



# TEAM MANAGER'S CHECK SHEET

This sheet is to assist the Team Manager to monitor most responsibilities. It may not have all the checks and requirements for all disciplines.

Task	Date Completed
Locate official web site for the Championship and advise Team members and MAAA Secretary of its address.	
Preliminary entry form completed and sent to MAAA Secretary for forwarding through ASAC to the official organisers.	
Official entry form completed and sent to MAAA Secretary for forwarding through ASAC to the official organisers.	
Arrange for entry fee to be paid.	
Send copy of payment of entry fee documentation to MAAA Secretary for payment of subsidy.	
Advise MAAA Secretary where to send cheque/s.	
Organise uniform for Team.	
Investigate sponsorship for Team.	
Team members, and MAAA Secretary, informed of any relevant information.	
Advise Team members & MAAA Secretary of the publication of Championship Bulletin 1.	
Advise Team members & MAAA Secretary of the publication of Championship Bulletin 2.	
Advise Team members & MAAA Secretary of the publication of Championship Bulletin 3.	
Check travel documentation and vaccination requirements and advise Team members.	
Investigate accommodation, hire cars, licence and insurance requirements.	
Ensure Team members are aware of the rules and any recent changes to the rules.	
Ensure Team members are aware of frequencies that are approved for use at the contest.	
Copy of the rules ready to be taken to the contest.	
Team members canvassed to ascertain those who require FAI Stickers and FAI Model Certificates for their models. MAAA Secretary contacted to request these be sent.	
Team Manager has at least six spare FAI Stickers and valid FAI Model Certificates.	
MAAA Secretary advised where to send MAAA Badge pack/s. Team members informed.	
Liaise with MAAA Secretary to ensure membership cards are current for the competition.	
Advise Team members to ensure they have their models certified as complying with the rules.	
All Team Members advise travel plans.	
Australian departure dates, and arrival dates of Team Members at Championship recorded.	
Advise Team Members to check with airlines re the transportation of models and radio equipment.	
Advise Team members to check Anti-Doping rules.	
Australian Flag and tape of National Anthem received from MAAA Secretary on request.	
Advise Team members of any model transportation requirements. Such things as purging models of fuel residue.	
Championship protest requirements and procedure read and understood.	
Contest Director identified.	
Obtain locations and allocated times of practice sessions.	
Locate fuel supplies.	
World and/or Australian Record - If a World and/or Australian record is set by any Team member, all necessary documentation has been collected and signed by the necessary officials.	
MAAA Secretary and FAI advised of Australian record claim within seven days of it being set.	
All documentation copied before posting.	
Return Australian Flag & National Anthem cassette.	
Submit report of the Championship to the MAAA Secretary.	

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