ancillary Surface (max 4% of the swept area of rotors): <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Controllable Ancillary Surface (max 2% of the swept area of rotors): <input style="width: 80px;" type="text"/> dm ² | | | | | | | | | | | | |
| Class F5B (Electric Powered Motor Gliders) Weight of Power Source: <input style="width: 60px;" type="text"/> g Wheel Diameter: <input style="width: 60px;" type="text"/> mm | | | | | | | | | | | | |
| Classes F1C, F1P, F2A, F2B, F2C, F2D, F3A, F3C, F3D, F4A, F4B, F4C Permitted Maximum Swept Volume of the Piston Motor(s): <input style="width: 80px;" type="text"/> cm ³ | | | | | | | | | | | | |
| Principal checks to be completed by the organising NAC | | | | | | | | | | | | |
| Competitor Number: <input style="width: 150px;" type="text"/> | | | | | | | | | | | | |
| External Identification (✓) Olympic Identity Marks (Except F1D, F4B, F4C) <input style="width: 50px;" type="text"/> FAI Sticker Affixed (Except F1D, F4B, F4C) <input style="width: 50px;" type="text"/> Model Aircraft Identification Code (on main parts) <input style="width: 50px;" type="text"/> Motors Marked F1C, F1P, F2A, F2C, F2D, F3D <input style="width: 50px;" type="text"/> | | | | | | | | | | | | |
| Measurements Rubber Motors Weighed F1B <input style="width: 50px;" type="text"/> g Wing Tip Guide <input style="width: 50px;" type="text"/> mm Handle Spacing F2A <input style="width: 50px;" type="text"/> mm | | | | | | | | | | | | |
| Fuel Capacity F2C <input style="width: 50px;" type="text"/> cm ³ Nose Radius F3A, F3B, F3J, F3K <input style="width: 50px;" type="text"/> mm Flying Weight Dry <input style="width: 50px;" type="text"/> g Weight of Power Source F5B <input style="width: 50px;" type="text"/> g | | | | | | | | | | | | |
| Special Requirements (✓) Motor Cowling Approved F2C & F3D <input style="width: 50px;" type="text"/> Silencer Fitted F2A, F2B, F2D, F3A, F3D <input style="width: 50px;" type="text"/> Fuel Shut-off Fitted F2A, F2D, F3D <input style="width: 50px;" type="text"/> Exhaust Outlet Checked F2A & F2D <input style="width: 50px;" type="text"/> Intake Size Checked F2D <input style="width: 50px;" type="text"/> | | | | | | | | | | | | |
| CHECKED BY | | | | | | | | | | | | |
| Sign: Sign: Date: | | | | | | | | | | | | |
| STAMP OF ORGANISING NAC | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Team Manager Guide

| | |
|---|---|
|  | LICENCE NUMBER: <u>14-021</u> |
| | NATIONAL IDENTIFICATION MARK & NUMBER <u>CAN</u> |
| | COMPETITOR NAME <u>D. REAVILLE</u> |
| | MODEL AIRCRAFT IDENTIFICATION CODE <u>A</u> |