



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
Large Model Airplane program	01/31/19	Added more info to guide
Turbine Aircraft program	01/31/19	Added more info to guide
Large Model Airplane program	1/28/2020	Added info about LMA cards

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Contest Directors Guide

The purpose of this document is to provide guidance for AMA's Contest Directors. Included within its pages you will find information that is intended to help sanction and manage a contest or event safely and within the boundaries of *AMA Competition Regulations* and Safety Programming. Some general guidelines for the actual operation of events are also included.

As changes occur within various procedures and rules, the most current version of this guide can be found on our website. Go to www.modelaircraft.org and log in. Under the "Members Only" section you can view, download and print out the manual. Contest Directors would be well advised to obtain the latest version of this document as well as any other forms prior to running contests.

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 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. The online Event Sanction Portal has been designed to speed up the application and approval process. As such, the use of paper applications for event sanctions should be avoided unless absolutely necessary. After the event has been completed, it is vital that the Contest Director fill out the report forms that have been provided with the approved sanction. This data is vital to AMA's records and to plan for future improvements. Returning these forms within the required 7 days after the completion of the event will award the CD with a 50% reduction in dues for the next year.

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 applications.

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 AMA Technical Director for:

- 1) Possible safety or procedural concerns
- 2) Determination of whether the deviations will be allowed or not
- 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 sanctioned event 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. 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).

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 Class B or C-Restricted classification. These activities will be conducted by accredited 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, in addition to 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 will go to the AMA Staff Event Coordinator for approval or mailed directly to AMA HQ.

All sanction fees are collected at the end of the online sanction application.

Rain dates are not recognized by AMA, but should a contest be canceled due to inclement weather, the CD would have to resubmit the sanction through the normal online process, because the Event Sanction Coordinator will have to review the new dates for conflict prior to awarding a new sanction.

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 website under Competition Regulations may be counted. Competition regulation terminology should only be used when the event actually involves competition as described in the event rules.

For Pylon Racing events, special safety requirements are in place. 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 his/her assistant.
- 2) “On the course” is defined to mean any area beyond the pilot/staging area where the actual flying takes place.

B. I will not fly my model aircraft in any organized racing event that does not comply with section A above or that 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.

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; 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 that 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 AAAAAA 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 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. AMA 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 C– 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 such as AMA members of a club or clubs, 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. AMA HQ will communicate any suggested additional safety requirements back to the sanction application originator and the affected 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.*

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. AMA 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 AMA HQ; District Event Sanction Coordinator approval not required. No area protection for dates will be allowed.**

TRADITIONAL CONTESTS

Any Class C, A, AA, AAA, or AAAA contest that has been held annually on the same date or weekend for the 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. 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 previously mentioned. 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 membership 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 bases 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 Sanctioned Event coordinator develop a feel for who flies what and lives where. It is hoped that those Sanctioned Event 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 AAAAA 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 AAAAA meets may be scheduled in conflict with FAI semifinals or finals if the CD of the Class AAA or AAAAA 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 immediately. Every effort will be made to provide news of such cancellations in both the Online Sanctioned Event Calendar and the printed *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 presents 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 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 that 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 that 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 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

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 the Official AMA Competition Regulations. 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* be submitted a minimum of ninety (90) days prior to your meet 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.

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-flyes 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 by the CD to the proper AMA District Event Sanction Coordinator.

EVENT SANCTION PORTAL

Sanction requests are submitted online using our *Sanctioned Event Portal*. A major advantage is that sanctions can be approved very quickly and entered into the online sanctioned event calendar as well as process ads for *Model Aviation* magazine. Please take the time to visit the portal and view the Event Sanction Portal introduction video to preview how it works.

The Event Sanction Portal is located by going to the main page of the AMA website at www.modelaircraft.org. Only credentialed AMA Contest Directors will be able to access the portal. Next, you must log into the AMA website at the top right of the main page. Navigate to the right of the blue and white AMA logo where you will find the heading **EVENTS**. Run your mouse **OVER** the word **EVENTS**, and a blue dropdown box will open. On the left column you will find the Event Sanction Portal. Click on it. If you don't see Event Sanction Portal, then you are either not logged into the website or there is a problem with your membership account. If this occurs, contact the AMA Membership department. If for some reason you cannot access or use the online portal, a paper sanction application 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.

Note that to the right of the Sanction page is an instructional video on how to use the portal. Please watch the video before beginning a sanction application, as it will help you understand the process better.

1. Classification

It cannot be emphasized strongly enough that care must be exercised in determining the meet status. 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 you have questions, check with your District Event Sanction Coordinator or AMA Headquarters before submitting the request.

1.1. Competition Regulation Meet:

Ensure that the meet class marked on the application is justified by the prescribed number of events marked in 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.

1.2. Noncompetition Regulation Meet:

Classification for noncompetition regulation meet such as fun-flies, fly-ins, park flying, etc. should be listed as class C meets. A meet that contains noncompetition 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, 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!

1.3. Deviations

This area should 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 AMA's Safety Programming. 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.

2. Competition Regulation Events

Select the events to be held at your contest. In addition, select the letter(s) (YJ-Youth-Junior; YS-Youth-Senior; A-Adult) 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, 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 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 indicated. Specific guidelines are given for the Indoor category designations.

3. **Publication Information**

This section 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.

ADDITIONAL RESPONSIBILITIES

1.1. Turbine powered aircraft and Large Model Airplane Programs (LMA-1/LMA-2/LTMA-1/LTMA-2)

Flying a turbine powered model requires the pilot to have an AMA Turbine Waiver for either fixed-wing or rotary-wing. This credential will be printed on the pilot's current AMA membership card and can also be verified on the AMA website. To verify, you must log into the website at www.modelaircraft.org and put your mouse over the heading MEDIA & RESOURCES. A blue box will open. Look for AMA DOCUMENTS and move your mouse over it. Select the + sign on the right and click on it. This will open a page listing with several items. Find document 510-M – AMA Turbine Waiver Holders and click on it. This will provide you with a current listing of ALL Turbine Waiver Holders, so you can verify that the member has this credential. If they are not on this list, he/she CANNOT fly a turbine-powered airplane or helicopter at this event.

As each turbine pilot fills out the Flight Safety Declaration/Event Participation List, he/she should make a check in the box next to the word ***Turbine***. This will alert the CD that this pilot should fill out Turbine Waiver Verification Form as well.

AMA's Large Model Airplane (LMA) program was created to allow airplanes that are heavier than 55 lbs. to participate. It is vital that you, as a CD, be aware of this program and know what to do if a large (heavy) airplane should show up at your event. It is important to note that AMA created this program so these airplanes CAN participate! However, because they are large, there are extra safety concerns. The FAA recognizes AMA's LMA programs, clearing the legal hurdle. Now, more than ever, we need to make sure all the participants are following the procedures for fun and safe operations of these large models.

So, take a moment and review the LMA program on AMA's website. Under Media & Resources select AMA Documents and then Large Model Airplane Program (over 55 pounds). Here is a direct link:

<https://www.modelaircraft.org/sites/default/files/documents/520-A.pdf> .

Here are the four different types of LMAs:

- **LMA-1:** Large Model Airplane between 55 lbs. (25 kilograms) and 77 lbs., 2 oz. (35 kilograms), with fuel, ready to fly.
- **LTMA-1:** Large Turbine Model Airplane between 55 lbs., (25 kilograms) and 77 lbs., 2 oz. (35 kilograms), with fuel, ready to fly.
- **LMA-2:** Large Model Airplane between 77 lbs., 3 oz. (35 kilograms) and 125 pounds (56.7 kilograms) with fuel, ready to fly.
- **LTMA-2:** Large Turbine Model Airplane between 77 lbs. 3 oz., (35 kilograms) and 100 lbs. (45.4 kilograms) with fuel, ready to fly.

Airplanes heavier than these limits are not allowed to fly under any circumstances

To be legal to fly these airplanes, a pilot must have a **Permit to Fly** on file with AMA for that particular airplane. Each pilot must either:

1. Show the Permit to Fly to the CD, or
2. Show their LMA card, which is also a validation, as long as the expiration date on the card has not passed.

As he or she goes through your event registration at the field, they should show their current AMA membership card, fill out the Flight Safety Declaration/Event Participation List, including checking the box next to the words **Over 55lbs?** This will alert the CD that this pilot should fill out a Large Model Airplane as well. The CD must verify that the pilot has the proper **Permit to Fly/ LMA Card** for each airplane over 55lbs.

As CD of the event, it is your responsibility to ensure all aircraft powered by turbine engine(s) are flown by current turbine waiver holders, and/or any airplanes weighing between 55 lbs. and 125 lbs. are flown by pilots who hold permits to fly that particular airplane under AMA's Large Model Airplane (LMA) program.

1.2. Park Pilot Members

Park Pilot members may NOT participate in an AMA Sanctioned Competition Regulation (rule book) events.

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 www.modelaircraft.org/files/306.pdf)
- Contest Director/Event Manager Report Package

www.modelaircraft.org/system/files?file=documents/ContestAndEventPackage_Form10.pdf

Depending upon 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 the Contest Calendar on the AMA website within 24 business hours of the HQ processing date.

1. Contest Director/Event Manager Report Package (Form 10):

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 forms. These are REQUIRED by all flight categories.**

Make certain you download the Contest Director/Event Manager Report Package, if you did not receive it by email. There are several documents within the report package. **These are required and must be returned to record your CD efforts, so you can receive proper credit.** Please return to Headquarters within seven **(7) days of the event** by scanning in the documents and emailing them to us at competitions@modelaircraft.org or send through the mail by U.S. Postal Service. 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 forms. If you did not have anyone at your event flying a turbine aircraft or Large Model Aircraft, you don't need to return those forms. All other forms are required to be returned to AMA HQ.

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.

Turbine/LMA Authorization Form

If you have any pilots flying these types of aircraft, the appropriate form(s) must be filled out by the member, validated by the CD, and returned to AMA as part of the CD report.

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 filled out with your Form 10.

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 he/she possesses a valid membership card from the aero club representing his/her 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 he or she has a valid membership with his or her aero club, the person 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, if the flying is done in compliance with the current AMA Safety Program.

4. Additional Forms

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 to 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 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.

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:

- Personnel for specific tasks
- Score sheets
- Registration forms
- Refreshments
- Equipment
- Publicity
- 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 after 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 Program available for the participants as well, especially at noncompetition events, at which the participants may be unfamiliar with the Safety Program.

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.

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.

In the event of a protest, your part 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 regarding 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 Program.

The *AMA Official Competition Regulations* are composed of several books that can be found and downloaded from the AMA website at: www.modelaircraft.org/events/competition-resources/competition-regulations. These may be updated at any time, so it is important to make sure you have the latest version of these regulations prior to managing your event. **It is important to note that these regulations are organized by rules types:**

- 1. General Section:** Applies to ALL model aircraft types. These rules cover a broad range of issues that relate to every group.
- 2. Control Line General:** This is a special group of rules that pertain to all Control Line events.
- 3. Individual Competition Regulations:** These are the specific rule for a type of competition, such as RC Fixed-Wing Scale, Control Line Aerobatics, or Indoor

Free Flight. These contain the individual rules for the events under this competition category type.

These contain 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.

The second book is the *FAI Sporting Code*. It is also available by download from the FAI website at www.fai.org.

The final group of documents include the AMA Safety Program. It is important to note that the Safety Program constitutes a common set of rules for all flying done by AMA members, whether it is a sanctioned event or sport flying. The Safety Program should not be compromised at any time. There are also additional documents designed to be used in conjunction with the AMA Safety Program for specific events and situations, and they can be found on the AMA website under the Events tabs.

It is possible for an organized group to enhance the rules found in the Safety Program 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 AMA 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 AMA. 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 AMA for a job well done.

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