



Contest Directors Guide



Amendment Listing

Amendment Topic	Publication Date	Description
Changes in membership type	1/21/2016	Changes from Open class to Adult class in #4 Section 5 (page 14)
New Form 10B, which is a combined Forms 11 & 12	1/21/2016	References to forms. Sanction package, page 15

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Contest Directors Guide

The purpose of this document is to provide guidance for the Academy's more than 5,700 Contest Directors. Included within its pages you will find information that is intended to help correctly complete the forms that are necessary to sanction a meet. Some general guidelines for; operation are also included.

This booklet is designed to be a "living" document. As changes occur within various procedures and rules, the most current material version of this guide may be found on our website at www.modelaircraft.org under the "Members Only" section. Once you log in and select Contest Director Portal, you can download the latest version from the heading section. Contest Directors would be well advised to obtain the latest version of this document as well as any other forms prior to running contests.

It is hoped that this booklet will help you in the administration of sanctioned meets. Suggestions for improvements are most welcome. Please contact the Competition Department at AMA Headquarters with any recommendations.

As an Academy of Model Aeronautics Contest Director (CD), you have assumed a very important level of membership. With more than 2,000 sanctions for modeling meets issued each year, this segment of service to AMA reaches a significant percentage of the total membership. In addition, the work accomplished by the CD is reflected in the enjoyment of many thousands of people who participate in our meets as spectators.

The CD acts as an agent for the Academy in the administration of sanctioned meets. There is a high level of responsibility as a result of this status. The concerns of properly applying the rules, maintaining fairness, and providing high levels of safety in connection with the meets are basic. In acting as the Academy's agent, the CD is protected by insurance and, if necessary, legal support. It should be noted, however, that such protection requires that the task be done in a competent manner. Negligence on the part of the CD concerning safety can result in legal (insurance) problems for the CD and AMA.

AMA Headquarters staff must rely upon proper preparation and submission of the various forms to handle the overall administration of the sanctioning program. This has become a far more important phase of the program than most people realize. Our society has taken a stand in regard to the determination of liability relating to accidents and evidence of nonperformance, which requires careful documentation. To properly adjudicate cases, complete and accurate records are of the utmost importance. It is common for a number of years to lapse before such records may be needed.

The AMA deeply appreciates your volunteer services.

With these thoughts in mind, the following information is provided to you as an aid in preparing and submitting complete sanction meet applications.

EVENT SANCTION PORTAL

Sanction requests may be submitted online using our “*Event Sanction*” portal. ***This is the preferred way that all sanctions should be submitted.*** Much thought and planning has gone into its creation. A major advantage is that sanctions can be approved very quickly and entered into the on-line sanctioned event calendar as well as process ads for *Model Aviation* magazine. We cannot stress enough how important it is for Contest Directors to use this new process. Please take the time to visit the website and check it out. A guide to “*Creating an online sanction*” is available directly on the Event Sanction Portal page, and may also be found on the AMA website at:

<http://www.modelaircraft.org/files/cdhelp.pdf>

If you are having trouble accessing the Event Sanction Portal, please be sure that you have properly set up your web account and linked it to your membership. For assistant or to learn how to sign up for a Web account and link it to your AMA membership, please read the article here:

<http://www.modelaircraft.org/membership/membership/gettingstarted.aspx>

Sanctions can also be downloaded from the AMA website and filled out by hand and mailed to the appropriate Event Sanction Coordinator for the district in which the event is to be held.

CONTEST DIRECTORS

Contests advertised to the public and to model aviation clubs as AMA-approved events must be sanctioned by the AMA. Potential contestants must be assured that the AMA Competition Regulations will apply. Because AMA sanctions exist to promote national standards, each CD shall enforce the AMA Competition Regulations as written for Class A-AAAAA competitions unless overriding concerns about safety, adverse weather, dangerous terrain, or other serious issues dictate otherwise. Proposed deviations from the AMA rules must be detailed as part of the pre-contest sanction request. Such changes will be reviewed by the technical director for:

- 1) Possible safety or procedural concern
- 2) Determination of whether the deviations will be allowed
- 3) Which sanction status will be assigned, “A” or “C”

If additional guidance is needed, or in the case of an appeal, the Contest Board Coordinator and the Contest Board chairman for the event(s) in question will be included in the decision process. The details for AMA sanctioned contests to be conducted with rules deviations must be announced in advance (e.g., by advertisement in *Model Aviation*, AMA’s online contest calendar, club newsletter, flyers, etc.), and, if possible, by notices directed to clubs (e.g., by the Internet, fax, etc.). The intent should be to inform as many potential contestants as possible before travel, especially out-of-towners. Rules deviations announced either in advance of contests or, by necessity, just prior to the competitions due to immediate concerns must not be arbitrary, involve personal bias, or unnecessarily violate the competitive tone and historical integrity of any event. AMA CDs should

recognize that modelers are willing to deal with reasonable hardships in order to compete under long-accepted, traditional rules. Therefore, the consensus opinion of a majority of contestants involved should be considered regarding rules deviations announced on-site.

In order to effectively oversee conduct of a meet, the CD is granted specific authority relating to organization, rules, and safety. In addition, the CD at an AMA sanctioned meet has the authority to perform safety inspections of any equipment and to prevent any participant from using equipment which, in the CD's opinion, is deemed unsafe. Furthermore, the CD shall have irrevocable authority to disqualify or prevent from flying any participant whose ability, in the CD's opinion, may be impaired by the use of alcohol or drugs.

AMA CDs who are lax in running events and fail to enforce standard rules jeopardize their official standing and encourage criticism of the value of AMA sanctions. Even for local sanctioned contests, temptations to modify the standard rules should be resisted so that the integrity of events can be protected. Regular offerings of standard rules at sanctioned contests will provide consistent opportunities to aspiring contestants (especially newcomers) to gain valuable experience. Where out-of-town participants are involved, the entrants have a right to expect strict adherence to regulations. To ignore this is to invite protests and disqualification of record performances, for instance. To this end, contestants may submit their objective evaluations of administration of contests to the respective CDs for consideration.

A CD, when acting as a representative of the AMA, is responsible for properly applying the rules, maintaining fairness, and the completion of all required applications and reports.

A CD must, at all times, remember that he/she is a representative of AMA and will conduct himself/herself in a professional manner. He/she must be present at all times when the meet he/she is responsible for is taking place. It is his/her responsibility to find a suitable replacement if he/she is unable to fulfill the responsibilities.

A CD is responsible to see that all safety rules and precautions are followed to the letter. Any CD who knowingly allows an unsafe condition to exist is subject to the loss of his/her CD status. Overall, the AMA Executive Council is responsible for correcting the deficiencies in the AMA CD program. The changes should be aimed at protecting AMA against potential liability, while maintaining and motivating AMA members to perform the volunteer service of CD. Where the position is abused, AMA needs to be ready to act fairly, yet remove the CD designation if such action is warranted.

SANCTIONED EVENTS

A minimum of 30 days is required to process sanction applications (90 days if the contest is to be printed in one issue of *Model Aviation Magazine*) Sanction applications and payment (payable to AMA) may be submitted online through our Contest Directors Portal or mailed. Mailed applications **MUST GO DIRECTLY** to the District Event Sanction Coordinator for the District in which the meet will take place. A current listing

of all Event Sanction Coordinators may be found on the AMA website at:

<http://www.modelaircraft.org/events/sanctionedeventcoordinators.aspx>

The AMA sanctions the following types of model activities: Flying activities include Class A, AA, AAA, AAAA, AAAAA contests; Class B contests; Class C unrestricted entry meets, Class CR restricted entry meets, Class D contests, Record Trials; and national and international contests that are part of the AMA Team Selection Program. There will be no preferences or priorities extended to any participant(s) on any geographical, organizational, cultural, or social basis. Any such restrictions automatically relegate the activity to a B or C-Restricted classification. These activities will be conducted by licensed CDs according to these official regulations. (Note: The NATS shall be identified by an AAAAA contest classification. Only one such competition may be held in a given year. The Executive Council shall be the sole determining authority relative to whether the competition is held, the dates of its operation, and the location.) (Note: Liability protection for site owner[s] and/or sponsor[s] in connection with AMA sanctioned events may be obtained from AMA HQ at extra cost above sanction fees. However, such protection may already be in effect by reason of the AMA chartered club program; check first.)

All sanction applications, except for AMA-sponsored national or international contests or finals meets of

AMA Team Selection Programs must be submitted by a CD of AMA to the appropriate district Event Sanction Coordinator no more than one (1) year and no less than 30 days before the proposed contest date. In the original contest sanction application, the submission of an alternate date or dates, acceptable to the applicant, are to be set forth. Record Trials and demonstration meet applications may be made as little as 20 days before the proposed date and are to be sent directly to AMA HQ.

All sanction fees must accompany the sanction application. Applications for sanctions in the next calendar year must be accompanied by evidence that the CD has paid his/her fees that year or is entitled to a reduced-rate membership for the next year; otherwise the next year's fees must be enclosed with the application. The Event Sanction Coordinator will forward the sanction application and fees to AMA HQ if no date conflicts exist. Flying events may now be sanctioned online. Please see Document #301 under Competitions and Events.

Rain dates are not recognized by AMA, but should a contest be canceled due to inclement weather, the original sanction may be renewed, but will be considered valid only if the new date has been cleared with the district Event Sanction Coordinator, and AMA HQ so notified.

A sanction can only be issued for continuous dates. If at least a full day separates events, separate sanctions must be obtained for each. By definition, an AMA-sanctioned meet shall be understood to include that period of time when the CD or his/her appointed representative is in attendance at the named site on the day(s) listed on the sanction.

Contest sanction applications are required to be submitted from 6 months to one (1) year before the desired date by those wishing to protect a traditional date (per Event Sanction Coordinator Guidelines).

The AMA district vice president is authorized to change, either permanently or temporarily, the date of any contest that has traditional status to help alleviate the problem of internal conflicts.

When applying for a sanction, a CD may name an alternate CD to conduct the contest in the event that the original CD is unable to fulfill his/her obligation. In the event that no alternate CD has been named, a replacement CD may be named by the AMA vice president of the district in which the contest is to be held, by the AMA president, or by his/her appointee.

CLASSIFICATION OF SANCTIONED EVENTS

To determine a class of meet in which the number of events is a factor, the only events that are to be counted are events published in the current AMA Competition regulations. These events include those known as Official, Provisional, or Supplemental. Other unofficial events may be held (if they do not violate safety provisions of official events that permit models of similar weight, size, and power), but such events are not to be counted for meet classifications. As a guide to CDs and Event Sanction Coordinators, those events listed on the AMA sanction application may be counted, and each line of the application is considered a separate event. Competition regulation terminology should only be used when the event actually involves competition as described in the event rules.

Record Trials: Competition conducted solely for the purpose of providing opportunity and facilities for attempts to establish or surpass existing official model aircraft records, with no awards provided for the winners. In attempting to establish records, fliers in Record Trials competition shall be permitted as many flights as possible. Where flights are scored according to the highest or fastest single flight time, no limitations shall be placed on the order of flights. In categories scored on the basis of the total flight time for three (3) or more official flights, each attempt to establish a record shall consist of a complete series of three (3) or more official flights so that no flight or flights of one series shall be combined with a flight or flights of another series for scoring purposes. The first flight of a contest series is assumed to be the start of a record attempt. The start of any other record attempts (at a contest or Record Trials) must be declared prior to the first flight of each attempt. **District Event Sanction Coordinator approval not required; applications are submitted directly to AMA HQ.**

Class B Contest: Entry is restricted to, or preference or priority is given to, members of a club or clubs; or to an organization affiliated with the AMA; or to residents of a confined area, such as a city or county. Entry to a contest may be restricted on an area, club membership, or invitational basis. It may also be restricted to the members of a particular industry or service. It is essential, however, that these restrictions be spelled out in detail on the application for sanction so that the Event Sanction Coordinator may decide whether conflicts exist. For example, an armed forces contest would not conflict with a

civilian contest. Similarly, a manufacturer's invitational would not conflict with a club contest. These will be listed as Class B contests. No protected-drawing-area criteria or traditional status will be applied to Class B contests.

Class A Contest: A contest with unrestricted entry (to AMA members) that contains at least one (1) rule-book event.

Class AA Contest: A contest in which entry is unrestricted (to AMA members) and which provides at least four (4) sets of important awards through two (2) or more places. A Class AA contest must include at least two (2) events listed in the current model aircraft regulations. Separate age classes in one (1) event will not be counted as separate events for this purpose.

Class AAA Contest: State or regional championships in which entry is unrestricted (to AMA members) and that provides at least 12 sets of awards through three (3) or more places in each event, with at least two (2) events having separate Youth-Junior and/or Youth-Senior categories. Examples of event combinations that meet these criteria are: four (4) events with each divided into separate Youth-Junior, Youth-Senior, and Adult classes; six (6) events, each with Youth-Junior/Youth-Senior (combined) and Adult classes; eight (8) events, four of (4) which have at least two (2) classes; 10 events, two (2) of which have at least two (2) classes. Other combinations are possible and authorized if they provide at least 12 sets of awards with at least two (2) sets going to age classes lower than Open. A Class AAA contest must include at least three (3) events listed in the current model aircraft regulations. Separate classes in one (1) event will not be counted as separate events for this purpose.

Class AAAA Contest A national championship event in which entry is unrestricted (to AMA members), designated for a contest within its primary area of activity, on a once-per-year basis—such as the annual Free Flight Championships designated by the National Free Flight Society, the annual Radio Control Pylon Championships designated by the National Miniature Pylon Racing Association, etc.

For contest coordinating purposes, such meets shall have a protected drawing area equivalent to AAA contests. This status may only be granted by Executive Council action. (Note: The NATS shall be identified by AAAAA contest classification. Only one such competition may be held in a given year. The Executive Council shall be the sole determining authority, relative to whether the competition is held, the dates of its operation, and the location.)

AMA-Sponsored National or International Contest: This is an exclusive sanction class for those events that are specifically approved by the AMA Executive Council and budgeted for operation from AMA funds—such as the annual AMA NATS, (in which entry is unrestricted to AMA members), AMA-hosted World Championships, etc. Such meets shall have a protected drawing area in which no AAA or AAAA contest shall be sanctioned anywhere in the country on the same date(s), but an A or AA contest may be sanctioned if at least 1,000 miles away—any exceptions to be only by Executive Council approval.

FAI Team Selection Contest: All such contests, for the specific purpose of qualifying participants for AMA official teams to World Championships, shall be sanctioned in the normal manner, except for the finals meets of AMA Team Selection Programs, which automatically shall be sanctioned and made known by AMA HQ.

NON-RULE BOOK EVENTS

Class D Demonstration: Flight activity performed by a small group of fliers before a crowd of spectators, primarily for purposes of instruction and/or publicity. In the case of a demo flown at a full-scale airport, there is a specific document (#600) that should be reviewed. You can find it at <http://www.modelaircraft.org/files/RequirementsforRCOperationatFullScaleAirshows.pdf>. In addition to the regular form for sanction application, a brief description of the event(s) to be flown and special safety precautions must be included. HQ will grant the sanction if the preparations meet with approval and will notify the event director and the district Event Sanction Coordinator if not. Class D sanction requests will be submitted directly to HQ; District Event Sanction Coordinator approval not required. No area protection for dates will be allowed.

Class C Unrestricted Entry: An organized get-together of modelers for fellowship, mutual interests, and/or goodwill. Events have unrestricted entry to AMA members and may be composed of special events or activities, or any combination thereof. Events may or may not restrict flying to exclusive types of aircraft and/or offer awards or formal flying competition. A description of any special event or activity and any types of aircraft restrictions, as well as any special safety precautions, must be included within the sanction application. HQ will communicate any suggested additional safety requirements back to the sanction application originator and the affected District Event Sanction Coordinator. Traditional date and 100 mile area protection applies.

Note - If the event restricts entry to specific groups of AMA members it must be sanctioned as a Class CR – Restricted Entry event.

Class CR Restricted Entry an organized get-together of modelers for fellowship, mutual interests, and/or goodwill. Event entry is restricted to, or preference or priority is given to, a specific group/s as AMA members of a club or clubs; or to an organization affiliated with AMA; or to residents of a confirmed area, such as a city or county. Events may be composed of special events or activities, or any combination thereof. Events may or may not restrict flying to exclusive types of aircraft and/or offer awards or formal flying competition. A description of the event entry restrictions for specific groups and/or any special event or activity or exclusive aircraft types and any special safety precautions must be included within the sanction application. HQ will communicate any suggested additional safety requirements back to the sanction application originator and the effected District Event Sanction Coordinator. Traditional date and area protection do not apply.

Note - If the event does not restrict entry to specific groups of AMA members, it must be sanctioned as a Class C- Unrestricted Entry event.

An RC Racing event, whether or not an AMA rule book event, is one in which model aircraft compete in flight over a prescribed course with the objective of finishing the course faster to determine the winner.

A. In every organized racing event in which contestants, callers, and officials are on the course:

- 1) All officials will be off the course except for the starter and their assistant.
- 2) "On the course" is defined to mean any area beyond the pilot/staging area where actual flying takes place.

B. I will not fly my model aircraft in any organized racing event which does not comply with section A above or which allows models over 20 pounds unless that competition event is AMA sanctioned.

C. Distance from the pylon to the nearest spectator (line) will be in accordance with the current Competition Regulations under the RC Pylon Racing section for the specific event pending two- or three- pylon course layout.

TRADITIONAL CONTESTS

Any Class C, A, AA, AAA, or AAAA contest that has been held annually on the same date or weekend for the last three previous concurrent years shall be considered a traditional contest and shall be allowed first choice of that usual date and take precedence over any Class AAA or AAAA contest date, provided that the sanction application and fee are submitted from six (6) months to one (1) year before the desired date. Such traditional dates may be reassigned if no contest sanction request is received within such time period. The AMA district vice president is authorized to change, either permanently or temporarily, the date of any contest that has traditional status, to help alleviate the problem of internal conflicts.

Conflict of Contests in Different Categories: Contests in different categories (Control Line, Free Flight, Indoor, Radio control) should not be considered to be in conflict in the protected-drawing-area concept. Sanction issuance to several contests that are restricted on a category basis in a small area is encouraged.

Acceptance of Sanction Applications- Sanction applications may not be honored if submitted more than one (1) year or less than 30 days prior to the proposed date of the contest, except that Record Trials and demonstration event applications may be submitted no less than 20 days prior to the proposed date. In the original contest sanction application, the submission of an alternate date(s) acceptable to the applicant, are to be set forth.

Order of Acceptance- All correctly completed sanction applications accompanied with correct fees will be honored in the order received by the district Event Sanction Coordinator after consideration of the conditions mentioned above. In all cases of conflicting requests that arrive simultaneously, larger meets will take precedence over

restricted meets unless the restrictions nullify possible conflicts as outlined in the rule-book instructions.

Correct Sanction Applications: Sanction applications are correct if they meet all the requirements outlined in the front of the rule book. Applications for contests in the next calendar year must include proof that the CD has paid his/her license fees for that year, or those fees may accompany the sanction request.

Appeal- If an individual club is unhappy with its approved date or feels that the date of another club is a result of a procedural error, the affected club officers may appeal to the respective district vice president. The vice president, in making his/her decision, should also contact the vice president and/or coordinator of any other district involved. Decision of the vice president is final.

PROTECTED DRAWING AREA

The base on which the system is built is that of protected drawing area. Actually, this should be interpreted as modeler population, but this is very difficult to use, even in the most general sense. Only after years of experience in a certain district can a coordinator develop a feel for who flies what and lives where. It is hoped that those coordinators who have developed this information will use it rather than rough area measure, which we propose here.

In general, on the same date, there should be at least the following distances separating contests:

Class A, C 100 miles

Class AA 300 miles

Class AAA or AAAA 450 miles

(These distances should be scaled down in high-population-density areas and should be scaled up in low-population areas.)

Class AAA or AAAA meets are not to be allowed to conflict with an AMA-sponsored national or international contest anywhere in the country, but Class A and AA meets may be allowed provided that they are at least 1,000 miles away. FAI semifinals or finals are not considered to be in conflict with other meets that do not offer the same events. Traditional Class AAA or AAAA meets may be scheduled in conflict with FAI semifinals or finals if the CD of the Class AAA or AAAA meet is informed of the conflict and does not choose to change dates. This concession is due to the fact that both types of meets are generally scheduled on three-day weekends, and these are in very short supply.

INTERPRETATION

There are many precedents to follow in not upholding the letter of the law in rule enforcement! This is frequently necessary if the rule language is inadequate or unclear. However, the intent is usually understood, and this should be the determining factor in decisions. The Judges' Guide, if one is available for an event in question, should be influential in decision making because it clarifies the intent of the rules. On the other hand, where the language is clear there should be no question of following a rule exactly as written.

DELAY OR CANCELLATION OF EVENTS

Under certain conditions, a sanctioned event may be canceled. Where site availability is withdrawn prior to the event, AMA HQ should be notified in writing immediately. Every effort will be made to provide news of such cancellations in the *Model Aviation* event calendar. The cancellation of an event while it is in operation requires careful consideration. Typically, such cancellation is weather related. Conditions to be considered for the cancellation of an event due to weather or natural causes include, but are not limited to:

Wind; Strong/Sustained: While wind speeds of 40 mph have been arbitrarily listed as a maximum, it should be noted, that the type of models being flown, dictate whether the event can be flown safely. Exceptionally strong gusts and wind direction in relation to the field layout are important considerations.

Rain; Heavy/Steady: The possibility of hail, tornado, and hurricane activity is of special concern.

Lightning, flood, earthquake, fog, extreme temperature, air conditions, and other natural causes: Lightning present, a significant danger. While it is unlikely that complete event cancellation due to lightning will be required, every effort should be made to suspend flying and allow participants to seek shelter in its presence. The responsibility for the cancellation of an event rests with the CD. If the CD feels that the event cannot be flown safely, he/she may cancel it. Mere discomfort or marginal conditions do not constitute reasons for cancellation. Consideration should be given concerning risk to equipment and, in particular, the safety of the participants and spectators. The CD may seek guidance through the use of a contestant vote. Re-sanctioning of an event for weather-related conditions or natural causes will only be done if the conditions meet the basic criteria outlined.

Delay of an Event: An event may be delayed, either initially or during the period of normal operation, at the CD's discretion. Typically, delays will be caused by natural or weather-related problems; however, other concerns of an emergency nature may be considered grounds for delaying the event. When delays occur due to unfavorable weather conditions, it is understood that flying will resume when conditions improve to the level present prior to the delay. The CD is responsible for informing the participants present at the event, at regular intervals, as to the reasons for the delay and the possible time for resumption. In the case of competitive events, a delayed event will not be

resumed if it is determined that time constraints will prevent the completion of adequate rounds of flying to determine a winner.

Cancellation Due to Low Entry: Cancellation of an advertised event on the day of the contest, because of low entry, may not be done. A participant who has shown up to fly in an advertised event must be permitted to enter an event that includes the class of model originally advertised. In instances where pre-entry is required, cancellation of an event due to low entry may occur in instances where 45 days exist between the pre-entry deadline and the contest. Upon cancellation of an event or events, the contest management shall be required to inform those pre-entered individuals of the cancellation by mail.

SUPPLEMENTAL AND PROVISIONAL RULES

The rules specifically identified as supplemental or provisional do not qualify as “official” model aircraft regulations of the Academy of Model Aeronautics. They may not, therefore, be included as official events in AMA’s annual National Aeromodeling Championships (NATS). But these rules have been examined by those AMA Contest Boards concerned and have been approved, particularly for safety, so that they may be included in all sanctioned AMA meets other than the NATS.

Supplemental rules are those which are included to provide a national standard for an activity that is felt to be engaged in by a substantial number of competitors, especially in some local areas. These rules are intended, therefore, to encourage the continuance of this activity. CDs may include events for these rules with the knowledge that they are known nationally and may be easily advertised or promoted by simple listing as for other events.

Provisional rules are those which are being tested by a Contest Board with the aim of possibly upgrading to official rules. CDs are urged to include these events in contests so that the rules may be tested for suitability before final adoption—the Contest Board is receptive to suggestions concerned with these rules for improvement, modification, rejection, or any other consideration which may help decide their final status. It should be noted also that unless adequate testing is done by inclusion of provisional events in meets, the rules may be eventually rejected on the basis that insufficient interest has been demonstrated to justify continued support. The latter point applies also to supplemental rules.

APPLICATION FOR SANCTION

The first task the CD must perform in the sanction process is to determine whether or not a sanction is necessary for the meet! A sanction is not required for insurance coverage if the club sponsoring the meet is an AMA chartered club. The very fact that the club is chartered means that the activities sponsored by the club are insured as long as the Safety Code guidelines are adhered to in the management of the event. However, the meet must be sanctioned to obtain additional insured coverage for the site owner unless the location is already covered because it is a site the club uses; in that case, the site owner has been previously named for the club activities.

If Competition Regulation events are flown, a sanction should be obtained. This serves several purposes. First, the contestants can be assured that the meet will use standard rules (unless otherwise noted in the advertising). Second, protection is provided that prevents other events from being scheduled in conflict with the meet on that date, subject to the published mileage ranges for various sanction classes. It should be noted that the distances listed are not absolutes and may be affected by geographic and population concerns.

Your sanction application **MUST** arrive at AMA HQ a minimum of ninety (90) days prior to your meet and/or *Model Aviation* cover date to assure at least one appearance in *Model Aviation*. Shorter lead time will result in publication only on the AMA website. Sanction applications may be submitted up to one year in advance of the meet date; doing so will assure maximum exposure in *Model Aviation* and on the AMA website (CD must be current). While sanctioning may not be required for Competition Regulation meets, it is encouraged in many cases for various reasons. Meets such as fly-ins, demonstrations, fun-fly etc. tend to attract both the competition and noncompetition modeler, thereby creating a conflict if the coordination of dates is not achieved through the sanctioning process. In addition, the Academy has a much better grasp of overall membership activity as a result of the sanctioning process.

A request to change your flying event dates, location, classification, or category must be submitted in writing to your AMA District Event Sanction Coordinator.

1. Sanction Application

Meet and Contest Director Information; (Section 1)

Section 1 is the meet information. You will need to make sure the meet name, site location, address, city, county, state, and GPS are included. Please read ALL information on the sanction application prior to filling it out. Print in ink, or type the meet information in Section 1. Be certain to list the correct name of the chartered club and include the club charter number. The verification of the club charter is an important consideration, as it must be correct in order for the applicant to receive the chartered club credit. Make sure the correct fees are included with the sanction application. If the application is from a non-chartered club, remember that there is an additional \$5 fee. Fees are acceptable in cash, check, money order, and credit card (MasterCard, Visa, or Discover). It is acceptable for all fees for multiple applications and Supplemental Ad fees and/or Additional Site Owners Insurance (AMA Form 306) to be included in one payment method. Individual payments are also acceptable.

Cash is discouraged but acceptable. If payment is via credit card, make sure the information includes the cardholder's name as shown on the card, card number, and card expiration date. Make sure the card information is complete and prominently marked.

Next is information about the CD. It is very important to ensure that the CD information is filled out completely and includes the CD's AMA number.

2. Meet Classification (Section 2)

It cannot be emphasized strongly enough that care must be exercised in determining the meet status. Check only one "Meet Classification" box. The details outlining the classifications can be found in the *Competitions Regulations* and this guide. Be certain to note that various classifications require specific numbers of rule book events. Additionally, meets in the A through AAAA classifications must not be prejudiced by requiring membership in various organizations, specific geographic areas, etc. Such restrictions require a class B sanction. Correct selection of the meet classification is important to prevent sanctioning delays. If questions exist, check with your District Event Sanction Coordinator or AMA Headquarters before submitting the request.

2.1. Competition Regulation Meet:

Ensure that the meet class marked on the application is justified by the prescribed number of events marked in Section 5 of the application. Ensure that the required number of awards for the marked classification is stated on the application as well. Additionally, contests in the A through AAAA classifications must not be prejudiced by requiring membership in various organizations, specific geographic areas, etc. Such restrictions require a class B sanction. Correct selection of the meet classification is important to prevent sanctioning delays. If the meet is AAAA, the Executive Council must approve the meet before sanctioning.

2.2. Non-Competition Regulation Meet:

Classification for non-competition regulation meet such as fun-fly, fly-ins, park flying, etc. should be listed as class C meets. A meet that contains non-competition regulation events and is restricted to a specific group of people, members of a certain organization, or restricted to a specific area such as a town or county, would be properly classified as a class C-Restricted Entry meet. AMA recognizes that there is something of a "gray area" concerning certain contests that use highly modified competition regulation events. If a CD wishes to obtain an A classification or higher for his or her event, it should be understood that any modification to the published event rules must be relatively minor and listed on the sanction application, Section 4 (attached additional sheets if needed); must be approved by the AMA Technical Director; and must be easy to detail in pre-event publicity. Highly modified events will require a C status. Class-C meets have area and traditional date status. Class C-Restricted meets do not have area or traditional date status.

THE CLASSIFICATION MUST BE CORRECT FOR YOUR EVENT
SANCTION COORDINATOR TO COORDINATE THE MEET
CORRECTLY!

3. Additional Meet Information (Section 4)

Additional non-competition regulation events that are to be flown at competition regulation events (class A through AAAA) are to be listed in Section 4. This would include fun-fly, demonstrations, and fly-ins. Note that a description of the type of event and any special safety precautions is required. Use an additional sheet of paper if the space provided is insufficient.

This area should also be used to indicate any deviations from the rules for the competition. This includes items such as combining two events, special timing procedures, or model specifications. Care should be exercised to see that whatever deviations are considered do not compromise the Safety Code found in the *Membership Manual*. Be aware that ALL deviations from the *Competition Regulations* must be approved by the AMA Technical Director!

Clubs and CDs should give careful consideration when deviating from the established rules. Contestants have every right to expect adherence to the rule book. Adequate advance notice is of paramount importance. This should be done through the sanctioning process and in all advance advertising. It is helpful to post this information at the contest site as well.

4. Competition Regulation Events (Section 5)

Circle the numbers to indicate the events to be held at your contest. In addition, select the letter(s) (YJ-YS-A) to indicate the various age classifications being flown in that event. If you are combining two or more age groups, select each age group that is combined, and then circle them to denote that they are together as one group. Special note should be made that some events, by designation, are of a particular age classification.

Age, for the purpose of classification, will be taken as of July 1 each year. Contestants younger than 15 years of age are classified as Youth-Juniors (YJ). Contestants 15 or older, but younger than 19, are classified as Youth-Seniors (YS). Contestants 19 or older are classified as Adult (A) fliers.

For example: Selecting only the A for Adult indicates that only AMA Members who are 19 or older may fly in the event. Selecting and then circling all three together (YJ-YS-A) means that ALL AMA members will be allowed to fly the events combined, regardless of their age. Selecting each age classification separately means that those of each age classification will compete only against others of their age classification.

If the events are Free Flight either Indoor or Outdoor, the appropriate category should be circled. Specific guidelines are given for the Indoor category

designations. At this time, criteria for the Outdoor category designation do not exist in print. Experience and site condition such as field size, layout and surrounding environment, as well as wind direction and velocity, are factors in the category determination.

NOTE: Circle only the events that will incorporate the competition rules as they are found in the current *Competition Regulations* on our website at www.modelaircraft.org/events/compreg.aspx.

5. Contest Directors Affirmation (Section 6)

There are four statements directly above the space for the CD's signature. *Read those statements carefully.* Your signature on the document indicates an understanding of them and an acceptance to conduct the meet in accordance with their direction. Your sanction cannot be processed without your signature in this section.

6. Meet Publication Information (Section 7)

Page 4 of the sanction application concerns meet listings in the magazine. A minimum of 90 days lead time is required to assure at least one appearance in *Model Aviation's* "Sanctioned Event Calendar."

Non-flying meets (mall shows, static displays, swap meets, auctions) are not sanctioned. A form does exist for these types of meets (Doc# 304), making it possible to be listed in *Model Aviation*. CD status is not required.

It is important that you become fully acquainted with the information on the Sanction Application. Vice Presidents, Event Sanction Coordinators, or AMA Headquarters are frequently called to supply information that is already contained in the printed material on the application.

SANCTION PACKAGE

All Sanctioned event certificates will be sent to the email address contained within the CD's event listing or membership record. For those without an active email account, AMA HQ will continue to mail your packet. Be sure to download additional forms needed for your event by selecting the link provided. Suggested forms listed below.

- Application for insuring Flying Site Owner or Event Sponsors for AMA Sanctions (Doc# 306)
- Contest Director's Report Form (Doc# 313/Form 10A)
- Flight Safety Declaration/Event Participation List (Doc# 314B/Form 10B)

Depending on the nature of the event, you may also need the following forms:

- Application for record performance (Doc# 307-312)

- FAI Event Report Form (Doc# 316/Form 12)
- Requirements for RC operations at Full-Scale Air Shows (Doc# 600)

All approved sanction event listings and the sanction number will appear in “Contest Calendar” on the AMA website within 24 business hours from the HQ processing date.

1. Contest Director’s Reports—Form 10A and Form 10B

All EVENT CLASSES, CONTROL LINE, RADIO CONTROL, AND FREE FLIGHT, it is a requirement as the Contest Director to complete and return all of the following forms:

Required by all flight categories;

Contest Directors Report (Form 10A)- <http://www.modelaircraft.org/files/313.pdf>

Event Participation List/Flight Safety Declaration (Form 10B)-
http://www.modelaircraft.org/files/FlightDeclaration_Form10B_final.pdf

Make certain you download the Contest Directors Report (Form 10A) and Event Participation List/ Flight Safety Declaration (Form 10B). These are required and must be returned in order to record your CD efforts so you may receive proper credit. Please return to Headquarters within seven (7) days of the event by fax, email, or U.S. mail. Be certain to complete all sections, place your signature at the bottom, and include all monies collected for AMA memberships and FAI fees. Attach all individual event reports. If you do not include Form 10A along with Form 10B (Event Participation List/Flight Safety Declaration) when submitting it to AMA Headquarters, your papers will be returned to you with a Form 10A to be filled out and returned to AMA Headquarters before you receive credit for that event.

If a participant is a member of MAAC (Model Airplane Association of Canada), record the MAAC membership number and note next to the number that it is a MAAC number. AMA Park Pilot members may only participate in Class C or C-Restricted events, and must only fly aircraft allowed under the Park Pilot Program.

You must verify each pilot’s membership status by viewing a current membership card or paid receipt, or by electronic means through the AMA membership website. This is very important. Failure to check may place the CD and/or contestant in an awkward position in the event of an accident or protest.

No FCC license requirement exists for the use of 27 MHz, 72 MHz, or 2.4 GHz frequencies, but it does exist for operation on 50 or 53 MHz. If a person indicates that he or she will be flying on one of these Amateur (Ham band) frequencies, the CD is advised to check for the proper FCC license. In addition, the CD should not allow operation on frequencies that are illegal for model operation in the United States unless the necessary waiver for such operation has been obtained from the FCC.

Several items to note:

- 1) Make certain all membership forms and fees are included. The membership form must be signed by the applicant. Youth applications require countersigning by an adult. Checks included should be made payable to the Academy of Model Aeronautics. **DO NOT SEND CASH.** Please do not send applications and money under separate cover.
- 2) Use the “Membership Credit” box for assistant CDs only. As primary CD, you will receive a partial credit toward membership fees as a result of completing and signing the bottom of the form. It is not necessary as the primary CD to duplicate that information by filling in the “Membership Credit” box. Assistant CDs will receive only partial credit toward membership if the event is class **AA or higher**.
- 3) The back of Form 10A is reserved for a list of memberships taken and any comments you may wish to make concerning the conduct of the event (safety problems, protest information, etc.).

2. FAI Event Report- (Form 12)

Some FAI Team Selection Programs involve qualifications that occur at various contests held during the year rather than a single team selection meet to properly qualify individuals. It is essential that contests running FAI events provide the names, AMA numbers, and placing for all participants in those events. This listing is to be done on Form 12. Make certain this form is returned completely filled out with your Form 10A.

3. Membership Applications for Affiliate Members

On current membership applications there is a certain section for Affiliate Members. To properly determine the eligibility of foreign contestants to enter an AMA sanctioned event, the CD must make sure they possess a valid membership card from the aero club representing their country or an FAI Sporting License. (The possession of an FAI Sporting License would indicate that the contestant has an aero club membership, but the reverse need not be true.)

If they have a valid membership with their aero club, they may apply to be an Affiliate Member in AMA and participate the same day in a sanctioned event. The Affiliate Membership provides liability insurance coverage for the foreign member while he or she is flying in the United States, both for sport flying and for sanctioned events, as long as the flying is done in compliance with the current Safety Code.

Current MAAC membership cards may be accepted for entry in place of AMA cards. Be certain to identify the numbers as MAAC.

4. Additional Enclosures

Record Forms in some events it is possible to establish AMA or FAI records. Forms are included on which to report AMA records. It should be noted that specific information is requested that is established by the rules for the event. Be certain to include all the necessary items, such as times, speeds, etc. Each event contains specific regulations and should be studied carefully. No attempt will be made here to detail the various items required for each event.

For FAI record attempts and the filing of results, please contact the Competition Department at AMA Headquarters.

When filling out the various forms required for an event report the CD must keep in mind the need for accuracy and legibility. There is a natural tendency on the part of both the contestant and Contest Director to “get the show on the road” in a contest situation. The result is that reports are often incomplete or illegible. Because of the many responsibilities involved in an event situation, the CD usually has another person complete the registration. The importance of the registration being done correctly must be emphasized with this individual.

In like manner, the CD must make certain that his or her event report is filed with AMA Headquarters within the time limit specified. Various problems can be created for all concerned if this is not done. As an example, inquiries are sometimes made at AMA Headquarters concerning the status of a membership. Investigation brings to light that the membership application was taken at a sanctioned event and the CD had not forwarded his or her Contest Report or the fees collected in a timely manner.

EVENT OPERATION

Specific guidelines for the great variety of AMA sanctioned events will not be included in this document. It must be understood, however, that even the simplest event requires careful planning. Generally, the utilization of various club members in the planning will result in the necessary foresight required to develop a successful event. All three stages—preparation, execution, and evaluation—are important.

In the initial planning stage, allow ample time for the sanction procedure. Sanctioned events “Approved” by your Event Sanction Coordinator should arrive at AMA a minimum of 90 days in advance of the event date to help ensure a listing in at least one issue of *Model Aviation*. In addition, this allows for time to solve the problems that can develop with coordination if the date is not established and traditional. While movement through the system can be rapid if necessary, it is prudent not to rely on that; many situations require ample lead time.

If possible, make certain that you, as the CD, fill out, sign, and submit the sanction request online using the Event Sanction Portal. If you do not have internet access, you can still submit the paper sanction application form 302 to the Event Sanction Coordinator via the U.S. Mail. Problems have developed with sanctions because club

secretaries or officers filled out the request. Although it might have been signed (paper application only) by the CD of record, problems developed later relative to dates, events, etc. Investigations often turn up the fact that the CD signed a blank sanction application and was unaware of the fact that incorrect information was filled in; therefore, he or she was confused about why the approved sanction was incorrect.

Many CDs have developed checklists to use during their preparation stages. This is an effective way to prevent overlooking necessary items. A typical checklist might include:

- I. Personnel for specific tasks
- II. Score sheets
- III. Registration Forms
- IV. Refreshments
- V. Equipment
- VI. Publicity
- VII. Field Preparation

Each of the preceding can be subdivided into many individual items. For instance, equipment will involve numerous items such as watches, chairs, rope, PA systems, and much more. It pays to include every imaginable item instead of finding out the morning of the event that something is missing.

Be on hand well in advance of the actual starting time of the event. It is frustrating to participants to find that they must move once they have set up for the event because the CD was not there to instruct them regarding the location of parking, flightlines, judging areas, etc. An early arrival by the CD also helps cope with necessary last-minute changes that may be brought on by personnel or weather changes.

A pilot briefing before you actually begin is critical. Spell out completely any special safety requirements as well as recommendations for field operations. If you have advertised rule book deviations, be certain to point these out at this time. Failure to adequately inform the pilots of specific requirements invites the prospect of concerns or event protests late in the event. Do not assume that “they do it our way everywhere.” This is typically not true. Rule interpretations and field operations vary widely from area to area. Have your *Competition Regulations* and sanction papers available at the event. You may wish to have additional copies of the AMA Safety Code available for the participants as well, especially at noncompetition events, at which the participants may be unfamiliar with the Safety Code.

It pays to refresh your memory in advance concerning the location of various items in the *Competition Regulations*. You may want to extract certain pertinent parts to include in a printed handout for the participants. In addition to the specific event rules, it is often

necessary to point out several general rules. One that is often misunderstood pertains to model identification. If the event is a fly-in, demonstration, etc., the means of model identification can be found in the Safety Code.

You will find two extremes concerning operation of an event, especially a contest. One states that “rules are made to be broken.” The other is the “letter of the law,” with no room for interpretation or deviation. The latter approach will present the fewest problems for you as a CD. You will find, however, that it is impossible for the rules to cover all situations, and somewhere in the course of your activity as a CD you will be faced with a challenge that needs to be addressed. These “challenges” will develop in the looser-structured, non-rule book types of events. It is important for you to develop a reasonable attitude toward interpretation. Do not, however, compromise safety considerations.

Your part in the event of a protest is most important. You are bound by the rules to accept the protest from the contestants in your event. In like manner, specific requirements exist in regards to your response. Become acquainted with that section of the *Competition Regulations*. Indecision or lack of knowledge concerning protest procedures will only aggravate an already charged situation. Be reasonable, listen carefully, find out the facts, interpret fairly, and then react in a positive manner. The handling of a protest in a non-rule book event may or may not be specified. You may wish to develop a “local rule” for those events.

As a CD it is important that you understand the three documents of rules and procedures that you should follow at every event you are in charge of, Competition Regulations, FAI Sporting Code and the AMA Safety Code.

The document entitled *Competition Regulations* contains the many “rule book” events held in “A”-type classification contests. The development of these rules occurs during a two-year time period and is subject to careful scrutiny by the various contest boards. This book is available by downloading it from our website at www.modelaircraft.org/events/compreg.aspx.

The second book is the *FAI Sporting Code*. It is also available by download from the FAI website at <http://www.fai.org/fai-documents>.

The final document is the AMA Safety Code. It is important to note that the Safety Code constitutes a common set of rules for all flying done by AMA members, whether it is a sanctioned event or sport flying. The Safety Code should not be compromised at any time.

Additional documents designed to be used in conjunction with the AMA Safety Code for specific events and situations can be found on the AMA website under AMA Documents tab.

It is possible for an organized group to enhance the rules found in the Safety Code to fit special needs for its site or event. In a like manner, recommendations found in the *Membership Manual* section can be incorporated as rules.

As a CD, you must remember that rules are not necessarily restrictive. They provide the same service as those found on our highways when a center line and a side line are placed to keep us safely in a lane. It can be productive for you and the Academy if you indicate situations in which we need to “repaint the lines” to more effectively reflect how events should be governed. Recommendations, through the rules-change procedure or even a casual note on a sanction report form, are much appreciated.

In closing, it is hoped that this document will have provided some insight and guidelines for you as a Contest Director. Much is expected from you and little can be returned in the way of compensation from the Academy. There can be deep satisfaction from having conceived and carried out a sanctioned event. It is hoped that you will achieve that thrill and accept the thanks offered by the participants and the Academy for a job well done.

Any questions or concerns you might have should be addressed to the Technical Director.

PROBLEMS TO WATCH FOR

Following are some of the most frequent and continual problems with sanction applications received by the AMA Competition Department.

Sanction received (by U.S. Mail) without District Event Sanction Coordinator approval.

Section 6 is unsigned by the CD.

Sanction fees are incorrect or not included.

Marked classification does not match classification requirements.

Event is marked as C-Restricted, but there is no indication of whom the event is restricted to or the CD has listed types of aircraft to which the event is restricted but this does not restrict the event to a C-Restricted classification.

Outdated sanction application forms are used

Section 2- Member listed is NOT an AMA Contest Director