

## Contest Planning Notes

### Planning

- Decide on whether you want to host a one or two day event. Most contests are 2 days. In our case a noon start time on Sundays makes a two day event impractical.
- When setting a date check with other Contest Directors and local pattern flyers for conflicts with existing contests and other major modeling events. Obtain club approval and pick a date as early as possible.
- Complete a budget and decide on an entry fee.
- Complete the sanction form (on-line) as soon as possible. This will get your event listed in the coming events on the MAAC website. If you want your event listed in the magazine you will need to have the sanction completed and approved at least a month before the cover date of the magazine. **Note:** MAAC may not allow you to submit a sanction before the first of the year if your club is not already renewed for the coming year.
- Ask for volunteers from the membership to help run the contest. The pattern community will look after judging but there are lots of areas where help will be needed from the club - field preparation and setup, registration, scribes, lunch, scoring etc.
- Make up a flyer for distribution and advertizing. The flyer needs to have the contest details and directions/map. A list of accommodations is helpful for those who are travelling.
- Distribute your flyer to the club and pattern community. Email works well. Post it on facebook as well. There is a Canadian F3A group.

### One Day vs Two Day

- In our club's case we are not allowed to fly before noon on Sundays so holding a 2 day event is would be difficult. Starting earlier would require agreement from our landlord and starting at noon would mean a late finish on Sunday.
- A one day event may be more acceptable to the club as it does not tie up the field for the entire weekend.
- With a one day contest there is no opportunity to make up for delays. If you have any delays, bad weather or a large number of pilots you may not be able to complete 4 rounds. Having the second day allows the opportunity to finish and provides a rain day if necessary.
- There is very little extra work or expense required to host a two day contest over a one day contest. All of the preparation, setup, prizes etc are the same.
- A 2 day event may attract more entrants as it makes more attractive to those who have to travel longer distances.

### Sample Budget:

<b>Revenue</b>		<b>Expenses</b>	
Expected attendance	15	Lunch	
Entry fee @\$15	225	@ \$5.00/pilot	75
<b>Total</b>	<b>\$225</b>	"others"	25
		Supplies	
		Garbage bags	5
		Field marking	30
		Awards	
		Frames @ \$2 each	30
		Misc	10
		<b>Total</b>	<b>\$175</b>

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- The biggest costs for the event will be lunch and awards. Your costs will vary depending on how elaborate both of these are. In our case, costs such as printing for registration, score sheets, award certificates and flyers have been donated. The FMF contest has also received significant donations from club members to support the lunch (ie ice, food, snacks).
- This budget does not include the one time startup costs for supplies like clipboards, pens, box and centre markers etc. These can be reused year after year. A trip to the local dollar store with \$20 in hand will get you all the clipboards, pens and office supplies you will need for years to come. Cost of the box and centre markers will depend on how elaborate you make them and what materials you already have on hand. The markers I use (see below) are made from pool noodles (from the dollar store) scrap lumber and spikes.

### Entry Fee:

- Most 2 day contests in this area have set the entry fee at \$30.00. Based on that I picked \$15.00 for a one day. Keep in mind, the majority of the costs are incurred for the first day. Other than a second lunch there are very few additional costs for the second day. The entry fee will also depend on your costs and what the host club wants to set the fee at.

### Format:

- Single day
- One flight line
- Schedule
  - 8:15-8:45 Registration
  - 8:50 Pilot's meeting
  - 9:00 Round One
- Open practice for electric only before 9 am - our field has a 9 am start time for internal combustion powered models. Having the field closed for practice prior to the contest also will help get things moving in the morning as you won't have to be trying to get pilots to land and come to the pilot's meeting.
- Target is to complete 4 rounds by mid to late afternoon.
- Dinner at local establishment to follow.

### Setup

- Make arrangements to have the field mowed. I try, weather permitting to have the field mowed on Thursday so that marking can be completed on Friday. This also leaves Friday as a rain day.
- Field setup/marketing
  - Determine parking and pit areas. You will likely need more parking than a normal day at the field. Your field layout will determine where these are located.
  - The layout of our field limits us to a single flight line. If you have the space consider laying out 2 flight lines as it will get you more flexibility to handle a large pilot turnout. Remember 2 flight lines will double the required marking paint, box markers, shelters etc.
  - Paint the box markings and pilot boxes on the field the day before. Our field layout takes 2 cans of marking paint.
  - It is helpful for the pilots and judges to have the box ends and center marked. Ideally you will be able to mark these with poles at the 150 meter line. This will be dictated by the

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field layout. In our case we are not able to use marker poles at the 150 m mark as these would be out in the surrounding farmer's crop or hidden in the bush. Instead I have used small markers made from pool noodles installed at the edge of the field. These are about 2 feet high and can be hit by a model with no damage. Small orange cones of the style used to mark out soccer fields could also be used.

- On the morning of the contest set up sun shelters for the judges and scoring.

### Contest Administration

#### Registration

- Registration forms can be printed from the scoring program or you can make your own.
- Requesting preregistration will simplify registration. I preprint registration forms for all preregistered pilots. Preregistered pilots are also entered into the scoring program in advance to reduce the workload on the day.
- Compile flight order and judging assignments. A draft can be done in advance based on preregistration. When developing the flight order consider having one of the other classes start so the sportsman pilots can observe contest operations.
- I prepared laminated call cards for sportsman entrants and had those available at registration. Unless they have flown in a contest before they likely won't bring one.

#### Pilot's meeting

- Welcome to pilots.
- Outline the plan for the day and any announcements like the need for photos for prizes.
- Review any local field rules and airspace restrictions (ie don't fly over the landlord's house etc).
- This is also the opportunity for any clarifications or instructions on judging.
- Announce flight order and judging assignments for round one.

#### Scoring/Judging

- Laptop – download scoring program - I recommend MasterScoring and it is easy to use.
- Take the time to use and test the scoring program BEFORE the day of the contest. Entering as much of the pilot information into the scoring program in advance will greatly reduce the workload and confusion on the day.
- Scorer – having a dedicated scorer to enter the scores is recommended.
- A power supply will be needed as most laptops will not have sufficient battery capacity to run for a whole day. A battery & inverter can be used or the ideal is a generator. Now that the majority of pattern competitors are flying electric someone will likely be bringing a generator if you don't have one.
- A printer is needed for printing scores for posting.
- Having enough clipboards will help with organization. I recommend at least 6 for a one line contest. This allows you to have one set (2) with the judges, one set (2) to setup the next class, one for the scorer to organize score sheets & one for the CD/assistant with flight orders etc.
- Due to the complexity of the FAI schedules it is helpful to have a caller for the judges to remind them of what maneuver is coming. This is an opportunity for the sportsman and other inexperienced pilots to get some exposure to judging. I prepared laminated call sheet of the FAI sequence for this purpose.

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### Prizes

- Most contests in this area use certificates with pictures of the pilot and plane as the award. They can be printed and assembled after the contest is over and distributed later (usually at the next contest or club meeting).
- You will need to have a digital camera to take the photos. A dedicated person to take the photos will simplify the day.

### Supplies needed

- This is my list of what is needed to run a contest at our club field. Your list may vary depending on what facilities are available at your site and how much the club provides (ie water for judges and participants etc)

#### General/Setup

- table/chairs for registration scoring, serving lunch - This will depend on what your club has available at the field. We have picnic tables which are suitable.
- cooler
- ice
- bottled water
- box & centre markers
- upside down paint
- sunshade(s) for judges

#### Contest Operation

- Clipboards (6)
- Pens & markers (mini-sharpie)
- Cashbox & float
- calculator
- blank paper
- masking tape
- laptop & mouse pad
- printer - check ink cartridges
- power bar
- lamp
- generator, gas, extension cord
- score sheets
- registration forms

#### Lunch

- hand sanitizer
- paper towels/serviettes
- food