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APPENDIX I

STANDARD PROCEDURES FOR CONTEST DIRECTORS IN THE RUNNING OF RADIO CONTROL NATIONAL AND REGIONAL CHAMPIONSHIPS

Passed 25/02/89 and amended 31/03/90, 09/03/91, 21/05/97, 06/05/98, 23/03/03, 11/04/06, 19/03/08 and 11/04/17

Note: before running any competition a CD must familiarise himself/herself with the current MACI Competition Regulations which are available on the MACI website;

http://maci.ie/wp-content/uploads/Regulation_PDFs/MACI-Competition-regulations-2017-web.pdf

1. In advance of the contest, The CD is to arrange preparation of field including cutting of runway, designating pits area, laying out of car parking area, catering area etc. If wind direction changes more than 30° then the CD must re-arrange runways, pits area and parking as required.

In case inclement weather is forecast for the competition area, the CD is to arrange for a contact phone number to be included in the FlightLines advertisement, so that contestants can check the night before travelling whether the competition is cancelled or not. Contestants to ring between 8 pm and 10 pm only.

Or the CD can arrange for the Events page on the MACI website to be updated the night before so that contestants can check the morning of the competition before travelling whether the competition is cancelled or not.

2. Ready boxes are to be set up as required by each discipline, normally two ready boxes for F3A and one ready box for Scale and Heli. A mandatory minimum of one ready box is to be marked out and used in all events. The transmitter pound for 35 MHz transmitters is to be within reasonable distance of ready boxes. Centre and box end markers to be set up where F3A or Masters Aerobatics are being flown.
3. Inclusion of a pre entry form in Flight Lines which may entitle pre-entries by post to the organisers at a reduced entry fee.
4. The CD must attempt to select at least 2/3rds of the required number of judges in advance and confirm their agreement to judge. (Suggestions to encourage judging could include free food, accommodation or expenses).
5. The CD is to arrange supplies of the following on the field:
 - Scoreboards - minimum 3
 - Scoresheets - allow 15 for each aerobatic and 12 (+3 static) for each scale entry expected
 - Pens - minimum 10
 - Markers
 - Stopwatch
 - Frequency Monitor if available - or proof of frequency by crystal examination (Required for International Competitions)
 - Noise Meter (if available) (Required for International Competitions)
 - Tape measure (if available) (Required for International Competitions)
 - Chairs - minimum 8 for judges and scribes
 - Table - on which to set scale models for static judging.



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Labels for 35 MHz transmitters in pound
Rule book (MACI and FAI)
MACI membership list
First Aid kit

6. All entry formalities (membership, insurance etc) should take place at gate on entry. If possible, the current MACI membership/insurance list should be obtained from the MACI council, and this list may be used as validation for entry formalities. A list of the transmitters entering the field and their frequencies should be made.
7. All contests must start with registration/processing at the starting time of the contest, normally at 09.00 hours (subject to site constraints). CDs to arrange for IAA Visitor tag numbers for non MACI members by contacting MACI for tag numbers. All documentation (membership card, insurance cover, large model registration certificate, etc) shall first be checked, followed by transmitter control, followed by checking all models for registration numbers, specifications etc. Any competitor who fails to provide the correct documentation for their class shall not be allowed to compete in that class. Any competitor not present for the pilots briefing may forfeit the first flying round of the contest.
8. No flying whatsoever may take place before or during a contest other than official contest flying, however a period of 30 minutes before pilot registration, between 08.15 and 08.45, will be available for pilots to check their engines and control surface movements. Local frequency control will be observed by all persons with 35 MHz transmitters. Late arrivals will forfeit this testing period.
9. All 35 MHz transmitters must be held in the TX pound other than during official flight time. 2.4 GHz transmitters are exempt from this requirement. All responsibility for security of radio equipment rests with the owner.
10. An estimated timetable of events should be made based on the number of entries. The number of rounds should be 4 for Aerobatics (F3A and Masters) and Sports and 3 for Scale. The sequence of events will normally be Static Scale and Aerobatics round 1 simultaneously followed by Scale round 1, Aerobatics round 2, Scale round 2, Aerobatics round 3, Scale round 3 and Aerobatics round 4. This timetable may be changed at the discretion of the CD.
11. Where it is possible to run 2 Flight Lines simultaneously, this must be notified in advance and entries divided into four groups - aerobatic (F3A and Masters), Scale (MACI, F4C and Large), Sports and Helicopter and these four groups shall be allocated 35 MHz frequency channels as follows:

Aerobatic	Ch 60 to 67
Scale	Ch 68 to 74
Sports	Ch 75 to 81
Helicopter	Ch 82 to 85

Note that this frequency split will only apply in contests which run 2 Flight Lines.

12. Where all rounds are held the best 3 of 4 aerobatic, 3 of 4 sports and 2 of 3 scale flights scores shall count (as well as static scale). Where less than the full number of rounds is held, all scores will count with no dropping of lower rounds.
13. At the first pilots briefing a draw will take place for flying order. This order will hold for that day's flying with the reverse of this order for any second day's flying. Changes in flying order



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will only be allowed at the discretion of the CD for reason of smooth running of a contest (for example: frequency proximity, to allow fliers in one event judge in another event or to accommodate distant modellers to pack up at the end of a contest for their journey home).

14. CD will specify at first pilots briefing any site conditions, e.g. Local area conditions, Flightline direction, No – fly area etc.
15. Flight line controller/timekeeper should organise models into the relevant ready boxes and get transmitters from pound and hand them to pilots at the appropriate time. Timekeeper should have a list of the flying order and transmitter frequencies.
16. Strict adherence should be paid to official times as follows:

Aerobatics	Maximum of 1 minute notice Maximum of 10 minutes official time Maximum of 3 minutes to be airborne from end of notice.
Scale	Maximum of 2 minutes notice Maximum of 17 minutes for aerobatic or 17 minutes for non-aerobatic scale models with 1 minute extra for each extra engine in multi engine models Maximum of 7 minutes to be airborne from end of notice.

Note: FAI Class rules take precedence.

17. Delays should not be accepted except in exceptional circumstances or due to fog, VERY HIGH wind in excess of 12ms, low cloud or rain.
18. A half hour break for lunch will be allowed for contestants. The timing of this break will be decided by the CD to coincide with the completion of a completed round.
19. A noise test to the appropriate F3A, F4C or MACI general rules may be carried out at any flight during the contest.
20. The transmitter frequency should be checked by a suitable monitor. In addition, the waveband should be monitored where possible.
21. As a general rule, competitors should be kept apart from judges. This applies especially during official flying but also at other times, pilots should not be allowed to question judges on marking except where a judge agrees to give a pilot advice.
22. The CD's decisions are final.
23. All score sheets must be available to competitors at the end of the contest.
24. Qualification as a CD under this Course is valid until 31st December of the 5th year following attendance at this Course including year of attendance
25. **FINALLY AND VERY IMPORTANT:**

The CD must complete a Results Notification Report as follows in Appendix J and send copies of it to the relevant MACI Competition Secretary and the MACI FlightLines Editor and MACI Treasurer not more than 14 days after the contest. Failure to send the results will disqualify the organising club from running the event during the following calendar year.



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Instructions for Registration at MACI Nationals

1. Complete 1 registration sheet for each class
2. Check name, Registration Number, Model Name (for scale), frequency channel, and whether competitor is attending evening meal.
3. Where competitor does not have a MACI card, check against MACI list. If no MACI card and not on MACI list, refuse entry. (Mark errors in MACI list as appropriate for later correction)
4. Where a competitor is entering more than one class, write his details on each sheet but only enter one fee collected.
5. Collect fee.
6. For 35 MHz systems, check transmitter frequency by removing crystal from transmitter.
7. Take 35 MHz transmitter from competitor and place in the relevant transmitter pound (E.G. 1 car boot for each flight line.) 2.4 GHz transmitters are exempt from this requirement. All responsibility for security of radio equipment rests with the owner.
8. When registration is complete, give first copy of sheets to Flight Line directors and keep the second copy for entry details in computer scoring program.



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9. APPENDIX J

CONTEST RESULTS NOTIFICATION REPORT

Contest Name _____

Contest Dates _____ Venue _____

Name of Contest Director _____

RESULTS:

NAME	MACI No	CLASS	Round 1	Round 2	Round 3	Round 4 /Static	Final Score	Place

I certify that the above contest was held to MACI rules and the results were as listed above.

Signed _____ (Contest Director) Date _____