

BAeA Contest Director Guidance Notes



These notes are intended as a brief introduction to the duties of the Contest Director. However - please use the **BAeA Operations Manual as your PRIMARY GUIDE!**

The role of the Contest Director:

The Contest Director is completely in charge of and responsible for the safe and timely operation of the contest in accordance with standing BAeA (and possibly CIVA) regulations. BAeA Contest Directors are selected for their experience and ability, so enjoy the day.

Always remember that the whole event is being staged for PILOTS – not officials! Consider them first and last. You should also make a big effort to establish good relations with the local aerodrome management and pilots. It's their place, and we will want to go back there again.

The location of the box must be agreed between you, the Chief Judge and the aerodrome management and a 'BAeA Competition Box Specification and Risk Assessment' form completed before the event can start – you'll get the Box RA form as a PDF from the BAeA office. Please submit the completed Box RA form to the BAeA HCO immediately following the event; this remains the Association's official record of your contest box preparations.

Use your other contest officials to the maximum – they're working too, and allowing them to fulfil their own responsibilities will provide the best possible result for you.

Other contest officials:

- The Chief Judge – runs the judging team and decides the box layout
- The Registrar – settles all matters related to pilot entries
- The Scorer – runs the BAeA scoring system, provides Flying Orders and other lists
- The Marshaller – organises pilots to take-off on time
- The Runner – delivers paperwork from the judging line to the Scorer
- The local aerodrome representative – nominate one if this post is unfilled

*Note: The duties of the Registrar and Scorer are usually handled by one person
The Marshaller is an optional position, not often appointed at BAeA events*

Over-view:





- Irksome though it is – good planning before the event **IS ESSENTIAL** and always pays
- Plan and make notes for your initial briefing – this is a key area of your command
- Get an accurate weather forecast before the briefing starts, and study it with the CJ
- Start the briefing **ON TIME** – lateness at this point spreads to the pilots like the plague
- Try to be decisive in all matters, pilots always act better upon direct instructions

- Never forget that the day is primarily for the pilots. In all matters expect to apply the BAeA / CIVA Rules first, but where appropriate give pilots the benefit of any doubt
- Pilots photos on the score-sheets are important – the scorer will be able to advise
- Maintain a constant awareness of how things are going, the rate of sequence flying, and hence the likelihood of finishing on time so that you can re-plan if this is required
- Re-adjust the schedule and make key decisions public when the need arises
- Make timely provisions to deliver refreshments to the judges and assistants
- On the last day, 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**

Safety and Emergency Procedures:

- Make sure that pilots know and adhere to the local aerodrome safety procedures, the agreed box location and any airborne hold procedures that you may need to operate
- Key documents: CAA CAP 403 “Safety and Administrative Arrangements at Flying Displays, Air Races and Rallies” and CAP 576 “Aerodrome Model Emergency Orders”
- CAA contest permission is not required under article 56A of the ANO unless aircraft may not comply with Rules of the Air/ATC Rules, or more than 500 people will attend
- Responsibility for initiating action by the emergency services rests with the aerodrome operators. If this is not done in a timely manner the CD should take the initiating action
- You may also become involved with the AAIB – contact them on 0207 212 5101

Other reference material:

-  [The BAeA Rules](#)
Download and print the current issue from the BAeA web ‘Publications’ page.
-  [BAeA Operations Manual](#)
Download and print the current issue from the BAeA web ‘Publications’ page.
-  [CD Info-Pack for \(your\) Contest](#)
This item will be emailed to you about a month before the event by Jen Buckenham at the BAeA Office. It outlines many “Important Things To Do” prior to, during and after contest, and provides some important contact names and numbers.
-  [FAI Sporting Code Section-6](#)
If your event is operating to CIVA Rules you will need part-1 for power, part-2 for gliders. These documents can be found on the FAI / CIVA web under the ‘Sporting Code – Section 6: Aerobatics’ tab at <http://www.fai.org/civa-documents>

NHB
January 2015