



# BRITISH AEROBATICS OPERATIONS MANUAL

## Purpose

This document provides operational instructions for key British Aerobatics contest officials, prior to and during the execution of aerobatic contests and events in the UK, with supporting procedural and policy reasoning.

### **Note:**

*Please refer to the General Rules for clarification in all matters relating to the regulatory structure of the Association's competition environment, which take precedence over this Operations Manual.*

*If further instruction or guidance is required and/or not found in this manual the Head of Contest Organisation (HCO) or the Chairman should be contacted for advice.*

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# 1. Contests and Events – Key Officials

## 1.1 British Aerobatic Association Limited

The legal entity responsible for organising and running aerobatic contests and events in the United Kingdom is the British Aerobatic Association Limited (British Aerobatics, Association, British Aerobatic Association, BAeA), which is a company limited by guarantee and registered in England. The officers of this company, their appointed officials and volunteers working for the Association are referred to by various titles in this Operations Manual.

British Aerobatics is recognised as the national governing body of the sport of aerobatics and is a member association of the Royal Aero Club, which itself is recognised internationally by the FAI as the National Airports Control (NAC) for the United Kingdom.

## 1.2 Contest and Event Officials

The key contest and event officials are:

### 1.2.1 British Aerobatics

Head of Contest Organisation (HCO), Contest Director (CD), Chief Judge (CJ), Contest Jury, Registrar <sup>1</sup> Scorer <sup>1</sup>, Flight Director (FD) <sup>2</sup> and Runner

1. The duties of the Registrar and Scorer are normally handled by one person.
2. Glider contests will always have a Flight Director (more usually known as a Launch Point Controller). This position is optional at power contests.

### 1.2.2 Other

#### Host Airfield Operator (AO)

Represents the host airfield and is the principal liaison person between the airfield and British Aerobatics personnel. The AO should be present at the main briefing given by the CD.

*The tasks performed by these individuals are described in the following pages:*

## 1.3 Head of Contest Organisation (HCO)

The Head of Contest Organisation (HCO) is the executive officer responsible for the scheduling, management and oversight of the British Aerobatics annual programme of contests and events, including the appointment of suitably experienced Contest Directors, Chief Judges and other Contest Officials. He is responsible for the overall implementation of the safety rules and procedures and reports to the directors of the British Aerobatics on the results for the contest season. The HCO is selected by the directors of the British Aerobatics based on his safety consciousness, extensive experience of contest operations, management, and communication skills.

## 1.4 Contest Director (CD)

The CD is responsible for pre-contest liaison with the host airfield and for ensuring that appropriate plans are in place to enable the event to proceed safely and efficiently. He is subsequently responsible for the safe running the event from the start of the main briefing on the first day of the contest and exercises overall control in all matters connected with the administration, organization, conduct and financial arrangements for the duration of the actual contest, with the exception of managing control of, or facilities for the public which are the responsibility of the host airfield.

The CD must not take any other part in the contest, for example as a competitor or a commentator. He has authority over all other contest officials and reports a precis of the contest or event to the directors.

The CD is responsible for the maintenance of safety throughout the contest. He is responsible for preventing or responding to any action by a competitor or official in the air or on the ground which is detrimental to the principles of safety and which might endanger the continuation of the contest or could bring British Aerobatics into disrepute.

*The paragraphs below represent the minimum that the CD should expect to achieve, and should be read in conjunction with the British Aerobatics General Rules, wherein a detailed view of the conduct expected of pilots and officials and other contest related criteria and activities are to be found:*

### CD preparation before the event

#### 1.4.1 At least two Months before the Contest:

- Works with the HCO and the CJ to ensure that all the required contest officials, and where possible Judges and Judges' Assistants, have been recruited and appointed.
- Establish an appropriate geographic location for the aerobatic performance zone or "box" (the specified area over which contest sequences will be flown) and safe Judges' location(s). These should be defined in consultation with the AO and the CJ for the event in accordance the 'Procedure for Review of Box Location' in **Section 2**, the procedures described in the British Aerobatics' **'Risk Assessment and Safety Analysis'** document (Appendix 5.3), and with reference to **British Aerobatics General Rules - Rule 1.4**,
- Either the AO or the CD should brief the local emergency services about the contest and the CD should become familiar with the host airfield's emergency plan.
- If the aerodrome does not have its own on-site emergency services (e.g. fire truck and crew) then the CD should discuss the external provision of emergency services and the possible need to consult further with the Local Authority or Fire Services, in conjunction with the host airfield.

#### 1.4.2 One Month before the Contest:

- Receive from the HCO the **CD Pack and British Aerobatics Risk Assessment** document (sent out six weeks before the contest), the latter must be completed and signed by the CD and approved and signed by the HCO before the contest may commence. Immediately

following the conclusion of the contest or event, the signed original must be retained by the Registrar and returned to the British Aerobatics office for safe keeping.

- Determine whether any exemptions or permissions will be required from the CAA and advise the HCO, who will ensure that the appropriate arrangements are made.
- Liaise with the HCO, CJ and British Aerobatics office to check that:
  - the judging line will be adequately resourced
  - check on progress with contest entries
  - establish that the appropriate medals and trophies are available
  - confirm if any publicity or media connections need to be made
  - confirm the allocated Safety Frequency(ies) to be used for the contest duration

As the contest draws closer, the CD will need to keep in regular contact with the AO and the CJ to ensure that plans and resources are still on track.

- The British Aerobatics office will email to the CD the required Info-Pack for the event. This will provide key names and relevant contact details, including the holders of relevant trophies presented in the previous year.
- HCO will ensure that a clear graphic representation of the approved box location is available on the British Aerobatics website regulations page for this contest, for pilots to study before the closing date for the event. The CD must check that this is an accurate representation.
- Consider imposing minimum height restrictions over local noise sensitive and congested areas. Details of any restrictions imposed should be clearly explained at the main briefing.
- The topography of the site or the presence of obstacles close to the aerobatic box may require the height minima to be increased to maintain safe terrain and/or obstacle clearance. Any change to the minimum height rules must be explained no later than the main briefing.
- Check that the British Aerobatics office is preparing the paperwork needed to administer the contest to include:
  - Registration Log
  - Competitors Declaration sheets
  - Judging Marks Sheet
  - Sequence Diagrams
  - Various other administrative forms, as required.
- Arrangements should be agreed to deliver the paperwork and equipment to the contest site in the British Aerobatics contest transit case.
- Contact the previous year's trophy winners and instruct them to return the trophies to an agreed location. Contact the British Aerobatics office or the Keeper of Trophies for an appropriate supply of award medals and shields.

### 1.4.3 Immediately prior to the event

The CD should attend to the following (given here generally in chronological order):

- Call the host airfield and confirm key AO duty contacts for the duration of the contest or event.
- Confirm with the AO that all relevant firefighting, paramedic, fuel, hangarage, picketing, maintenance, catering, accommodation arrangements etc. are in place. Clarify local arrangements for payment of any of the above.
- Ascertain whether any local airfields, military facilities or glider sites need to be notified of the impending activity and communicate accordingly.
- Ensure that a representative of the airfield will always be available during the contest hours and present at the main briefing.
- Resolve any potential conflict with local flying operations and ensure that any CFI(s) are briefed.
- Establish that in the event of an emergency (e.g. an aircraft incident) overall control will remain with the AO, with support from the CD/CJ or appointed representative, according to the British Aerobatics **PROCEDURE IN THE EVENT OF A SERIOUS ACCIDENT OR CASUALTY**.
- Confirm with the HCO that a NOTAM has been issued and is correct.
- Contact the CJ and obtain confirmation that he and a full judging team have been organised and will be present.
- Confirm the attendance by other required personnel - Scorer, Registrar, FD and Runner.
- Liaise with the British Aerobatics office and/or contest Registrar on the status of entries and any related problems and establish a plan for conveying entry documents to contest venue.
- Compile notes for the main briefings – ***see the Briefings section below***.
- Compile a list of official personnel and a timetable, both to be circulated to officials and posted at the contest.

#### 1.4.4 Consideration of public attendance and uninvolved third-party safety

Public attendance at British Aerobatic contests and events is not encouraged. Discuss the possibility of general public attendance at the host airfield with the AO ahead of the event, with consideration of:

- Areas where the public or spectators are to be expected
- Car parks that would be used by the public
- Security measures that are in place to restrict public access to airside operations, including refuelling and aircraft parking areas.
- Areas under or immediately adjacent to the aerobatic box where there might reasonably be expected to be public access e.g. farm or residential buildings, roadways, footpaths.

**If significant public attendance is anticipated the AO must make the appropriate applications to the CAA in good time to receive all permissions and must define Crowd Lines and Display Lines in accordance with the normal requirements of CAP 403. Similarly, no-fly and noise sensitive areas should be defined. The CD must inform the HCO about these issues as soon as they**

**become known before the contest and a full Risk Review in accordance with CAP403 MUST be undertaken and approved by the HCO.**

#### 1.4.5 On arrival at the host airfield

- Meet with AO and staff to finalise plans for the contest, including explaining procedures and answer any queries
- Ascertain local arrangements in force for aircraft movements, fuel, oil, hangarage etc
- Survey the site to ensure that all operating procedures and facilities are appropriate
- Check NOTAMS to ensure that there are no conflicting activities in the vicinity
- Update, review and sign the **Competition Box Specification & Risk Assessment**, taking into account any local changes.
- Set-up box markers and equipment as required
- Prepare briefing room for main briefing, including provision of a drawing showing the airfield, aerobatic box and circuit patterns
- Work with the Registrar to set-up the contest office and prepare the administrative paperwork needed for registration and the main briefing.
- Make sure that the Emergency Response Pack is easily available in the contest office.
- Ensure that the Scorer has appropriate facilities in the contest office and designate a Runner to transfer papers regularly from the judging line to the contest office.
- If Flight Director (FD) is required brief him.
- Discuss use of the safety frequency with the CJ and the AO. **See General Rules – Rule 3.11.1**

#### 1.4.6 Contest Emergency Plan

**General Rules – Section 24 Procedure in the event of a serious accident or casualty** provides guidance regarding the procedures to be used in the event of a serious accident or casualty at a contest or event.

In the event of a serious accident or casualty at a contest or event, the host airfield's emergency response plan shall be activated. The CD shall support the host AO to provide an appropriate response to the incident.

#### 1.4.7 Rules to be especially familiar with:

- LATE ARRIVAL OF CONTESTANTS  
**See General Rules – Rule 2.16**
- MINIMUM HEIGHTS  
**See General Rules – Rule 1.5 & 3.7**
- WEATHER LIMITS  
**See General Rules - Rules 1.6 & 3.9**
- POLICY FOR SAFEGUARDING YOUNG PERSONS

## See British Aerobatics Ethical Policies

### 1.4.8 Pilots Briefings

Prior to the main briefing the CD should hold an informal briefing of his key personnel (CJ, Registrar, FD, Scorer etc) to ensure that all have a clear understanding of their responsibilities, resolve any queries and generally organise themselves.

There are typically three pilots' briefings given by the CD at a contest. They should be started **ON TIME** – a late briefing inevitably leads to tardy responses from all. Their manner should be specific and directive, as anything less may lead to avoidance and obfuscation.

The following **Rules** apply to all briefings:

- Punctuality at briefings – **see General Rules - Rules 2.15 and 2.16**
- Items to be covered in the initial or primary briefing – **see General Rules - Rule 3.5**. This lists all the subject areas that should be briefed. At the discretion of the CD several elements of the briefing may be delegated to other officials, e.g. CJ and AO. The schedule may dictate that this briefing is held more than once for subsequent classes of competitors.

### 1.4.9 Main Briefing:

- This marks the official start of the contest and is **mandatory** for all pilots and key officials. Late arrivals are handled separately in accordance with **General Rules - Rules 2.16** and the CD shall brief such pilots **personally**.
- At the start of each briefing a roll call shall be made and attendance recorded to ensure that all competing pilots are present. Absence at an official briefing may result in then pilot being excluded from the contest.
- Separate briefings may be required to accommodate different arrival times of pilots competing in different Classes.
- If the weather is unlikely to allow flying to commence within one hour the main briefing should be convened for information purposes and immediately postponed. The situation must be reviewed regularly until it is appropriate to begin the main briefing.
- A pilot who has not attended the main briefing or been briefed by the CD **may not compete**. The CD may at his discretion allow late arrivals to compete in the event if the first programme at their level has not been completed. Alternatively, he may allow them to fly H/C if other constraints do not preclude this.
- Alternatively, the Main Briefing may be scheduled to take place a few days before the contest by means of an online meeting, which will be recorded and made available for viewing.

### 1.4.10 Interim Briefings:

These should be held in the event of a postponement or interruption of flying, to update pilots on the current situation.



#### 1.4.11 Multiple Day Planning

At contests that last for more than a single day, the CD must decide an appropriate place to end flights for each day. Ideally, the break should coincide with the start of a round of sequence flights of a particular Class, so that the first flight of the next day is also the first flight of the new sequence.

At the close of flying each day the CD should announce the timetable for the following day's activities and the time of the next briefing. The CD and the CJ should discuss the day's operations, with the AO, Registrar and Scorer as necessary, and decide if any changes to planned procedures are required.

#### 1.4.12 Awards Presentations

The CD should convene the awards presentation ceremony as soon as practical once all flying has been completed and the final results have been calculated. Particular consideration should be given to:

- Any comments by the CD/CJ on any specific incidents during the contest, or about the event generally.
- An appreciation of all who have contributed to the success of the event (specifically the host airfield and contest officials).
- Announcement of results, with presentation of awards by a designated individual.
- Arrangements for photographs of the prize winners
- Request for pilots to settle their bills and make plans for safe, considerate departures.

#### 1.4.13 After the event

The CD should ensure that:

- The host premises are left clean and tidy and that the AO is consulted about any outstanding matters, then thanked for the provision of his facilities.
- The website operator will require by email and with the least possible delay a copy of the contest file from the Scorer's computer for web results publication, together with all photos from the event associated with the computerised scoring system and any others that are suitable for use on the British Aerobatics website. This must be accompanied by a clear explanation of which computer results reports were used and published at the event and to whom each of the awards were given, to ensure that the published web results mirror absolutely those promulgated at the contest.
- The website operator will require a written (email) Contest Director's Report of the event at the earliest opportunity (within 24hrs if possible), to accompany the results on the British Aerobatics website.
- Other British Aerobatics officials may also require copies of the results, for PR purposes.
- A report is made to Chairman and HCO of any abnormal incidents during the contest including details of any contestants flying which caused contest officials concern, **for whatever reason.**

#### 1.4.14 General comments

- The CD should avoid commitment to assist with any function, other than to leave himself free to act efficiently as Contest Director.
- The CD should attach priority to keeping the event MOVING. Typically, time is lost:
  - Between the main briefing and the first flight
  - In non-expeditious dispatch of aircraft
  - In detecting and responding to weather improvements
  - In resumption of flying after any interruption
- Ensure that all officials, especially the judging team and the FD who cannot easily leave their posts, have access to refreshments, notably mid-morning and afternoon drinks and snacks, and a more substantial lunch. Plan for regular comfort breaks. The establishment of a 'Judges Tab' settled by the CD before departure can facilitate this task but must be firmly limited in scope to prevent abuse.
- The core function of the CD is to act as the general manager for the contest. On major matters the CD should assimilate the situation, take advice and provide a decision; and on minor matters he should use his own discretion and experience to provide a prompt solution. In resolving uncertainties, he should be decisive, otherwise progress can be halted; in the event of a patently wrong decision it can always be revised. Personal prejudice should be avoided and at no time should any decision compromise safety.
- Pilots photos on the scoresheets are important – if any are required the Scorer will be able to give the names of those whose photos are still needed.
- Good communications are a vital element in all successful competitions. Radios and/or mobile phones should be used as necessary and kept charged between uses; the CJ and FD should be able to communicate with pilots, to monitor movements and look out for potential conflicts, and the CD communicate with the CJ and the AO.
- At British Aerobatics contests run in accordance to CIVA rules you will require the **FAI Sporting Code Section-6**.  
You will need **Part-1 for Power**, **Part-2 for Glider** contests. Find this on the FAI/CIVA websites at <https://www.fai.org/civa-documents> or <https://civanews.com/the-civa-document-store>.
- Review your plan for the trophy and medal awards presentation. If possible, ask a local person of note to make the presentations – this is a respected honour!
- Make a proper job of thanking your team of officials, the host airfield AO and staff, ATC, fuellers, the catering team etc.
- Exhort pilots to leave the place tidy and to ENSURE THAT THEY PAY THEIR BILLS.

#### 1.5 Chief Judge (CJ)

The CJ is responsible for the operation and performance of the judging panel, comprising typically from three to eight judges plus other administrative staff as required and available at the contest.

The CJ will be appointed by the HCO at the start of the season. Any change in personnel for this position must be approved by the HCO.

The HCO may appoint an international guest judge as CJ. In this event the guest judge must be a member of the CIVA panel of judges and should be provided with an experienced Judge's Assistant or UK judge to ensure familiarity with domestic Rules and Operational Procedures. The guest judge must be fluent in English.

The CJ will also normally assist the HCO & CD in the selection and approval of the box location, this process being likely to start at least two months before the event. This may include contact and courteous discussions with the landowners over whose property the box will be situated for the purpose of determining suitable access options for the judging teams during the contest. If box markers are laid to define some or all of the box layout and/or the judging positions the landowners must be approached for approval and this may require the CJ's attendance at the contest site on one or more days preceding the start of the event.

#### 1.5.1 Chief Judge's team

The CJ must have at least the services of a scribe to record his marks if he is a scoring judge, although the addition of an experienced CJ's Assistant will greatly improve his ability to effectively manage the judging line. It will also be very helpful to divest the radio communication duties to a suitably qualified and capable operator. The services of a Runner to collect the judges' paperwork between each flight will further enhance the CJ's ability to efficiently execute his responsibilities.

#### 1.5.2 Judging teams

Each judge will require the services of a 'scribe' (Judge's Assistant) to record the judge's marks and comments, and for complex sequences i.e. those at Advanced or Unlimited level, a suitably experienced 'caller' will also be desirable.

#### 1.5.3 Judge selection

Judges are drawn from the pool of acknowledged British Aerobatics judges during the weeks prior to each event by the Judging Coordinator in conjunction with the HCO. At certain contests, especially National Championships, they may be supplemented by suitably qualified and experienced international judges. Judges with qualifications and experience appropriate to the event should be selected first, but wherever possible the duties should be spread to accommodate judges who have less experience and who may assist or be mentored by a more experienced judge at the event. It may also be helpful to contact known scribes to alert them to the need for their presence if possible.

The CJ should nominate an experienced person as the Chief Judge's Assistant to effectively manage the administrative activities, including distribution of the appropriate paperwork sets to judges and its subsequent collation and assessment on behalf of the CJ.

#### 1.5.4 Siting of judges

When defining the area within which the judging panel will work the following subject have particular importance:

### 1.5.5 Separation from other activities

To work effectively each judging team must be far enough apart for verbal privacy, and sufficiently clear of other local or surrounding activities such that their concentration and communications will not be impaired by distractions or extraneous noise. Closeness to public roads, pathways and/or construction, farming or equipment operations may significantly impair a judge's concentration and lead to poor performance and reduced effectiveness. The CJ should ensure that none of the above can influence the effective operation of the judging panel and take immediate steps to mitigate such problems if they occur.

### 1.5.6 Comfort and safety

Judges are likely to spend much of the day working, so they will require suitable seating and probably weather protection too. Although many will bring their own folding chairs etc. it may be necessary to borrow chairs and cushions from the host clubroom or restaurant, which will almost certainly require effective pre-planning and organisation.

Make sure that the judging positions are safe with regard to manoeuvring aircraft, active taxiways and runway and from any other influences such as passing farm equipment or animals, or access that may be required by others through the same area.

Access to a suitable First Aid Kit must also be established to deal with minor local requirements.

The judging team should be provided with an ample supply of fresh water and snacks to ensure that they remain hydrated and able to function. If possible, hot beverages should be provided at regular intervals, particularly when temperatures are lower.

Judges should be reminded to use appropriate skin & eye protection, as well as clothing appropriate to the weather conditions expected.

### 1.5.7 Toilet and washing facilities

It is vital to recognise that both male and female judging line staff will require the use of suitable toilet and washing facilities during the day. If none is possible in the vicinity of the judging line then regular visits to the nearest facility – perhaps the host airfield clubhouse – must be organised at suitable intervals to avoid discomfort.

### 1.5.8 Transport to and from the judging line

It is essential that the CJ prepares his team of judges and other staff to be ready in time for transit to the judging line. The line may not be particularly close to the briefing and pilots' area, and a circuitous journey may be involved. On arrival at the judging site the CJ should take the lead in managing his teams to position themselves at suitable intervals along the judging line and get ready for action, open communications with the CD and stand to in readiness for the first competition flight.

### 1.5.9 Judging station equipment

Whilst most judges can work effectively with no more than a suitable chair, at the CJ's station it may be advantageous to use a small table in order to facilitate the collation, examination and

storage of completed judges' paperwork. If there is a likelihood of rain then some waterproof storage boxes may be required to prevent unused and completed paperwork from being damaged. If extended activity is expected it may be necessary to establish some weather protection for each judge's position to avoid over-exposure of judges to extreme sunlight, heat or cold.

#### 1.5.10 Availability and distribution of judging paperwork

Prior to each sequence the CJ must receive and distribute the appropriate paperwork for each judge to use, together with a suitable number of ballpoint pens. For Free Known and Free Unknown sequences, it is particularly important for each judge to receive their paperwork some time prior to the commencement of sequence flights so that they can read and annotate them in preparation for their use. If callers are used this will enable them to develop and agree the style of calling required by their judge for specific figures in good time.

#### 1.5.11 Checking of Unknown, Free Known and Free Unknown sequences

If Unknown sequences are created at the event this will normally require the CJ to be involved in checking the figures for legality whilst they are being selected, and subsequently in reviewing and rejecting/approving sequences that have been designed to utilise them. For this the CJ must have the appropriate up-to-date rules and criteria for the class involved to manage the job.

At events where pilots fly their own Free Known or locally derived Free Unknown sequences it may also be necessary for the CJ to check their construction against the published criteria that they must meet. For Free Knowns this should take place prior to the event, and in good time for revisions to be made where this is necessary.

#### 1.5.12 Hospitality

At appropriate intervals during each day the judges must take breaks to use the toilet facilities and/or to avail themselves of refreshments which should be provided by the CD. Sequence flying will normally break for 45-60 minutes at lunchtime and during this period the judges should be encouraged to take some exercise and make use of any other facilities that they may require in preparation for the afternoon activities. Keeping the judges suitably refreshed and rested will help them to maintain their standards.

#### 1.5.13 Radio air/ground communications

The HCO will provide the CD with an OFCOM/CAA approved Safety Frequency to be used by all competing pilots once they have cleared from the local ATZ control service frequency. This Safety Frequency may be different for each event. It is normally a silent frequency except for safety and information transmissions between the competing pilot and the CJ or CD. For details of appropriate radio procedures see **General Rules - Rules 3.11**.

The CJ will be provided with two VHF transceivers with which to monitor and communicate. One should be set to the airfield frequency and one to the Safety Frequency. The CJ is responsible for their safe-keeping and correct use and for ensuring that they are returned to the Contest Transit

Case at the end of each contest day for re-charging. The CD will be issued with a mirror arrangement.

#### 1.5.14 Other communications

British Aerobatics provides within the Contest Transit Case several pre-charged Pay-As-You-Go mobile telephones to assist communications between the CD, CJ, Registrar/Scorer and FD. These should be used with discretion and as briefly as possible when required and returned to the Contest Transit Case at the end of each contest day for re-charging. The Registrar or Scorer will provide phone top-up cards if required.

#### 1.5.15 Judging rules and procedures

Detailed information and guidance on the duties and responsibilities of the CJ whilst managing the panel of judges and communicating with pilots prior to and during their competition flights may be found in **General Rules - Sections 3 and 4**.

#### 1.5.16 Airborne procedures and safety of pilots during sequences

The Chief Judge has responsibility for monitoring the safety of competition flights and if he considers there to be a compromise to safety during a competitor's flight he has a responsibility to take appropriate action to ensure that safety is maintained.

The CJ should notify a competing pilot:

- who is flying outside the performance zone to break their sequence and reposition within the box area and resume their flight, by using the call "**Box Box Box**"
- if a box incursion by a conflicting aircraft, helicopter, glider or drone is observed or believed to be imminent, or if any other potentially unsafe situation becomes apparent, the CJ will warn the competitor to break their sequence and expect further advice before repositioning to resume the flight, using the call "**Break Break Break**"
- if an unsafe situation occurs or is imminent, to cease their sequence and land, using the call "**Land Land Land**"

The CJ and the CD also have the right to disqualify a competitor from a particular contest sequence or from the whole contest if they believe it is necessary on safety grounds. Any flying which results in a competitor being disqualified must be reported to the HCO and Chairman as soon as possible after the event.

#### 1.5.17 Handling judging paperwork

For Aresti sequences the scorer will normally have set-up the scoring system with the CJ as a scoring judge using the CIVA FairPlay system for results calculations. However, this can easily be reconfigured in the scoring computer so that the CJ works as a non-scoring judge if he wishes for that event.

Expeditious collation and assessment of the judges' marking sheets is a key element of the CJ's responsibility. All judges' marking sheets should be collected immediately after each flight and reviewed by the CJ or his assistant to establish whether any consequent action is required in

respect to HZ handling or penalties to be applied. The conclusion to these issues should be entered on the pilots Flight Summary Sheet (FSS) and stapled as the top sheet over the Form-A's for the flight, sorted in judge order. The FSS provides the unambiguous conclusion of these matters for the Scorer to enter into the scoring computer.

- For any figure, if a mix of Hard Zeros and marks (0.0 to 10.0) has been given the CJ must quickly ascertain by impartial conference whether the majority view is that a Confirmed Hard Zero (CHZ) should be applied. If such a majority view is not achieved, or in the case of a 50/50 tie, the HZ must fail. If a HZ is agreed this must be annotated on the FSS as a CHZ.
- For any figure where a penalty is given by one or more judges the CJ must determine by simple majority agreement whether to apply the penalty on the FSS.
- In the event that the CJ deems that the pilot should be disqualified this must be declared on the FSS and the reason given. In this case the CJ may need to communicate with the CD so that appropriate action may be taken as soon as the pilot has landed.

All completed paperwork should be initialled by the CJ and stored in a suitable place ready for regular collection by the Runner for return to the Scorer.

#### 1.5.18 Returning paperwork to the Scorer

The frequent return of completed judges' paperwork for entry into the scoring computer is essential to provide for rapid and up-to-date availability of the results. The CJ may need to communicate with the CD to ensure that this service is maintained at a suitable level of expediency.

#### 1.5.19 Questions from pilots

From time-to-time pilots may need to ask the CJ for enlightenment regarding some aspect of the marking. If this leads to a revision of any kind then time is of the essence as it is likely that the change will need to be entered into the scoring computer in order that the results may be recalculated.

#### 1.5.20 Proximity of pilots and/or other people

It is possible that interested bystanders may visit the judging line to see what is going on, and if this occurs they should be courteously advised to remain at a respectful distance to prevent judges becoming distracted or otherwise influenced by their presence.

It is also possible that pilots, team managers, other competitors, photographers or media personnel may approach the judging line, either to establish contact with a judge or to see how the flying looks from the judges' viewpoint. Permission to do this resides solely with the CJ and all persons visiting the judging line must take care not to disturb or influence the judging process. **The CJ can ask any or all observers to leave the judging line at any time.**

#### 1.5.21 Emergency procedures

The CD will have set in place an Initial Emergency Response Plan for the event, and the CJ should be clearly aware of any responsibilities and actions that may transfer to him in the event of an emergency situation. It may also be necessary to rapidly transport all judging line personnel back

to the host airfield, and to advise them that all external contact should be channelled through the CD and they should under no circumstances discuss the local circumstances with people external to the event unless authorised and instructed to do so.

## **1.6 The Contest Jury**

The CD, the CJ and any other persons that the CD may appoint shall where necessary form a Contest Jury responsible for deciding all protests, disciplinary matters, exclusions, disqualifications and any other matters related to the running of the contest.

The CD shall chair and speak for the Contest Jury, whose decision in all matters shall be final.

The CD and CJ shall be active and available, and shall both monitor flying standards, throughout the contest.

The Contest Jury also performs the equivalent role to that of the Flying Control Committee at flying displays and has the authority to curtail or stop, on the grounds of safety, any competition flight, or in extreme cases, the whole contest.

## **1.7 Registrar**

The Registrar is responsible to the CD for a key range of administrative actions and returns to the British Aerobatics' office as follows:

### **Handling of contest equipment**

The British Aerobatics office will normally provide a Contest Transit Case packed with the hardware and other equipment necessary for the functioning of the event. The Registrar is normally responsible for the security of this case and all associated equipment, unless the task is transferred to the Scorer.

On arrival at the event the Registrar should check the case to ensure that the required equipment is present and ready for use (refer to the Contest Transit Case Checklist in **Section 4**) and disseminate it as is necessary during the course of the event.

Of particular importance are the VHF radios and any other communications items, such as mobile telephones, which may need to be re-charged each night at multi-day events. The case will also contain the scoring computer and printer together with all of the prepared paperwork for the event, which should be passed immediately to the Scorer to set up the scoring office.

### **1.7.1 Personal and aeroplane documentation**

Prior to the main briefing the Registrar must check that each contestant's personal and aircraft documentation is valid, and that their qualifications and endorsements meet the specified requirements – see **General Rules – Rules 1.8 and 1.9**. In the event that a safety pilot is to accompany the competitor during a contest flight then the safety pilots details must also meet the



required standards. These checks must be complete prior to the commencement of any competing flights at the contest, or to the commencement of flights by pilots in the relevant classes at multi-day events.

#### 1.7.2 Personal documentation review

The Registrar shall record evaluation, endorsement and contest participation dates and report any anomalies to the HCO, particularly evaluation failures. The HCO shall monitor the standard of appointed Flight Evaluators (FE) and all associated documentation on a constant review basis. The HCO shall report an analysis of this information to the Chairman and the directors at the end of season committee meeting.

#### 1.7.3 Registration log

The details obtained from the personal and aeroplane documentation must be recorded in the Registration Log, which will be prepared and provided for each competition by the British Aerobatics office. The Registration Log must provide a full and accurate record of all contestants' personal and aeroplane documentation, qualifications and endorsements.

Documents, qualifications and endorsements that have become out of date must be re-presented prior to the next entered event by the pilot and reviewed by the Registrar, and the details appropriately updated in the Registration Log. Failure to present updated documentation will render a pilot ineligible to participate in the contest or event. It is not acceptable for a pilot to warrant their existence without making the original material available to the Registrar for scrutiny.

The CD must be kept fully informed about the number of registered participants and any issues with registration. If a competitor does not fulfil the stated requirements then the Registrar must advise them that he/she will not be allowed to fly at the event, and inform the CD immediately.

#### 1.7.4 Competitors' declarations

On the first day that a competitor is scheduled to fly at a contest, he must sign the Competitor Declaration in the presence of the Registrar, to attest that he is physically and mentally fit to complete the contest flights safely, is in current practice and knows of no defects that make his aircraft not airworthy or unsuitable for the planned contest flights. This declaration is required to reflect the state of the pilot and the aircraft immediately before the contest begins.

#### 1.7.5 Anti-doping and the TUE (Therapeutic Use Exemption)

A competitor who uses medication which is proscribed on the WADA List of Prohibited Substances should declare this to the British Aerobatics' office prior to the event, with a copy or reference to the TUE which they have obtained from their medical practitioner. In the event that a FAI Drug Test is carried out at a contest the competitor(s) concerned should be able to present the relevant TUE's to the FAI officials as appropriate.

#### 1.7.6 Contest registrants' list

The Registrar uses and should update a list of competitors registered for the contest, which will be provided either by the British Aerobatics' office or the Scorer at the event. This list may alternatively be derived from an annotated section of the Registration Log.

#### 1.7.7 Competitor entries at the contest

Competitors are entitled to enter a contest at the event itself, provided that the CD agrees that they can be accommodated in their class and that the higher late-entry fee is paid. Such a late entry must be made prior to the Main Briefing, and if the pilot is to fly a Free Known sequence then the default Free Known sequence for their class must be flown.

#### 1.7.8 Roll calls

The Registrar is responsible for obtaining a complete list of entrants from the scoring system and for announcing the roll call at the Main Briefing and if called to do so by the CD on subsequent days at multi-day events. Competitors must be personally present for this roll call and may not be represented by others. They must remain in the briefing until it is declared complete. Competitors not responding to their name during roll call may be excluded from the contest or event at the discretion of the CD.

#### 1.7.9 Incident pack

At each event the membership office will provide in the Contest Transit Case an Incident Pack for use in the event of a declared emergency. The location of this pack should be made known to the CD, the CJ and to any other contest staff that the CD considers appropriate. The pack should not be opened or used under any other circumstances unless directed by the CD.

In the event of an emergency being declared at the event the CD or any of the abovementioned staff will immediately require this pack to be made available.

#### 1.7.10 Payments collected at events

The Registrar is responsible for any monies paid by contestants at events for late entries, and subsequently for forwarding them to the British Aerobatics' office with an account stating their origin. The Registrar may also be asked to collect Airfield Fees from pilots for receipt by the airfield operator.

#### 1.7.11 Official paperwork returns

On conclusion of the event the Registrar must collate the official paperwork – specifically the Registration Log, the Competitors' Declaration sheets and the Contest Registrants' List, together with any collected monies and their supporting accounting sheets – and ensure that they are forwarded immediately and securely to the British Aerobatics' office.

The Contest Transit Case must also be re-packed with equipment returned by the Scorer and the judging line, together with any other hardware owned by British Aerobatics and used at the event.

## 1.8 Scorer

The Scorer is responsible for all operational aspects of the approved computer scoring system, and for providing supporting paperwork when requested by the pilots, the CD and other contest officials, the AO and/or media personnel reporting on the event.

Some previous hands-on experience of operating the approved scoring system will be essential to provide the level of service competence and output expected. In the unlikely absence of this experience the scorer should seek advice from other suitable resources to ensure that the standard expected can be maintained. Accurate and timely results reporting for the event are crucial for everyone and it is essential that the scorer handles every aspect of the job in a calm and methodical manner.

### 1.8.1 Contest file

The British Aerobatics office will normally load the fully prepared contest file into the scoring computer prior to the event, but in exceptional circumstances this file may be provided on a memory stick or sent via email for the Scorer to load into the computer. The file should contain all relevant details of the entered competitors and their aircraft, but late or on-the-day entries may require special attention.

The file will be structured with the series of sequences expected to be flown at the event, but in response to local circumstances these may have to be modified or extended and the Scorer should take steps to revise the structure accordingly.

### 1.8.2 Checking pilots and aeroplane details

Whilst the contest file will largely have been built from pre-stored data, it is still possible that names and/or aircraft details might be wrongly entered. The scorer should always remain aware to correct any data that may need revision, for example pilots' names must be identical to their pre-existing photo filenames etc.

### 1.8.3 Judges' assistants, scribes and other helpers

Obtaining the names of the judges' assistants and scribes from the Chief Judge once these have been decided is particularly helpful to provide a full record of their participation at the event when the results are uploaded to the website. Publication of these local details is especially important to thank those who have made the personal effort to become involved.

### 1.8.4 Pilots' photos

The scoring system uses a comprehensive collection of photographs that are appended to pilots score-sheets and also to other PR style publications that the computer can provide. A list of who has (and who does not have) stored photos is easily generated, and where any pilots and/or other contest staff do not have photos stored the scorer should discuss with the CD how best to arrange for suitable head-and-shoulder photos to be taken, so that they can be embedded in the scoring system using the inbuilt procedures. Whilst not strictly essential these photos do provide a very rewarding and complementary aspect of the Association's events for media purposes.

### 1.8.5 Flying orders

Once the Registrar has concluded the Roll Call the Scorer can use the scoring system to 'cut' any non-flying pilots from the list and devise a suitable Flying Order for each sequence.

Flying Orders should be reviewed and approved by the CD prior to publication, to ensure that multiple-use aeroplanes are ordered appropriately to make best use of the available time. Once approved the Flying Orders can be published and added to the CJ's pack of paperwork, and it may be helpful to print copies for pilots to assist them in coordinating their preparations to fly.

### 1.8.6 Sequence judges

Before flying starts the CJ must finalise and confirm the list of judges and assistants for each sequence. These should be entered into the appropriate form in the scoring system to enable the correct format for judges' marks to be entered when they become available.

### 1.8.7 Issuing judging paperwork

The bulk of the prepared judging paperwork will be provided from the British Aerobatics' office for each event, but where there are locally devised Unknown or Free Unknown sequences the scorer is responsible for creating the necessary sets of Forms A, B and C, R & L for use on the judging line, together with a linked set of Flight Summary Sheets (FSS) for use by the CJ. The scorer should be aware that these situations can lead to periods of intense and urgent activity in the scoring office, for which a clear and methodical approach to each requirement will be essential.

### 1.8.8 Publishing unknown sequences

If a compulsory unknown sequence is to be flown it should normally be published immediately the previous sequence for that class has commenced, so that as pilots become free they can obtain a copy of the unknown sequence and begin their preparations for it. The scorer should make such unknown sequence diagrams available in the approved manner, either by placing the pre-printed cockpit sequence diagrams at a convenient place in the briefing room or attaching the full Form-B diagram to a suitable notice area.

### 1.8.9 Receipt of judges' score sheets

At frequent intervals the Runner will bring completed judging paperwork to the Scorer. These should be collated per pilot in judge order and with the Flight Summary Sheet completed by the CJ and stapled on top. The Scorer must remain acutely aware that only the CJ can provide missing data or resolve ambiguous marks sheet submissions, and must immediately return any incomplete paperwork to the CJ for rectification. Guessing to fill-in incomplete paperwork can easily lead to entry of incorrect results, and the scorer should be careful to avoid such situations.

### 1.8.10 Entry of marks sheet data

The judges' marks should be entered as soon as possible into the scoring system. If any anomalies become evident or there are instances where there is doubt regarding the correctness of the judges' written information the Scorer should request the Runner to return the affected sheets to the CJ at the earliest opportunity for rectification.

#### 1.8.11 Issuing pilots score check-sheets

On completion of the entry of each set of judging paperwork the pilot's score check-sheet should be printed and stapled as the new top sheet. These completed sets should be made available to the pilots at a convenient central location (not necessarily by the Scorer's desk, as this may lead to unnecessary disruption), so that the pilots can check them for entry accuracy and also assess whether they may need to discuss any aspect of their marks with the CJ.

In the event that the Scorer has incorrectly entered any marks or there is an officially approved change to a set of marks sheets the pilot should immediately return them to the Scorer, who will re-enter the revised data and re-print the check-sheet for the pilot to review again.

#### 1.8.12 Protest period

Each printed Raw Marks Check Sheet carries the date and time of the print-out. Pilots are allowed **up to one hour** from the time of printing to submit a formal protest to the CD relating to data on the sheet, after which a protest will not normally be considered. In the event that a pilot seeks to discuss with the Scorer a potential revision to his marks that would involve authorisation by the CJ or CD the date/time-stamp should be taken into account in handling the request.

#### 1.8.13 Adding local Unknown & Free Unknown sequences

If there are any Unknown or Free Unknown sequences designed at the event the CJ may nominate another official to create and provide the necessary paperwork. The Scorer should use the Form-A sheet as the primary source of sequence class/title information, K-factor and Super Family data to create the necessary structure in the contest file to service this requirement. In the event that any further information or guidance is required the Scorer should contact the CJ or CD immediately to resolve the issue.

#### 1.8.14 Results publication

The Scorer should publish updated results sheets at regular intervals in the designated place, usually in the briefing room. It is normal practice to maintain an open publication approach to all results information, although the CD may withhold the final combined overall results so that he can announce these at the awards presentation ceremony.

It will later be especially useful to the webmaster if the Scorer can put a complete set of the contest results into the Contest Transit Case in order to make clear the way that the individual sequence results have been collated to create the final results schedule. Where necessary these sheets should be annotated to convey local information about sequences not flown or perhaps not incorporated into the final results, as this may be difficult to determine independently at the British Aerobatics' office.

Once results have been declared official by the CD they can only be reviewed in cases of dispute by the Head of Contest Organisation in consultation with appropriate contest officials and the Chairman.

#### 1.8.15 Judge analysis reports

After a sequence is completed the CJ may ask to receive the judging analysis pages. There are two types of analysis, one for each individual judge and one for the CJ, and the scoring system will quickly provide these on demand.

#### 1.8.16 Returning contest files to British Aerobatics' office

When the event is concluded the CD or CJ may request further copies of the results sheets, after which the scorer is responsible for closing down the scoring computer, collecting all radios and other British Aerobatics owned equipment together with other scoring office equipment and re-packing it securely for transit back to the British Aerobatics office. This work may be shared with the Registrar, who is ultimately responsible for completion of this task in readiness for the return of the Contest Transit case to the British Aerobatics' office.

### 1.9 Flight Director (FD)

The FD is responsible for the efficient and safe marshalling of competing aircraft on the ground in preparation for their timely availability for contest flights.

In glider contests, the FD is known as the Launch Point Controller. This role is vital in ensuring the timely despatch of competitors. Refuelling of tugs can be a major source of delay and the Launch Point Controller should plan ahead for opportune moments to send tugs for refuelling. At some contests, the Launch Point Controller controls both contest and non-contest launches, while at others contest launches may take place at a different location; in the latter case a clear system for avoiding launch conflicts must be established.

#### 1.9.1 Communications

In this task the maintenance of good communications with the CD, the CJ and all of the pilots due to fly is of the utmost importance. Whilst it is ultimately the pilot's responsibility to be ready to fly when required, it is nonetheless important for the FD to keep soon-to-fly pilots well advised as to the status of the event and the flow of sequences such that pilots can prepare themselves without the chore of self-updating to determine when they will need to be in-place, on-board and ready to go. This task requires good communications and management skills in an often noisy and busy environment.

#### 1.9.2 Use of VHF radio/mobile telephone

The Flight Director should carry a VHF radio with at least one spare battery to listen-out on the airfield frequency, and with the agreement of the AO and ATC may need to communicate on this frequency to expedite the flow of competitors to the departure point. Possession of a current ROCC will normally be required for this post. A mobile telephone will be available if required.

#### 1.9.3 Flying orders

The Scorer will provide the FD with Flying Orders relevant to each sequence, so that the FD can locate each pilot and aeroplane in good time prior to their flight.

#### 1.9.4 Readiness for flight

The FD's main task is to manage the arrival of pilots in their aeroplanes at the departure point in time for their flight. The FD will thus need to keep a keen eye not only on pilots who are in the final stages of preparing for their flight, but should also monitor their taxi to and readiness at the departure point in time to cope with local aerodrome procedures so that they can take off at the allotted time.

#### 1.9.5 Departure revisions from the published Flying order

In the event that a pilot cannot be found or there is a technical or personal problem preventing the timely departure of a flight the FD must always keep the CD fully advised of the situation, and where necessary suggest a revised order of departures to most efficiently meet the overall schedule. It is crucial that the CJ is fully advised of any alterations to the published Flying Order so that the judging paperwork can be maintained with all pilot identities correct – failure to achieve this can have a profound effect on the accuracy and validity of judges' marks entered into the scoring system.

#### 1.9.6 Handling in-flight technical problems

If an aeroplane suffers a technical or other in-flight problem it should land expeditiously and be guided to a sterile area for examination by the CD or his appointed engineering assistant. The preparation of such a designated sterile area should be as directed by the CD, who may need to discuss the subject with the AO to avoid conflict with normal aerodrome traffic.

#### 1.9.7 Incident response

In the event that the CD implements the Initial Emergency Response Plan, the FD will be responsible for expediting the repositioning of non-involved aeroplanes to a place of safety on the aerodrome.

This may require the FD to take immediate action to separate aeroplanes and pilots on the ground from the scene of the incident.

### 1.10 Runner

The Runner is responsible for the frequent and timely carriage of completed judging paperwork from the judging line to the scoring office.

#### 1.10.1 Resolution of queries from the scorer

In the event that the Scorer requires the CJ to investigate and/or amend judges sheets that have previously been delivered to the scoring office, the Runner should return said sheets to the CJ and convey clearly the comments made by the scorer regarding the required investigation. Once resolved the Runner should prioritise the amended sheets in their transit back to the Scorer.

#### 1.10.2 New sequence judging sets / replacement papers

The Runner should be prepared to tackle all requirements to deliver new sequence sets of judging papers to the CD, and also requests from the judging line for replacement papers should they be needed.



## 2. Operating Procedures

This section describes the way that British Aerobatics typically administers its activities during a contest season.

### 2.1 Responsibilities

#### 2.1.1 Chairman

The Chairman is ultimately responsible for the safe conduct of all activities undertaken by the Association. The Chairman's range of duties include but are not limited to:

- Formal management of the directors
- Oversight of the finances and accounts procedures
- Authorisation of each season's contest schedule and content
- Oversight and approval with the HCO for sequences to be used at contest and events
- Review and maintenance of contest and flight safety standards
- Development of General Rules and operating procedures
- Upkeep and development of the Association's aims and objectives
- Communication with the CAA regarding incidents and non-compliance matters
- Control of formal meetings between directors, committee and members
- Maintenance of corporate business in accordance with UK company law

#### 2.1.2 Head of Contest Organisation (HCO)

The Head of Contest Organisation (HCO) is the executive officer responsible for but not limited to the following range of duties:

- Scheduling, oversight and management of the annual programme of contests and events
- The appointment of suitable Contest Directors, Chief Judges and other contest officials
- Primary contact with officials at host airfields to establish contests and events
- Location and formalisation of contest box locations for each event
- Implementation of the safety rules and procedures
- Maintenance of flight safety standards at all contests and events
- Implementation of relevant operating procedures and functions by contest officials
- Oversight and approval with the Chairman for sequences to be used at contest and events
- Report to the directors on the results for the season's events
- Oversight of judging standards at all contests and events

#### 2.1.3 British Aerobatics' Office (Membership Secretary/Airfield Liaison Officer)

The Membership Secretary is responsible to the directors for the administration of all aspects of membership and is responsible for but not limited to the following range of duties:

- Receipt of Membership application forms, checking that the information contained therein is sufficient and appropriate for the class of membership requested and that the correct fee has been provided, lodging the information in the Association's records, completing membership cards as required and posting them together with the relevant supporting materials to members.
- Issue of FAI Sporting Licences (completion of the FAI data base) where appropriate.
- Maintenance of the Register of Members and circulation of this information in a suitable format to directors and committee members when requested.
- Maintenance of the Next of Kin list for all members and ensuring that a copy is available in the Contest Emergency Pack for use by the CD, HCO or Chairman in a declared emergency situation.
- Preparation and maintenance of the Contest Transit Case
- Maintenance of the Contest Registration Log
- Preparation of the Competitors' Declaration forms and storage of completed forms
- Forwarding of Anti-Doping reference material and TUE copies relevant to members
- Receipt of all contest entries from competitors, checking the associated fees and checking details of accepted entries on the relevant contest entries page of the website. Late entries may be accepted by the British Aerobatics office but an entry fee surcharge will apply
- Storage and archiving of completed and authorised Competition Box Risk Assessment Forms, competitors' aeroplane insurance documents, etc.

#### 2.1.4 Website Manager

British Aerobatics uses a website (URL - [www.aerobatics.org.uk](http://www.aerobatics.org.uk)) as the primary distributor of information and records relating to all its activities. This web combines a wide range of current and historic contest results information in addition to up-to-date regulations and local information on forthcoming events in the UK, together with downloadable copies of all sequences, rules, judging materials and publications that are used to plan, manage and control contest and other Association activities throughout the year.

The Website Manager is responsible for making sure that the website can be used for the following range of duties:

- Filing of CD's reports, contest results and photographs on the relevant results pages
- Development and upkeep of the UK/International Events Calendar page
- Maintenance and upkeep of the Judging section
- Upkeep of records relating to the season's sequences and the archive of old ones
- Maintenance of all linked seasonal points and trophy related data
- Creation of all new pages and associated content for each new season's events
- Creation and maintenance of News and For Sale/Wanted items
- Maintenance and upkeep of payment facilities for membership and contest entry fees

## 2.2 Annual Schedule of Work

The following table shows the major stages undertaken to plan and execute each contest season.

Month	Action	Who
Throughout Year	<b>Administration of Membership Applications</b>	Membership Secretary
Throughout Year	<b>Pilot competency endorsement via Proficiency Card Scheme</b>	Flight Evaluators
By November	<b>Draft schedule of events</b> for forthcoming season	British Aerobatics' office, HCO
November	<b>Attend CIVA Meeting</b> , the forum that decides Rules Changes that affect competitions run to international rules	CIVA Delegate or Alternate
Post season	<b>End of Season Committee Meeting</b> to review past season and plan the next	All Directors and Committee Members
December	<b>Finalise contest schedule</b> and content of the website Contest Information pages	British Aerobatics' office, HCO
December	<b>Selection of CD/CJs for the next season</b>	HCO/Chairman
As required	<b>AGM</b> to present review of past season and plans for future season to the members, seek their views and elect Directors.	All Members
By March	<b>General Rules</b> update the Rule Book to reflect decisions made at the CIVA plenary, committee meetings and the AGM	Chairman/HCO
As required	<b>Judging School</b> to provide training on the evaluation of contest flights.	All interested in learning about or improving their judging
Pre-season	<b>CD and CJ Workshop</b> to discuss lessons learnt and operating procedures for the forthcoming season.	All CDs and CJs nominated for the year
March – October	<b>Contest Season</b>	Contests run by Contest Directors, monitored by HCO

## 2.3 Planning the Season

The Airfield Liaison Officer (ALO) works with the HCO and the Chairman to prepare a draft schedule of events for the next contest season.

### 2.3.1 Airfield Liaison Officer Responsibilities

The ALO works with the HCO throughout each year to build an appropriate plan for the 'next' seasons contests and other activities. The following guidelines apply:

- Contests should be spread evenly throughout the contest season (late March to early October), to give pilots time to prepare between contests and to make the staffing contests more achievable. The mix of contest classes at each event should be similarly spaced throughout the year so that pilots in each class may expect to compete on a regular basis.
- Contest sites should be selected to provide adequate facilities in conjunction with a co-located box site suitable for hosting aerobatic contests. Host airfields should spread throughout the UK to provide members in all regions with a fair mix of local and distant events.
- Immediately following each event, subject to its satisfactory completion, the ALO should invite the airfield to host a similar event the following year, and suggest a provisional date for confirmation toward the end of the season.
- The ALO should also consider the use of airfields that have not previously held a contest or event. In these cases the ALO and HCO will normally visit the site to assess its suitability for hosting a contest, and explain the facilities and support that would be required. If both parties agree that an event is possible a provisional date may be agreed for the contest.
- Finalisation of the plan for the next season can be attempted once the dates for the International Championships are known – this is normally immediately after the CIVA annual meeting in October/November. Rescheduling of domestic contests dates may be required to avoid clashing with International Championships.
- The ALO should normally be able to present a draft schedule of events for approval at the End of Season Committee Meeting. Once the schedule is agreed the ALO should finalise any outstanding details, and the plan forms the definitive date guide for the next season's Contest Programme.

### 2.3.2 Appointment of Contest Directors and Chief Judges

The HCO appoints the CD and CJ for each event during the planning of the season, in consultation with the Chairman and the Judging Co-ordinator. The HCO and Chairman will review and record the performance of all CDs and CJs during and after the season. Individuals new to the role of CD or CJ must be monitored by an experienced person in that role who will report back to the HCO on their proficiency and training requirements. Any person who has not acted as a CD or CJ in the preceding two seasons shall be considered new to the role. Individuals selected to be either CDs or CJs must satisfy the experience criteria described in **General Rules - Rule 1.3**. This process should be completed by **mid-December** so that the information can be included in the website.

### 2.3.3 Issuing of NOTAMS/YELLOW AIC

The HCO advises the CAA Airspace Team of its schedule of events for the next season no later than the end of December each year, together with any updates to the wording of the Yellow AIC. The

finalised AIC will trigger Notices to Airmen (NOTAMs) to be issued for each of the contests. This gives the UK AIS time to implement the necessary co-ordination of the event with other known aviation activities in the interests of flight safety, to achieve the most efficient use of airspace and to notify the event to other airspace users.

The NOTAM request should include:

- Location.
- Date(s).
- Active Times for each contest days (scheduled start and end of contest flying).
- Radius of Activity (and location of activity if not centred close to the aerodrome); usually 2nm.
- Height of competition activity; usually 5,000ft.
- Any other airspace restrictions, or local flying rules that affect the NOTAM, for example the proximity of controlled airspace.
- Local VHF contact details.
- Event Contact phone number (usually the airfield) to respond to questions from pilots regarding the NOTAM and operating at the airfield during the event.

Whilst it is thus not necessary for CD's or the host airfield to request a NOTAM, each CD should check that the relevant NOTAM is accurate and active approximately one week before their event.

Should any change to or cancellation of the NOTAM be required, this must be advised to and completed by the HCO.

#### 2.3.4 Design of aerobatic sequences for use at contests and events

The sequences that competitors may be required to fly at an event comprise:

Type	British Aerobatics designed	Pilot designed	Designed by contestants at the event	Set by CIVA for international use
Known	Club & SPO	-	-	-
Free Known	Default version for all levels	INT, ADV & UNL	-	Compulsory 5 figures
Compulsory Unknown	All Classes	-	-	-
Free Unknown	-	-	ADV & UNL to CIVA regulations	-
Masters	ADV	-	-	-
Apprentices	INT	-	-	-

The Known sequences for Club & Sports are designed and published prior to the commencement of the season. Free Known figures for Intermediate and above will also be published prior to the commencement of the season, after they are selected and approved at the annual CIVA plenary. A

'Default Free Known' sequence is also published for all classes, and must be flown by pilots who have either not designed their own Free Known sequence or failed to submit one by the event closing date. Apprentices and Masters sequences will be designed and published prior to the commencement of the season.

### 2.3.5 Sequence design

Designing an aerobatic sequence that is safe, flyable in the minimum capability of aircraft specified for a particular Class of competition, flyable within the confines of the aerobatic box (especially height), offers the potential to offset the effect of varying wind conditions and is appropriately testing of pilot skill is a difficult task and requires considerable experience.

The season's Known and Default Free Known sequences are published on the website. The HCO delegates sequence design to people with appropriate experience, and the final sequences must be reviewed by competent personnel and are authorised by the Chairman before publication.

Compulsory Unknown sequences are not published ahead of the event.

### 2.3.6 Procedure for Review of Box Location

Finalising the location of the aerobatic box is a critical early stage in the administration of an aerobatic contest. The chosen location will have safety implications and a number of factors must be considered when making the decision. British Aerobatics requires the CD for each event to contact the host airfield authorities and discuss the plans for the contest, including the most appropriate location for the aerobatic box.

The CD and the AO must balance risks to the public versus risks to the pilot when deciding about the box location, although priority must be given to preserving the safety of the public and uninvolved third parties.

**See also General Rules – Rule 1.4.**

## 2.4 Factors to be considered when deciding the Box location

### **Presence of Buildings**

The general policy is that the box should be clear of buildings occupied by the public during a contest. An aerobatic box will never be located over a congested area of a city, town or settlement. In circumstances where there a viable aerobatic box free of all buildings cannot be identified, it may be acceptable that a box that includes isolated buildings below. In this case the CD or AO shall inform building occupants of the dates and duration of the contest ahead of the event and ensure that the building will not be occupied during the contest.

### **Presence of Public Spaces (parks, car parks etc)**

An aerobatic box should not be located above areas that are designated as public spaces that may be used by a significant number of people while the contest is in progress. This would include public parks, play areas and car parks. This also includes temporary public gatherings (e.g. sporting events, fetes) above which contest flying shall not occur.

### **Presence of Public Roads**

An aerobatic box shall not be located over major roads (Motorways or “A” roads). It is reasonable to position a box over minor roads, because of the reduced traffic density, although ideally box locations should be selected to avoid overflying any roads where practicable. Aerobatic boxes used for Unlimited Class contests should not overfly “B” class roads or tracks, because of the lower base height used.

### **Proximity to a Runway**

It is important that the aerobatic box is located close to a usable runway, to give a pilot a reasonable opportunity to land their aircraft in the event of a technical or medical problem.

### **Airfield Operating Procedures – Circuit Patterns**

Consideration must be given to the flying circuit patterns that will be used during the contest and how best to separate aerobatic contest traffic from regular General Aviation traffic using the airfield. A very effective solution can usually be found at most airfields which ensures that contest aircraft can operate efficiently and safely, while being well separated from other traffic, without causing significant disruption to the normal operation of the airfield. The location of the aerobatic box has an influence on how effectively aerobatic and non-aerobatic traffic can be separated and this is an important consideration when locating the box.

### **Noise Sensitive and Restricted Areas**

The AO will advise on local noise sensitive areas and the box and airborne hold should be located to avoid or minimise noise impact on those areas. Other sensitive areas (e.g. hospitals) and restricted areas (e.g. prisons) should also be avoided.

### **Airspace Restrictions**

The aerobatic box must not be located in controlled airspace without prior agreement from NATS.

### **Orientation & Ground Clearance** (topography – ground features, rising ground, obstacles)

Consideration must be given to the topography of the ground beneath the aerobatic box. It is important that it is clear of high ground or obstacles (radio masts etc) and that there are line features that pilots can use to orient themselves to the main axes of the performance zone.

### **Viability of Judging Positions**

There must be appropriate, viable positions from where the Judging Panel can operate effectively. Once the Contest Director has contacted the Airfield Authorities a **Risk Assessment** and a Google Earth image of the proposed box location should be prepared and sent to the HCO for approval.

## **2.5 The Pre-AGM Committee Meeting**

A committee meeting normally precedes the Annual General Meeting. The committee reviews any outstanding issues and finalises the information that will be presented to the AGM.

## 2.6 End of Season Committee Meeting

The committee meets at the close of each competition season to review the year's activity, learn from the experienced gained and review plans for the forthcoming season. The agenda for the meeting changes year to year, but the following topics are always discussed:

- **Safety Review**  
Any issues that arose during the year concerning safety at contests are discussed and revisions to the operating procedures recommended where considered appropriate.
- **CIVA Meeting Report**  
A summary of any rule changes implemented by CIVA that affect the domestic operation are discussed and inform the process of reviewing the General Rules and operational procedures.
- **Rules Changes & Review of Operating Procedures**  
Changes to the General Rules and key operating documents are considered and implemented where thought appropriate by the Committee, including any rules changes required for safety reasons. This includes consideration of any changes to English law that may affect the Association's flying activities (principally the Air Navigation Order, Rules of the Air Regulations and CAP 403).
- **Committee Membership**  
The structure of the committee is reviewed to ensure that all executive roles are staffed and changes to membership due to retirement or resignation are considered
- **Finances**  
Performance for the season completed (actual vs budget) is reviewed and a budget for the forthcoming season considered.
- **Company Secretary's Report**  
The statutory accounting reports are considered, together with any other issues that affect the statutory requirements expected of the Corporate entity.
- **Review of Ethical Policies**  
The objective being to update them regularly to represent recommended best practice.
- **Trophies and Awards**  
Decisions made about the award of the annual trophies: points trophies in flying categories and Chipmunk, CJ and CD for non-flying categories
- **Review of Flight Evaluators**  
The list of FEs should be considered and updated appropriately.
- **Season review and safety report**  
The HCO to report to the directors on the season's activities and safety summary.
- **Royal Aero Club and GASCO reports**  
With special consideration of any safety related issues or initiatives that may have relevance to British Aerobatics' activities.



- **International Teams**

Management and selection of British Teams

- **Calendar of Events**

Programme for forthcoming season

The meeting ideally approves the date and venue for the Annual General Meeting so the British Aerobatics office can inform members of the arrangements as soon as the venue has been confirmed.

## **2.7 Publication of Contest Information**

The contest calendar together with the list of CD and CJ appointments provide the core content of contest information. The publication on the website provides members with detailed information about the schedule of events planned for the following year, including the schedule, sequences to be flown and key contact details. This information is updated regularly to reflect any changes that occur during the season. The web pages should be completed and uploaded during January in each year.

## **2.8 The Annual General Meeting (AGM)**

The AGM is normally held during January/February each year. The agenda for the meeting includes Company Business, information about plans for the season and presentation of annual awards.

Typical agenda items include:

- Approval of previous AGM minutes and matters arising
- Chairman's address (review of the past season's activity)
- Review of the completed season
- Financial performance during that season
- Election of directors
- Election of Chairman (voted for by directors of the Association)
- Approval of budget for forthcoming season
- Event calendar
- Safety issues, operational & rules changes
- Management and selection of international teams
- Royal Aero Club and GASCO reports
- Award of annual trophies
- Any other business

The discussion and decisions of the AGM are minuted and inform final revisions to the General Rules and operating procedure documents, which are then published on the website as soon as possible.

## **2.9 The Judging Workshop**

A workshop-style Judging Workshop should be held each year, preferably before the start of the contest season. The workshop's principal objectives are:

- To introduce the basics of judging to potential judges and pilots new to the sport
- To develop the knowledge and skills of more experienced judges.

A combination of classroom lectures and practical demonstration flights are included in the workshop. Alternatively this instruction may be held utilising online facilities.

## **2.10 The Contest Directors' and Chief Judges' Workshop**

Appointed CD's and CJ's for the forthcoming season are required to attend a workshop or inline seminar in pre-season to discuss the operating procedures and rules that will be in force during the year. The workshop aims to identify any changes to procedures that should be implemented to uphold safety and to standardise the way that CD's and CJ's implement contests.

## **2.11 Communication with Membership during the Season**

Information is primarily made available to the membership using the website and via email based messaging systems.

Occasionally printed material may be circulated by post. This will normally be handled by the British Aerobatics office.

## 3. Operating Policies

### 3.1 Responsibilities of Organisers and Participants

The Association places responsibilities on its own officials (directors and contest officials) and the participating pilots to uphold the policies, procedures, Code of Conduct and General Rules at all contests and events and to ensure that safety remains paramount at all times.

Each appointed person must therefore be fit and competent to act as a contest official, having regard in particular to his previous conduct, experience and ability to safely execute the office.

Appointed persons, especially at gliding events where competitors can fly solo and compete from 14 years old, should be fully aware of the **Policy for Safeguarding Young Persons** document.

Similarly, a pilot must satisfy British Aerobatics that he is a fit person to compete at an aerobatic contest and is qualified by reason of his knowledge, experience, competence, skill, physical and mental fitness. Each competitor pilot is required to provide evidence or a warrant of qualification to British Aerobatics.

Where the public has access to the contest site officials must comply with those parts of **CAP 403** relating to public safety, particularly in relation to minimum separation distances between aircraft in flight and on the ground, and members of the public.

### 3.2 Foreign aircraft

Foreign competitors who wish to fly at British Aerobatics' events must ensure that their aircraft complies with all relevant CAA requirements and insurance minima.

### 3.3 Aerial work

Competitors are not paid to participate in aerobatic contests organised by British Aerobatics and as such contests and events are not classed as aerial work.

### 3.4 Personnel and Preliminary Planning

#### 3.4.1 Management of Annual Programme of Events

The Chairman and HCO are jointly responsible for overseeing the safe scheduling, organisation and administration of events.

#### 3.4.2 Contest Organisation

The HCO appoints a CD to assume overall responsibility for organisation and administration of each contest or event. The CD will be supported by the CJ and other contest officials also appointed by the HCO, and the host airfield operator (AO). The CD must ensure that responsibility for particular aspects (such as site survey, air traffic services, provision of emergency services and conduct of flying activities) is allocated only to people with the relevant experience and, if applicable, qualifications. If the CD is unsure about delegating these responsibilities he should seek advice from the HCO.

#### 3.4.3 Supervision of Public Access

A host airfield may decide to make their airfield open to the public during the contest. Where the public have access to the event the host airfield will be responsible for administration and supervision of their location and freedoms. The CAA publication **CAP403** should be the primary reference source in this case. The AO shall be responsible for obtaining and complying with any required permissions or exemptions.

#### 3.4.4 Flight Crew

All participating pilots must satisfy the Qualification of Pilots requirements in **General Rules – Rule 1.8**. If a pilot holds a Display Authorisation, this does not permit him to fly below the usual minima specified for the relevant aerobatic Class in the **General Rules – Rule 3.7**.

### 3.5 Control of the Aerobatic Contest

#### 3.5.1 Site Assessment

Contest and events are held both at licensed and unlicensed aerodromes. Where a contest is held at a licensed aerodrome, the aerodrome licensee remains responsible for ensuring that the conditions of the aerodrome licence are not infringed.

When assessing the suitability of a venue to host an event, the HCO must consider:

- Appropriateness of the aerodrome for operation of aerobatic aircraft of the types typically expected to take part, including suitability of surfaces used by aircraft for take-off, landing and taxiing
- The take-off and landing distances available and required
- Obstructions in the vicinity of the proposed aerobatic box
- The proximity of congested areas, buildings, public assembly areas or significant roads to the aerobatic box. The **Risk Assessment and Safety Analysis** provides detailed guidance on matters that should be considered when determining the location of the aerobatic box.
- The proximity of any sensitive or restricted areas (nuclear power stations or hospitals, prisons etc.), livestock or wildlife conservation areas.
- The proximity of controlled airspace, other aerodromes, heliports, helipads, airstrips, microlight sites, gliding sites, ballooning sites, parachuting, hang gliding and paragliding sites

#### 3.5.2 Public Areas, Car Parks and Public Address Systems

Management of issues concerning the public or spectators will be the responsibility of the host airfield AO. However, the HCO and the CD should be aware of areas of the aerodrome that may be occupied by spectators, including car parks, and should consider the following issues when planning the event:

Any area to which the public has access must never be located closer than the appropriate distance to, or under, the planned Aerobatic Box, as specified by **CAP 403**.

#### 3.5.3 Setting of Minimum Heights

The **General Rules** specify minimum heights for contest flights. These minima take precedence over any other height limits specified by any qualification held by a competitor.

The height minima do not absolve the organiser or pilot from compliance with the **Air Navigation Order (ANO)** or the **Rules of the Air Regulations**. No contest flights are to perform below 500ft AGL unless a specific exemption has been granted for the event. Non-competition flights made from the host airfield during the contest must comply with the **ANO** and the **Rules of the Air Regulations**.

#### 3.5.4 Weather Minima

Minimum weather conditions are published in the **General Rules – Rule 3.9**, and must be strictly observed. Participants may be further restricted by their licence or rating privileges. No pressure should ever be placed on competitors to fly in weather which is below an individual pilot's personal limit, even if weather conditions are still above contest minima. The CD should encourage pilots to exercise good airmanship at all times and request them to respect the decisions made by fellow competitors.

#### 3.5.5 Use and Allocation of Radio Frequencies

All contests require the use of VHF radio communications with 8.33kHz tuning. The CD for each event should be advised by the HCO of the allocated safety frequency for use by competitors while performing in the aerobatic box. The airfield air traffic service, the CD or the CJ can use the safety frequency to communicate with the competitor during a contest flight for the sole purpose of assisting the safe completion of the flight. **See General Rules – Rule 3.11**

#### 3.5.6 Briefing

A thorough, formal briefing is essential. No pilot may compete unless he has attended the main briefing or received a personal briefing from the CD. **See General Rules - Rule 3.5.**

The website gives information specific to each contest and venue that participants need to aid planning their training and travel to the event, including an illustration of the box location and any other relevant operational information that is specific to a particular venue.

#### 3.5.7 Document Checks and Insurance

The Registrar is responsible for checking all required pilot/aircraft documentation details and airworthiness documents prior to the main briefing, as described in **General Rules - Rule 1.8 and 1.9.**

The pilot shall provide evidence of current Combined Single Limit insurance in conformance with Article 7 of Regulation (EC) No. 785/2004, or the required Ministry of Defence minimum if different when the contest takes place on a Ministry of Defence airfield. The insurance cover must explicitly include contest (competition) aerobatics and evidence of this clause shall be provided to the Registrar.

#### 3.5.8 Flight Programmes

The CD must ensure that pilots are advised not carry out any form of impromptu display on arrival or departure. Aerobatic flights at the contest site during an event but not included on the event schedule are not permitted without prior authorisation by the Contest Director.

#### 3.5.9 Carriage of Persons on Board Competing Aircraft

Only the competitor and an approved safety pilot (if required) shall be on board an aircraft during a contest flight in the aerobatic box.

#### 3.5.10 Liaison with the Local Authority and Emergency Services

The host airfield (AO) should liaise with the Police, Local Authority and Emergency Services to inform them about the event as part of their normal consultation and planning process.

#### 3.5.11 The Emergency Plan

The document **Procedure in the event of a serious accident or casualty** gives CDs guidance on how to plan for dealing with a major emergency at a contest. This follows the best practice advice given in the FAI Guidelines document **In the event of a casualty or a serious accident at FAI Air Sports**. The host venue will also have an emergency plan and it is important that the CD discusses the procedures with the host airfield AO in advance of the event, paying particular attention to how responsibilities and actions will be divided between the CD and the host airfield in the event of an emergency.

#### 3.5.12 Risk Assessment

British Aerobatics requires a fully completed and signed **British Aerobatics Risk Assessment and Safety Analysis**, prepared by the CD and authorised by the HCO, for all aerobatic contests and events. This should also be used to inform participants, officials and host airfield staff of the standard operating procedures, the specification of box location(s) and emergency response planning. The Risk Assessment process is reviewed annually by the HCO and directors.

### 3.6 Roles of Agencies

#### 3.6.1 The Police

The role of the police at any public event is the preservation of life, prevention and detection of crime, preventing disorder, traffic regulation and the co-ordination of the response to a major incident.

In the event of a fatal accident or death on site the police act as coroner's officers and as such, have statutory duties which include responsibility to preserve the scene until the appropriate investigation is undertaken.

The police will usually co-ordinate media liaison in the event of a major incident.

#### 3.6.2 Fire and Rescue Service

Dealing with any illness or injury to a member of the public will be the responsibility of the host airfield AO, using their standard operating procedures and facilities.

Fire and Rescue services required in the event of an incident involving an aircraft or participant will either be provided by dedicated, trained aerodrome staff, or by the National Emergency services as a result of a 999 call. Where no on-site facilities are available, participants must be advised that emergency response will only be provided by the National Services and each participant must accept this level of provision as a condition of entry.

### 3.6.3 Medical

Medical provision at contests and events is administered on the same basis as described for Fire and Rescue Services.

### 3.7 General

Should, for any reason, the emergency services covering the event have to leave the site to deal with an accident then the CD should suspend any flying activities taking place, since the conditions of the Aerodrome Licence may not be fully satisfied. In these circumstances the CD should liaise with the AO to decide an appropriate course of action, which will usually be to cease flying until the emergency services return to site.

The Air Accident Investigation Branch (AAIB) and the Police must be informed of any aircraft accident by the quickest means of communication available.

## 4. Background and Support Material

### 4.1 Description

The organisation and administration of aerobatic contests require careful consideration if the highest standards of safety are to be achieved and maintained. This document is intended as a code of practice and an indicator of best practice to ensure that the safety of both the participants and uninvolved third parties is not compromised.

The coverage of this document applies to aerobatic contests or flying events administered by the British Aerobatic Association (British Aerobatics) in the United Kingdom. The standards quoted should be treated as minima, and apply for the duration of each event.

Participating in or organising aerobatic contests or events carries a heavy responsibility. Safety is paramount, not only that of the participants but also of the public, and only the highest standards of organisation, administration and airmanship are acceptable. Contest flights must be carefully planned both on the ground and in the air, and no aerobatic manoeuvres should be considered without careful thought to ensure that the planned figure or sequence of figures is safe.

British Aerobatics have produced a risk assessment document (**Risk Assessment and Safety Analysis**) to help Contest Officials, particularly CDs and CJs, identify hazards, their causes, consequences and ways of mitigating these risks. This safety first approach underpins all procedures British Aerobatics uses to plan and run contests and events.

Aerobatic flights or manoeuvres that are impromptu, ad hoc or unplanned shall not be attempted at a British Aerobatics contest or event and shall not be tolerated by either the CD or CJ.

### 4.2 Background

#### 4.2.1 Aims of the British Aerobatics

The **British Aerobatic Association Ltd (British Aerobatics)** was founded on 1st May 1974 to represent the interests of all those concerned with aerobatic flying by promoting and organizing all aspects of competition aerobatics in the UK, including progressive training, proper conduct, furtherance of the sport and arranging contests. The British Aerobatic Association Limited is a Company that was incorporated with its liability limited by guarantee and not having a Share Capital and is recognized by The Royal Aero Club as the governing body of aerobatics in Great Britain. British Aerobatics is a 'not for profit' organisation.

British Aerobatics is recognised by the Civil Aviation Authority (CAA) as the representative body for sport aerobatics in the United Kingdom and is given dispensation to run aerobatic contests within the terms of the **Air Navigation Order (ANO)** and the **Rules of the Air Regulations**.

The aims and objectives of British Aerobatics are:

- To promote and encourage aerobatic flying. To take such steps as may be necessary for the proper conduct and furtherance of the sport.
- To provide an effective means of communication between aerobatic pilots and other enthusiasts and a focus for the efforts of all those interested in aerobatics.



- To provide assistance and guidance in aerobatic training matters from the *ab-initio* stage onwards.
- To represent the interests and express the needs of those involved in aerobatics in the following main areas:
  - National and domestic Competitions
  - International competition
  - Aerobatic training

British Aerobatics runs up to twenty aerobatic contests in the UK each year, including events for power aircraft and gliders. Approximately 100 pilots are active competitors, across the five Classes of competition: Club, Sports, Intermediate, Advanced and Unlimited.

Teams of pilots are selected to represent the United Kingdom at the international contests held each year by the FAI. Some members also play key roles on the international Governing Body of Aerobatics (FAI - CIVA) and contribute significantly to the administration and development of the sport.

British Aerobatics runs an annual Judging Workshop to introduce the principles of evaluating aerobatic contest flights to new judges and pilots. A CD and CJ workshop is also held every March so that experiences gained from the previous season's activity can be discussed, rules and procedure changes for the forthcoming season can be debated and a consistent approach to the management of events can be developed. British Aerobatics has also assisted AOPA to develop their Basic, Standard and Intermediate level Aerobatic Certificate courses.

#### 4.2.2 British Aerobatics Core Values

- To provide pilots and the public with an opportunity to learn more about aerobatics in general.
- To encourage novice aerobatic pilots to experience the benefits of friendly competition via the Get into Aeros events and Club Days.
- To enable competing pilots to pit their aerobatic skills one against the other in safe, fair and open competition.
- To provide groups and individuals at host airfields with an interesting and beneficial annual event.
- To further the sport of aerobatics at host airfields.
- Where practicable, to give the general public the opportunity to watch and learn about contest aerobatics.
- To provide all participants with an equal opportunity to compete, regardless of age, gender, ethnicity or sexuality.
- To uphold the true spirit of sportsmanship and ensure the sport remains free of doping.
- To safeguard the wellbeing of young people (minors) who participate in events.

These values are supported by specific Ethical Policy documents, which are available on the website ([www.aerobatics.org.uk](http://www.aerobatics.org.uk)) and explain British Aerobatics' commitment toward the ethical treatment of its members and those who come into contact with the organisation.

These policy documents include:

- The Code of Conduct
- The Anti-Doping Policy
- The Policy for Safeguarding Young Persons
- The Equity Policy

### **4.3 Governance of British Aerobatics**

British Aerobatics is governed in accordance with the usual statutory duties required of a UK corporate entity and appoints a chairman, directors and, if required, a company secretary to establish policy and manage the affairs of the Company.

#### **4.3.1 Chairman**

The Chairman is ultimately responsible for the safe conduct of all activities undertaken by British Aerobatics. He is responsible for establishing and maintaining all the rules and procedures that might reasonably be expected of the Association in the furtherance of its aims and objectives.

#### **4.3.2 Head of Contest Organisation**

The Head of Contest Organisation (HCO) is the executive officer responsible for scheduling, management and oversight of the annual programme of events, including the appointment of suitably experienced CDs, CJs and other contest officials. He is responsible for the overall implementation of the safety rules and procedures and also reports to the directors on the overall results for the contest season.

The Head of Contest Organisation is selected by the Board of the Association based on his safety consciousness, extensive experience of contest operations, management and communication skills. A person selected to be HCO will have had at least two seasons experience as a Contest Director and some additional judging experience.

#### **4.3.3 Company Secretary**

The Company Secretary (CoSec) ensures that the Company fulfils its statutory reporting obligations, prepares the annual accounts (a full audit of the accounts is not required) and is responsible for arranging insurance to cover third party risks and liability. A CoSec is no longer required by English Law, but the Association will continue to appoint to this role unless the directors determine otherwise.

#### **4.3.4 Directors/Committee**

The Members of the Association appoint up to nine directors by a method laid out in the Articles of Association, with appointment or reappointment occurring at the Annual General Meeting (AGM). Each Director may serve for three years before they are required to stand for re-election if they wish to continue in that role. Other members of the Association are co-opted to the Committee to

fulfil specific roles required to administer the Association effectively. A chart showing the current structure of committee members and their duties is shown on the website ([www.aerobatics.org.uk](http://www.aerobatics.org.uk)).

#### 4.3.5 Members

The Association is open to membership, which can be arranged via the website or with the British Aerobatics office. There is one main class of membership: Member. If a pilot or official wishes to participate in a contest or event he must be a Member of the Association.

A person becomes a Member by providing the requested personal details and by paying the requested membership fee. If either of these conditions remains unfulfilled, then membership will be deemed not to be valid.

Continued membership is contingent on the prompt payment of the requested renewal fee which falls due on the 1<sup>st</sup> of January in each calendar year. If the requested fee remains unpaid at 31<sup>st</sup> January in that year, membership will be deemed to have lapsed. A new application for membership must then be completed.

The directors may elect long-standing Members or supporters of the Association to become Honorary Members. Honorary Members remain at this status unless the directors decide to remove them from the list or on death, whichever is sooner. The directors should review the list of Honorary Members annually. An Honorary Member is not required to pay a membership fee.

All Members are required to abide by the General Rules and shall always maintain the principles and core values of the Association. Incidents where this is not so shall be reported to the HCO and Chairman for proper investigation and discussion with the directors. Sanctions available include temporary suspension of membership or cancellation of membership. Matters involving a breach of criminal law will always be reported to the Police or appropriate regulatory body.

#### 4.4 Meetings

The Committee works throughout the year to administer the Association's business. Three formal company business meetings are normally scheduled each year:

**Pre-AGM Committee Meeting:** scheduled for immediately before the AGM. The Committee review any outstanding issues and finalise the information that will be presented to the AGM.

**The Annual General Meeting:** normally scheduled to take place in mid-January. The directors report to the membership about performance during the past season, plans for the forthcoming season and any rule or policy changes. Financial results are also reported in this meeting. The Members vote to appoint directors as required by the terms of office. Once the directors have been established, they elect from amongst their number a Chairman. Members are given an opportunity to raise other issues for discussion at the end of the meeting.

**End of Season Committee Meeting:** A meeting where the Committee reviews the past season's activity, learns from the experience gained, reviews safety policy and operating procedures, reports on finances (past year performance and budget for forthcoming year),

proposes rules changes, reviews the planned schedule of events and decides the policy for selection of international teams.

Minutes of these meetings are recorded and kept by the Company Secretary.

## 4.5 Financial Control

Financial control of the Association is managed by the Treasurer working with the Chairman and directors. He prepares the annual budget, monitors performance against that plan during each season and summarises results at the end of the year. The Company Secretary is responsible for ensuring timely, accurate preparation of the accounting statements required for the statutory reporting to Companies House. The Chairman approves the accounts when he believes them to be an accurate reflection of the performance of the Association.

## 4.6 Reference Documents

The following documents are used by the directors, Committee and officials to guide how the Associations activities are administered:

### 4.6.1 Legislation

#### ***The Air Navigation Order; The Rules of the Air Regulations; CAP 403***

The primary consideration in all aerobatic contests is the safety of participants and uninvolved third parties.

**The Air Navigation Order (Article 86)** and **Rules of the Air Regulations** define the legal and regulatory requirements pertaining to flying activities, while **CAP 403** details both safety and administrative arrangements required or suggested for flying displays. Whilst aerobatic contests, whether part of a Flying Display or not, are specifically exempt from the requirements of **Article 86**, the rules and procedures implemented by British Aerobatics are intended to create an equivalent or higher standard of safety for all. In particular, where the public has access to the host airfield the competitors and officials shall comply with those parts of **CAP 403** relating to public safety, especially in relation to minimum separation distances between aircraft, in flight and on the ground and the public.

### 4.6.2 Operational Documents

- General Rules for the Conduct of Aerobatic Contests and Events;
- Risk Assessment & Safety Analysis
- Operations Manual
- Contest Director Guidance Notes
- Procedure in the event of a serious accident or casualty
- Code of Conduct (incorporated in the General Rules)
- Anti-Doping Policy
- Policy for Safeguarding Young Persons
- Equity Policy

The latest versions of these documents are available to download from the website ([www.aerobatics.org.uk](http://www.aerobatics.org.uk)) in the Briefing Room.

## 5. Appendices

This section of the Operations Manual comprises examples of various forms and check-lists related to the competition environment. Readers should however primarily refer to the section in this manual directly concerned with the action or event concerned for a thorough description of the responsibilities and circumstances concerned, or to the website ([www.aerobatics.org.uk](http://www.aerobatics.org.uk)) to download the current version of some forms.

Similarly the contact details presented here should be checked against the website to ensure that the latest information is used.

A revisions and amendment log is appended listing significant changes that have been made since initial publication, and their dates.

### 5.1 Forms

- Online forms:
  - Membership Form
  - Contest Entry Form
- Paper based forms:
  - Contestant's Declaration
  - Flight Evaluation Form
  - Pilot Proficiency Card and Membership Card
  - Competition Box Specification and Risk Assessment

**Note:** The forms illustrated on the following pages **are for example only**. The latest versions of these forms can be downloaded from the appropriate pages of the website [www.aerobatics.org.uk](http://www.aerobatics.org.uk).

Online membership form:

Apply online

Grade \*

Member

Type \*

New Membership

Your details

Name \*

Email \*

Telephone \*

Address \*

Address line 1 (required)

Address line 2

City/county (required)

United Kingdom of Great Britain and Northern Ireland

Postal code (required)

Emergency contact details

☐ Same as your details?

Name \*

Relationship to you \*

Telephone \*

Address \*

Address line 1 (required)

Address line 2

City/county (required)

United Kingdom of Great Britain and Northern Ireland

Postal code (required)

Terms & Conditions

I/We apply for membership of the British Aerobatic Association as a Member/PTP/Training Centre as indicated, and I/We agree hereby to abide by the Articles, Memorandum and Rules of the Association.

I/We further agree that in the event of the Association (a Company limited by guarantee) being wound up during the currency of My/Our membership I/We will pay the sum of one pound to discharge any debts, expenses, costs or liabilities incurred prior to My/Our cessation of membership.

☐ I agree to the above terms & conditions \*

☐ I agree to the British Aerobatic Association [privacy policy](#) \*

Pay now

<https://www.aerobatics.org.uk/membership>

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## Online competition entry:

### Online entry

**Aircraft, level & entry fee**

Registration \*

Type \*

Level & entry fee \*

e.g. Boeing 747

Sports (British National Spo Power Champion, £50.00)

**Pilot details**

Name \*

Email \*

Telephone \*

Address \*

Address line 1 (required)

Address line 2

City/county (required)

United Kingdom of Great Britain and Northern Ireland

Postal code (required)

**Emergency contact details** ☐ Same as pilot details?

Name \*

Relationship to you \*

Telephone \*

Address \*

Address line 1 (required)

Address line 2

City/county (required)

United Kingdom of Great Britain and Northern Ireland

Postal code (required)

**Terms & Conditions**

I/We I the undersigned, hereby make application for entry in the above-named contest.  
I understand that my application shall not become an entry until it is accepted by the Contest Registrar, and that my entry fee will be returned less a £5 handling charge if not so accepted. I fully accept that a 50% surcharge is payable in the event of my application being received after the closing date by the Contest Registrar, and that his/her decision to levy such a fee shall be final and binding.

☐ I agree to the above terms & conditions \*

☐ I agree to the British Aerobatic Association [privacy policy](#) \*

Pay now

<https://www.aerobatics.org.uk/events>



## British Aerobatic Association

# CONTESTANTS' DECLARATION FORM

Contest \_\_\_\_\_ Venue \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### I the undersigned, hereby declare that:

1. I accept that the primary consideration in all aerobatic contests is the safety of participants and third parties and I will exercise appropriate actions and airmanship to uphold safety at all times during the contest.
2. My aircraft and I are covered by a valid policy of insurance covering any risk of damage, injury or death to any third party and in the absence thereof I agree to indemnify the BAeA and any third party in respect of any such loss or damage.
3. I am physically and mentally fit to take part in the event and I am competent to do so in the aeroplane type I am flying. I acknowledge that I understand the nature and the type of the competition and the potential risk inherent with sport aerobatics and agree to accept that risk.
4. The aircraft in which I shall compete is free from any known defect that might affect its safe operation during the competition. I acknowledge that, should any such defect be discovered before or during the contest, it is my responsibility to declare that the defect exists and to take any necessary steps for its rectification before I take any further part in the event.
5. I have studied the pre-contest information and I am fully aware of the location of the published performance zone. I acknowledge the vital importance of not flying over any congested area in the vicinity of the zone and confirm that I will comply fully with Rule 5 of the Rules of the Air whenever I am outside the performance zone.
6. I acknowledge the importance of the minimum height limits for aerobatics and shall not wilfully fly below those limits.

### I further warrant that:

7. I have received information on and had an opportunity to review the Anti-Doping Rules and Procedures of the FAI and UKAD. I consent and agree to comply with and be bound by all of the provisions of the FAI and UKAD Anti-Doping Rules and Procedures, including but not limited to, all amendments to the Anti-Doping Rules and Procedures and all International Standards incorporated in the Anti-Doping Rules and Procedures. I acknowledge and agree that UKAD and the FAI have jurisdiction to impose sanctions as provided in their Anti-Doping Rules and Procedures.
8. I also acknowledge and agree that any dispute arising out of a decision made pursuant to the these Anti-Doping Rules and Procedures, after exhaustion of the process expressly provided for in the FAI Anti-Doping Rules and Procedures, may be appealed exclusively as provided in Article 13 of the FAI Anti-Doping Rules and Procedures to an appellate body for final and binding arbitration, which in the case of International-Level Pilots is the Court of Arbitration for Sport. I acknowledge and agree that the decisions of the arbitral appellate body referenced above shall be final and enforceable, and that I will not bring any claim, arbitration, lawsuit or litigation in any other court or tribunal.

Pilots name (capitals):

Signature

Pilots name (capitals):

Signature





# Flight evaluation form:

BAeA Flight Evaluation Form – Issue 3, February 2022

## PILOT PROFICIENCY ENDORSEMENT: ISSUE OR RENEWAL

### APPLICANT'S PERSONAL DETAILS AND EXPERIENCE:

*Applicant to complete and sign this section prior to evaluation.*

NAME:	<input type="text"/>		
Address	<input type="text"/>		
Post Code	<input type="text"/>	Telephone:	<input type="text"/>
Email	<input type="text"/>	BAeA Mem. No.	<input type="text"/>

Pilot's Licence: (or glider equivalent)	Type <input type="text"/>	No. <input type="text"/>	SEP(L) in date: Y / N
	Total	Last 12 Months	On Evaluation Type
Aerobatic Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualification sought:	Club / Sports / Int / Adv / Unl / Freestyle		Power / Glider

**Applicant's statement:** *I warrant the above to be a true record of my details and qualifications*

### ORAL EVALUATION:

<b>Applicant's knowledge of:</b>	<i>circle the options</i>	<b>Comment</b>
Aircraft Limitations	Sat / Unsat	<input type="text"/>
Personal Preparation for Flight	Sat / Unsat	<input type="text"/>
Sequence Analysis and Planning	Sat / Unsat	<input type="text"/>
Spin Awareness	Sat / Unsat	<input type="text"/>
Planning for Unknowns	Sat / Unsat	<input type="text"/>
Code of Conduct & Rules	Sat / Unsat	<input type="text"/>
Box and Height Minima	Sat / Unsat	<input type="text"/>

### FLIGHT DEMONSTRATION: At location / airfield: on / / 202

<b>Pre-Flight Criteria:</b>	Max G + <input type="text"/>	Max G - <input type="text"/>	Min Ht (ft): <input type="text"/>
<b>Flight Observations:</b>	<i>circle the options</i>	<b>Comment</b>	
Climb and Start	Sat / Unsat	<input type="text"/>	
Sequence	Sat / Unsat	<input type="text"/>	
Positioning/Wind	Sat / Unsat	<input type="text"/>	
Handling	Sat / Unsat	<input type="text"/>	
Adherence to Limits	Sat / Unsat	<input type="text"/>	
Situational Awareness	Sat / Unsat	<input type="text"/>	

<b>Decision:</b>	Pass / Fail	<b>Comments:</b>	<input type="text"/>
<input type="text"/>			


<b>Evaluator:</b>	NAME: <input type="text"/>	<b>Signature:</b>	<input type="text"/>
<b>BAeA Memb No:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/> / <input type="text"/> / 202

*For Membership Secretary Use Only! Date Received:  /  / 202*

Pilot proficiency card:  
(Awaiting reprint)

Keep this card up to date

It will be required at ALL BAeA competitions




BAeA  
Pilot Proficiency Card

BAeA 2004

Pilots name: \_\_\_\_\_

Level:	P / G	Event	Date	Memb.No	Check pilot (caps)	Signature
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
STANDARD / SPORTSMAN						
INTERMEDIATE						
INTERMEDIATE						
INTERMEDIATE						
ADVANCED						
ADVANCED						
ADVANCED						
UNLIMITED						
UNLIMITED						
4 m Freestyle						
4 m Freestyle						

Membership card:



BRITISH  
AEROBATICS

Membership Card

Membership Grade:

☐ Member

☐ Preferred Training Partner

☐ Training Centre

Name:

\_\_\_\_\_

Membership Number:

\_\_\_\_\_ / \_\_\_\_\_

## 5.2 Checklists

### Airfield Briefing Checklist

	<i>Subject:</i>	<i>Done</i>
1	Dates and flying schedule	
2	NOTAM details	
3	Emergency response provision	
4	Fuel and Oil availability	
5	Hangarage	
6	Aircraft parking and tie down	
7	Maintenance facilities	
8	Catering (for participants and contest officials/judging team)	
9	Method of payment (participants and British Aerobatics)	
10	Flying operations (circuit pattern, taxiing)	
11	Publicity to club members, media	
12	Airfield representative identified to attend official briefing	
13	Major incident response plan	
14	Location of aerobatic box	
15	Risk Assessment on aerobatic box completed	
16	Inform residents – ask Airfield Operator	

## Contest Transit Case Checklist

	<i>Subject:</i>	<i>Done</i>
1	Laptop computer	
2	Printer plus spare colour and B/W cartridges	
3	Incident Pack	
4	Registration Document – <b><i>must be up to date</i></b>	
5	File for Insurance Policies	
6	Judging Folders and all pre-printed paperwork	
7	4 x air-band radios plus 4 spare batteries and 4 chargers	
8	2 x mobile phones plus Top-Up cards	
9	Stationery supplies: pens, A4 paper, staplers and staples, paperclips, bulldog clips, dry-board markers etc.	
10	Folder with current British Aerobatics General Rules, Judging Tutorials etc.	
11	Power adaptors and extension lead	
12	Chief Judge's kit (stationery etc.)	
13	Spare documents – Membership Forms, Contest Entry Forms etc.	

## Major Incident Folder Checklist

	<i>Subject:</i>	<i>Done</i>
1	Copy of next of Kin document – <b><i>must be up to date</i></b>	
2	Major Incident Guidelines document	
3	Risk Assessment documents	
4	Mobile phone and charger plus Top-Up card	
5	Digital camera plus batteries etc.	
6	USB memory stick	
7	Sundry stationery supplies	

## 5.3 Risk assessment and Safety Analysis

### British Aerobatics Risk Assessment Document (2022) Golding-Barrett & Gunpowder Trophies Sleep Airfield 7th and 8th May 2022

S = Severity	1 = negligible	2 = minor	3 = major	4 = hazardous	5 = catastrophic
P = Probability	1 = extremely improbable	2 = improbable	3 = remote	4 = occasional	5 = frequent
R = Risk Score	1-2	3-4	5-6	7-8	9-10

ALARP	Aim to reduce the risk to "As Low As Reasonably Possible"				
Risk Analysis 1	Current risk				
Risk Analysis 2	Residual risk following additional mitigating action (where applicable)				
Risk Classification	1-4 = Acceptable	5-12 = Review	13-25 = Unacceptable		

Please note: The responsibility for risks relating to the general operation of the airfield and control over the public areas will be that of Shropshire Aero Club management. The airfield operator will also be responsible for liaison with emergency services and actions in the event of an incident or accident.

#### Abbreviations:

CD Contest Director

CI Chief Judge

AO Airfield Operator

Describe the hazard

Current mitigation measures in place

Risk Analysis 1

Risk Classification

Additional mitigation to reduce risk to ALARP

Risk Analysis 2

Risk Classification

Outstanding Action

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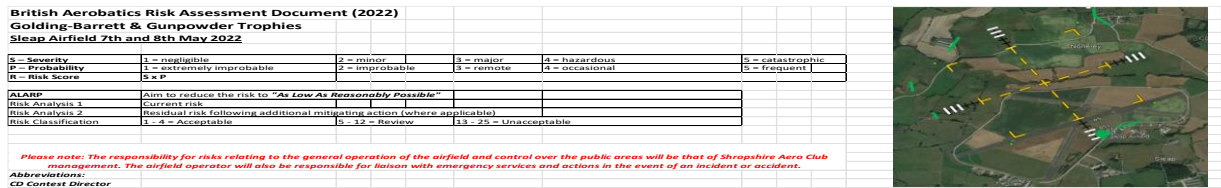
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Performance Zone (aerobatic box)

Describe the hazard	Current mitigation measures in place	S	C	R	Risk Analysis 1	Risk Classification	Additional mitigation to reduce risk to ALARP	S	C	R	Risk Analysis 2	Risk Classification	Outstanding Action ... by whom ...
The risk of collision by a participating aerobatic aircraft with members of the public present at the airfield.	Members of the public are not explicitly invited to attend the contest. All contest flying is confined to a nominal aerobatic performance zone (the box) located over parts of the airfield which are unoccupied and with a minimum lateral separation distance of 200m from areas where the public are allowed to congregate on the airfield. Pilots are briefed to discontinue their flight and reposition if they are no longer within the box or there is a risk of overflying any public areas. On the ground pilots are briefed to keep their aircraft a minimum of 100m laterally separated from spectators.	4	2	8	Review	The CI (with backup from the CD) will monitor the Safety Frequency and will issue a BOX, BOX, BOX call to any competitor who is perceived to be about to exit the aerobatic box, particularly where the potential excursion is towards the tower and public areas. The competitor will be required to discontinue the aerobatic programme and reposition within the aerobatic box before recommencing.	4	1	4	Acceptable	Safety heights, separations and safety radio procedures must be fully briefed by the CD/CI at the main briefing before contest flying commences. If practical the extent of the aerobatic box will be marked on the ground using canvas markers to indicate where the boundaries are.		
The risk of collision by a participating aerobatic aircraft with an occupied building on the ground.	There are no buildings underneath the aerobatic performance zone (the box). The nearest structures are 2 barns at about 200m outside the NW corner of the box, 2 farms approximately 350m to the SW on the extended A axis, the control tower, museum and hangars to the SE of the box on the extended centreline of the B axis about 200m distant. The hamlet of Noneley is about 250m distant on the N corner of the box. All of these buildings are deemed to be either unoccupied or sufficiently far from the box as to be at no incremental risk from aerobatics when compared to the usual operations at Sleep. An Advanced level competitor flying below 200m (500ft) AAL but above 150m (500ft approx.) will be penalised, below that limit they will be disqualified. For Unlimited competitors the lower limit is 100m (328 ft) with disqualification below 50m (164 ft); the CI or CD will instruct a competing pilot to LAND, LAND, LAND immediately if the	4	2	8	Review	The CI (with backup from the CD) will monitor the Safety Frequency and will issue a BOX, BOX, BOX call to any competitor who is perceived to be about to exit the aerobatic box, particularly where the potential excursion is to the S/W where the hangar and business unit complex is located. The competitor will be required to discontinue the aerobatic programme and reposition within the aerobatic box before recommencing.	4	1	4	Acceptable	Safety Heights and Safety Radio procedures must be fully briefed by the CD/CI at the main briefing before contest flying commences.		
The risk of collision of a participating aeroplane flying within the aerobatic box with an uninvolved member of the public, a secondary gathering or with a public road.	All aerobatic flying will take place above 300m (1000ft) AAL. Private fields below the west and north-east axes of the box are considered to present very low risk hazard to their farmers, since this is mainly grazing land. There is an infrequently used farm track adjacent to the west side of the box serving a B&B establishment. There are no areas where secondary congregation should occur.	4	1	4	Acceptable	The CD/AC will speak with the land owners and explain the activity, duration and nature of any risk and ask that they stay clear of the land below the box when aircraft are present. Contact details for the CD and Airfield Management will be provided and if appropriate a notice affixed to the access with these details. Pilots are briefed that if they observe activity below them whilst flying in the box they should stop their sequence and advise the CD/CI on the Safety Frequency.	4	1	4	Acceptable	CD/AC to arrange to speak with local land owners and also ensure that the R/L model flying club is briefed to stay clear of the box area whilst contest flying is in progress.		
The risk of a participating pilot having a collision with a passing aircraft in the box.	The event is advised by NOTAM notifying aerobatic contest activity up to 3000AGL and 2 NM radius from the airfield, with the effective hours on each day of the contest. A Yellow A/C (Ref flt) is published at the start of the season explaining the activities to be expected at a contest, which areas to avoid and procedures for communication. The CD will brief the Sleep A/G operators to confirm that all contacts to the unit will be advised of the activity and the relevant height/separation parameters.	3	3	9	Review	The CI and CD will both monitor the Sleep frequency on handheld radios and will have contact details for R/T if a BREAK, BREAK, BREAK instruction needs to be issued to facilitate non-compliant or emergency traffic.	3	1	3	Acceptable	CD to brief Sleep A/G operators on use of the Safety Frequency and Safety Procedures		
The risk of participating pilots becoming disorientated in flight and/or experiencing loss of control.	Competitors at Sports level have been evaluated by a BAA approved Flight Evaluator as safe to compete at this level and are fully briefed on safety heights and procedures. Pilots at Club level with either fly with a safety pilot or will have been observed and authorised by an aerobatic instructor as safe for solo aerobatic flight. Pilots are briefed to keep a safe margin above the minimum safety heights to give time for recovery in the event of a loss of control.	3	1	3	Acceptable	CD and CI will monitor the Safety Frequency and instruct a pilot to BREAK, BREAK, BREAK if either observes flight characteristics at odds with normal	3	1	3	Acceptable	CD to remind pilots in the main briefing before contest flights commence of their commitment to be physically fit for flight and Safety Procedures to follow in the event that they are advised to break		
The risk of a participating pilot striking a tall obstacle in flight.	No tall obstructions within the box area or immediate vicinity; normal flight risk while in the circuit pattern.	3	1	3	Acceptable								
The risk of a pilot breaching controlled airspace whilst participating.	There is no controlled airspace above the box below FL05, although Shawbury MATZ is to be considered active to the SE. Shawbury Duty Ops have been briefed and generally consider the activity minimal risk to their operations.	2	1	2	Acceptable	The CI and CD will both monitor the Sleep frequency on handheld radios and will have contact details for R/T if a BREAK, BREAK, BREAK instruction needs to be issued to facilitate non-compliant or emergency traffic.	3	1	3	Acceptable	CD to brief Sleep A/G operators on use of the Safety Frequency and Safety Procedures		
The risk of pilots causing noise disturbance to local communities.	Sleep airfield management and British Aerobatics are aware of possible noise nuisance to local communities and will take steps to minimise this at all times. Airfield Operator (AO) to brief participants on local noise abatement procedures and areas to avoid at the main briefing before contest flying commences. Local arrival procedures to be published in the online details for the contest. The villages of Noneley to the immediate North and Burton to the West are particularly noise sensitive.	1	4	4	Acceptable	CI use of BOX, BOX, BOX call to discontinue a programme if it is perceived that the aircraft will exit the aerobatic box in the direction of any noise sensitive area.	1	2	2	Acceptable	CD/AC to brief noise sensitive areas in main briefing.		
The risk of a mid-air collision in aerobatic training away from the airfield or upon return to the airfield.	No competing aircraft may fly locally for training once the contest has started.	4	1	4	Acceptable								
The risk that a participating pilot conflicts with another aircraft operating from this airfield.	SAC has many years experience of operating this airfield during British Aerobatics' contests and will manage all arrivals and departures to avoid conflicts while aerobatics flights are in progress. Should runway 18/36 become in use there is a risk of conflict with circuit traffic on finals or climb out. In this case Sleep management and A/G operator will be consulted and if local traffic is high competition flights will be suspended. Helicopter training by RAF Shawbury on the airfield will be discontinued for the duration of the event.	3	1	3	Acceptable	CD/CI will monitor the Safety Frequency and call BREAK, BREAK, BREAK if they perceive any risk of conflict developing.	3	1	3	Acceptable	CD to liaise with AO to establish duty runways, expected activity and local procedures in place for each day. CD/AC to brief pilots at each day's briefing.		
The risk of participating pilots not being of the required standard to conduct the flights.	British Aerobatics operates a strict proficiency system to approve/deny and check every pilot's competence to fly in the Sports, Intermediate, Advanced and Unlimited categories, in every case only approving pilots who demonstrate to an approved Flight Evaluator the necessary experience, skills and situational awareness required in competition aerobatic flying.	2	2	4	Acceptable	CI use of LAND, LAND, LAND call if he observes unexpected or uncharacteristic flight patterns during a programme	1	2	2	Acceptable	Registrar/Scorer to check all pilots' proficiency cards are up to date and signed off at the correct level prior to contest flying commencing.		
The risk of a member of the public entering airspace area and being injured by moving aircraft.	Sleep airfield already has in place an approved standard of separation between members of the public and all airspace areas.	2	1	2	Acceptable	Pilots to be reminded at briefing on awareness and good airmanship on entry to the aerobatic box and that they have a responsibility to ensure the safety of any friends or family supporting them, by ensuring that they are briefed that they are not permitted airspace, unless accompanied and with specific permission from the airfield management.	2	1	2	Acceptable	CD to remind all pilots at first and subsequent briefings to be vigilant and to ensure friends and family remain safe.		
The risk of injury to contest officials, including judging teams.	Contest office, judging positions and briefings will wherever possible be located groundside. Where airspace activity is required, the CD and CI will be cautious to ensure that all officials remain clear of aircraft starting and taking and also vehicular routes. The judges' position will be groundside within the public enclosure and the contest office will be in the museum briefing room.	2	2	4	Acceptable	briefings outside is required the CD will ensure that appropriate arrangements are in place to ensure attendees remain safe.	3	1	3	Acceptable	CD to brief officials on safety procedures before commencement of flying.		

Checked by:

Contest Director

Approved by:

Head of Contests

DRAFT

Date: Feb.22

Date:

Airfield Operator

Bruce Buglass

bruce@shropshireaeroclub.co.uk