

GENERAL ORGANISATION OF A WORLD CHAMPIONSHIP

1. **Time to Elapse:** 12 months.
Planning: Models Commission of National Airports Control or equivalent investigates sites, accommodation and business management of potential Championships including sponsorship. Produce estimates based upon number of competitors, administrators, supporting officials, press, etc.
Action: Contact with airfield authorities and possible sponsors.
2. **Time to Elapse:** 11 months.
Planning: Specialist committee created for organisation (Chairman, FAI Delegate, Treasurer, Event specialists and Contest Director). Financial estimates produced. Decision made to proceed with an offer to host event.
Action: FAI Delegate briefed to present proposition to CIAM.
3. **Time to Elapse:** 9 months.
Planning: Proposition made to CIAM Plenary Meeting, naming location, accommodation facilities, esteemed fees, period of meeting, associated events.
Action: CIAM accepts offer, approves associated events and fees on estimate.
4. **Time to elapse:** 8 months.
Planning: Decision made on contest site plan. Liaison Committee formed with site officials e.g. FAI Delegate, Chairman, Vice-Chairman, Treasurer and Contest Director with Airfield or Contest site administration officials. Site measured and plan of proposed area prepared including flight areas and buildings.
Action: Meeting of preliminary planning personnel on location; Minutes and data circulated to all organising personnel.
5. **Time to Elapse:** 7 months.
Planning: Full Budget prepared. Based on quotation for accommodation, feeding, travel costs of Judges, equipment, purchase, printing, hire of materials and other expenses. First publicity release and advance information memorandum prepared. Cost of entry fee finalised. Programme visualised and advertisement support solicited.
Action: Issue of invitation to all member NACs of FAI with memorandum containing rules for event(s).
6. **Time to Elapse:** 6 months.
Planning: Jury, Judges and Timekeepers nominated. Fully detailed site plan prepared by Contest Director. Firm duties allocated for:
 - (1) Liaison with Site officials
 - (2) Field Organisation
 - (3) Printing and Publicity
 - (4) Finance
 - (5) Preparation of special equipment
 - (6) Accommodation.**Action:** Report to CIAM Bureau meeting by FAI delegate. Judges and reserves confirmed. Method of judging approved by CIAM Bureau.
7. **Time to Elapse:** 5 months.
Planning: Meeting with site officials. Confirming accommodation available. Local town accommodation reserved for visitors, married personnel, etc. Flying area surface inspected, contest layout planned for ceremonies, pit areas, processing bays. Event emblem and programme layout defined. Second publicity releases issued. All Jury and Judges announced. Quotes accepted for public service toilets, field refreshments, etc. Banquet and prize giving planned.
Action: All officials active in procurement of material, particularly publicity officer, FAI delegate and Programme Producers.
8. **Time to elapse:** 4 months.
Planning: Personnel for each event nominated or chosen from volunteers in NAC. Requirements as follows: Processing team; Director for each event circle; timekeepers; scorers; lap counters; messengers; monitors.
Action: All personnel advised of duties and obligations. Work delegated to spread responsibility.
9. **Time to Elapse:** 3 months.
Planning: First entries acknowledged. By information memorandum, offering travel advice, cost and request for notice of arrival. Programme and contest recording printing ordered. Souvenir plaques ordered. Tents ordered. Early arrivals anticipated. Auxiliary events planned - exhibition, etc. Judges' travel tickets issued. Local practice area selected. Third Press release issued concerning entries.
Action: By FAI Delegate and Publicity Officer.
10. **Time to Elapse:** 2 months.
Planning: Entries officially complete. Numbers finalised for on-site and off-base accommodation. Supporters accepted where possible. Programme copy to printer. Delivery dates finalised for all equipment. Numbered waistcoats, flags,

awards prepared. Final directive issued to all personnel stating responsibilities and financial obligations. All primary officials to be fully advised of each other's responsibilities. Daily programme prepared and issued to all competing NACs.

Action: Officers for accommodation, publicity. Contest director active in securing all arrangements.

11. **Time to Elapse:** 1 month.

Planning: Field equipment tested. Lap or score indicators checked. Delivery of barriers or wire mesh. Tables and chairs secured, work benches, spectator stands. Local transport secured. Accommodation fully planned. Programme passed for printing. Contest record cards delivered and prepared. Score boards stencilled. Full schedules of names for competitors, officials, supporters, VIPs and observers prepared with lapel badges for each. (Colour coded, White - Competitors, Yellow - Judges, Jury, Officials; Brown - General Staff; Green - Important persons and Chief Officials). Souvenirs allocated (brief cases) after making up. Fuels ordered including extra components for visiting entries unable to travel with fuels. Litter sacks ordered. Traffic control planned with highway authorities. Exhibition planned.

Action: All officials active. Full exchange of information between all concerned.

12. **Time to Elapse:** 3 weeks.

Planning: Final Liaison with Site Officials, catering and local authorities. Programmes delivered. All personnel involved in duties other than field events briefed by marshals and event directors as necessary. Fourth press release issued with photographs. Banquet and prizegiving to be finalised.

Action: Contest Director, Accommodation and Publicity Officer.

13. **Time to Elapse:** 2 weeks.

Planning: Flight areas marked and finally prepared. Directions issued to Main Line Railway stations to guide visitors. Treasurer accounts for advance payment of fees. Transport confirmed from nearest rail station. Bedding set aside. Banner, flags and poles prepared. Numbered waistcoats, souvenir plaques, posters delivered and distribution planned.

Action: Contest Director, Accommodation, Treasurer, Publicity Officer.

14. **Time to Elapse:** 1 week.

Planning: Advance party on location. To receive and erect tents, tables, barriers and airfield equipment. All scoring systems, loud speakers, light observation platforms positioned. All equipment tested. Ropes, stakes and litter sack positions planned. Special contest requirements anticipated. Early arrivals diverted to local areas. Press release for local papers.

Action: By Contest Director and staff. Publicity Officer.

15. **Time to Elapse:** 2 days.

Planning: All equipment on location including trophies and printed matter. Ropes and stakes established, public areas controlled. Toilets erected, exhibition staged. Sixth and final press releases issued. Advance radio, TV and photographic reception for publicity arranged. Processing team fully briefed and reception finally planned.

Action: All officers active on location.

16. **Time to Elapse:** 1 day.

Planning: Rehearsals. Models processed, specification certificates and FAI licences collected. Briefing of all officials, dummy event to establish standards, for all judges who are pre-briefed, trained through practice flights, then debriefed with analysis of scores. Timekeepers checked for proficiency. All circuits finally prepared. Draw cards and lists prepared for order of flying. Issue of memorandum detailing all decisions of contest management meeting.

Action: All officials, judges, jury, team managers.

THE INTERNATIONAL CONTEST THEN TAKES PLACE IN ACCORDANCE WITH THE SPORTING CODE.

17. **Time to Elapse:** 2 days.

Planning: Site Clearance. Rearguard party dispatches all loaned equipment, clears accommodation area, secures all found property, lists liabilities, breakages, etc.

Action: Rearguard and contest director.

NOTE for WCh: Ranking - International Team Classification - Complete three competitor teams are ranked ahead of two competitor teams, which are in turn ranked ahead of single competitor teams.

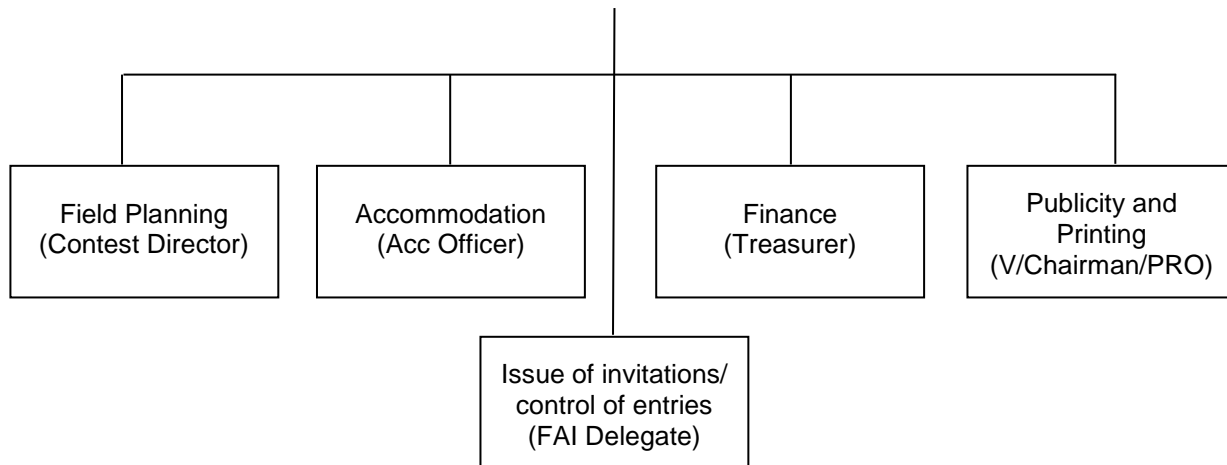
Fuel - See B.5.6.

INFORMATION TO CIAM BUREAU

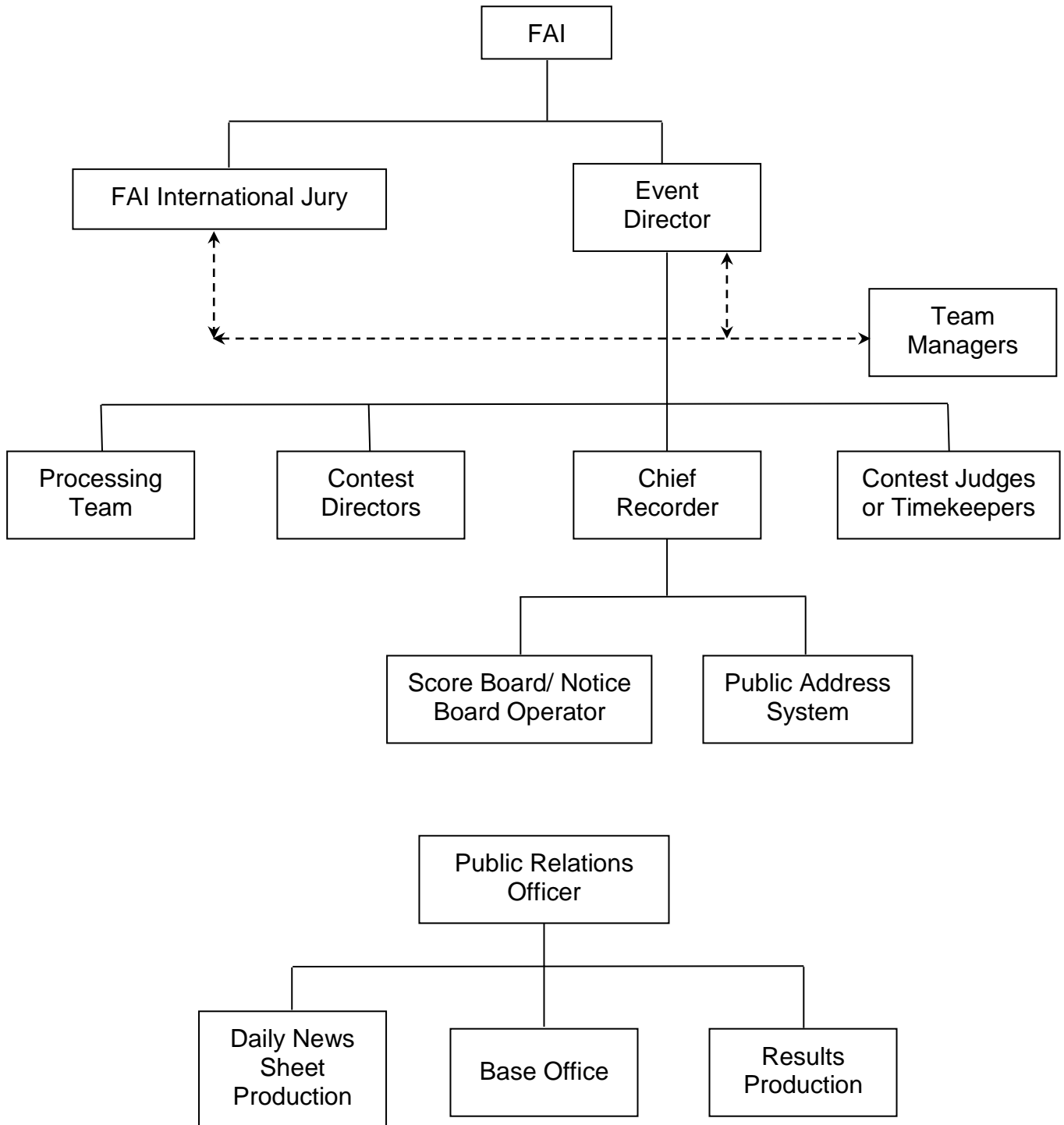
- 1) The actual situation, date for entries etc.
- 2) Undertaken preparations
- 3) Contest organisation:
 - FAI Jury
 - Contest management
 - Main officials and their duties
 - Arrival, how to find the place
 - Lodgings
 - Camping facilities
 - Hotels
 - Parking
 - Meals
 - Canteen, if any
 - Depots
 - Tracks
 - Conveniences
 - Practice flights
 - Processing
 - Information
 - Public Relations
 - Emergency, first aid
 - Insurance
 - Spectators
 - Programme
- 4) Distribution of maps of the contest area.

ADMINISTRATION & ORGANISATION

CHAIRMAN OF NAC MODEL COMMISSION



EVENT DIRECTION



It is acknowledged that this memorandum can only be regarded as a general guide and is subject to variation according to the type of contest, venue and local conditions.