



Flying NZ Regional and Nationals Competitions Responsibilities between the Host Aero Club and Flying NZ

We are all aware of the responsibilities and tremendous work that the Regional and National Flying NZ Competitions creates for each of the Host Clubs. To assist with the running of each of these events please find the following information which is designed to outline exactly the process for Flying NZ and the Host clubs working together to run very effective Competitions.

General

- Flying NZ will be responsible for informing the Clubs of the Regional competitions, registrations, flying operations, judging and results compilation.
- The host Club will be responsible for the airfield preparation and facilities, social functions, morning and afternoon teas, lunch, dinner and transport if applicable.
- Security, operational safety and risk management will be the responsibility of a Safety Committee which will consist of members from both the host Club and Flying NZ.
- Smaller Clubs with limited membership are also able to host Rallies because the responsibility is divided between Flying NZ and the Host Club.
- Flying NZ is responsible for running the Competitions and any operational requirements; scheduling, assisting with Judge allocations and the final score analysis. This will give a consistent standard of competitions and judging throughout the five Flying NZ Regions and the National Competitions.

Flying NZ Responsibilities for Regionals and Nationals

- Publicise to all clubs in the region, the date, venue and registration requirements
- Organise the registration form and payment via the FNZ web site for Competitors and spectators. The Registration form will include meals, transport if applicable and advise any other costs <http://www.flyingnz.co.nz/>
- The selection of the Chief Air Judge, Ground Judge and OC Flying (who will usually be the local CFI) and Event Director for the Regional Competitions are discussed by the host club in consultation with Flying NZ Executive Secretary, and the Regional Representative. Once confirmed the Flying NZ Executive will be notified for their approval at the September Flying NZ Executive meeting.
- The selection of the Event Director, Chief Air Judge, Chief Ground Judge, the OC for Flying and the Safety Officer for the Nationals Championships will be confirmed by the Flying NZ Executive at their Meeting in September 2015.
- Complete a Risk analysis of the event involving the aerodrome, personnel and the competitions
- On receipt of Registrations name tags will be printed and lanyards provided on the day for Officials, Competitors and Supporters when they arrive at the competitions
- Prepare all scoring sheets for the Judges relating to each competition
- Prepare and implement the flying schedule
- Compile all scores and prepare presentation certificates

Host Club Responsibilities for both Regional and National Competitions

- Contact and make recommendations for accommodation for visiting competitors and supporters and supply the information to Flying NZ for the Website. Also where possible list the Websites of available Motels for easy access to encourage competitors to confirm bookings in advance.
- Arrange meals -dinner, BBQ, morning and afternoon teas and lunches, the presentation function along with other social activities and advise costs per meal or event to Flying NZ Executive Secretary to include on the website Registration Form.
- Prepare any publicity material to be included on the Flying NZ website or if applicable the Registration Form
- Organise on field and off field transport if required
- Arrange for ready access to refuelling and parking of aircraft
- Prepare the grids, airfield facilities, security fences and safety notices with the assistance of Area Representative as required
- Prepare registration packs, information, giveaways eg sun block and any promotional material- if the club decides to do this
- Provide a Scoring room or area- preferably away from public and pilot area.
- Advise CAA of operations for AIP SUPPLEMENT, NOTAMS where applicable.
- Secure concessions on landing charges and airways charges if applicable and possible!

Costs:

- The registration cost for competitors will be \$50 per person this will be split 50/50 with Flying NZ and Host Club.
- Supporter registrations will be \$20 per person for Regional's and \$30.00 per person for Nationals this will be split 50/50 with Flying NZ and the host Club.
- All other costs for functions, BBQ's, dinners, lunches, morning and afternoon teas and transport will be advised by the host club and will be included on the Registration Form.
- Flying NZ is responsible for the costs of the Air Judges lunches and will order these to meet requirements.
- Morning teas are supplied complimentary to the Grid Judges and are taken into account in determining those advised costs.
- Flying NZ will collect all Registration payments via the website orders and reimburse the host Club money that is owed for the 50% Registration split and any other money collected for food orders, transport or other activity charges where applicable.

We look forward to a great Competition day taking into account this is sport and recreation at its best, safety and enjoyment are the number one priorities.

Good Luck with your planning we look forward to a great weekend of competitions.