

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



DUTIES OF A TEAM MANAGER

MOP010

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This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

Shading of text identifies changes to the previous version.

DUTIES OF A TEAM MANAGER

1. INTRODUCTION

- 1.1 All FAI Contests, Championships and Record Setting activities for model aircraft and space models are conducted under the direction of CIAM, the International Aeromodelling Commission of FAI. As a member country of the Federation Aeronautique Internationale (FAI), Australia sends teams to compete at World and Oceania Continental championships.
- 1.2 The MAAA assists teams to compete at World and Oceania Continental championships with both administrative and financial support.
- 1.3 To select competitors to represent Australia at these championships a Team Trial selection process is conducted. This is done in accordance with MOP024: International Teams Procedure contained in the MAAA Manual of Procedures.
- 1.4 It is required by the FAI for every team competing at World and Oceania Continental championships to have a Team Manager.
- 1.5 The Team Manager may assist the team members during the event but can also be of great support to the team in the preparation leading up to the competition.
- 1.6 The duties of a Team Manager vary greatly between disciplines. It is the intention of this document to highlight as many responsibilities as possible. It does not claim to identify every duty.

2. PURPOSE

- 2.1 The purpose of this procedure is to identify the qualities required of a Team Manager and to assist Team Managers with a list of their duties in the lead up, during and after the competition.

3. DEFINITIONS

Affiliate Member	A person properly affiliated with a Club that is properly affiliated with an MAAA Ordinary Member.
ASAC	Australian Sports Aviation Confederation. The Authority recognised by the FAI as exercising National Airspace Control (NAC) in Australia.
CIAM	Commission Internationale d'Aero Modellisme – the International Aeromodelling Commission of FAI.
FAI	Federation Aeronautique Internationale
MAAA	Model Aeronautical Association of Australia Inc.
MAAA Ordinary Member	A State Association properly affiliated with the MAAA Inc
MAAA Subcommittee	A committee comprising representatives from State Associations appointed by the MAAA Council.

NAC	See ASAC.
NSIG	National Special Interest Group
Oceania Continental Championships	International competitions run to FAI rules for countries bordering on seas adjacent to the Western Pacific and including the islands of the Western Pacific.
Organiser	A person officially appointed by the MAAA Executive to organise the Team Selection Trial/s. Refer to MOP024.
Ordinary Member	See MAAA Ordinary Member
State Association	See MAAA Ordinary Member
Team Manager	A person holding a valid FAI Sporting Licence for Aeromodels who manages an Australian team. The Team Manager does not need to be an Affiliate Member but it is advantageous. Refer also to MOP024.
World Championships	Biennial international aeromodelling contests fully endorsed by the FAI and run in accordance with current FAI rules.

4. SELECTION CRITERIA

Every competitor, team manager and assistant team manager entering an international contest must possess a valid Sporting Licence of the FAI.

The Team Manager need not be an Australian citizen, nor an Affiliate Member of the MAAA. However, for the Team Manager to receive MAAA financial assistance it is necessary to be a current Affiliate Member of the MAAA.

If a non-flying Team Manger is not appointed, then any member of the officially entered national team may be nominated as Team Manager.

In addition, the principal criteria for selection as a Team Manager are:

- a) to be resident in Australia and easily contactable
- b) to have an adequate knowledge of the contest rules and CIAM contest procedures, including protest procedures
- c) to have a knowledge or understanding of the problems likely to arise during overseas travel and know how to cope with them
- d) to be tactful and not inclined to panic
- e) to be able to obtain the necessary time off from work and also to be able to devote some time during normal business hours to the Team Manager's duties before departure

- f) to be able to pay own travel, accommodation and food costs to attend championship

5. FAI DUTIES

- 5.1 The Team Manager is the official spokesperson for the team and may assist the competitors. The Team Manager is the only person permitted under Section 4 of the FAI Sporting Code to deal with the Jury or the Organiser in the case of protests or disputes. (Rule B.3.6. Sporting Code)
- 5.2 For Free Flight, Control Line, Scale and Space Model competitions, the Team Manager may have an assistant, registered with the organiser, who will have the same duties as the Team Manager except that the assistant will not be permitted to deal with the Jury or the Organiser except to deliver protests. (Rule B.3.6. Sporting Code)

6. RESPONSIBILITIES

- 6.1 It is the responsibility of the Team Manager to ensure that all the required entries, forms and other necessary documentation are prepared and sent to the appropriate organisations and people.
- 6.2 It is the responsibility of the MAAA Secretary to assist where appropriate to ensure that necessary documentation is prepared and sent to official organisers.

7. TASKS

The tasks listed below are not necessarily in chronological order and may not identify all tasks required of the Team Manager.

7.1 Pre Departure

- (a) Locate the official web site for the Championship and advise team members and the MAAA Secretary of its address. Monitor the site for Championship Bulletins.
- (b) Obtain a copy of the Preliminary Entry form and send completed form/s to MAAA Secretary for forwarding through ASAC to the official organisers.
- (c) As soon as practical after the Official Entry form is published, complete it and send to MAAA Secretary for forwarding through ASAC to the official organisers. In the situation of contests combining different flying disciplines, the Team Manager shall only list supporters for their own discipline on the Entry Form they complete for their team.
- (d) Ensure that the entry fee for the team is forwarded to the organisers in the appropriate manner. The team members shall provide the Team Manager with the necessary funds to enable the payment to be made. It is not the Team Manager's responsibility to provide credit to team members.
- (e) Once entry fee has been paid, send a copy of the documentation to the MAAA Secretary. The documentation must show the exchange rate that was used for the transaction. Upon receipt of this information the MAAA Secretary will arrange for payment to team members of the MAAA Financial Support package, which will include the uniform subsidy. Refer to MOP024 for details.

- (f) Remind each team member of the need for a current passport with the necessary visas, including those for countries where stopovers are planned, and of the need for vaccinations and other travel documentation, where required. The Australian government website: www.smartraveller.gov.au has a useful travel health section.
- (g) Ensure team members are aware of their responsibilities to comply with current Anti Doping Rules which may involve informing competition organisers of their medications. Refer to MOP055: Alcohol, Drugs and Medical Conditions Policy.
- (h) Coordinate the arrangements for travel within Australia to the departure airport and travel to and from the host country and within that country, and ensure that each team member knows the itinerary. Team members should be given full details of contacts and phone numbers of hotels etc in both the destination country and any stopovers, in the event of the party being separated. If individuals travel separately (which is not desirable), they should have a contact person agreed (perhaps back in Australia) so that information on delays can be relayed.
- (i) Establish full details of team members' travel plans if they are independent of the main party.
- (j) During travel, the Team Manager is responsible for undertaking everything practical to ensure the timely arrival of the team and their models at the contest site.
- (k) If hire cars are to be used outside Australia, check on licence and insurance requirements, especially if borders are to be crossed.
- (l) Advise team members to check with airlines re the transportation of models and radio equipment. Refer to MOP033: Travelling With Model Aircraft Procedure. It is advisable to have written documentation from all the airlines you are travelling on.
- (m) Organise the uniform for the team. The cost of uniforms is the responsibility of team members. It is strongly recommended that if supporters purchase a team uniform, their shirts should be embroidered with the word "supporter" in lettering at least 20mm high to clearly distinguish supporters from competing team members.
- (n) If possible arrange sponsorship for team with the help of any others who might be able to assist.
- (o) Ensure team members are aware of the contest rules and any recent changes to the rules.
- (p) Ensure that each team member, including Team Manager/s, has a valid FAI Sporting Licence for Aeromodels for the duration of the competition. A current MAAA Membership card in the name of the holder and duly signed is an FAI Sporting Licence.

Note: Production of a document such as a passport carrying a photograph of the licence holder may be required.

- (q) Advise team members to complete a model specification card for each model to be taken to the contest and that each separate part of the model (except scale and indoor) carries an identifying symbol with an FAI sticker attached to the part.

Note: FAI Stickers and FAI Model Certificates are available on request from the MAAA Secretary. Details of the model are to be entered on the card by an FAI Observer who should sign the card.

Pack spare FAI Stickers and valid FAI Model Certificates.

- (r) Remind Team Members to ensure that they have their models certified as complying with the rules well before departure date.
- (s) Ensure that fuel supplies suitable for each team member will be available at the contest and for practice.
- (t) Ensure a copy of the current rules is taken to the contest. A backup copy is available.
- (u) Contact MAAA Secretary to advise where to send MAAA Badge packs for team members.
- (v) Contact the MAAA Secretary to arrange for an Australian Flag and tape of the National Anthem.
- (w) Keep team members and the MAAA Secretary informed of all relevant information.

7.2 During the Contest

- (a) Remember, the Team Manager is the only spokesperson permitted in all relations with the contest management.
- (b) In conjunction with team members, plan the team strategy. Coordinate team members in the execution of the strategy.
- (c) Be aware of the protest requirements and procedure.
- (d) Attend all Team Manager meetings and distribute all the information provided to team members without editing but with additional briefing if needed.
- (e) Identify the Contest Director for the event.
- (f) Obtain and ensure that all team members know the locations and allocated times of practice sessions.
- (g) Obtain and ensure that all team members know the location and starting time of their events.
- (h) Ensure that the team members' rights within the contest rules are maintained.
- (i) Ensure that all team members are aware of their responsibilities with respect to standard of behaviour and dress.
- (j) Ensure that supporters are aware of their responsibilities and restrictions.

- (k) If required, counsel team members and supporters with respect to behaviour.
- (l) Keep daily notes about the competition to assist with the requirement for a written report.

7.3 World and Australian Records

- (a) If a World and/or Australian Record is to be claimed by any team member, ensure that the FAI and the MAAA Secretary are advised of the record claim within the time specified by the FAI Sporting Code. A proforma letter is attached to this procedure that could be sent to the FAI and MAAA.
- (b) Ensure that all necessary documentation is collected and signed by the necessary officials. Carefully check that it provides all the evidence required by the FAI Sporting Code.
- (c) Immediately upon return to Australia advise the MAAA Secretary of the World Record being claimed and send all required documentation. Ensure that you keep a copy of all the documentation.

7.4 After the Contest

- (a) Continue to support the safe return of the team and their models to Australia.
- (b) Write a report on the competition, if necessary in two parts, one for publication and the other more detailed for the information of the MAAA. The report should contain the views of team members as appropriate. The report/s shall be sent to the MAAA Secretary within one month of the conclusion of the championship.
- (c) In addition to the report, ensure that the Australian flag and National Anthem are returned to the MAAA Secretary immediately after returning from the championship, when the Team Manager's Financial Assistance package will be paid as per MOP024.
- (d) Be prepared to offer guidance to future Team Managers.

8. TASKS NOT THE RESPONSIBILITY OF TEAM MANAGER

- 8.1 The Team Manager is not responsible for organising and arranging payment for team members' accommodation. The Team Manager may elect to take on this responsibility.
- 8.2 The Team Manager is not responsible for providing credit for any team member. It is the sole responsibility of team members to ensure that required funds are in the hands of the Team Manager by the stipulated date so that payment can be made to the organisers. Failure to have the funds required to the Team Manager by the stipulated time will result in the person's entry not being paid with the rest of the team. The individual member will then have to make their own payment arrangements. It could lead to that person's disqualification/removal from the team or the requirement to pay a late payment fee.

Annex A
Team Manager's Check Sheet



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 allowed for use at the contest.	
Copy of the rules ready to be taken to the contest.	
Team members canvassed to ascertain they have valid FAI Stickers and FAI Model Certificates for their models. MAAA Secretary checked and requested 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.	

Notes:

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Note: Do not copy the above form. Use the original which is available on the MAAA web site.

From:
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AUSTRALIA

To; Fédération Aéronautique Internationale
Avenue Mon-Repos 24
CH-1005 LAUSANNE
Switzerland

PRELIMINARY CLAIM FOR A WORLD RECORD

Dear Sir/Madam

I wish to advise of a preliminary claim for a world record. The flight was on at the
..... World Championship in Details of the record claim are
set out below:

Date of flight:

Location:

Class:

Performance:

Name of Pilot: FAI Number: AUS

Address of Pilot:

.....

..... Post Code

AUSTRALIA

email address of Pilot:

Contest Director:

Full documentation will be sent as soon as possible.

Yours faithfully

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From:
.....
.....

AUSTRALIA

To: MAAA Secretary
16 Illidge Rd
Victoria Point
Qld 4165
Australia

PRELIMINARY CLAIM FOR AN AUSTRALIAN RECORD

Dear

I wish to advise of a preliminary claim for an Australian record. The flight was on
at the World Championship in Details of the record
claim are set out below:

Date of flight:

Location:

Class:

Performance:

Name of Pilot: FAI Number: AUS

Address of Pilot:

.....

..... Post Code

AUSTRALIA

email address of Pilot:

Contest Director:

Full documentation will be sent as soon as possible.

Yours faithfully

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