



MAAA – Tips to holding a successful public event at your club

The MAAA encourages and supports enthusiasts to enjoy aeromodelling in a safe and fun environment so that everybody can experience the adrenaline rush and thrill of flight.

We really encourage your club to hold public events, when it's practical to do so, and encourage members of the public to come along and 'have a go'.

We want to see our fantastic sport grow, it's really a sport the whole family can enjoy! With that in mind, we've put together some tips to help your club plan for events!

- **Decide on a date and time for your event.**
 - This seems obvious, however, when you're deciding on a date and time have a think about who you want to attract, would you like to see fathers and sons or families come along? If so, is a long weekend or a Saturday or Sunday more appropriate than mid-week? Does the day you've chosen clash with any other major or local events... school holidays, the football finals, local show day or Bathurst weekend may not be the best pick! Does the day also clash with any other major aeromodelling events. You may also consider the time of year in respect to the weather.

- **Create a timetable or format for your event**
 - Can you showcase different types of flying to the public, if so make a full day of it, if that's too much, invite people to a morning of flying followed by a BBQ lunch. They are always cheap, easy and you can either donate profits to a local charity or use them for your club!

- **Consider why you are running the event**
 - Is the event being run as a recruiting drive or as a public relations/showcase exercise? If it's a recruiting drive consider including a "come and try" aspect to the day

The MAAA is the leading national aeromodelling organisation in Australia.



- **Special requirements**

- You may need to consider the following:
- Public liability and insurance – contact the MAAA if you have any queries, take a look at the MAAA website for information on insurance
<http://www.maaa.asn.au/insurance-support>
- Event permits – contact your local council to see if you need an event permit
- You will require a CASA Display permit if your club is not within an approved area. If you are within a CASA approved area you will need to advise your State Association
- Sample application forms for display permits and flight line Director Statements are provided in the MOP Procedures and Forms section of the MAAA website. At www.maaa.asn.au/documents-manual-of-procedures
- Risk Management – it's a good exercise to assess potential risks at events, we've attached a risk management template that you could use. You will also need to submit a risk assessment in accordance with MAAA MOPs to CASA/State Association. Sample Risk Assessment guidance and forms are available from the MAAA website, under the Manual of Procedures MOP022
- Community awareness – have you told the neighbours ahead of time?
- Traffic management and car parking – do you have enough car parking to deal with visitors?
- Public Transport – can people catch public transport to your event?
- First Aid – how many qualified personnel do you need? Is anybody at your club qualified?
- Other matters, do you need to consider electrical safety, or does your event require a food license, do you have enough toilets and waste management facilities and can you put signage up advertising your event? (again your local Council should be able to provide assistance with these matters)

Your club can help people experience the thrill of flight...

Have you considered creating a welcome pack to introduce members to your club? You can help people take flight at your club by making them feel welcome. A simple letter of introduction with some history about your club and some tips on flying, for beginners, or your flight schedule, may be just what people need to encourage them to come along again!



- **Shout it from the rooftops!!**

- When you've created your event and considered any special requirements it's time to shout it from the rooftops!
- The MAAA has prepared a PR Kit to help you publicise your event, use our website contact form to request a copy <http://www.maaa.asn.au/contact-the-maaa-office>
- You should also consider this...where are the people you want to talk to located? Can you reach them on the notice board of a local shopping centre, by providing schools with information to put into their newsletter? Does your local council have a "What's on?" section or a community club section on their website that you can use?

Remember, that the MAAA can help your club handle some tough issues. From safety and risk management, to accidents or incidents, event management and liaising with your local community and council on a range of issues including urban encroachment and noise; our leading experts provide advice and advocacy to support you. We can even negotiate with the Civil Aviation Safety Authority to accommodate your flying needs.

If you have any safety concerns the MAAA is the **only national body in Australia recognised by the Civil Aviation Safety Authority** as Recreational Aviation Administrative Organisation. Being recognised by CASA means we can assist your club with public displays, night flying (and more) and we can help you to reduce costs.

We can also look at some safety matters and report on outcomes, possibly sparing our members an investigation by CASA. We can also submit recommendations on changes to regulations when safety issues arise to help make flying safer for everyone to enjoy.

Find out more at www.maaa.asn.au

