



Operations Manual

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Purpose

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

Please refer to the British Aerobatics General Rules for clarification in all matters relating to the regulatory structure of the British Aerobatics competition and events environment, which take precedence over this Operations Manual.

If further instruction or guidance is required and/or not found in this manual the Management Team or the Chairman should be contacted for advice.

1. Contests and Events – Key Officials

1.1 British Aerobatics

The legal entity responsible for organising and running aerobatic contests and events in the United Kingdom is the British Aerobatic Association Limited (British Aerobatics), which is a company limited by guarantee and registered in England. The Members of British Aerobatics elect Directors of the Company (who play a Governance Role). The Directors appoint an executive Management Team (MT).

The officers of this company, their appointed officials and volunteers working for British Aerobatics 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 Fédération Aéronautique Internationale (FAI) as the National Airsports Control (NAC) for the United Kingdom.

British Aerobatics runs contests and training events. The majority of British Aerobatics operations concern contests. Contests are events where pilots fly aerobatic sequences in front of a panel of judges to determine which pilot flew the most accurately. British aerobatics also runs training events that include Get Into Aeros (GIA) and Get Into Aeros Contests (GIAC). Training events are not contests and are focussed on educating pilots who are new to aerobatics, or new to contests, about aerobatics. The British Aerobatics General Rules and Operations Manual are principally written from the context of running contests. The general operating principles described for contests also apply to training events, although some aspects of contest operations will not be relevant to training events. Safety considerations will always be the primary concern at contests and training events.

British Aerobatics does not run Training Camps, but may facilitate availability of training sites for use by independent coaches for Training Camps and publicise the date and location of such camps on the British Aerobatics website and contest administration web platform. All responsibility for operation of Training Camps lies with the Training Camp coach. British Aerobatics will have no involvement or jurisdiction over such events.

1.2 Contest and Event Officials

The key contest management and contest/event officials are:

1.2.1 British Aerobatics

British Aerobatics Directors, British Aerobatics Management Team (MT), Contest Director (CD), Event Director (ED), Chief Judge (CJ), Contest Jury, Registrar ¹, Scorer ¹ and Flight Director (FD) ²

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 Host Airfield Operator (AO)

Represents the host airfield and is the principal liaison between the airfield and British Aerobatics personnel. The AO should be present at the Main Briefing given by the CD at each contest or event.

The tasks performed by these officials/teams are described in the following pages:

1.3 Management Team (MT)

The MT has executive responsibilities for the scheduling, management and oversight of the British Aerobatics annual programme of contests and events, including the appointment of suitably experienced Contest Directors, Event Directors Chief Judges and other Contest/Event Officials. The MT is responsible for the overall implementation of the safety rules and procedures and reports to the Directors on the outcome of the contest season.

The MT is appointed by the Directors. The MT will have a deep experience of aerobatics and aerobatic contests, including extensive experience of contest operations and management. The MT shall adopt a safety first attitude to running British Aerobatics operations.

The MT and the Directors together constitute the British Aerobatics Committee.

1.4 Contest Director (CD)

The CD (also called Event Director at events that are not contests) 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. They are responsible for the safe running of the event from the start of the Main Briefing on the first day of the contest. The CD exercises overall control of the administration, organisation, conduct and financial arrangements of the contest, with the exception of managing control of, or facilities for the public which are the responsibility of the AO.

The CD must not take any other part in the contest, for example as a competitor or a commentator. They have authority over all other contest officials.

The CD is responsible for the maintenance of safety throughout the contest. They are 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

CD preparation before the event

1.4.1 At least two months before the Contest/Event:

- Works with the MT and the CJ to ensure that all the required contest/event officials, and where relevant Judges and Judges' Assistants, have been recruited and appointed.
- Establishes 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.

- Prepares the British Aerobatics Risk Assessment document. This must be completed and approved by the CD, CJ and AO, before being reviewed and approved by a Director. This document is stored on the central British Aerobatics file storage (Google Docs).
- Either the AO or the CD briefs the local emergency services about the contest. 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.
- Determines whether any exemptions or permissions will be required from the CAA and advises the MT, who will ensure that the appropriate arrangements are made.

1.4.2 One month before the Contest:

- Liaises with the MT and CJ 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.

- MT works with the CD to ensure that a clear graphic representation of the approved box location is available on the British Aerobatics contest administration web platform or British Aerobatics website before the closing date for the event.
- Considers imposing minimum height restrictions over local noise sensitive and congested areas. Details of any restrictions imposed should be clearly explained at the Main Briefing.
- Considers if 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 with the MT that the appropriate information, paperwork or computer systems (e.g. contest administration web platform records, scoring system) will be available as required to administer the contest, to include:
 - Registration List of Competitors showing that each person has submitted required documentation (pilot and aircraft). This will usually be available on the contest administration web platform. It is the CD's responsibility to check that each competitor has submitted the required documentation.
 - Judging Paperwork (either printed copies or software based) including Sequence Diagrams for all planned programmes

- Arrangements should be agreed by the CD with the MT to deliver the paperwork and equipment required to the contest site
- Contacts the previous year's trophy winners and instructs them to return the trophies to an agreed location. Contacts the MT for an appropriate supply of award medals.

1.4.3 Immediately prior to the event

- Calls the host airfield and confirms key AO duty contacts for the duration of the contest or event.
- Confirms with the AO that all relevant firefighting, paramedic, fuel, hangarage, picketing, maintenance, catering, accommodation arrangements etc. are in place. Clarifies local arrangements for payment of any of the above.
- Ascertains whether any local airfields, military facilities or glider sites need to be notified of the impending activity and communicate accordingly. It is particularly important to notify local glider sites and the British Gliding Association of the impending aerobatic activity.
- Ensures that a representative of the airfield will always be available during the contest hours and present at the main briefing.
- Resolves any potential conflict with local flying operations and ensures that any CFI(s) are briefed.
- Establishes 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" document.
- Confirms with the MT that a NOTAM or RA(T) has been issued and is correct.
- Contacts the CJ and obtains confirmation that s(he) and a full judging team have been organised and will be present.
- Confirms the attendance by other required personnel – Scorer/Registrar, FD.
- Prepares information needed for the Main Briefing using the template provided by the MT.
- Compiles a list of official personnel and a timetable

1.4.4 Consideration of public attendance and uninvolved third-party safety

Public attendance at British Aerobatic contests and events is not encouraged. Contests are a private event held at a host airfield. British Aerobatics members and their guests often attend, but British Aerobatics does not promote the events to the wider public. The possibility of general public attendance at the host airfield should be discussed 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.

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 MT 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 MT.

1.4.5 On arrival at the host airfield

- Meet with AO and staff to finalise plans for the contest, including explaining procedures and answering any questions
- 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. Contact with local gliding sites is recommended to discuss deconfliction of gliding and aerobatic activities that may occur during contest days.
- Review the Competition Box Specification & Risk Assessment, taking into account if any changes are required due to local circumstances encountered. Any changes must be approved by a British Aerobatics Director before the Main Briefing
- 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/Scorer to set-up the contest office
- If Flight Director (FD) is required, brief him/her.
- Discuss use of the safety frequency with the CJ and the AO.

1.4.6 Contest Emergency Plan

The British Aerobatics General Rules (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 Officials Briefings

Prior to the Main Briefing the CD should hold an informal briefing of key personnel to ensure that all have a clear understanding of their responsibilities, resolve any queries and generally organise themselves.

1.4.8 Pilots' Briefings

The British Aerobatics General Rules lists the subject areas that should be briefed. Some of this information can be promulgated ahead of the contest using a written briefing document. Key information must be covered by the CD who gives a face-to-face Main Briefing at the start of each contest. The CD may delegate parts of the briefing to other officials. The schedule may dictate that this briefing is held more than once for different 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.
- At the start of each briefing a roll call shall be made to ensure that all competing pilots and key officials are present.
- If the weather is unlikely to allow flying to commence within one hour, the Main Briefing should be postponed. The situation must be reviewed regularly until it is appropriate to begin the Main Briefing.
- A pilot who has not either attended the Main Briefing, or, in exceptional circumstances, been briefed individually by the CD, shall not compete.

1.4.10 Interim Safety 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.

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.
- The AO is consulted about any outstanding matters, then thanked for the provision of facilities.
- Results and a written Contest Director's Report of the event is sent to the MT (ideally within 24 hours of the contest completion, but no longer than 48 hours) for publication.
- A report is made to the MT of any abnormal incidents during the contest including details of any contestants flying which caused contest officials concern.

1.4.14 General comments

- The core function of the CD is to act as the general manager for the contest. On major matters the CD should assess the situation, take advice and provide a decision. On minor matters they should use their own discretion and experience to provide a prompt solution. In resolving uncertainties, they should be decisive, otherwise progress can be halted - a patently wrong decision can always be revised. Personal prejudice should be avoided and at no time should any decision compromise safety.

1.5 Chief Judge (CJ)

The CJ is responsible for the operation and performance of the judging panel, typically comprising three to eight judges plus other administrative staff as required. The CJ will be appointed by the MT at the start of the season.

The MT may appoint an appropriately experienced international judge as CJ. This judge must be familiar with British Aerobatics rules and operational procedures. An experienced UK judge or assistant judge should be selected to act as the CJ's assistant.

The CJ will normally assist the CD in the selection and approval of the box location.

1.5.1 Chief Judge's team

It is recommended that the CJ has an Assistant and a Caller whenever possible to share the tasks required when marking sequences and checking/collating the results. It is also recommended that a Safety Observer is assigned to the CJ team to watch for potential box incursions by conflicting traffic.

1.5.2 Judging teams

Ideally, each judge should have an 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'.

1.5.3 Judge selection

The MT will select appropriately experienced judges. This could include judges from other countries.

1.5.4 Siting of judges

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

1.5.4.1 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.

1.5.4.2 Safety and comfort

Judging positions must be 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.

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

1.5.4.3 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.

1.5.5 Transport to and from the judging line

It is essential that the CJ prepares their 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. On arrival at the judging site the CJ should take the lead in managing their teams to position themselves at suitable intervals along the judging line and get ready for action, open communications with the CD and stand to readiness for the first competition flight.

1.5.6 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 provide a small table. 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.

1.5.7 Availability and distribution of judging paperwork

Prior to each sequence the CJ must receive and distribute the appropriate paperwork or scoring system (e.g. tablet for real time scoring) to each judge.

1.5.8 Checking Unknown sequences

If Unknown sequences are created at the event, the CJ will need to check nominated figures for legality whilst they are being selected, and review/approve proposed sequences.

At events where pilots fly their own Free Known or Free Unknown sequences it may also be necessary for the CJ to check their construction against the required criteria. For Free Knowns this should take place prior to the event.

1.5.9 Radio air/ground communications

The MT 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. The CJ will be provided with two VHF transceivers. One should be set to the airfield frequency and one to the Safety Frequency. The CD will be issued with a mirror arrangement.

1.5.10 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 the British Aerobatics General Rules.

1.5.11 Airborne procedures and safety of pilots during sequences

The CJ has responsibility for monitoring the safety of competition flights and if they consider there to be a compromise to safety during a competitor's flight, they have a responsibility to take appropriate action to ensure that safety is maintained.

The CJ and the CD 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 MT promptly after the event.

1.5.12 Managing Sequence Scoring

The CJ must oversee the correct marking of all flights by the judging panel to ensure that each pilot is judged as accurately as possible and that figure marks, comments and penalties are recorded correctly. Any issues or disagreement between judges must be resolved appropriately in accordance with the General Rules. This may require the CJ to have a judging conference after a flight (at the first convenient time). The CJ must identify any figures that should be marked Confirmed Hard Zero (by reference to the flight video if necessary). The CJ must also define any penalties to be awarded. This information must be recorded clearly either on a paper record or directly into a scoring system. The CJ or the Scorer uses this information to ensure that the appropriate marks and penalties are entered into the scoring system.

The CJ should take particular care with the following:

- 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. The CJ may refer to the flight video to help with Hard Zero (HZ) checks. If the judges' opinions are split 50/50 regarding a HZ decision and the CJ feels there is insufficient evidence to declare a CHZ, the benefit of the doubt will be given to the pilot and the figure will be scored. Minority HZ marks will be treated as described in the General Rules.
- 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.
- In the event that the CJ deems that the pilot should be disqualified this must be recorded either on paper score sheets or within the scoring system directly. 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.

1.5.13 Proximity of pilots and/or other people

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

Pilots, team managers, 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. 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.

1.5.14 Emergency procedures

The CD will have set in place an Initial Emergency Response Plan for the event. The CJ should be aware of any responsibilities and actions that may transfer to him/her 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 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, any sequence or the whole contest.

1.7 Registrar/CD Assistant

The CD may appoint a Registrar or CD Assistant to help with a range of administrative actions as considered appropriate.

1.7.1 Personal and aeroplane documentation

Prior to the Main Briefing the CD or Registrar must check that each contestant's personal and aircraft documentation is valid, and that their qualifications and endorsements meet the requirements specified in the General Rules. This check will be completed using the contest administration web platform. These checks must be completed prior to the commencement of any competition flights at the contest, or to the commencement of flights by pilots in the relevant classes at multi-day events.

1.7.2 Competitors' declarations

Competitors are required to confirm that they are fit, able and appropriately qualified (as defined in the General Rules) to participate in the contest at the Main Briefing and each Safety Briefing. The CD will read a Fitness Declaration to the pilots during these briefings. A pilot's participation in contest flights will be evidence of their compliance with these requirements.

1.7.3 Anti-doping and the Therapeutic Use Exemption (TUE)

A competitor who uses medication which is included on the WADA List of Prohibited Substances should declare this to the British Aerobatics MT prior to the event, with a copy or reference to the TUE which they have obtained from their medical practitioner.

1.7.4 Roll calls

The CD or Registrar is responsible for the roll call at the Main Briefing. 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 present at the Main Briefing will usually be excluded from the contest, except in exceptional circumstances at the discretion of the CD.

1.8 Scorer

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

1.8.1 Contest Scoring Files

The MT will provide a scoring system pre-loaded with the relevant pilot and sequence information required for the contest. The Scorer must check this information at the start of the contest, particularly information regarding the pilots and aircraft being used for each Class of competition. The Scorer should record the names of the contest officials, judges' assistants and scribes either in the scoring system or in an email sent to the CD and MT (so that this information can be used in news articles and other documents).

1.8.2 Flying orders

Once the Registrar has concluded the Roll Call, the Scorer will construct a Flying Order for each sequence. This can be done manually or using the scoring system. Flying order should be determined randomly. 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. If a single aircraft is likely to be used very frequently (e.g. more than once in every four contest flights) the CD should discuss the potential to secure an additional aircraft with the pilots or training organisation involved.

1.8.3 Sequence judges

Before flying starts the CJ must finalise and confirm the list of judges and assistants for each sequence. The Scorer should enter this information into the scoring system.

1.8.4 Issuing judging paperwork

The Scorer is responsible for issuing the paperwork or scoring devices (tablets) needed by each judge to assess the flights. This must include appropriate sequence drawings and scoresheets or digital data capture. If Free sequences are used, the Scorer must ensure that each judge has the correct paperwork or real time scoring system for each flight. The CJ paperwork or scoring device must include a way of accurately capturing decisions about CHZ and penalties.

1.8.5 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.

1.8.6 Receipt and Entry of judges' scores

If a manual scoring system is used, the Scorer will have to check the score sheets provided by the CJ to ensure they are complete. If any errors or inconsistencies are identified, the Scorer should discuss the issues with the CJ who will decide what action should be taken. The Scorer can then enter the judges' marks and penalties into the scoring system. If a real time scoring system is used, the raw marks will be captured automatically, but the Scorer may need to work with the CJ to implement CHZ and penalties appropriately.

1.8.7 Issuing scores to pilots

Once the Scorer has entered a pilot's marks into the scoring system, the results should be calculated as quickly as possible and made available to the competitor for checking. Any paperwork used to determine the marks or penalties entered (e.g. CJ record sheet, CHZ checks) should also be made available to the competitor. The aim is to make the scoring process transparent and to give the competitor the opportunity to check that the results have been processed correctly.

1.8.8 Protest period

Each competitor should check their results promptly (usually within an hour of results being available). Any factual errors will be corrected by the Scorer so long as the competitor has acted promptly. Protests regarding any other issues (e.g. penalties, CHZs) will be referred to the CJ and possibly the Contest Jury as per the protest protocols stated in the General Rules.

1.8.9 Results publication

The Scorer should publish updated results at regular intervals, 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.

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

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. The CD may perform this role unless event circumstances require it to be separate.

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

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

The Flight Director should carry a VHF radio 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.

1.9.3 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 taxiing 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.

1.9.4 Departure revisions from the published Flying order

In the event that a technical or personal problem is 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.

1.9.5 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 their appointed engineering assistant. The preparation of such a designated sterile area (determined by AO) should be as directed by the CD, who may need to discuss the subject with the AO to avoid conflict with normal aerodrome traffic.

1.9.6 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 that are on the ground 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.

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 & Directors

The Chairman and Directors are ultimately responsible for the safe conduct of all activities undertaken by British Aerobatics. Their range of duties include but are not limited to:

- Oversight of the finances and accounts procedures
- Authorisation of each season's contest schedule and content
- Oversight and approval of sequences to be used at contest and events
- Review and maintenance of contest and flight safety standards
- Administration of the Flight Evaluator program, including setting qualification/eligibility requirements for Flight Evaluators and approving candidates to be Flight Evaluators.
- Development of General Rules and operating procedures
- Upkeep and development of British Aerobatics aims and objectives
- Communication with the CAA regarding incidents and non-compliance matters
- Control of formal meetings between the Directors, the MT and Members
- Maintenance of corporate business in accordance with UK company law
- Monitoring compliance with GDPR
- Appointment of a Treasurer

The Directors shall appoint appropriately qualified Flight Evaluators as required by the General Rules. They shall monitor the standard of appointed Flight Evaluators (FE) and all associated documentation on a constant review basis.

2.1.2 Management Team (MT)

The Management Team has executive responsibility for running British Aerobatics operations, including 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

- Preparation and approval, with the Chairman/Directors, of 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

The MT is responsible to the Directors for the administration of all aspects of membership including:

- Management of Membership applications using the contest administration web platform, checking that the information contained therein is sufficient and appropriate for the class of membership requested and that the correct fee has been paid
- Issue of FAI Sporting Licences and associated FAI administration
- Ensuring that the contest administration web platform provides an accurate Register of Members that is easily accessible by the Directors and MT
- Maintenance of the Next of Kin list for all members and ensuring that this information is available via the contest administration web platform on a controlled, confidential, need to know basis (most likely to a CD or Team Manager)
- Checking that each competitor fulfils Membership requirements and is appropriately certified (pilot and aircraft) to participate in aerobatic contests as required by the General Rules (this task can be delegated to appropriate CDs)
- Managing the documentation and archiving of all Risk Assessments, Flight Evaluations and other safety related documents onto the British Aerobatics Google Drive.

2.1.3 Treasurer

Financial control of British Aerobatics is managed by the Treasurer working with the Chairman and Directors. They prepare the annual budget, monitor performance against that plan during each season and summarise results at the end of the year.

2.2 Annual Schedule of Work

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

Month	Action	Who
Throughout Year	Administration of Membership Applications	MT
Throughout Year	Pilot competency endorsement via Proficiency Scheme	Flight Evaluators
By September	Draft schedule of events for forthcoming season	MT
October	End of Season Committee Meeting to review past season and plan the next. All Members Meeting to present review of past season and plans for future season to the members, seek their views and elect Directors	Directors and MT All Members
November	Attend CIVA Meeting , the forum that decides Rules Changes that affect competitions run to international rules	CIVA Delegate or Alternate
December	Finalise contest schedule and content of the website Contest Information pages	MT
December	Selection of CD/CJs for the next season	MT
As required	AGM to deal with official company business and appoint Directors.	Directors, MT & All Members
By end January	Request Yellow AIC publication by NATS	MT
By March	General Rules update the Rule Book to reflect decisions made at the CIVA plenary, committee meetings and the AGM	MT
As required	Judging School to provide training on the evaluation of contest flights.	All interested in learning about or improving their judging
Pre-season	CD and CJ Workshop to discuss lessons learnt and operating procedures for the forthcoming season.	All CDs and CJs nominated for the year
Pre-season	Flight Evaluators briefing for annual renewal of Flight Evaluator privilege, providing an update on rules, processes.	All Flight Evaluators selected by Directors for the year
April – September	Contest Season	Contests run by CDs, monitored by MT

2.3 Planning the Season

MT and Directors prepare a draft schedule of events for the next contest season.

The following guidelines apply:

- Contests should be spread evenly throughout the contest season (April to September), to give pilots time to prepare between contests and to make 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 (as far as is practically achievable) to provide members in all regions with a fair mix of local and distant events.
- The MT will consider the use of airfields that have not previously held a contest or event. In these cases a member of the MT or a Director 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 MT should normally be able to present a draft schedule of events for approval at the End of Season All Members Meeting.

2.3.1 Appointment of Contest Directors and Chief Judges

The MT appoints the CD and CJ for each event during the planning of the season, in consultation with the Directors. The MT will review 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 MT 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.

2.3.2 Issuing of NOTAMS, RA(T) and YELLOW AIC

The MT advises the CAA Airspace Team of its schedule of events for the next season no later than the end of January each year, together with any updates to the wording of the Yellow AIC. The MT will request NATS to issue specific NOTAMs and/or RA(T) for each contest at least a month before each contest.

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 6,000ft.
- 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.

Each CD should check that the relevant NOTAM is accurate and active approximately one week before the event.

2.3.3 Design of aerobatic sequences for use at contests and events

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.

Most of the sequences that will be used at British Aerobatics contests will be fixed compulsory sequences. All sequences will be designed by appropriately experienced people appointed by the MT or Directors and will be approved by the Chairman or Directors, except for:

- **Pilot Nominated Sequences:** At some contests pilots may nominate figures for use in an Unknown sequence. Sequences can be designed using these nominated figures by competitors, British Aerobatics officials, the MT, the Directors or appropriately experienced people nominated by the MT. The CD in consultation with the MT or Directors will select the most appropriate sequence for use in the contest. All competitors will fly the same version of the sequence (a fixed Unknown sequence)
- **"Free" sequences:** These are sequences designed by each competitor according to criteria prescribed by CIVA and British Aerobatics General Rules. They can be a Free Known or a Free Unknown. If free sequences are used at a contest, each competitor is responsible for their own sequence design. British Aerobatics will check the legality of each sequence.

Where Fixed Known sequences are used they will be designed and published by British Aerobatics prior to the commencement of the season. Where Free Known sequences are used, British Aerobatics will publish a Default Free Known for us by pilots who do not submit their own designed sequence.

2.3.4 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 its location must be approved by the Directors. A number of factors must be considered when setting the box location. 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 (as is described in the General Rules).

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 a viable aerobatic box free of all buildings cannot be identified, it may be acceptable that a box includes isolated buildings. In this case the CD or AO shall inform building occupants of the dates and duration of the contest ahead of the event.

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, 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 MT and Directors for approval.

2.5 The Pre-All Members Meeting Committee Meeting

A Committee meeting (MT & Directors) normally precedes the All Members Meeting. The Committee Meeting reviews any outstanding issues and finalises the information that will be presented to the AMM.

The committee (MT & Directors) meets at the close of each competition season to review the year's activity, learn from the experience 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 British Aerobatics flying activities (principally the Air Navigation Order, Rules of the Air Regulations and CAP 403).
- **Committee Membership**
The structure of the MT and Director positions 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**

Policy is reviewed and updated 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 MT reports 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 - delegated to Team Selection Committee

- **Calendar of Events**

Programme for forthcoming season

The meeting ideally approves the date for the Annual General Meeting so the Members can be informed promptly.

26 Publication of Contest Information

General information (e.g. Rules, policy documents, sequences) are published on the British Aerobatics website. Membership and Contest Information are published and managed using the contest administration web Platform.

2.7 Members' Meetings

Members' Meetings come in two forms: a) General Meetings, conducted in accordance with the Articles of Association of the British Aerobatic Association Limited and the Companies Act 2006 and b) meetings of members for briefing, discussion and consultation.

British Aerobatics commits to holding a General Meeting (which may also be called an Annual General Meeting) each year within 11 months of the end of the financial year (currently 31st December). The agenda for such a General Meeting may include Company Business such as:

- Apologies for Absence
- Approval of the minutes of any previous GM and matters arising
- Chairman's address (review of the past season's activity)
- Presentation of the Unaudited Financial Statements for the previous year
- Election of Directors
- Election of Chairman (voted for by the Directors)
- Consideration of, and voting upon, any Resolution(s) submitted by members in accordance with the Articles
- Any other business

There will usually be a Members' Meeting at the end of each season where the agenda may include:

- Review of the completed season
- Safety issues, operational & rules changes
- Management and selection of international teams
- Royal Aero Club and GASCO reports
- Proposed Event Calendar for the forthcoming season
- An outline budget for the forthcoming season (including proposed fees)
- Award of annual trophies

The General Meeting and Members' Meeting may be held sequentially on the same date and at the same venue (or virtually) but do not have to be.

The discussion and decisions of both the General Meeting and any Members' Meeting 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.

2.8 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.

2.9 The Contest Directors' and Chief Judges' Workshop

Appointed CD's and CJ's for the forthcoming season are required to attend a workshop or online 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.

2.10 The Flight Evaluators Briefing

A Flight Evaluators Briefing will be held each year around February/March time. The Chairman and other representatives of British Aerobatics will review the operation of the Flight Proficiency Scheme with all Flight Evaluators. Particular attention will be paid to the Flight Evaluation Process and responsibilities expected of Flight Evaluators. The work of Flight Evaluators is central to British Aerobatics safety culture and risk mitigation measures. It is critical that Flight Evaluators understand the role that they play in maintaining flying standards and safety.

2.11 Communication with Membership during the Season

Information is primarily made available to the membership using the contest administration web platform, British Aerobatics website and via email or Social Media systems.

3. Operating Policies

3.1 Responsibilities of Organisers and Participants

British Aerobatics places responsibilities on its own officials (Directors, MT 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 their 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.

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 their knowledge, experience, competence, skill, physical and mental fitness. Each competitor pilot is required to provide evidence 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. 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 Directors and MT are jointly responsible for overseeing the safe scheduling, organisation and administration of events.

3.4.2 Contest Organisation

The MT and Directors appoint 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 MT, 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 they should seek advice from the MT.

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 the General Rules. If a pilot holds a Display Authorisation, this does not permit them to fly below the usual minima specified for the relevant aerobatic class in the General Rules.

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 MT 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, 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 AO. However, the MT 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.

If the Airfield Operator decides to make the venue open to the public during the contest, or expects significantly more visitor numbers than could be accommodated within the airfields usual facilities for handling the public, they shall consider the following:

- They should allocate experienced staff to supervise the parking of aircraft and cars, to operate any public-address system and to control messengers and other staff. Enough marshals must be available to control members of the public, to ensure that emergency vehicle access is kept clear, to be available in the case of emergency and to prevent public access to airside.
- They should only use persons trained and experienced in flight line ground handling of aircraft in aircraft movement areas.
- Their officials must be thoroughly briefed in the duties expected of them.
- The Airfield Operator shall be responsible for compliance with all relevant regulation and shall be responsible for obtaining any permissions or exemptions required in advance of the event.

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 event exemption has been granted by the CAA. 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 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 MT 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.

3.5.6 Briefing

A thorough, formal briefing is essential. No pilot may compete unless he has attended the Main Briefing or, in exceptional circumstances, received a personal briefing from the CD. See General Rules.

The contest administration web platform (or British Aerobatics 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 CD is responsible for checking all required pilot/aircraft documentation details and airworthiness documents prior to the Main Briefing using the contest administration web platform.

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 clearly state that British Aerobatic Association Limited is noted as an additional insured and that the insurance does not exclude aerobatic contests.

3.5.8 Flight Programmes

The CD must ensure that pilots are advised not to 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

The carriage of passengers during a contest flight is not permitted, unless this is an approved safety pilot pre-authorized by the MT.

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 British Aerobatics Risk Assessment and Safety Analysis for all aerobatic contests and events. This is prepared by the CD, AO, and CJ and approved by a British Aerobatics Director. 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 should be reviewed annually by the MT and Directors for current best practice.

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 coordination 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 coordinate 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.

3.6.4 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.

3.7 Training Camps

British Aerobatics does not run aerobatic Training Camps. There are individual people and companies that provide Training Camps, both in the UK and abroad. These individuals, or their companies, may be members of BA, but they do not run Training Camps on behalf of BA. Such Training Camps are not controlled, administered or overseen by BA. British Aerobatics may negotiate use of an airfield for a Training Camp on behalf of a trainer and may publicise the event, but the trainer has full responsibility for running the camp.

British Aerobatics Members, Directors or Management Team members may attend such events in their personal capacity. This is to be expected given that the people in British Aerobatics have a deep interest and personal involvement in aerobatics. Their participation should not be regarded as an endorsement of a particular Training Camp by British Aerobatics and these individuals are not representing British Aerobatics at the event.

From time to time, a British Aerobatics contest may have to be cancelled relatively close to the scheduled date because too few pilots entered, or for other operational reasons. Notice of cancellation will be published on the British Aerobatics contest administration web platform. In these circumstances, a third party, independent of British Aerobatics, may decide to run a Training Camp at the same contest venue over the same dates planned for the contest. The third party trainer/training organisation is totally responsible for set-up and operation of the Training Camps, in collaboration with the Airfield Operator. Such Training Camp activity does not fall under the authority or control of British Aerobatics and the British Aerobatics bears no responsibility for such events.

If British Aerobatics raised a NOTAM for the contest, this may be left in place for the duration of the Training Camp subject to agreement with the Airfield Operator, given that intense aerobatic activity would still be likely as described by the NOTAM. The NOTAM would still be relevant and an important safety announcement for the general aviation community, even though the event is no longer a British Aerobatics responsibility.

4. Background and Support Material

4.1 Description

The organisation and administration of aerobatic contests requires 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 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 flown without careful thought to ensure that the planned figure or sequence of figures is safe.

British Aerobatics has 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 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 organising 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 fifteen aerobatic contests in the UK each year, including events for power aircraft and gliders. Approximately 60 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 year 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 (Sports) 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 learning aerobatics and friendly competition
- 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 airfield visitors the opportunity to watch and learn about contest aerobatics.
- To promote the sport of aerobatics to a wider audience
- 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) 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 Equality 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. They are responsible for establishing and maintaining all the rules and procedures that might reasonably be expected of British Aerobatics in the furtherance of its aims and objectives.

4.3.2 Management Team (MT)

The Management Team (MT) is the executive body responsible for scheduling, management and oversight of the annual programme of events, including the appointment of suitably experienced CDs, CJs and other contest officials. The MT 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 MT is appointed by the Directors and is composed of people with a high regard for safety, extensive experience of contest operations and strong management and communication skills.

4.3.3 Company Secretary

The Company Secretary (CS) 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 CS is no longer required by English Law, but British Aerobatics will continue to appoint to this role unless the Directors determine otherwise.

4.3.4 Directors/Management Team (Committee)

The British Aerobatics Members elect the Directors by a method laid out in the Articles of Association, with appointment or reappointment occurring at the annual members meeting as and when required.

4.3.5 Members

British Aerobatics is open to membership, which can be arranged via the contest administration web platform. If a pilot or official wishes to participate in a contest or event s(he) must be a Member.

A person becomes a Member by providing the requested personal details and by paying the 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 1st of March in each calendar year. If the requested fee remains unpaid at 31st March 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 British Aerobatics to become Honorary Members. Honorary Members remain at this status unless the Directors decide to remove them from the list or on death. 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 BA. Incidents where this is not so shall be reported to the MT and Directors for proper investigation. 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 British Aerobatics business. Three formal company business meetings are normally scheduled each year:

Pre-AGM Committee Meeting: scheduled for immediately before the Members Meeting. The Committee reviews any outstanding issues and finalises the information that will be presented to the AGM.

The Annual General Meeting: normally scheduled to take place in mid-March. The directors report to the membership about financial results and members vote to appoint the Directors as required by the terms of office. Once the Directors have been established, they elect from amongst their number a Chairman. The Directors will appoint members of the Management Team. Members may be asked to vote to determine membership of the MT where more than one person has volunteered for a particular role. 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. This allows preparation for the All Members Meeting which is usually held between October and November.

Minutes of the AGM are recorded and kept by the Company Secretary.

4.5 Financial Control

Financial control of British Aerobatics is managed by the Treasurer working with the Chairman and Directors. They prepare the annual budget, monitor performance against that plan during the season and summarise 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 they believe them to be an accurate reflection of the performance of British Aerobatics.

4.6 Reference Documents

The following documents are used by the Directors, MT and officials to guide how British Aerobatics 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)

5. Special Procedures:

5.1. Procedure in the event of a serious accident or casualty

In the event of a serious accident or casualty at a British Aerobatics contest or event, the host airfield's emergency response plan will be activated.

British Aerobatics officials will support the host airfield staff to provide an appropriate response to the incident.

Planning Meeting with Host Airfield

The CD must liaise with the host airfield management team (Airfield Manager, CFI, or other appropriate person) before the event to discuss arrangements for the contest, to include:

- Flight Operating Procedures
- Emergency Response Procedures (including Major Incident Plans)
- Location and procedures for use of the aerobatic box. The CD and airfield management team should work together to agree an appropriate location for the aerobatic box, considering keeping aerobatic contest flights clear of occupied buildings, significant public areas, or facilities, local villages, and noise sensitive areas. The British Aerobatics Risk Analysis and Safety Assessment document provides guidance on these issues.
- Designation of an Incident Control Centre. A room or office should be designated for use as the Incident Control Centre. The CD and the airfield management would use this room as the central point from which to coordinate the response to the incident. Ideally, this should be close to ATC so that use can be made of radio facilities.

British Aerobatics Incident Response Team

A response to a serious accident or casualty will be coordinated by the CD and the Airfield Manager or other appropriate person.

The CD may appoint other British Aerobatics volunteers to help with the management of the incident response as they feel appropriate. These roles may include:

- Deputy CD assigned to be the CD's representative at the incident site and elsewhere on the airfield as and when required.
- Public Relations Officer assigned to deal with Press and Media enquiries.

Immediate Response to an Incident

Participants should report the occurrence of an incident to a contest official, to the member of any local staff responsible for managing air traffic, or to another member of the airfield staff, whichever is quicker, who must immediately contact the local air traffic management personnel to inform them of the incident.

The local air traffic management personnel will alert the emergency services (fire, ambulance, and police) and activate the airfield's emergency response and major incident plan as appropriate.

Further management of the situation will be coordinated by the airfield staff, supported by the CD.

Role of Participants

Once the alarm has been raised, if a victim involved in the incident needs help and the rescue team has not arrived on scene, participants must consider the danger they and other participants may be exposed to if a rescue is attempted. The professional incident response teams will have the training and equipment needed to respond to the incident appropriately and in most cases, it is best to let the professional team handle the situation.

A participant must not attempt to move a victim unless asked to do so by the rescue team, under their supervision, except if the victim is in imminent mortal danger and the rescue team has not arrived on scene. However, participants must be aware that any intervention in these circumstances could place both the victim and the participant in grave danger.

In circumstances where it has been established that no further assistance can be given to the pilot (or any other people involved in the incident) and that a fatal incident has occurred, the accident site must be secured, and measures implemented to ensure that the area remains undisturbed until the Police and Air Accident Investigators arrive on scene. An effort should be made to shield the accident site from view if possible.

Witnesses to the accident should be requested by the CD or their deputy to remain on-site until the police have said they can leave.

Participants should not watch video footage of the incident until given permission to do so by the police or AAIB but should hand any photographs or video footage of the incident to the CD.

When the contest participants next meet (morning briefing, or a special briefing), the CD should inform them of the incident's basic facts, of the action taken and decisions made regarding the future continuation of the contest.

There will almost certainly be media and public enquiries or presence at the event site and/or the site of any major accident (which may be off the event site). Opinions, assumptions, and the names of individuals involved should not be passed to the media. A properly constructed announcement will be released to the public and media by the CD on behalf of British Aerobatics.

5.2 Get Into Aeros (GIA) Events

British Aerobatics organises training events designed to expose pilots with little to no aerobatic experience to aerobatics and aerobatic competitions. Get Into Aeros is an initiative that aims to secure the future of competition aerobatics by encouraging young pilots at the start of their

aerobatic careers to learn more about how to fly aerobatics safely and how to prepare effectively to begin competing at aerobatic contests. The events are not British Aerobatics contests.

GIA events will be managed by the GIA Organising Team which is appointed by the MT and Directors.

All GIA flights will be dual with an experienced instructor acting as Pilot In Command. These are training events with the focus on educating participants about best practice in flying aerobatics.

An Event Director (playing a similar role to the CD at contests) will be responsible for managing the event. The ED and the MT will design a program of activities for each event, to include ground based workshops and lectures to share knowledge about aerobatics, dual instruction flights and demonstration flights by experienced competition pilots to show the type of aerobatic flying associated with different levels of competition. All operating procedures regarding safe operation of a contest/event and risk management will be applied to the management of Get Into Aeros events.

Instructors for GIA events will be selected by the GIA Organising Team and approved by the Directors.

There are two different types of GIA events:

5.2.1 Get Into Aeros

This event is targeted at PPL(A)/LAPL holders with limited aerobatic experience and no aerobatic rating. Applications will be invited from across the GA community and will be reviewed by the GIA Organising Team. Successful applicants will be notified shortly after, within approximately 4 weeks of the event, allowing sufficient time for the participants to make accommodation and transport arrangements.

5.2.2 Get Into Aeros - Contests

This event is targeted at PPL(A)/LAPL holders with an aerobatic rating, or FI/CRI holders with aerobatic privileges. Applications will be invited from across the GA community and will be reviewed by the GIA Organising Team. Successful applicants will be notified shortly after, within approximately 4 weeks of the event, allowing sufficient time for the participants to make accommodation and transport arrangements.

Participants at all GIA events will pay their entry fee via contest administration web platform and will become a temporary British Aerobatics member.

5.3 Pilot Proficiency Scheme

Aim and Responsibilities

The primary aim of the Proficiency Scheme is to ensure safety at British Aerobatic contests. The secondary aim is to provide pilots with recognition of their progress in aerobatics.

The Pilot Proficiency Scheme is designed and overseen by the Directors, with the Chairman having overall responsibility for implementation.

The process will be reviewed annually by the Chairman and Directors.

Pilot proficiency assessments are conducted by Flight Evaluators. The Chairman shall review and approve appointment of Flight Evaluators annually. The Chairman and other British Aerobatics representatives nominated by the Chairman will run an annual briefing session with all Flight Evaluators.

Rules regarding the operation of the Proficiency Scheme, required standards and appointment of Flight Evaluators are described in the General Rules.

The Flight Evaluation Procedure

Documentation:

The FE should:

- Inspect the applicant's logbook to confirm the pilot's aerobatic experience and currency on the aircraft type that will be used for the demonstration;
- Check the applicant's pilot licence and SEP(L) rating, or the equivalent qualification for gliders, British Aerobatics membership and previous proficiency status with the Management Team to ascertain the pilot's eligibility for the evaluation flight;
- Check the applicant's aerobatic rating if they have a Part-FCL licence (required for solo competition flight) or Part-SFCL for glider pilots;
- Discuss the aircraft's maintenance programme and ask the applicant to warrant that the aircraft is approved for the planned demonstration and is, to the best of their knowledge, free from any defect that might reduce flight safety;
- Remind the applicant of the requirement to upload the aircraft's airworthiness and insurance documents to contest administration web platform and ensure these have been approved by the Management Team before competing. Where the pilot will borrow an aircraft from another pilot or a training establishment, they must still confirm these documents have been uploaded to contest administration web platform;
- Remind the applicant that the aircraft insurance must state 'British Aerobatic Association Ltd' as an additional insured, not specifically exclude aerobatic contests and must carry a third-party liability insurance meeting the requirements of Article 7 of Regulation (EC) No. 785/2004, or the required Ministry of Defence minimum, if different, when the contest takes place at a Ministry of Defence airfield.

Oral Evaluation:

The FE should:

- Discuss the weight, balance and loading limitations; airframe and engine operating limitations; "G" load restrictions and any other operating limitations that are applicable to the demonstration aircraft;
- Discuss aerobatic training methods, preparation for aerobatic flights and competition flights. Discuss human performance and its limitations relating to contest flying, including stress, fatigue, dehydration, mental attitude and personal limitations;
- Discuss a competing pilot's responsibilities at a contest, with a focus on good airmanship and safety issues;
- Ask the applicant to describe their flight plan - including climb, box entry, safety figures (and any practice/warm-up figures), wing rocks, the aerobatic sequence they intend to demonstrate and the minimum heights they plan to observe. Discuss energy management, planning of manoeuvres in relation to aircraft limitations, the effects of density altitude and the compensation required for differing wind conditions. Include discussion of key heights and speeds and actions to be taken if these are not achieved during a sequence. Discuss the applicant's approach to planning for and experience of flying Unknown sequences if the applicant has not flown Unknown sequences at contests previously;
- Discuss the applicant's experience of spin training, including recovering from developed forms of all types of spin encountered in the Class of contest flight being assessed. The applicant must warrant that they have conducted appropriate spin training in the aircraft type that will be flown during the evaluation;
- Discuss need to position flights within the aerobatic box, avoiding any specified no-fly areas, and discuss the competition minimum height limits for the Class and the need to fly within them;
- Discuss eventualities and emergencies planning;

The FE should determine the applicant's familiarity and knowledge of:

- The General Rules, Operations Manual, Ethical Policies;
For Intermediate (Power) class and higher classes, Advanced (Glider) and higher classes CIVA Sporting Code Section 6.

Preflight Inspection

The applicant should conduct their normal preflight inspection, with special emphasis on the following areas:

- Fuel and oil adequate for the planned flight with contingency reserve as appropriate;
- Aircraft structural integrity and freedom of flying surfaces and engine controls;
- Thorough check for loose objects in pockets, the cockpit and elsewhere in the aircraft;
- Altimeter setting to the proper reference.

Flight Demonstration

The endorsement flight must be conducted solo by the applicant in a suitable aerobatic box agreed in advance with the FE, who will observe the flight on the ground and be in contact by radio. Where

the Applicant is conducting the flight in a multi-seat aircraft and the FE is not familiar with the applicant's abilities, the FE may want to conduct a dual flight before the solo endorsement flight to satisfy themselves that the applicant will be able to safely handle the aircraft solo and their request for a flight evaluation at this Class is appropriate.

The minimum height limit for an endorsement flight must be agreed in advance and must be no lower than that specified in these Rules for the Class of competition concerned.

For a Power endorsement, the pilot must demonstrate:

For Initial Evaluation:

- An appropriate box entry, safety figures (and any practice/warm-up figures), wing rocks and then the current Fixed Known or a Free Known for the relevant Class. Note that Advanced/Unlimited 'Aresti' and 'Freestyle' demonstrations must not be combined in a single flight.
- The ability to safely fly a selection of additional figures that may be included in Unknown sequences at the relevant Class e.g. for Advanced, canopy up/down tailslides and negative snap rolls from horizontal line. Refer to British Aerobatics General Rules and CIVA Rules for the latest list of Unknown figures.

For Renewal Evaluation:

- As for initial evaluation, or, as deemed appropriate by the Flight Evaluator based on their knowledge of the applicant's experience, a selection of figures that may be included in Known and Unknown sequences at the relevant class;
- The ability to recover from the full range of intentional spin types encountered in the Class.

A Glider proficiency assessment will follow the process described for Powered assessments, except that any previously published sequence at the relevant Class may be flown and use of safety figures is not relevant to glider contest flights so need not be demonstrated.

Reporting and Endorsement

The Flight Evaluator will conduct a thorough post-flight debrief with the applicant, reviewing any issues that deserve comment.

The applicant must:

- Present the Flight Evaluation form with the first section completed to the FE, who must:
 - Record comments in the Oral Evaluation, Flight Demonstration sections, and overall outcome of the Flight Evaluation (pass or fail) with any relevant comments;
 - Record (along with the Applicant) the Aresti sequence and any additional figures flown with any relevant comments and notes;
- Send an electronic copy of the completed form to chairman@aerobatics.org.uk for review and approval. Once approved and returned, upload the approved form to contest administration web platform as an 'Aerobatic Level' credential, which will then be approved on contest administration web platform by a member of the Management Team. An

Applicant will only be able to compete at the relevant Class with an approved Flight Evaluation form and corresponding contest administration web platform credential approval

Freestyle Program Flight Evaluation

A separate Flight Evaluation is required for Freestyle competition flights.

Pilots with an existing Unlimited class endorsement who have flown a freestyle sequence at a British Aerobatics or FAI contest in the last two years must discuss their plans for flying the programme with an Unlimited class FE. The discussion must review the content of the Evaluation Form guidance notes together with the pilot's planned sequence, and the British Aerobatics FE will sign the endorsement provided he/she is satisfied that the pilot meets the specified standards.

All other pilots must follow the full Flight Evaluation process to gain a Freestyle endorsement.

Lapsed Endorsements

If a pilot does not compete during a period of at least two years (24 calendar months) then his/her endorsement is considered to have lapsed, and a new endorsement must be obtained from FE before competing.

Glider Assessment Variations

Flight Assessments will be conducted in two parts. The first part is conducted dual with the Flight Evaluator in the aircraft. The assessment follows the same process as described for power flights. If the applicant successfully passes the dual assessment, they must then complete a solo flight demonstrating a Known sequence at the relevant class. The Flight Evaluator will watch the flight from the ground and will assess the capability of the pilot using the same criteria described for power assessments. The applicant must pass both parts of the assessment to be signed off for contest flights at the relevant class.

Flight Assessment Form

British Aerobatics Flight Evaluation Process and Form, Version 1/2026

PILOT PROFICIENCY ENDORSEMENT: INITIAL / RENEWAL (circle as appropriate)

APPLICANT'S PERSONAL DETAILS, QUALIFICATIONS AND EXPERIENCE:

Applicant to complete and sign this section prior to evaluation

Name: _____

Address: _____ Postcode: _____

Email: _____ Telephone: _____

Pilot's Licence No: _____ Type: _____ Valid Until: _____

Aerobatic Rating (circle): Yes / No Aerobatic Hours Total: _____ Last 12 months: _____

Evaluation Aircraft Type: _____ On Type - Dual Hours: _____ Solo Hours: _____

Qualification sought (circle): Club / Sports / Int / Adv / Unl / Freestyle Power / Glider

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

ORAL EVALUATION:

Signed: _____

Applicant's knowledge of:	Circle	Comments (must be filled in)
Documentation / Aircraft Limitations	Pass / Fail	_____
Preparation for Flight / Human Factors	Pass / Fail	_____
Pilot's Responsibilities at a Contest	Pass / Fail	_____
Sequence Analysis / Planning	Pass / Fail	_____
Spin Awareness	Pass / Fail	_____
Box / Height Minima at this Class	Pass / Fail	_____
Eventualities / Emergencies	Pass / Fail	_____
Rules / Ops Manual / Ethical Policies	Pass / Fail	_____

FLIGHT DEMONSTRATION: Box Location / Airfield: _____ on: ____ / ____ / 2026

Pre-Flight Criteria: Max G: _____ Min G: _____ Min Ht (ft): _____

Flight Observations:	Circle	Comments (must be filled in)
Pre-flight Inspection	Pass / Fail	_____
Climb/Box Entry/Safety Figs	Pass / Fail	_____
Start/Sequence/Additional Figs	Pass / Fail	_____
Positioning/Wind Correction	Pass / Fail	_____
Adherence to Height/Box Limits	Pass / Fail	_____
Aircraft General Handling	Pass / Fail	_____
Situational Awareness	Pass / Fail	_____

Decision: Pass / Fail **Comments:** _____

GLIDER SOLO DEMONSTRATION: Box Location / Airfield: _____ on: ___ / ___ / 2026

Decision: Pass / Fail **Comments:** _____

ARESTI SEQUENCE & ADDITIONAL FIGURES DEMONSTRATED (include comments/notes)

Flight Evaluator's statement: *I confirm that the applicant has demonstrated:*

- *Their ability to fly the sequence/any additional figures safely, within height and aircraft limits;*
- *A reasonable degree of skill in positioning the sequence in the prevailing wind conditions;*
- *That they are always in proper control of the aircraft and believe that they have sufficient mental capacity to cope with the stress of solo competition flying, especially during Unknown sequences, in the relevant Class.*

Evaluator: Name: _____ **Signed:** _____ **Date:** ___ / ___ / 2026

A scanned copy of this completed form, whether a Pass or Fail has been awarded, must be sent to chairman@aerobatics.org.uk as soon as possible by the applicant, and an approved copy will be returned by email. Please then upload the approved copy to JustGo as an 'Aerobatic Level' credential.

(Below to be completed by the Chairman)

Approved by: _____ **Signed:** _____ **Date:** ___ / ___ / 2026

End of document