



Soaring Association of Canada

The Soaring Contest COOKBOOK

checklists, notes, sample forms, etc.
to assist in the organization of a soaring contest

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How to keep this checklist up to date

Contest managers and others who use the “*Contest Cookbook*” are asked to submit corrections, improvements, additions and comments so that the next version can be even more useful to organizers. The enclosed sample forms may be modified to reflect a specific contest. Users of *InDesign* may get a copy to make their own customized version by contacting the SAC Sporting Committee. The Contest Cookbook was written by Tony Burton.

INTRODUCTION

The “Contest Cookbook” is useful for clubs organizing contests from the local level to a national contest. The enclosed checklists try to cover the essentials all the way up to the Nationals so, of course, many details may be disregarded for a smaller competition.

If your club wishes to host a regional or provincial contest, it is often useful to get a letter of sanction from SAC prior to going after provincial government hosting or other grants (it may be a requirement of the granting body). If your club wants to host a national contest, the first requirement is letting the SAC Board of Directors know you are interested by submitting a letter of bid through your Zone Director two to three years ahead of time.

Given that your bid is accepted, then the person who has volunteered to be the Contest Manager should form a committee consisting of those persons who have indicated a willingness to help organize the event. The Contest Manager has a lot of bases to cover in the pre-contest period. He should delegate work as much as possible or he will quickly get overloaded.

Depending on the size of the contest, the Contest Manager may assume the duties of one or more of the contest staff, the specifics of which are expanded on the following pages.

Contest staff:

- contest manager –
- competition director –
- competition safety officer –
- grid manager –
- chief towpilot –
- meteorologist –
- scorer –
- office/social manager –
- publicity/media –
- contest treasurer –
- facilities manager –

CONTEST MANAGER

Broad areas of contest responsibility

Finances	contest budget liability insurance, account books, contest financial statement grant agencies – local, provincial corporate sponsorship
Site preparation	camping, power toilets and showers garbage handling water (drinking and ballast) airfield prep and inspection
Pilot briefing area	sound system, mikes, projector, etc. task/weather presentation boards, area map noteboard, tables, chairs
Operations	selection and coordination with contest personnel: contest director, safety officer, meteorologist, chief towpilot, grid manager, scorer, post-contest operations report post-contest winner/trophy report
Operations centre	office equipment: computers, phones, internet office staff: phone answering crew contest supplies, forms FR software and hardware for downloading files
Safety	pre-contest hazard assessment with Safety Officer review of local procedures accident preparedness plan
Ground events	local accommodation and services opening ceremonies, speakers awards preparation daily non-flying activities closing banquet, trophies presentation
Publicity	establish competition website competition advertising liaison with area businesses, C of C media liaison
External agencies	Environment Canada (weather) FSS (if on site) Transport Canada (contest NOTAM, ATC office) liaison with municipal, town officials

	CONTEST MANAGER <input type="text"/>	TARGET DATE	DONE ? <input checked="" type="checkbox"/>
	<p>pre-contest duties</p> <ul style="list-style-type: none"> • responsible for overall organization of contest. Recruit and assign primary contest operations personnel, and coordinate their activities. It is better if Safety Officer (SO) and Contest Director (CD) are not both from the host club. • contact previous Contest Managers for aid/hints in pitfall prevention, acquiring contest materials, and seeking volunteer and resource person support. • appoint a contest jury according to the directions given in the current contest rules document held by the Sporting Committee. • hold pre-contest safety meeting with chosen SO and contest committee prior to contest (one month before for a Nationals) to discuss hazard assessment of venue and local contest rules to identify mitigation measures as appropriate. • if contest to be at a public airfield, meet with airport manager to establish a good working operational arrangement to minimize problems with use of facilities and with local users. • liaise with external agencies to ensure contest site and contest ops details affecting them are covered (NOTAMS, airspace, etc). • with contest committee, set contest flying philosophy to finalize local rules and procedures if national rules not used: <ul style="list-style-type: none"> – minimum pilot qualifications – turnpoint rules, turnpoint list preparation and distribution, – rules re club flying, visiting aircraft during contest. • ensure financial details are covered (see next page). • design, print, distribute: contest logo, poster, waivers, entry forms, contestant nametags, contestant data list and pilot kits (with Publicity), T-shirts. • set up a contest website. • arrange for opening ceremony and closing banquet speakers, dignitaries, and trophy presentation. Get keeper plaques designed and prepared for contest trophy winners. • arrange for standby retrieval crew volunteers for crewless pilots. Local club members preferred and different members each day is possible. <p>contest duties</p> <ul style="list-style-type: none"> • coordinate with all ground personnel to ensure smooth running of non-flying activities. Hand over primary responsibility for safety to CD and SO. <p>post-contest duties</p> <ul style="list-style-type: none"> • write report to SAC Sporting Committee on conduct of contest in general with suggestions for improvements or changes, ensure that contest financial statement is completed, and that contest director has completed contest report and filled in contest trophy data with additional copy to <i>free flight</i> editor. 		

	CONTEST TREASURER <input type="text"/>	TARGET DATE	DONE ? <input checked="" type="checkbox"/>
	<p>pre-contest</p> <ul style="list-style-type: none"> • prepare a contest budget (see page 15). • send hosting grant application(s) to relevant bodies (watch early deadlines – often up to 6 months). • incorporate contest organization if required by funding agencies or for reasons of liability insurance. • open a contest bank account. • solicit donations/support from town, businesses for contest expenses and, if possible, the competitors. • solicit support from corporate sponsors (ex. flight passes from airlines). • get contest start-up funds from provincial association/club. • arrange/ensure liability insurance coverage for contest field if not a club air-field. • finalize/ratify contest budget and set registration fee. Consider waiving the fee for aged under-25 pilots to encourage youth entry. • administer contest finances: <ul style="list-style-type: none"> – contest receipts and expenditures – funding and disbursements from fund sources. <p>contest</p> <ul style="list-style-type: none"> • collect daily sales/refund receipts from contest office manager for tow tickets, etc. and update expense and revenue logs. <p>post-contest</p> <ul style="list-style-type: none"> • pay all the outstanding bills (including costs incurred by host club). • collect all expense claims of officials and/pilots and fairly distribute any grant money which may be available for them, reimburse any start-up loans. • close contest bank account when all checks are in. • prepare final contest financial statement for SAC, provincial association, and funding bodies as required. 		

	COMPETITION DIRECTOR <input type="text"/>	TARGET DATE	DONE ? <input checked="" type="checkbox"/>
	<p>pre-contest</p> <ul style="list-style-type: none"> • review CD Procedures Guide (page 20) on general and specific hints on duties. • review all proposed contest operations regarding safety implications, etc. with Contest Manager, Safety Officer, Chief Towpilot and Grid Manager. • organize a “contest strategy and tactics” seminar for pilots (especially at provincial/local contests to assist new competitors with contest tasks and contest flight etiquette). • hold on-site pre-contest meeting with contest personnel to do final check of contest preparations. • hold pre-contest pilots meeting to discuss rules, safety, operations, airport procedures, radio procedures, accident procedures, and select a Task Committee (choose for local knowledge + contest experience) and a jury. • review scoring penalties for contest per nationals rules. Some penalty leniency should be afforded for accidental infractions that afford no advantage to the pilot (but not if safety an issue). <p>contest</p> <ul style="list-style-type: none"> • exercise complete control of the operational, safety, and sporting aspects of the contest in accordance with relevant SAC rules and in collaboration with the Safety Officer, Grid Manager, and Scorer. • hold morning meeting with Task Committee, coordinate with Grid Manager to establish marshalling procedures, launch/relight runways. • hold morning pilot meeting (include a specific short safety talk by someone). • monitor weather conditions on grid and, with Task Committee, modify launch time and task as required. • with Scorer, resolve any problem with contestant GPS data. • arrange posting of daily notes on contest website. <p>post-contest</p> <ul style="list-style-type: none"> • write a report for SAC Sporting committee on the conduct, safety, and results of the contest, with recommendations for future events – particularly if new operational procedures, scoring rules, etc. are being tested. This is important information for future contest CDs. • Complete the form listing contest trophy winners and relevant flight data. 		

	SAFETY OFFICER <div style="border: 1px solid black; border-radius: 15px; width: 250px; height: 25px; margin-left: 100px;"></div>	TARGET DATE	DONE ?
	<p>pre-contest duties</p> <ul style="list-style-type: none"> • responsible for safety planning for contest and assisting the CM with overall safety during the contest. Contact contest SOs from prior contests for aid/ hints in pitfall prevention. Review any recent past CD reports for safety-related input. • with the CM and contest committee, help set contest flying philosophy. • liaise with SAC Flight Training & Safety committee and Sporting committee with respect to available contest safety info. • assist CM with the pre-contest safety meeting prior to contest (minimum one month before for a Nationals) to discuss hazard assessment of venue and local contest rules as they relate to contest flying, and identify mitigation measures as appropriate and assist the CM in implementing the contest safety plan. See page 24 on contest Risk Assessment Guidelines. • coordinate with CM on any local rules and procedures regarding minimum pilot qualifications, scoring rules, turnpoint rules, and turnpoint list. • arrange and confirm emergency / medical facilities available, confirm all emergency telephone numbers: ambulance, hospital, RCMP, CTAISB, etc. • establish procedures regarding club flying, visiting aircraft during contest. <p>contest duties</p> <ul style="list-style-type: none"> • assist CD with execution of the contest safety plan and act as the safety watchdog (act as the continuity for safety) advising the CD when required. • in the event of an immediate serious safety hazard being apparent, stop any activity (if safely possible) until the matter can be resolved with the CD, and with the person(s) directly involved as necessary. • for each daily morning briefings have safety points prepared for the CD and be prepared to speak briefly on a contest safety topic should contest pilots not have a topic they wish to present/discuss. Encourage anonymous “no-fault” safety reports from participants. <p>post-contest duties</p> <ul style="list-style-type: none"> • liaise with all contest personnel for safety points for input to the safety portion of the contest report for the CD and CM to the SAC Sporting Committee and SAC office with suggestions for improvements or changes. • info SAC Flight Training and Safety Committee on any safety observations or recommendations. 		

	Grid Manager <div style="border: 1px solid black; border-radius: 15px; width: 200px; height: 25px; margin-left: auto; margin-right: auto;"></div>	TARGET DATE	DONE ?
	<p>Assistant(s) –</p> <p>pre-contest duties</p> <ul style="list-style-type: none"> • with CD, Safety Officer, and Chief Towpilot, determine best and safest general operational procedures related to marshalling, launch, and finishing. Inspect entire airfield surface for landing hazards and correct or mark. • recruit and train marshalling crew and tow rope runners. <i>(local air cadets a good source – “pay” them with a ride)</i> • assemble and check out contest launch area equipment: <ul style="list-style-type: none"> - “contest ground” radios and batteries - marshalling communications (loud hailers,VHF radios) - shelters, tables, chairs (if needed) - marshalling/tiedown markers, etc. - arrange for sufficient tow ropes and weak links. <p>contest duties</p> <ul style="list-style-type: none"> • organize the daily marshalling sequence (with minimum intrusion of active runway if power traffic a consideration). • run launch operations in a safe and efficient manner. (Coordination and timing of rope hook-up, towplane takeoff, towplane signalling, and rope retrieval is critical to safe and speedy launching.) • establish positive control of vehicle and pedestrian traffic near active runways during launch/relight/finishing times. Keep vehicles and onlookers well back. • monitor & record sailplane landings and ground movements during launch and finishing period and coordinate relights. It’s useful to set up table & chairs under shade with contest ground radio and flight sheets, etc. to record flight events. • inspect towropes and weak links daily, and account for them. <p>post-contest duties</p> <ul style="list-style-type: none"> • collect, account for, package, and store or return all operations equipment. 		

	OFFICE / SOCIAL MANAGER <div style="border: 1px solid black; border-radius: 15px; width: 150px; height: 25px; margin-left: 20px;"></div>	TARGET DATE	DONE ?
	<p>pre-contest duties</p> <ul style="list-style-type: none"> • recruit and brief retrieve desk personnel: minimum 2 persons required per day to answer telephones and “run the desk” continuously until all pilots accounted for. • set up contest management office: <ul style="list-style-type: none"> – desk and chairs, lockable filing cabinet, cash box, crew/pilot message boards, etc. – collect supplies for contest desk: pilot landout cards, crew communication cards, ‘for sale’ items • review emergency procedures with contest organizers and brief desk personnel accordingly. • with contest manager, develop plans for social activities, contest dinner nights, local tours, etc. • arrange for equipment to show DVDs, videos for evening entertainment. <p>contest duties</p> <ul style="list-style-type: none"> • handle paperwork at registration of contestants, including distribution of pilot kits, etc. Record for office/CD use all pilot & crew cell phone numbers. • provide continuous telephone answering service for contest desk, especially for outlanding reports / retrieve crew messages. Maintain a log of all incoming calls (two volunteers required). • post crew communication cards after pilots call in, notify crews, post outlandings on contest area map, and convey outlanding information to Scorer. • sell maps, posters, tow tickets, etc, and pass receipts to Contest Manager each evening. • maintain the contest message board. • ensure that crews check out prior to leaving the airfield or on retrieve, and maintain list of crews “out on retrieve”. (This is a cross-check to make sure pilots and crews are in contact.) Crews are <i>not</i> to leave field without first checking in. • liaise with CD to determine which pilots are still airborne towards end of contest day, notify him when ALL pilots are accounted for. • organize social occasions. 		

	SCORER <div style="border: 1px solid black; border-radius: 15px; width: 300px; height: 25px; margin-left: 100px;"></div>	TARGET DATE	DONE ?
	<p>Assistant(s) –</p> <p>pre-contest duties</p> <ul style="list-style-type: none"> • liaise with Contest Manager to get current SAC rules for contest scoring and the scoring software (currently <i>Winscore</i> from www.gfbyars.com/winscore/). If new rules are being tried at a local contest, modify software as required. • acquire and set up the scoring computers and associated hardware and scoring software. • run a “de-bugging” and/or “fine-tuning” of scoring program (use some flight files from a previous contest). Ensure that daily scores printout has complete secondary data: date, task, “dnc” pilots, penalty descriptions, etc. • ensure latest sailplane handicaps are being used. • post the competition turnpoint list on the contest website. • liaise with CD regarding exact info flow required to allow timely and efficient calculation of scores at contest site (pilot actions, GPS data validation, etc.). <p>contest</p> <ul style="list-style-type: none"> • liaise with CD to get relevant task data into scoring formula each day. • have one or two system-savvy persons assist pilots enter their FR data into the scoring computer. If possible, set up a computer station just for the downloading of pilot’s flights from their flight recorders. • calculate and post preliminary scores, on same day if at all possible. • post competitor launch/finish times for logbook updating. • recalculate and post official scores after all penalties and corrections have been incorporated. Enter daily scores on contest website. <p>post-contest</p> <ul style="list-style-type: none"> • prepare a final and complete official contest scores set for distribution to pilots, Contest Manager, Contest Director, Sporting Committee, and <i>free flight</i> editor. • if new scoring rules were being used, prepare a report for the Sporting Committee on the effect of the contest rules from a scoring and pilot standpoint, and make recommendations. 		

	CHIEF TOWPILOT <div style="border: 1px solid black; border-radius: 15px; width: 300px; height: 30px; margin-left: 20px;"></div>	TARGET DATE	DONE ?
	<p>pre-contest duties:</p> <ul style="list-style-type: none"> • arrange for delivery of towplanes from other clubs, and ensure all are inspected and “legal”, etc. for contest. Arrange back-up towplane resources if possible. • recruit and check out contest towpilots. • ensure that adequate supplies of aviation fuel and oil on hand. • confirm all towplane tie-down kits and other “away” items are present. • with CD, Safety Officer, and Grid Manager, have a hazard assessment meeting regarding airfield and air operational and safety procedures. • with CD, establish contest drop zones. • with CD, Safety Officer, and Grid Manager, establish optimum launch procedures and standard circuits for every runway and wind direction. • schedule towpilots and brief them regarding launch procedures, safety, etc. • control towplane use, fuel/oil use, etc. <p>contest duties</p> <ul style="list-style-type: none"> • organize early morning sounding flights (if done). • conduct morning briefings with towpilots regarding changes in procedures, safety matters, drop zone in use, etc. • take charge of any towplane maintenance problems. • run a tight launch operation in concert with Grid Manager. • liaise closely with CD and/or Safety Officer on general and daily safety concerns. • ensure tow planes are adequately secure and tied down when not in use. <p>post-contest</p> <ul style="list-style-type: none"> • pass towplane/towpilot expense invoices to CD. • ensure towplanes safely returned to their home base. 		

	FACILITIES MANAGER <input type="text"/>	TARGET DATE	DONE ? <input checked="" type="checkbox"/>
	<p>pre-contest duties</p> <ul style="list-style-type: none"> • arrange for contest facilities at airfield: <ul style="list-style-type: none"> – portable toilet rental, placement, and servicing as necessary – airfield campground area – washroom/shower facilities – all pilot’s meeting hardware (briefing boards, tables, chairs, etc.) in place (<i>schools, service organizations are good sources</i>), overhead projector, etc. – installation of extra communications equipment: contest telephones (1–2), internet, etc. – location of emergency repair facilities if possible – water ballast fill station (minimum two hoses) – glider and trailer tiedowns (designated location) – towplane tiedowns or hangar storage (with CTP) – garbage receptacles and disposal – portable flashing lights for vehicles (if required) – medical / first aid kits – battery charging station. • recheck and confirm all airfield infrastructure complete: grass cut, runways clear, runway edges smooth, gopher holes filled, roads clean, tie-down cables/ areas okay, signs up, etc. (with Flightline Manager) • confirm water, power, sanitation for contestants and public ready to go. <p>contest</p> <ul style="list-style-type: none"> • at pilot meeting, let everyone know you are the point-of-contact for general contest “housekeeping”. • handle the emergencies. • regular facilities clean-up (garbage, sanitation, security, general). <p>post-contest duties</p> <ul style="list-style-type: none"> • arrange for airfield clean-up/restoration, and removal and return of temporary facilities and equipment after contest. 		

	PUBLICITY / MEDIA <div style="border: 1px solid black; border-radius: 15px; width: 200px; height: 25px; margin-left: 100px;"></div>	TARGET DATE	DONE ? ✓
	<p>This position is an “extra” for a large contest, otherwise duties handled by Contest Manager.</p> <p>pre-contest duties</p> <ul style="list-style-type: none"> • first information to prospective contestants and request for pilot data (possibly photos), soaring magazines – <i>free flight</i>, etc. • prepare contest press release for distribution to media – newspapers, radio, TV. Send notice to media 6–8 weeks prior to contest, and determine the deadline days of local newspapers. Tie in local club info with media if possible. • look for corporate sponsorship for contest: equipment, prizes. Solicit business and city “giveaways” for inclusion in pilot kits, and for day winner prizes (<i>small gift and restaurant meal certificates are readily available prizes by canvassing local businesses</i>). • send final info package to confirmed contestants – include road maps, further accommodation info, charts, field procedures, etc. • find person(s) to write-up the contest for <i>free flight</i> magazine. Inform the editor who this contact is. • perhaps run a media day during practice period. • review the Accident Plan (attached) with CD. <p>contest duties</p> <ul style="list-style-type: none"> • assist Contest Manager with VIPs, opening ceremonies, closing banquet. • deal with media on-site. • assist office/social manager in arranging for non-flying day tours of interest, non-flying contest activities, tours, etc. • assist CD with media in case of an accident. 		

Sample Contest Budget

A budget should be prepared in order to estimate such items as entry fees, and will be required by funding agencies providing hosting grants.

This budget is preliminary in nature at the time the grant application was made, but reflects the best estimate of the Contest Committee, given:

- actual revenues and expenses where known,
- some revenues and expenses based on the assumed competitor entry level of 35,
- some estimated revenues and expenses based on prior competitions,
- estimated hosting grant.

EXPENSES

Contest administration

1 General office (postage, stationary, photocopying)	\$400
2 Equipment rental	400
3 Telephones – 2 temporary business lines (\$400), calls (\$200)	600

Facilities, Contest equipment, Site

1 Contestant kits (charts, etc.)	\$1,400
2 Airfield improvements	1,000
3 Water ballast fill station materials.....	100
4 Portable toilet rental.....	500

Aircraft tow facilities

1 Towplane ferry and rental charges (4 aircraft — 20h @ \$120 wet)	\$2,400
2 Aviation fuel (8 days x 40 tows x 0.25h/tow x 10gph x \$4.50/gal)	3,600
3 Misc towplane supplies	200
4 Tow ropes/ Tost rings (10 @ \$50).....	500

Other

1 Competitor, Officials, Towpilot travel/meals/accommodation	\$2,200
2 Contest trophies, daily prizes, misc awards.....	400
3 Socials/food/banquet.....	4,600
4 Media flights	200

\$18,500

REVENUES

1 Hosting grant	\$5,000
2 Tow tickets (8 days x 35 x \$25)	7,000
3 Entry fees (35 x \$100) – (fees offset by any hosting grant)	3,500
4 Social/meal tickets.....	3,000

\$18,500

Sample National Soaring Contest Financial Statement

EXPENSES

Contest administration

1	General office (postage, stationary, printer cartridges, etc.)	\$259.01
2	Telephone – 1 business line and calls	183.02
3	Contest trophies, daily prizes, misc awards	506.56
4	Socials/food/banquet	2,141.51

Site facilities, contest equipment

1	Contestant kits (charts, maps, photocopying, etc.)	\$206.84
2	Air terminal janitorial service	153.75
3	Portable toilet rental (3)	631.30
4	Misc. materials	176.12

Towplane facilities

1	Towplane ferry and rental charges	\$4,603.67
2	Avgas	4,523.85
3	Misc. towplane	48.52

Officials & competitor support

1	Officials support	\$899.26
2	Alberta competitor support from ASC	2,160.00
3	Competitor support from Foundation grant	780.00
4	Donation of account balance to ASC competition fund	95.44

Other

1	Return of entry fees (4) to non-attending pilots	\$720.00
2	Rebate of unused tow tickets (48) to pilots	1,200.00

\$19,288.85

REVENUES

1	Tow ticket sales	\$5,765.00
2	Entry fees (29 @ \$180 + 1 @ \$240)	5,460.00
3	Sale of unused avas to ASC	2,213.00
3	Foundation hosting grant	3,000.00
5	ASC grant for Alberta competitor support	2,000.00
6	Social/banquet tickets.....	845.00
7	Account interest	5.85

\$19,288.85

Accident Plan

Contest organizers and staff should meet to review the accident plan. It needs to be understood by everyone prior to the event. In the case of an accident involving injury or fatality, contest organizers need to decide the appropriateness of information regarding cause, location and identity before proceeding (see media contact below). A statement would be prepared and delivered after consultation with the families of those involved, police and Transport Canada officials. The plan should outline exactly who will speak to the media in the event of a serious accident involving the Nationals. The media contact person must be made known to all pilots and crew.

IMMEDIATE RESPONSE

- 1 Call 911 (or selected emergency phone numbers below).
- 2 Direct everyone not assisting to use the backup radio frequency.
- 3 Send two people to road entrance to gliderport to direct emergency vehicles.
(Restrict access by public and media.)
- 4 Send at least three people to the scene for first aid and rescue.
(Send blankets, first aid kit, fire extinguisher, tools.)

NEXT

- 1 Assign one person to be spokesman and emergency services contact.
- 2 Assign two people to contact family members.
- 3 Assign one person to collect accident information. (Photos, weather condition, witness reports.)

NEXT

- 1 Notify Club authorities.
- 2 Notify NTSB (905) 771-7676. They will want pilot's name and licence number.

NEXT When NTSB/TC releases aircraft, move wreckage to trailer or hangar.

NEXT Notify insurance company.

Emergency Contacts

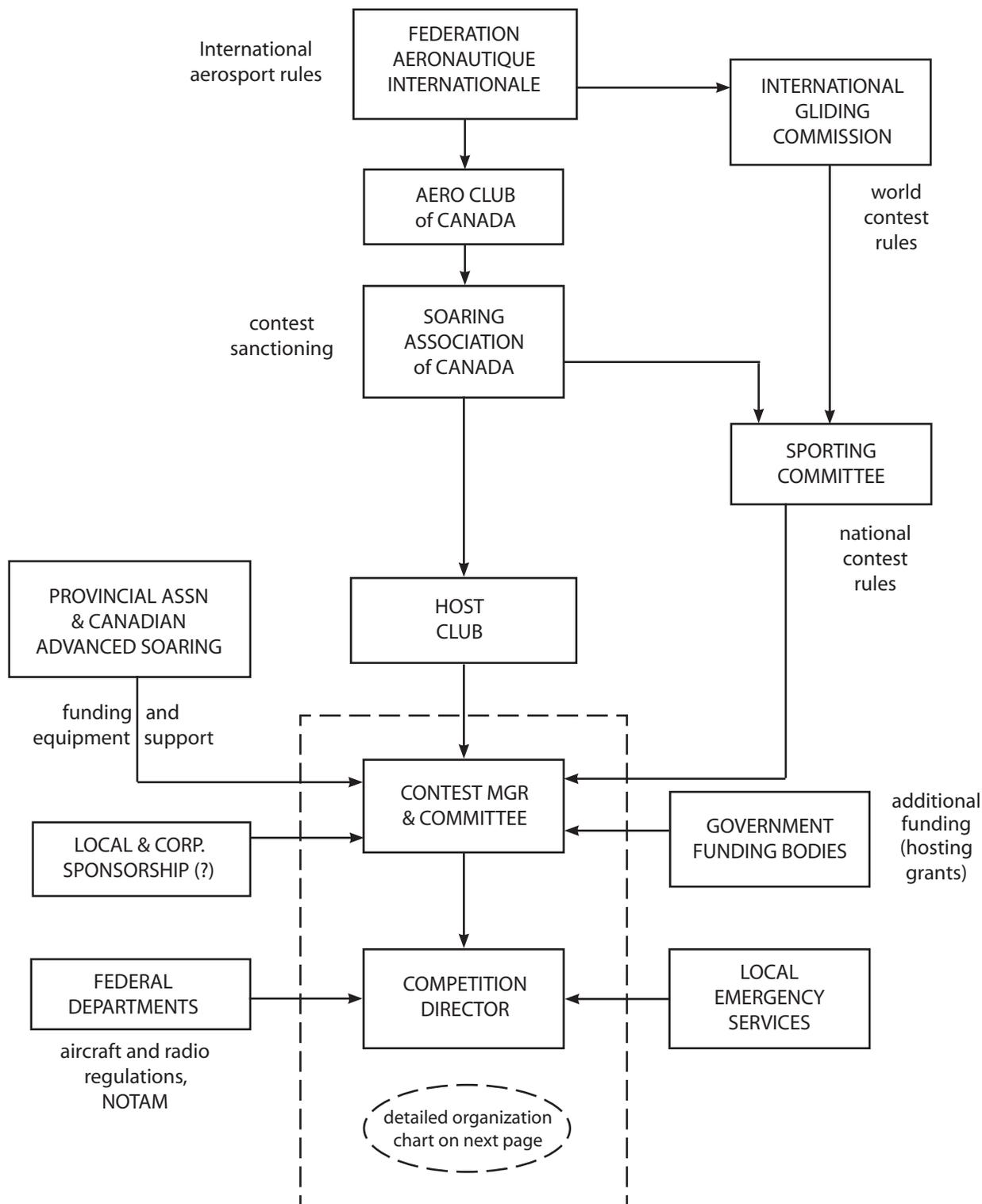
Police _____
Hospital _____
Ambulance _____
Fire _____
Other _____

Media Contact

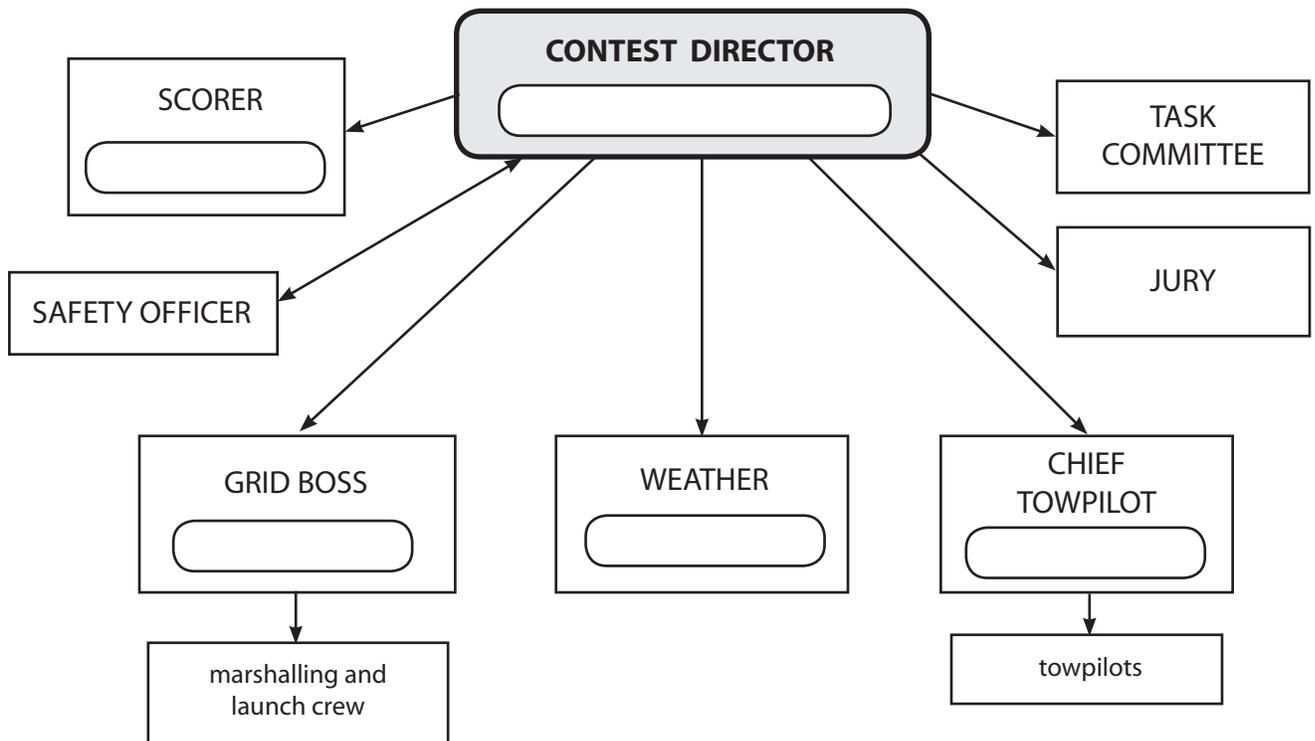
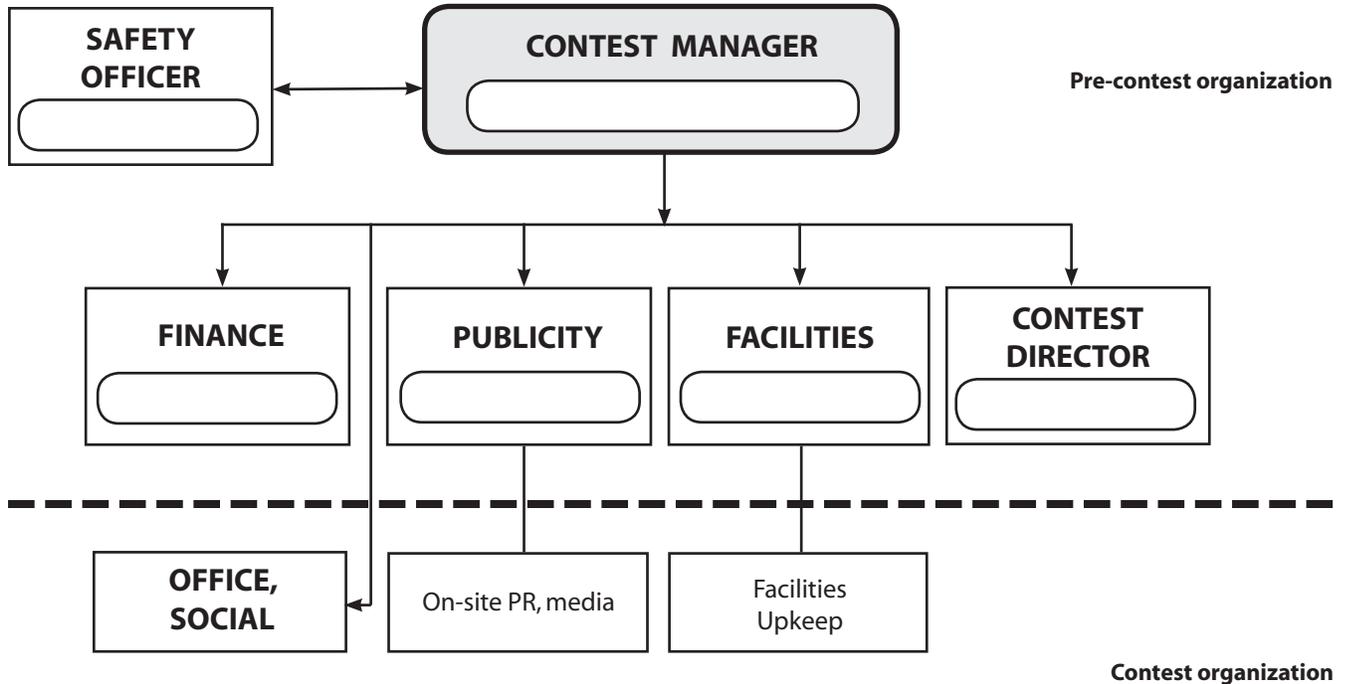
Not everyone at a contest understands the seriousness of the caution against making "off the record" statements following a contest accident. In such a situation, *nothing* is off the record. As part of a continuing program in the soaring community to increase awareness and participation levels in our sport, we recognize that we need to invite media coverage of the National contest while exercising due caution in demonstrating a professional image and managing risk and liability. A plan of action covers the unfortunate possibility of attracting media coverage of a serious flying accident.

It is important for pilots, crews, and volunteers that are approached to insist that reporters obtain information *only* from the designated sources so that accident reporting is handled objectively, discreetly, and with due regard to possible liability. Designated contacts are limited to the Contest Director or a publicity/media person. This person should primarily be the best communicator in the group, not necessarily the CD or Contest Manager. A good communicator will never say "no comment" and will be able to control the interview agenda.

NATIONAL SOARING CONTEST ORGANIZATION CHART



NATIONAL SOARING CONTEST ORGANIZATION CHART



fill in the name

Contest Director procedures guide

General comments

- Maintain a strict control over the mandatory pilot briefing and the daily pilot meetings. Insist on punctual starts to the meetings and rigidly control who has the floor during the meetings. Glider pilots are notorious for wanting to have their full say on any topic raised!
- Take rule interpretation or other questions under advisement with a promise to provide a ruling at the following meeting. It is too easy to make a decision on the spot without considering all the aspects and create an undesirable precedent. This also removes some of the emotion which can be generated during discussions.
- The order in which classes are launched should be rotated daily. However, there are a couple of schools of thought on when the Club class should be launched. Either they can be launched first to give them more time to get around the task and provide markers on the course (keeping in mind that the FAI class pilots usually delay starting until later in the day anyway) or they can be launched last to avoid cluttering up the start area with inexperienced pilots and possibly interfering with the launch due to more frequent relights. Also, the FAI class, usually ballasted, might be kept at the back of the grid if runways short and/or towplanes underpowered. If any class is having difficulty getting in a contest, that class should have priority in launching.
- Ensure that all instruments, engines, and flight recorders meet the contest rule requirements. Do this by inspecting all gliders prior to the first contest day and randomly thereafter. If you affix seals to anything, you must be the only one who can remove such seals, otherwise they fulfil no purpose.
- The Accident Plan (attached) should be kept ready to hand and be well understood. When disaster strikes, a swarm of journalists are on the field before you can turn around. Take control at the beginning, but the sooner the person specifically selected to deal with the media takes over, the better.
- A workable method of organizing the material needed to run a contest, is to use a 3-ring binder with dividers. This permits quick access to any information needed. It is also small enough to carry around so it can be with you at all times. Suggested dividers are:
 - Rules
 - Turnpoints
 - To-do lists (of actions that were outstanding for yourself or others)
 - Mandatory Pilot Meeting agenda and notes
(so there will be no question about what had been said at that meeting)
 - Accident/Incident notes and the Accident Plan
 - Start/Finish times
 - Daily briefings
 - Minutes from Contest committee meetings
 - Contest Report (copies of old reports, notes for the report from the current contest)

Actions and activities prior to the contest

As many decisions as possible should be made prior to the contest start:

- Review, if possible, the CD reports from prior competitions as a head's-up on potential problems or areas to address. Review planned operations and procedures with Safety Officer.
- Decide how to control start and finish directions on task days – specify initial and final turnpoints or simply specify directions. The use of turnpoints tends to be simpler and safer, but on marginal days it can be “a turnpoint too far” for some of the contestants.
- Decide on some task length philosophy given the expected soaring conditions for a day. The pilots on the Task committee may tend to want shorter tasks. Their input is particularly useful for task direction or areas to avoid. *[Max task distance = probable soaring time from est. class start time X est. top speed for day X “a finish factor”]*

- Delegate tasks to:
 - recording take-offs, relights so you can continue to oversee the launch and any necessary task revisions.
 - counting down the opening of the start for each of the classes and for logging announced start times.
 - overseeing pilot's FR downloading.
 - printing of weather and task sheets following the task meeting and prior to the pilot meeting.
 - reviewing FR files for security and achievement of turnpoints and comparison against landing cards.
- It is essential to have reliable 5x5 radio communications. A good hand-held is suitable during the launch of the grid; during the finish period a more powerful base station with a good antenna should be used if at all possible.
- In order to disseminate information, as well as announcing meeting times, chalkboards or notice boards should be located where pilots will normally congregate, eg, one outside the pilot meeting location and another outside the contest administration trailer or clubhouse.
- Assure yourself that a satisfactory system of downloading flight files is provided. In a big contest, try to have one or two computer-savvy volunteers on hand to assist pilots to download flight files to the scoring system. IGC-approved FRs should be used in the contest. Contestants wishing to use other position recorders have the responsibility to prove to the Contest committee that the proposed FR is secure. Competitors must provide their own "memory sticks" with their flights on them. Pilots may download using their own computers, etc, or the contest organization must provide the equipment to do it. A competent individual must be available to review the flight recorder files – the Scorer is the logical person to handle this task.
- Determine the emergency number to be used in case of an accident (it may not be 911). See Accident Plan.

Schedule for task day activities

0800 Obtain weather briefing from the meteorologist and establish the task lengths which could be expected for the classes for the day.

0830 Meet with task committee and set approximately three tasks of varying lengths for each class. The Standard and 15m tasks are normally the same if there is not a combined FAI Class being flown. A recommended distance for Club class AAT tasking is about 20% shorter than the high performance classes. TAT and MAT tasks don't need to be reduced if the area sizes are suitably large for both, and it is useful to set a mandatory first turnpoint; this ensures that competitors will be on the same course for the initial part of the task so that the neophytes have some gliders near them, at least for a while.

before 1000

- Determine the runway to be used and advise the Grid Manager to prepare the launch grid.
- Have task and weather sheets photocopied.
- Determine any current NOTAMs for the area which may need to be briefed at the pilot meeting.
- Brief Chief Towpilot on drop zone for the day.

1000 – Pilot meeting On a forecast boomer day, the meeting could be advanced to 0900 but it is easier to shorten the time between grid and launch. On days expected to be late developing, the meeting can be delayed, but beware waiting too long – many contest days have been wasted or derated when conditions changed quickly and no one was gridded. Err on the side of calling for early grid and launch times – the launch can be delayed but not advanced.

1100 – Grid The Grid Manager controls the launching of the grid, but to the extent possible, you should position yourself where you can oversee the operation and take control of the launching if things are getting out of control.

1200 or as appropriate – Launch, Start Gate

- Revision of tasks on the ground or in the air requires some method of accounting for each pilot. Extra grid sheets are useful as a sign off sheet or in-air roll call to accomplish this.

- Log all take-offs, landings, relights, and finishes so it is known who needs to be accounted for at the end of the day. Telephone staff will track landouts for you.
- Before opening the start, the contestants must be able to achieve 3000 feet agl with lift of at least 1 knot average. Maximum use should be made of all flying hours. Launch the grid as soon as lift is sustainable to about 2500 feet (it's much better to have the pilots in the air waiting for a 3000 foot cloudbase than to wait on the ground – the time saved can make the day). Set tasks which use the full flying day, or conversely to call only 3 task hours per day (of course if the conditions are forecast to be spectacular, go longer on occasion).
- On a marginal day when it is uncertain if pilots will be able to stay up, and on an airfield that may be somewhat limited in space, consider launching one "flight" of towplanes at a time – 3 or 4 gliders – or the front class on the grid if it is small. If they manage to sustain without too much congestion, then launch additional flights until a whole class is in the air, repeating this procedure with the next classes as appropriate. This does not eliminate the sniffer flight but it reduces the probability of mass relights on an airfield which would have difficulty handling them safely.
- After the pilots are on task, review any operational problems or other concerns with the Grid Manager, CTP, etc.
- As pilots return, monitor the airfield. Keep spectators well away from the runways so that there is a minimum of noise and possible interference. It is important to have assistance to look for finishers and to man the Contest Ground radio. Delegate specific tasks:
 - look for finishers,
 - handle radio calls to report field wind conditions and any particular problems on the ground that may cause, difficulties for finishers such as an obstruction on one of the runways.
- Determine that all competitors have been accounted for. Coordinate with the landout desk or you can be cooling your heels on the airfield when the only non-finishers are in a farmer's field somewhere.
- After everyone is accounted for, the GPS downloads must be reviewed and the preliminary scores distributed. Preliminary scores using radio announced start times and observed finish times should be posted as soon as possible.

Penalties

- It is necessary to advise the Scorer as soon as possible of any penalty points (eg. for low finishes). Be available to the Scorer during the evening to consult on the necessity of assigning penalties. The standardized penalties listed in the Nationals rules are suggested as start points; however, since the Jury can still overrule any penalties assigned, the CD should maintain flexibility to increase or decrease penalties depending on his view of the seriousness or intent of the offence (ex. may waive strict application of a penalty if infraction is accidental and doesn't benefit the pilot). Only the CD should actually assign the penalties.

Mandatory pre-contest pilot meeting

This meeting should cover the following points. From this list some essential items on field procedures must be covered on the practice day briefings to ensure safe operation for new pilots at a strange field.

- Field layout including: preferred circuit procedures, hazards on or around the field.
- Airspace problems in the region, eg. airline approach routes, active VORs, etc.
- Where and how to marshal on the field to avoid being a hazard for any other traffic operating there.
- Tow speeds, tow procedures and drop zones.
- Emphasize only thermalling to the left within 10 km of the contest site and at TPs.

- Only the Grid Manager will control launches – no crew input. If a pilot isn't ready for launch, he should be off the grid.
- Critical assembly check mandatory (initial wing tape).
- No communication between pilots after starting except for flight safety information.
- All communication between pilot and crew is acceptable.
- Communication between pilots and ATC for flight safety reasons is acceptable, eg. crossing or landing in a control zone.
- Contest Ground will not provide information on the air which has been previously briefed in order to keep the radio free for essential traffic.
- Start Gate and Finish Gate procedures.
- Only one landing card will be accepted. A second "corrected" one will not be accepted (significant for MAT tasks).
- On MAT tasks, legs which pass through control zones would not be accepted. A comprehensive list of unacceptable legs should be provided.
- Flying finishes below a published minimum height will be penalized.
- Location and requirement to provide landing cards and FR downloads after flights. Specify time requirements on these or they can be delayed unreasonably – 1/2 hour after arriving at the field is reasonable on fields where the gliders are near the clubhouse/contest HQ but more time may be appropriate where the glider tie down area is far removed from such facilities.
- Crew communication methods to be used, eg. landout cards, requirement for crew to notify contest officials when leaving the field.
- Relight procedures – crew actions
- Landout phone numbers.
- Primary and backup radio frequencies.
- Normal time for daily pilot meetings and how changes will be notified.
- Election of: Task committee and Jury.
- Determining launch order. Day 1 is a random selection, following is the mandated sequencing of the initial list.

Contest risk assessment guidelines

The facilitator, usually the Contest Manager (CM) and/ or Safety Officer (SO), should supervise this process. Per the guidance in the Contest Cookbook, form the Safety Committee and include any other major stake holders at this time that can be identified; this will improve the overall outcome of this process. The committee must include members with cross-country flying experience in the proposed contest area who have knowledge of the local hazards, unless this experience is already in the committee. The aim is to make contest safety a proactive process and address organizational safety factors well before the contest when time is available for execution.

The Safety Committee will hold a working session at which contest hazards are first listed then categorized. The risk levels are next agreed and put into the risk assessment. It is assumed that a computer and projector are used to compile lists and show results for this meeting. An alternative is to use a flip chart.

1. Identify and list safety hazards

The whole group is invited to participate, and should be told that no judgment is allowed on any person's ideas until later. This encourages a free-flow of ideas. Some unexpected hazards and those that have been forgotten might appear again on the list. If no hazards are suggested in some category during the session, the facilitator should suggest a category, in order to get as complete a list as possible of all hazards. The facilitator or other person will record the ideas as fast as possible. Some hazards lists are suggested for consideration at the end of these guidelines. It is recommended to use overlay production in the analysis of weather/terrain/airspace factors as they relate to the contest location to help in passing information on in future pilot briefings from the Contest Director (CD) or Safety Officer.

2. Categorization of ideas

The group will next organize the list into categories or subject areas, such as launch point operations, airfield infrastructure, maintenance operations, and so on. Looking at the list will suggest other required broad categories. In addition the committee should review past contest safety and hazard assessment notes.

3. Risk Assessment (estimating and evaluating)

The group meeting may be broken into smaller groups that are asked to assign a severity to each hazard in the categories assigned to them.

There are two components to risk that the group should consider: the severity or consequences of an event if it occurs, and its probability or likely frequency. The hazards are to be assessed using the following levels of severity:

- | | |
|-----------------|--|
| A. Catastrophic | <i>Loss of equipment or assets, fatal injuries</i> |
| B. Critical | <i>Major damage to equipment or assets, major injury</i> |
| C. Marginal | <i>Minor injury, minor damage</i> |
| D. Negligible | <i>No injury, no damage</i> |

Also the likely frequency of occurrence for each hazard should be assessed:

- a. Frequent
- b. Probable
- c. Occasional
- d. Remote
- e. Improbable

RISK ASSESSMENT				
Frequency of occurrence	Hazard Categories			
	A. Catastrophic	B. Critical	C. Marginal	D. Negligible
a. Frequent	high	high	high	moderate
b. Probable	high	high	moderate	lower
c. Occasional	high	high	moderate	lower
d. Remote	high	moderate	lower	lower
e. Improbable	moderate	moderate	lower	lower

It is easier to use this matrix to assign high, moderate, or lower risk to each hazard. These categories are somewhat arbitrary but the overall intent is to identify the major or highest risks. We might want to act immediately on risks that show a high risk as undesirable, and will likely require a contest management or club management decision whether to accept the hazard or act to reduce it, i.e. will this risk be acceptable? Moderate risks may require management review. Lower risks are probably acceptable.

4. **Compile overall list**

Following small group agreement on their lists, a plenary session should be held, in order to compile an agreed overall list of the hazards, with the highest risks listed at the top. An alternative method uses an electronic voting system in which each person votes on each risk so that a weighted average is produced. The software can produce various forms of output. The end result is to identify the highest risks that have to be eliminated or at least reduced.

5. **Prevention/mitigation strategies**

The group's agreement is required for all the unacceptable risks starting with the most severe risk. Risk control also may warrant immediate attention from the club before all the analysis is done, then a longer-term solution developed to handle that risk before the contest. Other risks may require urgent action. These and other levels of action should be agreed. Having identified the critical risks, the next task is to develop a strategy for eliminating or reducing each risk to an acceptable level. At the same time the lowest risks should be dropped off the list.

The strategy for handling the identified risks should next be completed and submitted to the club, with suggested time frames to fix them. This part of the work may require consultation with those who will be responsible for doing the work to fix the problem (stake holders). It is important to get their acceptance of the risk level for that hazard, and of the need to eliminate or reduce it. The proposed strategies to mitigate risks need to be reviewed by the committee and stake holders to identify any unintended consequence of a solution. The intent is not to create more problems or hazards with a solution.

The CM and SO should undertake to monitor progress with mitigation actions taken, and report to the Safety Committee on progress. If the CD is not identified and part of this process the CD should be briefed on the results of the hazard assessment/risk analysis and work completed towards mitigation. The CD will execute the mitigation strategy once the contest starts. Documenting the process (notes) will make this task easier. Following the contest these notes and hazard list should be given to the sporting committee to help future contest organizers with risk analysis.

Trophies awarded at National championships

(for historical interest, please refer to the "Book of the Best" on the SAC documents web page)

To the Contest Manager or Contest Director:

There is a tendency for this job to be given a low priority with the result that pilot recognition and awards presentation is not given the time, effort, or occasion that the winners rightly deserve, and should expect. Contact the National Office how shipping and engraving will be done. Do this well ahead of time (at least one month) before the contest begins. The form on the following page must be completed for action by relevant SAC committees and historical purposes.

With an increasing number of competition classes and a declining number of competitors it has become impractical to field the traditional FAI classes in the Canadian National Championships. For a number of years now, the different classes have been combined into two handicapped classes, the so called FAI class for higher performance sailplanes and the Club Class for lower performance gliders. As this practice will be continued for the foreseeable future, some Nationals trophies have become obsolete and will be retired for the time being. The active trophies are listed below.

Wolf Mix trophy – FAI class champion

The **Canadian** winner of the FAI class competition is declared **National Champion** for that class. A non-Canadian winner of the FAI class competition is declared winner (not champion).

CALPA trophy – Club class champion

The **Canadian** winner of the Club class competition is declared **National Champion** for that class. A non-Canadian winner of the Club class competition is declared winner (not champion).

Carling O’Keefe trophy – Best team

There must be more than one team in the class and each team member must fly at least one competition day in order to qualify. A Canadian pilot of a team, who is competing in any of the two championship classes, is eligible to become the National Champion for that class.

SOSA trophy – Best novice

This trophy is awarded for the best performance by a novice pilot – one who is competing in the Nationals for the first time. A single contest day flight may suffice to award the trophy. US regional contests, German regional contests, etc. are considered "Canadian Nationals level".

Dow trophies – best flight

These trophies are awarded in each competition class to the best flight by any pilot in the class. They are awarded based on achieved speed with an adjustment for distance flown according to:

$$\text{Points} = S \times D^{1/6} \quad S = \text{speed}, D = \text{distance}$$

If a contest uses AAT tasks, a speed will be computed for the day winners for purposes of determining points for potential winners of these trophies.

1975 – Standard class added

1977 – 15 Metre class added

1979 – best triangular tasks

1989 – triangular or quadrilateral courses qualify for an Assigned Task or for a Pilot Selected Task.

1996 – Sports class added

2000 – Sports class renamed Club class

2003 – trophy renamed "best flight trophy"



National Soaring Competition Winners and Trophies data

The Contest Director or Contest Manager is to complete this report *immediately* following the competition as an aid to:

- the correct engraving of the SAC perpetual trophies,
- the updating of the trophies data for the SAC archives (note footnotes at bottom of form)

Send a copy to the SAC National Office, the Sporting Committee chairman, and to the *free flight* editor.

PLEASE PRINT CLEARLY !

Year _____

Club Class Champion¹ Name _____ A/C² _____
CALPA trophy

FAI Class Champion Name _____ A/C _____
Wolf Mix trophy

Best Novice³ Name _____ A/C _____
SOSA trophy

Best Team⁴ Names _____ A/C _____
Carling O'Keefe trophy

Best flight – Club Name _____
Dow trophy A/C _____ Speed _____ Distance _____
Task type/course _____

Best flight – Standard Name _____
Dow trophy A/C _____ Speed _____ Distance _____
Task type/course _____

Best flight – 15m Name _____
Dow trophy A/C _____ Speed _____ Distance _____
Task type/course _____

Name of recorder _____ e-mail / phone _____

1 The “champion” is the highest placing Canadian pilot in a class.

2 A/C = glider type, registration, and contest letters.

3 A novice is competing in his first Nationals level competition (US, German Regionals are considered “Canadian” nationals level). A single entry may suffice to award this trophy. It is usually awarded for the best flight at the contest by a novice pilot.

4 Presented to the highest scoring team competing in any class (rank by % of maximum score in their class). There must be more than one team, and each team member must fly at least one competition day.

Sample contest forms

CONTEST REGISTRATION FORM



Soaring Association
of Canada

Name (please print) _____

Home address _____

Contest address _____

Phone (on site) _____

Insurance company _____
_____ (PL/PD minimum \$1,000,000)

Pilot experience: _____ hours _____
Last National or international contest _____
Last provincial contest & year _____
(If no contest experience, provide approval letter from CFI that you are
competent to fly cross-country in the company of other sailplanes.)

Sailplane type _____

Registration _____ Contest letters _____

Team or individual entry _____

Crew chief name _____

Address and phone at contest _____

In case of emergency, notify:

Name _____

Address _____

Telephone _____

Entry fee: early \$_____, after 15 May, \$_____ entry fee paid?

By signing below, I hereby CERTIFY that:

- the sailplane is current and will remain so throughout the event, carries all documentation required by Transport Canada, and will be flown within all the current flight limitations set by TC and the manufacturer/kit designer.
- my personal flight documentation is current and will remain so throughout the event.
- I have a currently packed and certified parachute and that it will be worn on each flight,
- the sailplane will not carry any gyro instrument or other instrument permitting flight without visual reference to the ground,
- I will read the rules for the competition before making a contest flight, and understand and will follow the field operations and radio communication procedures.

On registering at the contest office upon arrival, pilot(s) will be required to produce their:

- proof of insurance
- signed waiver
- CFI letter if no previous contest experience

Note: If pilot is a minor, the signature of parent or guardian must also appear on waiver.

Signature of pilot

date

WAIVER

20xx Canadian National Soaring Contest

WITNESSETH THAT:

In consideration of your accepting my application for entry as a competitor in the above named competition, the undersigned HEREBY WAIVES any and all manner of claims, demands, actions, causes of action (at law or in equity) and any damages which might arise thereout, which I, my heirs, executors, administrators, successors and assigns may be entitled to or have against the Town of _____, its Directors, Officers, agents and representatives; the Municipal District of _____, its Directors, Officers, agents and representatives; the Soaring Association of Canada, its member clubs and their members, agents and representatives, for and in respect of any and all injuries to and damage suffered by myself, any member of my crew or the sailplane and equipment including tow vehicle(s) and other personal property being utilized by me in the said contest, and agree to save and hold harmless any and all of the aforementioned entities or persons of, from and against any and all claims, demands, damages, actions, causes of action arising out of or resulting from damage of property or injury suffered by any person, firm or corporation by reason of the

participation of myself or any member of my crew in the said contest.

I acknowledge having received, read, understood and agreed to abide by all rules and regulations, both aeronautical and otherwise, applicable to the conduct of the said contest.

Dated at the city of _____, in the province of _____, this _____ day of 20_____.

signature _____

print name _____

TASK BRIEFING SHEET

DAY #

DATE

GENERAL INFORMATION

All crew messages and landing reports must be called in to the retrieve desk promptly.

landout phone no. _____

backup no. _____

Collect calls will not be accepted.

Circuit procedures:

Gliders –

Towplanes –

WEATHER

Synopsis and forecast:

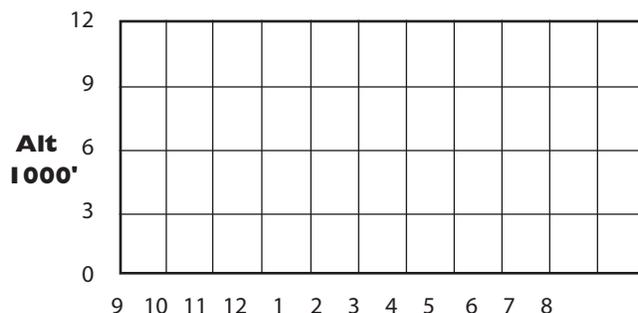
Cloud:

RH _____ Dew Pt _____ Pressure _____

Winds:

Surface _____

Trigger temp. °C at
 Maximum °C at



TASK

START ZONE _____

TASK DURATION hrs _____

Turnpoint restrictions (if any):

OPERATIONS

Marshall: Runway _____
 Time _____
 Grid position _____
 I follow ____: ____ follows me

Launch: Start _____ Close _____
 Release area _____

Finish Line _____

NOTES

Pilot landout card

Complete the information before calling contest headquarters. Identify yourself as a pilot in the contest, then pass all the info on the card. Upon return to the contest site, turn in your flight data file and this landing card to the Scorer immediately. Contest phone number is:

Pilot name _____ Contest # _____ Date _____

Landing coordinates: Lat _____° _____' _____" N

Long _____° _____' _____" W

Description of landing point: _____

Instructions to give to crew: _____

Telephone where pilot may be reached, if any

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Pilot name _____ Contest # _____ Date _____

Landing coordinates: Lat _____° _____' _____" N

Long _____° _____' _____" W

Description of landing point: _____

Instructions to give to crew: _____

Telephone where pilot may be reached, if any

TASK TURNPOINT DATA

A completed copy is to be turned in to contest Scorer after flight (*even if you never left the field*).

Pilot Name _____ Day # _____

Contest Letters _____

The following turnpoints, flown in the indicated sequence, are claimed for this task (include the last intended turnpoint):
Double check – this is the list you will be scored on, not what is in your FR flight file.

Pilot signature _____

TASK TURNPOINT DATA

A completed copy is to be turned in to contest Scorer after flight (*even if you never left the field*).

Pilot Name _____ Day # _____

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