



# Event Manager's Guide

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# Amendment Listing

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Amendment Topic	Publication Date	Description
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# Table of Contents

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<b>SANCTION PORTAL</b> .....	<b>2</b>
<b>EVENT MANAGERS</b> .....	<b>2</b>
<b>SANCTIONED EVENTS</b> .....	<b>3</b>
<b>CLASSIFICATION OF SANCTIONED Meets</b> .....	<b>4</b>
<b>TRADITIONAL CONTESTS</b> .....	<b>5</b>
<b>PROTECTED DRAWING AREA</b> .....	<b>6</b>
<b>DELAY OR CANCELLATION OF EVENTS</b> .....	<b>6</b>
<b>APPLICATION FOR SANCTION</b> .....	<b>7</b>
<b>SANCTION APPLICATION</b> .....	<b>8</b>
<b>SANCTION PACKAGE</b> .....	<b>8</b>
1. <i>Event Manager’s Report and Associated Documents—Form 10C &amp; 10D</i> .....	<b>9</b>
2. <i>Membership Applications for Affiliate Members</i> .....	<b>10</b>
3. <i>Additional Enclosures</i> .....	<b>10</b>
<b>EVENT OPERATION</b> .....	<b>11</b>

# Event Manager's Guide

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The purpose of this document is to provide guidance for AMA's Event Managers. Included within its pages you will find information that is intended to help correctly complete the forms that are necessary to sanction a meet. Some general guidelines for operation are also included.

This booklet is designed to be a "living" document. As changes occur within various procedures and rules, the most current material version of this guide can be found on our website at [www.modelaircraft.org](http://www.modelaircraft.org) under the "Members Only" section. After you log in and select "Sanction Portal," you can download the latest version from the heading section. Event Managers would be well advised to obtain the latest version of this document as well as any other forms prior to running an event.

It is hoped that this booklet will help you in the administration of sanctioned meets. Suggestions for improvements are most welcome. Please contact the Competition department at AMA Headquarters with any recommendations that you might have.

As an Academy of Model Aeronautics Event Manager (EM), 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 EM is reflected in the enjoyment of many thousands of people who participate in our meets as spectators.

The EM acts as an agent for the AMA in the administration of sanctioned meets. There is a high level of responsibility as a result of this status. The concerns of maintaining fairness and providing high levels of safety in connection with the meets are basic. In acting as AMA's agent, the EM is protected by insurance and, if necessary, legal support. It should be noted, however, that such protection requires that the task be performed in a competent manner. Negligence on the part of the EM concerning safety can result in legal (insurance) problems for the EM 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. This has become a far more important phase of the program than most people realize. Our society has taken a stand in regard to the determination of liability relating to accidents and evidence of nonperformance, which requires careful documentation. To properly adjudicate cases, complete and accurate records are of the utmost importance. It is common for a number of years to lapse before such records might be needed.

## **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 meet applications.

## SANCTION PORTAL

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Sanction applications must be submitted online using our “Sanction Director” portal. There is no option for a paper sanction application. Much thought and planning has gone into its creation. A major advantage is that sanctions can be quickly and entered into the online contest calendar as well as process ads for *Model Aviation* magazine. Please take the time to visit the website and check it out. A guide to “Creating an online sanction” is available directly on the Sanction Portal page, and may also be found on the AMA website at: [www.modelaircraft.org/files/cdemhelp.pdf](http://www.modelaircraft.org/files/cdemhelp.pdf).

If you are having trouble accessing the portal, please be sure that you have properly set up your Web account and linked it to your membership. For assistance or to learn how to sign up for a Web account and link it to your AMA membership, please read the article at: [www.modelaircraft.org/membership/membership/gettingstarted.aspx](http://www.modelaircraft.org/membership/membership/gettingstarted.aspx).

## EVENT MANAGERS

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Events advertised to the public and to model aviation clubs as AMA-approved events must be sanctioned by the AMA. Because AMA sanctions promote safety standards, each Event Manager shall enforce the AMA Safety Code and applicable documents.

The EM has the authority to administrate and supervise AMA Sanctioned Non-Competition Regulation Events under those procedures and guidelines as proscribed by the AMA Executive Council. The EM acts as a representative for AMA in the administration of sanctioned events. There is a high level of responsibility as a result of this status. The concerns of providing high levels of safety in connection with the event are basic. In acting as an EM of an AMA sanctioned event, the Event Manager is protected by insurance.

In appreciation of your service to the AMA, you will enjoy a 50% discount on your yearly AMA membership cost, once you have managed your second sanctioned event as an Event Director. Then, each year that you sanction an event and return the required paperwork, you will receive a renewal notice with a 50% reduction in price.

In order to effectively oversee conduct of an event, the EM is granted specific authority relating to organization and safety. In addition, the EM at an AMA sanctioned event has the authority to perform safety inspections of any equipment and to prevent any participant from using equipment which, in the EM’s opinion, is deemed unsafe. Furthermore, the EM has irrevocable authority to disqualify or prevent from flying any participant whose ability is, in his/her opinion, impaired by the use of alcohol or drugs.

An Event Manager, when acting as a representative of the AMA, is responsible for properly applying the safety standards and the completion of all required applications and reports. An EM 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 event he/she is responsible for is taking place. It is the EM's responsibility to find a suitable replacement if he/she is unable to fulfill these responsibilities.

An EM is responsible for seeing that all safety rules and precautions are followed. Any EM who knowingly allows an unsafe condition to exist is subject to the loss of his/her EM status.

The AMA Executive Council oversees and sets policy for the AMA Event Manager program. Any changes should be aimed at protecting AMA against potential liability, while maintaining and motivating AMA members to perform the volunteer service of Event Manager. If the position is abused, AMA needs to be ready to act fairly, yet remove the EM designation, if such is warranted.

## **SANCTIONED EVENTS**

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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). Sanction applications and payment must be submitted online through the Sanction portal. A current listing of all Sanctioned Event Coordinators can be found on the AMA website at: [www.modelaircraft.org/events/sanctionedeventcoordinators.aspx](http://www.modelaircraft.org/events/sanctionedeventcoordinators.aspx).

An AMA Event Manager is only credentialed to sanction and manage Class C unrestricted-entry meets, Class CR restricted-entry meets, and Class D demonstrations. There will be no preferences or priorities extended to any participant(s) on any geographical, organizational, cultural, or social basis. Note that Liability protection for site owner(s) and/or sponsor(s) in connection with AMA sanctioned events can be obtained from AMA Headquarters at an additional cost above sanction fees. However, such protection may already be in effect by reason of the AMA chartered club program; check first.

All sanction applications must be submitted by an AMA Event Manager to the appropriate district Sanctioned Event Coordinator no more than one (1) year and no less than 30 days before the proposed event date. In the original sanction application, the submission of an alternate date or dates, acceptable to the applicant, are to be set forth.

All sanction fees must accompany the sanction application. Applications for sanctions in the next calendar year must be done by an EM who has paid his/her membership fees for that year. The Sanctioned Event Coordinator will process the sanction application and send it on to AMA Headquarters if no date conflicts or other issues exist.

Rain dates are not recognized by AMA, but should an event be canceled because of inclement weather, the original sanction can be renewed, but will be considered valid only if the new date has been cleared with the district Sanctioned Event Coordinator and AMA Headquarters so notified.

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 EM is in attendance at the named site on the day(s) listed on the sanction.

Event 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.

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.

## **CLASSIFICATION OF SANCTIONED MEETS**

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**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. District Sanctioned Event Coordinator approval is not required. No area protection for dates will be allowed. *In the case of an FAA-waivered demo flown at a full-scale airport, only AMA CDs can sanction these 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 can 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 Headquarters will communicate any suggested additional safety requirements to the sanction application originator and the affected district Sanctioned Event 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 CR – 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) 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 can 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 Headquarters will communicate any suggested additional safety requirements to the sanction application originator and the effected district Sanctioned Event 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.*

An RC Racing event, whether or not an *AMA Competition Regulations* event, is one in which model aircraft compete in flight over a proscribed course with the objective of finishing the course the fastest 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 of 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 actual flying takes place.

B. I will not fly my model aircraft in any organized racing event that does not comply with preceding paragraph A or which allows models over 20 pounds unless that event is AMA sanctioned.

C. Distance from the pylon to the nearest spectator (line) will be in accordance with the current *AMA Competition Regulations* under the RC Pylon Racing section for the specific event pending two- or three-pylon course layout.

## TRADITIONAL CONTESTS

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Any Class C event that has been held annually on the same date or weekend for the three previous concurrent years shall be considered a traditional event and shall be allowed first choice of that usual date and take precedence over any nontraditional Class C event, provided that the sanction application is submitted from six (6) months to one (1) year before the desired date. Such traditional dates may be reassigned if no 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 event that has traditional status, to help alleviate the problem of internal conflicts.

**Conflict of Events in Different Categories:** Events in different categories (Control Line, Free Flight, Indoor, and Radio Control) should not be considered to be in conflict in the protected-drawing-area concept. Sanction issuance to several events that are restricted on a category basis in a small area is encouraged.

**Acceptance of Sanction Applications:** Sanction applications might not be honored if submitted more than one (1) year or less than 30 days prior to the proposed date of the event. In the original event 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 will be honored in the order received by the district Sanctioned Event Coordinator after consideration of the conditions mentioned above. In all cases of conflicting requests that arrive simultaneously, larger meets will take precedence over restricted meets unless the restrictions nullify possible conflicts.



Applications for events in the next calendar year will be denied if the EM has not paid his/her membership fees through that date.

**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 can 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

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The base upon which the system is built is that of protected drawing area. This should actually 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 coordinators who have developed this information will use it rather than rough area measure, which we shown here.

In general, on the same date, there should be at least the following distance separating events, provided they have very similar draws of entrants:

Class C          100 miles

Class C events can occur within 100 miles of each other, provided the specifics of the event distinguish between groups of modelers that would be affected. An example might be a club fly-in designed for helicopters only, versus a Scale Warbird fly-in. In this case, both events could be held within 100 miles of each other on the same dates, because they pull different model types at each event.

## DELAY OR CANCELLATION OF EVENTS

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Under certain conditions a sanctioned event may be canceled. In a case where site availability is withdrawn prior to the event, AMA Headquarters should be notified immediately. Every effort will be made to provide members with news of such cancellations. 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 and 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.

**Other:** 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 Event Manager. If the EM feels the event cannot be flown safely he or she might 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 EM can seek guidance through the use of a participant vote. Re-sanctioning of an event because of weather-related conditions or natural causes will only be done if the conditions meet the basic criteria outlined.

**Delay of Event:** An event can be delayed, either initially or during the period of normal operation, at the EM's discretion. Typically, delays will be caused by natural or weather-related problems; however, other concerns of an emergency nature might 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 EM 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.

**Cancellation Due to Low Entry:** Cancellation of an advertised event on the day of the event, because of low entry, cannot be done. A participant who has shown up to fly in an advertised event must be permitted to enter an event that includes that class of model originally advertised. In instances where pre-entry is required, cancellation of an event due to low entry can occur in instances where 45 days exist between the pre-entry deadline and the event. Upon cancellation of an event or events, the event management shall be required to inform those pre-entered individuals of the cancellation by mail.

## APPLICATION FOR SANCTION

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The first task the EM must perform in the sanction process is to determine whether or not a sanction is necessary for the event. A sanction is not required for insurance coverage for the club if the club sponsoring the meet is an AMA chartered club. Because the club is chartered, the activities sponsored by the club are insured as long as the AMA Safety Code guidelines are adhered to in the management of the event. However, the meet must be sanctioned to obtain additional insured coverage for the site owner unless the location is already covered because the club purchased site owner coverage for it as part of its sanction. In this case, the site owner has been previously named for the club activities.

Your sanction application **MUST** be completed and filed online via the Sanctioned Event Portal 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 can 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. Although sanctioning might not be required for fun-fly events, it is encouraged in many cases for various reasons. Meets such as fly-ins, demonstrations, fun-flies, etc., tend to attract both competition and noncompetition modelers, thereby creating a conflict for the participant if the coordination of dates is not achieved through the sanctioning process. Additionally, the AMA 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 in directly to your AMA District Sanctioned Event Coordinator.

## SANCTION APPLICATION

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Please refer to the Online Sanction Guide for specific instructions on how to sanction your event through the Sanction Event Portal in the Membership section of the AMA website at [www.modelaircraft.org](http://www.modelaircraft.org). You will need to click on the “Members and Clubs” tab and then select “Members Only” from the dropdown box. Then select “EM/CD Portal”. In order for the system to recognize you as an Event Manager and give you permission to sanction an event, you will have to link your AMA membership account.

## SANCTION PACKAGE

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**All Sanctioned event certificates will be sent by email** to the email address contained within the sanction application or membership record. Be sure to download additional forms needed for your event by selecting the link provided. Suggested forms are listed below.

- Application for insuring Flying Site Owner or Event Sponsors for AMA Sanctions (<http://www.modelaircraft.org/files/306.pdf>)
- Event Manager’s Report Form 10C (<http://www.modelaircraft.org/files/eventmanagerreportform.pdf>)
- Event Manager’s Flight Safety Declaration/Event Participation List Form 10D (<http://www.modelaircraft.org/files/EMSafetyDeclarANDEventPartic.pdf>)

All approved sanction event listings and the **sanction number** will appear in the “Sanctioned Event Calendar” on the AMA website within 24 business hours from the AMA Headquarters processing date.

## **1. Event Manager's Report and Associated Documents—Form 10C & 10D**

As the event manager, it is a requirement to complete and return all of the following forms for all event classes: Control Line, Radio Control, and Free Flight.

- Event Manager's Report (Form 10C)-  
<http://www.modelaircraft.org/files/323.pdf>
- Event Manager's Flight Safety Declaration/Event Participation List (Form 10D)-[www.modelaircraft.org/files/324.pdf](http://www.modelaircraft.org/files/324.pdf)

If you don't have them, make certain you download the Event Manager's Report (Form 10C) and Event Manager's Flight Safety Declaration/Event Participation List (Form 10D). These are required and must be returned in order to record your EM efforts so that you may receive proper credit. Please return to AMA Headquarters within thirty (30) days of the event by email, fax, or U.S. mail. Be certain to complete all sections, place your signature at the bottom, and include all monies collected for AMA memberships. Attach all individual event reports. If you do not include Form 10C along with Form 10D when submitting it to AMA Headquarters, your paperwork will be returned to you with a Form 10C to be filled out and returned to AMA Headquarters before you receive credit for that event. **Remember, your 50% membership discount requires that you return these documents!**

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. Also take note that AMA Park Pilot members may only participate in Class C or C-Restricted events, and can 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 might place the EM and/or contestant in an awkward position in the event of an accident or protest.

No FCC license requirement exists for the use of 27 MHz, 72 MHz, or 2.4 GHz frequencies, but it does exist for operation on 50 or 53MHz, or if operating a R/C aircraft with a video transmitter in the aircraft (FPV (first person view) or not), under certain circumstances (see document #590 - <http://www.modelaircraft.org/files/590.pdf>). If a person indicates that he or she will be flying on one of these Amateur (ham band) frequencies, the EM is advised to check for the proper FCC license. In addition, the EM should not allow operation on frequencies that are illegal for model operation in the United States unless the necessary waiver for such operation has been obtained from the FCC.

Several items to note:

- 1) Make certain all membership forms and fees are included. The membership form must be signed by the applicant. Youth applications require countersigning by an adult. Checks included should be made payable to the Academy of Model Aeronautics. **DO NOT SEND CASH.** Please do not send applications and money under separate cover.
- 2) As EM, you will receive a partial credit toward your membership fees as a result of completing and returning all of the documents within 30 days of the event.

## **2. Membership Applications for Affiliate Members**

On current membership applications, there is a certain section for Affiliate Members. To properly determine the eligibility of foreign participants to enter an AMA sanctioned event, the EM must make sure these participants possess a valid membership card from the aero club representing their country or an FAI Sporting License. (The possession of an FAI Sporting License would indicate that the participant has an aero club membership, but the reverse need not be true.)

If they have a valid membership with their aero club, they 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, as long as the flying is done in compliance with the current AMA Safety Code.

Current MAAC membership cards can be accepted for entry in place of AMA cards. Be certain to identify the numbers as MAAC.

## **3. Additional Enclosures**

When filling out the various forms required for an event report, the EM must keep in mind the need for accuracy and legibility. There is a natural tendency on the part of both the contestant and Event Manager 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 EM 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 EM 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 an individual’s membership. Investigation brings to light that the membership application was taken at a sanctioned event and the EM had not forwarded the paperwork or fees collected in a timely manner.

## EVENT OPERATION

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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 Sanctioned Event 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 the 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 not prudent to rely on that; many situations require ample lead time.

Many EMs 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 event’s actual starting time. It is frustrating to participants to find that they must move once they have set up for the event because the EM was not there to instruct them regarding the location of parking, flight lines, judging areas, etc. An EM’s early arrival also helps cope with necessary last-minute changes that might be brought on by personnel or weather changes.

A pilot briefing before you actually begin is critical. Completely spell out any special safety requirements as well as recommendations for field operations. Field operations vary widely from area to area. Have sanction papers available at the event. You may wish to have additional copies of the AMA Safety Code available for the participants.

One general rule that is often misunderstood pertains to model identification. If the event is a fly-in, demonstration, etc., the means of model identification can be found in the AMA's Safety Code.

As an EM, it is important that you understand the AMA Safety Code. It is important to note that the AMA Safety Code constitutes a common set of rules for all flying done by AMA members, whether it is a sanctioned event or sport flying. The AMA Safety Code should not be compromised at any time.

Additional documents designed to be used in conjunction with the AMA Safety Code for specific events and situations can be found on the AMA website under the AMA Documents tab. It is possible for an organized group to enhance the rules found in the AMA Safety Code to fit special needs for its site or event.

As an EM, you must remember that rules are not necessarily restrictive. They provide the same service as those found on our highways when a centerline and a sideline are placed to keep us safely within 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—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 an Event Manager. Much is expected from you and little can be returned by AMA in the way of compensation. 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.

