

EVENT DIRECTOR GUIDE

You have volunteered to be the Event Director for Stunt. Congratulations! What are your duties and how will you do them properly? What order should you do them in? What supplies do you need to get together prior to the contest? What are your duties and how will you do them properly? Here is a step-by-step guide to assist you in becoming a professional, organized Event Director for the Stunt event.

- 1) Immediately check with the Contest Director (CD) to determine what events will be held at the contest.
- 2) Make certain that the correct AMA event numbers (for AMA events) have been added to the AMA Sanction sheet and that any additional non-AMA events have been described and added to the sanction request. Some of these stunt events are Old Time Stunt, Classic Stunt, Profile 40, Balloon Bust (not the AMA "Bombing & Strafing) and any others which you and the CD can think of.
- 3) Discuss any local rules that pertain to any particular event and make certain that there is a printed copy of these rules added to the contest notices to be mailed out or any advertising to be done. Don't expect that contestants will know these rules. Also make certain that printed copies of these rules are going to be available at the contest.
- 4) If you do not already own a copy of the newest, most current AMA Rule Book order one from the AMA immediately. Read over the CD rules so that you are up to date on the proper procedures. You will need to know this data if you are called upon for a rules interpretation at the contest so BE PREPARED.

All of the above items should be completed within 2 weeks of the date you volunteered for the assignment.

- 5) Look at the flying field and decide where you will hold each event. Which day is best to fly that event (check prior year's events to see how many fliers entered) based upon how long you will require for two rounds to be flown. Remember that it takes approximately 10 minutes per flight so if you expect 12 entries in Classic you will need to set aside one circle for at least 4 hours (12 flights per round X 10 minutes = 240 minutes or 4 hours - 240/60).
- 6) Check with the CD to make certain that other scheduled events are not going to take up any circle time you will require for Stunt.
- 7) When this is completed to your satisfaction determine where you will place the pits and how many pits you will be required to run each day. In other word will you need 1, 2 or 3 Pit Bosses for each day of the contest?

These three items (5-7) should be completed within 4 weeks from the time you volunteered.

8) No later than **two months before your contest** you should check the club Contest Box to make certain that the supplies you will need are still in it. Here is a list of what you will need:

- Score Sheets for each event
- Printed copies of special, local rules
- Clip boards for the judges and pit bosses
- Pens for score keepers, judges and pit bosses
- “Magic Marker” for posting flight scores on the score board
- Contest Score Boards for each event
- Steaks and “Caution” tape to cordon off the flying circles for safety
- Scales for the pull test and Micrometers for line size checks for each pit
- One working Stop Watch for each circle
- Club First Aid Kit and sheets giving directions to the nearest hospital for posting at the contest site

9) Once you are certain that you have the physical supplies required to run a contest you will have to contact the people you will need to help with the event (judges, scorekeepers, pit bosses, runners). You will require 2 scorekeepers for each day, at least 2 judges per event, 1 Pit boss per pit, 1 score runner per circle. Now is the time to start contacting people to fill each of these positions.

10) Make sure that you have a chart showing each event and write in the names of the judges beside the event along with the score runner & pit boss for each circle required each day of the contest.

11) Check with the people who have offered to help you to determine if they know exactly what they are supposed to do on contest day.

12) Whenever you are in doubt as to the person’s understanding of the job duties make arrangements to get them a copy of the applicable section of the club’s contest director’s guide. Ask that they study the guide so that they can do a professional job on contest day.

13) When you have all of your people chosen send the list to the CD for his/her records.

14) Discuss with the CD any concerns you may have about the level of training and determine if you and the CD should hold a precontest training session.

15) No later than **2 weeks prior to the contest** contact everyone who has offered to help and make certain that they will still be able to assist on contest day.

16) Wherever necessary switch people around to make it possible for them to assist you and replace those who are going to be unable to help on contest day.

Remember – IT IS BETTER TO KNOW THAT YOU HAVE TO FIND SOMEONE ELSE TO HELP NOW THAN GET TO CONTEST DAY AND HAVE TO RUN AROUND ASKING PEOPLE TO HELP YOU OUT AT THE LAST MINUTE!!!!

17) If you have to replace anyone or switch judges to different events contact the CD and let him/her know what changes you have made.

18) One week before the contest check with the CD to determine what items you wish to discuss at the pilots’ meeting each day. Some of these items are:

- safety issues
- what events will be flown if what circles
- field regulations such as liquor, drugs& smoking

- any special rules pertaining to individual events such as Profile 40
- Pit procedures
- entering & exiting the flying circles
- flight order & the pilots' responsibility to be ready to fly on schedule
- what constitutes an official flight
- how to wave off a flight
- OTS official flight & what is considered a proper OTS square
- where the proper entry point of the reverse wingover and overhead eight is
- how the judges will handle wind shifts and the pilot's responsibility for proper entry into maneuvers when this happens.

19) At this time determine who will hold the pilots' meeting and who will cover these items.

20) Now is the time to write out what you plan to say so that you will not forget on contest day.

Congratulations. You are now ready to hold a professional, well run contest.

Submitted by Eric Rule
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