

WORLD CHAMPIONSHIP TEAMS

Procedures Governing the Academy's
Sponsorship of FAI Teams

Introduction

Aeromodeling is an international sport. The Fédération Aéronautique Internationale (FAI), headquartered in Switzerland, is the governing body for international competition in sport aviation, including aeromodeling.

Under the umbrella of the FAI are national aerosport control organizations which are given the responsibility of governing the participation of each country's competitors in FAI activity.

For the United States, the designated national aerosport control is the National Aeronautic Association. The NAA delegates control of particular international sport aviation activities to other organizations known as divisions. The Academy of Model Aeronautics is a division of NAA responsible for model aviation.

In order for the United States to participate in the international arena of competitive model flying, the Academy allocates a portion of AMA dues dollars to FAI activities. As well as the factor of national pride, our investment helps to assure that the United States is in the forefront of technical process, which is the natural result of FAI competition.

As a result of these benefits, AMA is committed to a major program of support for US teams. The program encompasses the process of team selection and sending the teams to the various World Championship venues. The object of the program is to have the US represented by teams of highly skilled AMA members and world-caliber competitors within a budget authorized by the Academy's board of directors, known as the Executive Council.

The Academy's team-selection programs are considered to be activities within the jurisdiction of the Academy's president as defined in AMA's bylaws, Article XII, Section 4.

However, the Executive Council is the body which sets the policies considered expedient for the overall management of the FAI programs. The president does not act in conflict with the determinations of the Council.

At the discretion of the president, there exists an FAI Executive Committee. It comprises the president and two members appointed by the president. It is empowered to resolve disputes and rule on or offer clarifications for time-critical problems for which solutions are not found in the program management documents.

Procedures Governing the Academy's Sponsorship of FAI Teams
Adopted by the Executive Council, January 19, 1991
Effective January 1, 1991
Amended March 1993
Amended March 1997
Amended November 1997
Amended November 2005

TABLE OF CONTENTS

I. Criteria for Establishing/Sponsoring/Funding FAI WC Teams	4
A. Establishment of a New Team Program:.....	4
B. Continued Funding/Support of Teams.....	4
1. Performance-based criteria.....	5
2. Participation-based criteria	5
II. Team Selection Committees.....	6
A. Chairperson.....	6
1. Appointment Procedures	6
2. Chairperson Responsibilities	6
B. Committee Membership	7
1. Structure	7
2. Nominations	7
3. Replacement.....	7
C. Committee Responsibilities (see also Appendix I)	8
1. Program	8
2. Judge Approval.....	8
3. Team Fund Management.....	8
4. Conduct of the Team Selection Program	8
5. Finals Site Bid Approval.....	8
III. AMA/HQ Responsibilities.....	8
IV. Program Guidelines	9
V. Team Selection Finals Contest	10
A. Contest Director for the Finals Contest	10
B. Protests	11
C. AMA-Appointed Jurist	11
VI. Team Funding	13
A. Team Allotment (maximum level of support to be provided if support/funding is allocated).....	13
B. AMA Team Budget.....	13
C. Team Fund.....	14
D. Fund Raising.....	14
VII. World Championship Teams	15
A. Team Manager Selection	15
B. Team Manager Functions	16
C. World Champion	19
D. Team Travel.....	20
Appendix I.....	21

I. Criteria for Establishing/Sponsoring/Funding FAI WC Teams

AMA recognizes the importance of participating in international aeromodeling competitions, especially at the World Championship level. As such, AMA will support teams as described within this manual, providing they meet and continue to maintain the following criteria.

A. Establishment of a New Team Program:

For sponsorship of a new team program to be considered, FAI must host a World Championships for that event category. Additionally, the World Championship must have been placed into FAI's normal World Championships rotation schedule (hosted every two years).

A petition to establish a new team program must be submitted to the AMA Technical Director with names, signatures and AMA membership numbers of at least twenty (20) AMA members interested in actually participating in the team selection process. (These should not be members who simply feel the establishment of a program is a good idea, but rather members who will participate in the team selection process if established.) The petition must be submitted at least eighteen (18) months prior to the scheduled World Championships.

Upon acceptance of the petition, the AMA Competitions Department will, utilizing a generic team selection program, solicit bids for a single-site team selection finals event. Concurrently, they will send notification to all signatories of the petition, relevant Special Interest Groups, and members of other team selection programs which may have an interest, announcing the preliminary establishment of the program and inviting all interested members to participate in the program. The initial program entry fee will be set at \$20 per member regardless of age category. This will be deposited into the team expense account. The team selection finals entry fee will be based on the budget submitted by the hosting organization. A budget must be developed to provide a minimum of \$25 per competitor to be placed in the team fund.

The FAI Executive Committee, after reviewing participation and any available performance evaluations, will appoint the team to represent the United States.

The team manager is to be selected as described elsewhere in this document.

New programs will not be funded by AMA during the first World Championships cycle. However, AMA will fully support the program administratively. Additionally, all funds collected and placed into the team fund will be made available to the Team Manager upon presentation of legitimate expenses, receipts and approval of the AMA Technical Director. Entry into the World Championships will be managed through AMA as described elsewhere in this document. The team members are responsible for all funding.

In order for the new team program to remain in existence and possibly achieve funding, it must meet the criteria for continued sponsorship/funding as indicated below. Should this criteria be met, a Team Selection Committee will be established, if required, or the program will be assigned to an existing, appropriate committee. At that time the program will be developed to conform to the policies and procedures contained in this document.

B. Continued Funding/Support of Teams

In order for teams to continue to be supported and/or funded by AMA, certain

expectations must be met. These expectations are participation in the program/team selection event and/or performance at the World Championships.

A team that may not have done well at a World Championships can still obtain support and funding by enjoying a high level of participation in the team selection process. By the same token, a team that may have lower level of participation, but does well at the World Championships, will also be considered for support and funding.

Support and funding are based on a points system. Points are obtained by participation in the program and team selection event and by performance at the World Championships.

1. Performance-based criteria

- 50 points – Obtain a podium finish at one of the last two World Championships (either team or individual) in which at least six countries compete for team honors or 20 individuals compete for individual awards.

-or-

- 25 points – Top 5 individual finish at one of the last two World Championships which involved 20 or more competitors.

-or-

- 25 points – To-thirds of the team members in top ten at either of the last two World Championships which involved 20 or more competitors.

2. Participation-based criteria

- 50 points – Twenty or more individual competitors or teams in team selection finals contest during one of the last two cycles.

-or-

- 25 points – Fifty or more active members (in one of the last two cycles) in team selection programs.

-or-

- 25 points – Fifteen or more participants in the team selection finals contest during one of the last two cycles.

Teams/programs obtaining 50 points or more will be considered supported and funded to the limits set forward in this document. Teams/programs obtaining less than 50 points, but more than 24 points, will be considered fully supported, but only funded for fifty percent of the limits set forth in this document. Teams/programs obtaining less than 25 points will be supported for two cycles but unfunded.

Should the team be unable to obtain more than 25 points during at least one of these two cycles all support and funding will be dropped and that particular team will no longer participate in World Championships competition until it can be

shown that the participation has increased to the level of at least 25 points. Should the participation increase to that level a petition to re-establish the team, following the procedures for establishment of a new team/program, should be developed and sent to the AMA Technical Director.

II. Team Selection Committees

All committees will report directly to the AMA Technical Director/Competition Department. The Technical Director will work in conjunction with the committees and chairperson to accomplish the goals and directives set forth in this document. All committee members are required to have access to e-mail.

A. Chairperson

1. Appointment Procedures

Chairperson. A chairperson will be elected each program cycle. In the fall of the World Championships year, the AMA/Competition Department will send a nomination form to all committee members inquiring as to whether he/she is interested in nominating himself/herself or another person to the position of chairperson. Once all forms have been returned to AMA, a poll/ballot will be sent to the committee with a list of those interested to the committee members for vote. The result of this poll/ballot will be used to guide the AMA President in his/her appointment of the chairperson.

It is also possible to appoint a chairperson from outside the committee. A chairperson appointed from outside the committee does not vote on program issues.

There is no limit to the number of terms a chairperson may serve on a committee. A chairperson may also serve several disciplines.

2. Chairperson Responsibilities

- a. The primary responsibility of a chairperson is to ensure the committee functions in a democratic fashion.

Via AMA HQ, he/she shall distribute information about the program in a timely manner, call for finals site bids and announce the finals contest details.

- b. The chairperson shall be the prime organizer and administrator of the program and committee activities, including but not limited to, making recommendations for the finals contest director.
- c. If the program involves a team selection finals, the AMA/Competition Department will solicit bids to host the event. The chairperson shall pursue obtaining a finals site if no bids are received. All bids shall be carefully reviewed by the chairperson. He/she will initiate a finals site selection ballot through the AMA/Competitions Department which will be sent to the Team Selection Committee members for their review and approval.

- d. The chairperson shall closely monitor the use of the team fund according to the dictates of the program and the requirements of AMA HQ. Under those guidelines, the chairperson may authorize disbursements. The chairperson also coordinates through his or her committee's approval, travel or other expense reimbursements due to the finals organizer and/or officials. This information is then submitted to AMA HQ.
- e. The chairperson will ensure completion of all necessary reports relative to all stages of the program. The chairperson may appoint specific tasks to committee members.

B. Committee Membership

1. Structure

A Team Selection Committee will comprise a maximum of one member from each of the eleven AMA districts. Only those districts represented can vote. Each represented district has one vote. A non-voting chairperson shall not be considered as the Team Selection Committee member from his or her district.

Omission of a district member is acceptable if there is little or no program participation.

2. Nominations

Committee members may be nominated by the program participants¹ of a district, the vice president of a district and the presidents of the relevant Special Interest Groups.

The nominees shall be chosen on the basis of qualification, such as current or past program participation or expertise.

All committee members are required to have access to e-mail.

The vote required to confirm committee membership shall be by majority of those responding, subject to ratification by the vice president of the particular district for which a vote is being conducted.

Those eligible to vote are all program participants within that district having a current AMA membership.

3. Replacement

Committee members will be replaced in the same manner as the original process of initial selection described above in item 2 (Nominations). The power to remove a committee member rests with the AMA president, or the vice president for the district, or by a two-thirds vote of the members of the committee.

A committee member who is also chairperson may not be removed as chairperson except by the AMA president or by a two-thirds majority of the Team Selection Committee.

¹ Program participants are defined as those who were entered in either of the last two team selection programs and have a current AMA membership. This enables a significant number of those concerned to have final word in program determination.

C. Committee Responsibilities (see also Appendix I)

1. Program

a. Program Development

The committee is expected to deliver a program in a format which will select the team which will best represent the United States at the World Championships. This process will begin after the World Championship has been completed. An announcement of the program will be made in an official AMA publication by March 1 of the following year. Programs not finalized by this date may result in a team not being fielded.

b. Program Improvement

At the end of a cycle, the committee shall provide a period during which recommendations for program improvements are solicited. After considering all inputs, the committee shall prepare a proposed program for presentation to the program participants. The AMA/Competition Department will then send a ballot to the program participants for their approval. (See Schedule Appendix A.)

2. Judge Approval

The committee is responsible for the approval of judges for the finals contest if applicable.

3. Team Fund Management

The committee is responsible for the proper administration of the team fund in accordance with this document.

4. Conduct of the Team Selection Program

The committee shall make all decisions affecting the team selection program, except those for which authority is assigned elsewhere.

5. Finals Site Bid Approval

All finals site bids are subject to final approval by the FAI Executive Committee.

III. AMA/HQ Responsibilities

The AMA Competition/Technical Department is responsible for and will:

- Work directly with the AMA president and the FAI Executive Committee.
- Monitor the cycle's progress and initiate activity if necessary.
- Implement the program(s) format as approved.
- Coordinate the selection process for committee members, chairpersons and the finals contest director.

- Certify team members and accomplish all other administrative details necessary, as well as other requirements specified or implied in the programs.
- Handle **all** mailings for the committees and chairpersons and other support functions as required or requested by the committee chairpersons.
- Monitor the accumulation and use of the team funds. Will disburse from the team funds according to the guidelines found in each program and HQ requirements.
- Handle all correspondence with FAI and World Championships organizers.

IV. Program Guidelines

1. Each program is **required** to utilize a program entry form and charge a nominal fee for program entry. Twenty dollars (\$20) is suggested as a minimum entry fee.
2. Any contest used for team selection **must** be AMA sanctioned. Team selection finals contests cannot be sanctioned by AMA in locations outside the United States.
3. The program should provide instructions regarding possible finals-contest cancellation due to weather or site unavailability.
4. Those entered in a program are entitled to a refund of all fees paid if a program is changed and the entrant wishes to discontinue participation.
5. The finals contest is to be conducted in accordance with the FAI rules which are scheduled to be in effect at the World Championship for which the selection is taking place. The only applicable rules for team selection contests are the AMA By-Laws and standing rules, the approved program details, the current *FAI Sporting Code* (version to be used at next World Championship), and this document.
6. The model(s) to be flown and the equipment to be used by entrants in a team selection program must conform to the FAI rules which are scheduled to be flown in the World Championships for which the team is being selected. Deviation from this is subject to approval by the FAI Executive Committee.
7. The purpose of the finals contest is to provide an AMA sponsored FAI competition format whereby the winners may be looked upon as proficient enough to represent the AMA-US on a World Championship team.
8. Neither the FAI team selection committees, nor the chairperson, shall have authority at the finals contest. All decisions at the site will be handled by the contest director and the AMA appointed jury.
9. An inexperienced contest director should not be assigned to direct a finals team selection contest.
10. FAI Sporting License. A sporting license is not required for the team selection process. Those who become team members or an individual participating in an International event is required to purchase a sporting license. These are available through the AMA Competition Department.

11. Rights of Representation. Program participants and team members who are not citizens of the United States must have legally resided in the United States for a minimum of three consecutive years immediately preceding program entry. Additionally, they may not have represented another country in any FAI airsport activities during that period. This time period coincides with the conclusion and beginning of the relevant World Championships. Participants/team members are not required to be citizens of the United States.

V. Team Selection Finals Contest

A. Contest Director for the Finals Contest

The choice of a finals contest director must be acceptable to the AMA Technical Director. **The contest director may not be a competitor in the finals contest.**

Prior to a finals contest, the contest director is responsible to the chairperson of the relevant team selection committee. When the contest commences, the CD is responsible to the AMA appointed jurist/jury. After the contest, the CD is responsible to the AMA Technical Director.

The contest director shall (also see section I.C. of this document):

1. Be directly responsible for the fair conduct of the finals contest.
2. Have knowledge of the FAI rules for the event and shall run the contest in accordance with those rules and the approved program.
3. Abide by the instructions from AMA concerning the organization and financial arrangements which have been established by the committee and coordinated by the AMA Technical Director.
4. Submit to the team selection committee chairperson and AMA Technical Director a proposed finals budget as soon as possible (prior to the event). Obtain a sanction from the AMA Competitions Department by submitting the required sanction form.
5. Arrange for the contest officials, workers and any other personnel specifically determined by the team selection committee. The FAI Executive Committee shall appoint one FAI jurist who will in turn select two others on site to assist with adjudicating protests.
6. Arrange as necessary for equipment such as stopwatches, PA system, scoreboards, impound areas, processing equipment, portable toilets, motels, meeting facilities, and so on.
7. Prepare and have distributed (via AMA HQ) site maps, directions, lodging information, meeting schedules and all other pertinent details so as to inform the finalists.
8. Post competition results as the competition progresses.
9. Accept and respond to complaints from the competitors. The purpose of a complaint is to seek correction without resorting to a formal protest. Complaints may be made verbally at any time during the contest. Complaints need not be presented in writing unless the

technicalities would be better understood in such a fashion. The CD may respond verbally to either mode of complaint.

When a CD's response is unsatisfactory to the petitioner or an official, either may submit a formal protest which must be in writing, to the contest director who must then give it, without comment, to the AMA-appointed jurist for jury resolution.

10. Accept, implement and abide by the decisions of the jury.
11. File a report to AMA's Competitions/Technical Department after the event, submitting the competitor's documents and a financial statement regarding money received and disbursed.
12. Receive in writing from current World Champion his or her intent of participating in the contest before the start of the event.

B. Protests

All protests must be presented in writing to the contest director and must be accompanied by a deposit of \$20. The \$20 deposit is returned only if the protest is upheld. An unreturned protest fee shall be deposited into the team fund for that program.

1. Prior to the first flight of the contest, protests may be lodged, for example, against the validity of an entry, contest rules, flying contest area, processing of models (if done before flying starts), the judges or other contest officials.
2. During the contest a protest may be lodged against a decision of the judges or other contest officials (**excluding the jury**) or against an error or irregularity committed during an event by another competitor; but the protest must be lodged in a timely fashion, in accordance with the FAI rules. Subjective scores given by judges cannot be protested.
3. Protests may be lodged up to one hour after the announcement of the results.

C. AMA-Appointed Jurist

Each AMA team selection finals contest shall be assigned a jurist to deal with protests and to monitor the conduct of the event. The AMA-assigned jurist is the highest authority at the finals contest. This jurist is not to be confused with those similarly named in some events such as CL Team Race and CL Combat.

A waiver from being assigned an AMA-appointed jurist may be obtained; see the Standing Rules in the AMA Bylaws.

Travel and lodging expenses for the AMA-appointed jurist will be paid by AMA in accordance with current AMA policies and budget.

1. Jury Composition/Selection: – Jurist recommendations are expected from the chairperson and finals CD. The jury shall consist of three persons. The FAI Executive Committee shall appoint one jurist. This jurist has the authority to select two additional jurors, on-site, to resolve jury matters.

Jury members must be knowledgeable of the relevant portions of the general and

aeromodeling sections of the *FAI Sporting Code*. Jury members must also have a working knowledge of the specific event rules of the finals to which they are assigned.

2. Decision/Voting - The three jury members shall act as a body with all three individuals contributing to a decision. It is preferable to have a unanimous decision, but if that is not possible a majority shall carry i.e., two of three.

If a jury member is unable or unavailable to perform, the other jury members must attempt to select a replacement from among the knowledgeable modelers present who are not otherwise directly involved with the competition, even if the service is temporary.

In order to be thoroughly acquainted with all the details of the selection program and the relevant rules upon which they may have to deliberate for a decision, the AMA-appointed jurist will obtain from AMA Competitions Department in advance of the finals contest all the relevant documents published or distributed to the finalists, as well as an *FAI Sporting Code*.

3. Authority

- a. The jury's authority is limited to the period of the finals contest.
- b. The jury is empowered to make all decisions dictated by any circumstances which may arise during the finals and to rule on any dispute.
- c. The jury shall not directly run the contest but is empowered to advise the contest director. The jury has the authority to require correction of any discrepancy which may conflict with the applicable rules governing team selection.
- d. The jury is the final authority concerning contest-rules interpretation, also delays or duration affected by weather factors, in accordance with the *FAI Sporting Code*.
- e. The jury may clarify and interpret the FAI rules for the contest, either by its own discretion or in response to questions submitted to the jury by way of the contest director. The jury shall avoid discussion with the competitors regarding the operation of the contest, the rules involved and actions of the officials, except in response to official protests or upon a request from the contest director.

4. Responsibilities

- a. The jury is responsible for ensuring that the contest is conducted in accordance with the general and particular portions of the *FAI Sporting Code* pertaining to the event(s) being flown.
- b. The jury is responsible for acting on all protests officially submitted before or during the contest, or before the results of the contest are verified and approved by the jury.
- c. The last responsibility and action of the jurist/jury is to verify and approve the competition results. The jury must also name in its report, the competitors who shall comprise the team(s) selected. This report must be done one hour after the posting of the results, which are unofficial until the jury certifies them as official. If there is a protest during this hour, before the official verification has been pronounced, the jury will act expeditiously to minimize delay.
- d. The jury decision regarding team makeup will be final and without recourse to any

other authority.

VI. Team Funding

A. Team Allotment (maximum level of support to be provided if support/funding is allocated)

- F1A, B, C - three competitors per class, plus a team manager and possibly an assistant team manager, maximum 11.
- F1A, B, P Juniors – three competitors per class, plus a team manager, maximum 10.
- F1D - three competitors, plus a team manager, total 4.
- F1D Juniors – three competitors plus a team manager, total 4
- F1E – three competitors plus a team manager, total 4
- F2 – competitors as indicated below, one team manger, one assistant team manager, total 21;
- F2A - three pilots
- F2B - three pilots, one junior
- F2C - three pilots and three mechanics
- F2D - three pilots and three helpers
- F3A - three pilots, plus a team manger, total 4.
- F3B - three pilots, two helpers, plus a team manager, total 6.
- F3C - three pilots, plus a team manager, total 4.
- F3D- three pilots, three caller/mechanics, plus a team manager, total 7.
- F3J - three pilots, two helpers, plus a team manager, total 6.
- F3J Juniors – three pilots, two helpers, plus a team manager, total 6.
- F4B, C - three pilots each class, plus one team manager, total 7.
If B and C are flown at different locations and times, an additional team manager may be funded.
- F5B, D - three pilots each class, plus a team manager, total 7.
- Spacemodeling, per FAI Sporting Code for events being flown at World Championships, plus team manager.
- U.S. reigning world champion(s) each category.

B. AMA Team Budget

AMA's FAI budget for teams covers payment of:

- Entry/lodging/food/banquet packages for each team member, manager(s), and the reigning World Champion, including the night before and the night concluding the official contest days. Lodging reimbursement will be based on the rate charged by the organizers for lodging at the HQ Hotel.
- A sum of \$400 will be deposited into the Team Fund from AMA general funds for each official team member. The team fund is the official source of funding for the team, including travel.
- AMA **does not** fund uniforms, fuel, model-box transportation, or practice.

C. Team Fund

Each AMA-sponsored team selection program has its own team fund. These are funds maintained by the Academy but are under the control of the appropriate team selection committee. The team selection committee chairman grants approval for disbursement of team funds.

These funds are generated by the entry fees of program participation, donations and other sources. The management of these funds, receipt, deposit, disbursement, banking, accounting and reports will be by the AMA Competition Department. The team funds will earn interest as determined by the AMA comptroller. The team funds are intended to be used for the team selection expenses and expenditures associated with team travel and team manager requests.

Each program, via definition from the applicable team selection committee, shall specify how the team fund may be used, for what purposes, within what limits and by whom.

Decisions regarding disbursement of funds by the team selection committee chairperson may be appealed to the FAI Executive Committee.

Advances from the team fund may be given to finals contest directors for up-front contest costs when authorized by the applicable team selection committee chairperson in accordance with approved program-expense allocations.

D. Fund Raising

In order to cover the cost of additional team expenses, supporters of various aeromodeling categories may conduct separate fund raising campaigns to assist a team beyond what AMA provides. Because AMA supports several teams each year, several supplemental campaigns may operate simultaneously.

These funds will be under the control of the team manager during the cycle in which they are raised, and must be deposited in the team fund within 30 days after the close of the World Championship. The team manager will provide the AMA Technical Director with an accounting of those funds within 30 days after the close of the World Championship.

To avoid confusion and controversy, the following guidelines are offered to standardize the basics of supplemental campaigns and to assure accountability. Supplemental fund-raising campaigns which operate outside the guidelines will not be promoted by AMA and may be noted to be unofficial and subject to disclaimer notices.

AMA will promote those fund raising campaigns which:

1. Have contributions made directly to the AMA team fund referencing where the donation is to be allocated. The AMA/Competition Department will send a thank-you letter to the donor for tax purposes. Tax deductions are not available for donations made directly to the team.
2. Have a volunteer campaign director authorized by AMA to solicit in the name of the team.
3. Will submit all campaign literature to AMA Technical Director for review before opening

the fund-raising effort.

Campaigns which comply with the guidelines will be designated as “official” and will benefit as follows:

1. Space will be provided in AMA publications for campaign announcement, messages and depiction of the team logo.
2. Campaign funds held by AMA totaling at least \$1000 will accrue interest at current rates. No charges will be deducted for fund administration regardless of the amount involved.
3. On a prearranged space available basis, campaign literature and sales items may be made available at trade shows, the Nats, and events where AMA staffs a booth or display area. Contributions may be accepted by AMA at such events

VII. World Championship Teams

Becoming a team member carries with it the obligation to work in harmony with the other team members, and in particular, to be responsive and submit to the guidance and direction of the team manager. A team member’s conduct should never cause embarrassment or discredit to the Academy or the United States.

All team members shall be present at all official functions at a World Championship. This includes the opening and closing ceremonies and the banquet.

A. Team Manager Selection

Team managers are expected to function in accordance with this document. In addition, the team manager must balance his/her responsibilities to AMA and the team. This may be difficult when the team’s desires conflict with AMA requirements. Teams are funded by and represent AMA, thus team actions must not be encouraged or allowed which are at odds with AMA policies and directives.

1. Pre-Finals

Team manager appointments are preferred in advance of the team selection. When this occurs, the team manager is able to immediately provide leadership to begin team preparation.

When there are less than four months between the team selection event and the World Championship, the team manager must be appointed prior to the finals, and that person may not further participate in the selection program if he/she is so enrolled.

2. Post-Finals

When there are more than four months between the finals contest and the World Championship, the team manager may be selected after the finals, but that selection should not take place at the close of the event; a delay is preferable to afford adequate time to carefully consider all prospects.

3. Nominations

Team manager nominations will be accepted from the AMA membership community;

groups which can be involved in this process may include: program participants, the presidents of AMA-recognized Special Interest Groups, previous and current team members and helpers, AMA HQ and the team selection committees.

A prospective team manager need not have been an FAI competitor. However, he/she must be thoroughly knowledgeable of the rules of the event for which he/she is being considered.

4. Appointment

The actual appointment shall be made by AMA HQ and the FAI Executive Committee in consultation with the chairperson of the appropriate team selection committee. The FAI Executive Committee may select someone of its own choosing if not satisfied with the names submitted. The FAI Executive Committee has the authority to replace a team manager or team members.

B. Team Manager Functions

The purpose of this guide is to discuss the duties and responsibilities of the team manager. In addition, it is expected that the team manager will have leadership qualities and the congenial personality necessary to obtain cooperation from all team members.

1. Responsibilities

The team manager is the official spokesperson for the entire team. The FAI regulations stipulate that the team manager is the only person allowed to negotiate with the World Championship jury or organizer in the case of disputes or protests. In order to fulfill this responsibility, the team manager must be completely knowledgeable of the FAI regulations, both technical and administrative, including the mechanism of protest.

The team manager represents the US, as well as all members of the AMA, and thus is responsible for doing everything possible to make sure the team conduct always reflects dignity and sportsmanlike behavior. The team manager is expected to lead the team in attending all official functions, including the opening and closing ceremonies and banquet. Thus all team members are expected to be present at all official functions and to dress appropriately, per the team manager's instructions.

The team manager will make travel arrangements in coordination with the AMA Competitions Department and is responsible for getting the team and its models to the competition site in the best possible shape and at the proper time, within the budgetary limits available to him/her.

2. Authority

The team manager has the authority to recommend removal of a team member at any time prior to a World Championships. The recommendation must be placed before the AMA FAI Executive Committee, preferably after consultation with the chairperson of the associated team selection committee. The removal recommendation may be made only after the team manager has exhausted all practical means of obtaining cooperation from the offending team member.

During the World Championships the team manager has the authority to remove a member from the team for reasons other than flying, such as insubordination, ignoring instructions regarding dress, failure to attend functions where the team is expected to be present, causing

problems regarding travel and lodging or other conduct which might embarrass the team, the United States or AMA.

After the World Championships, the team manager also has the authority to recommend that a team member be censured and/or not be allowed to represent the US in the future.

3. Duties

The duties of the team manager will begin with his/her appointment and end with the submission of a contest report and financial accounting.

a. Before the World Championships - In conjunction with the AMA Competitions Department, the team manager must assist with all arrangements for the team as follows:

- Initiate and maintain frequent written communication with the team, utilizing the AMA Competition Department services for support (if needed), copying, printing and mailing. Written communication is preferred so that a record exists for reference. When it is expedient to use the telephone, decisions reached under those conditions should be documented and sent to AMA Competition Department for filing.
- Inform the team members of AMA's financial policy regarding travel, lodging and entry fees.
- Determine the amount of money available for the team through the team fund held in escrow at AMA and initiate the necessary paperwork to obtain release of the money. In order to obtain funding, the manager must develop an expense budget and submit it (through AMA/Competitions Department) to the related Team Selection Committee chairperson for endorsement.
- Consult with the AMA to develop a travel schedule and inform the team members of the details. It is expected that the team manager will exert his/her authority to assure that all team members travel to the World Championships site together. If an exception is deemed reasonable by the team manager, AMA should be notified before granting the request.
- Ascertain the passport, visa and any license requirements (drivers, radio, etc.) in host country as necessary and inform the team members.
- Inform the team members of model-box transportation arrangements, luggage restrictions and what to expect at customs checkpoints.
- Oversee fuel and model-box shipment. AMA does not arrange for fuel shipment and model-box transportation nor pay for the same.
- **Keep AMA/Competition Department informed** of activities, the state of team preparation and request assistance when needed. (Seek out recommendations from previous team members and team managers to avoid mistakes.) The team manager shall work with the AMA Competition Department to coordinate paperwork (forms, photos, etc.) needed by the World Championships organizer.
- The AMA Competitions Department will initiate and follow through on much of the above. However, it is the team manager's responsibility to accomplish as

many of the aims of this guide as possible, using AMA Competitions Department information and assistance when available, or on his/her own if not. It is important that the team manager be the coordinator between the team members and AMA/Competitions Department.

b. At the World Championships

- The team manager is the spokesperson for the team in all relations with the World Championships management. An assistant team manager will defer to the team manager when official communication is necessary with the contest management or jury.
- The team manager should rely upon the team members to handle the technical aspects of flying in the competition; the team manager may offer advice for model-flying activities, but the flier is responsible for making his/her own flying decisions. He/she should keep the pilots informed of the progress of the meet and shall help plan and facilitate execution of necessary strategy.
- The team manager shall have the flyers and their planes at the right place, at the right time and in the best possible condition.
- **The team manager must communicate the results to AMA/ Competitions Department within 24 hours of completion of the World Championship.** The information should contain the first five places, as well as, the placing of the U.S. team members for individual and team results.
- The team manager will obtain a complete set of competition results and the official program booklet for AMA files.

c. After the World Championships

- Provide a written report of the competition within two weeks and submit to the AMA Technical Director.
- Submit to AMA/Competitions Department an accounting of all finances.
- Submit a written report informing AMA/Competition Department of the location of FAI trophies won by the United States.

d. General

It is obvious that the team manager's job is very demanding, thus it is important that team members appreciate the importance of the team manager and each person cooperates to the fullest. AMA members have contributed too much money to team programs to tolerate loners, however gifted. The team must work together under the guidance and direction of the team manager, who must always be receptive and sensitive to the legitimate needs and concerns of the team members. AMA has provided the team manager with considerable authority to ensure that his/her mission on behalf of the team and AMA is successful.

Concerning supporters, the team manager is not responsible to arrange travel, accommodations or entry into the World Championship for supporters. The team manager's sole responsibility is to the official team, although he or she may assist such

supporters as mechanics or team family members since these are much more closely associated with the team than others who may be only spectators or incidental helpers.

The team manager will not be responsible for those who do not travel with the official team group. Anyone outside the group must deal directly with AMA/Competitions Department for any matters involving fees and accommodations. The team manager is therefore responsible to the World Championship organizer only for those persons the team manager chooses to accept as “official” supporters.

The team manager will be reimbursed, upon request and with appropriate documentation, for phone calls and mailings to AMA.

e. World Champion

When a US World Champion accompanies a team, the team manager will assist and treat this person in the same manner as the team member. Conversely, the World Champion is expected to cooperate with the team manager in the same manner as the team members.

The team manager will include the World Champion in travel and lodging arrangements. Further information about the World Champion is contained in previous sections of this document.

The team manager shall:

1. Include the World Champion in all team communications.
2. Include the World Champion in the team’s travel arrangements.
3. Encourage the world champion to practice with the team.
4. At the World Championship, after the team manager’s meetings, convey all pertinent information to the World Champion; be ready to handle the World Champion’s protest(s). The World Champion may designate another individual to be his manager, in which case the team manager is relieved of these responsibilities.
5. Avoid any attitude which tends to treat the US world champion as an outsider. Remember that this person is the same as the other team members in regard to individual performance which can bring honor, pride and respect to the US and AMA.

C. World Champion

To qualify for a team slot, the reigning AMA-US World Champion must declare in advance of the final team selection contest that they will participate as a member of the U.S. team if he/she qualifies, forfeiting any right to drop off the team and fly in the World Championship as defending World Champion.

Explanation:

1. Current World Champions must declare prior to the start of the contest their intent to compete for a team slot. Once declared, this is their only opportunity, failing to make the grade would cancel their eligibility for funding as reigning World Champion. Once the contest is started, no further option is available. The declaration must be in

writing and presented to the contest director, who will forward it to the AMA Competitions Department.

2. Current World Champions may fly in selection contests if they desire, for experience; it will have no bearing on the team selection if he/she has not declared his/her intent to compete for a team spot. Current World Champions are not required to fly in selection contests. Their status as defending World Champion provides eligibility to compete in the World Championships.

The team manager will include the World Champion in travel and lodging arrangements.

D. Team Travel

- **Arrangements** - Travel will be developed by the team manager in consultation with AMA Competition Department.

- **Requisites**

It is preferred that team members assemble at some departure point in the US, or arrive at a common location overseas. Traveling together to a foreign World Championships is considered an important part of team spirit development. Situations should be avoided where one or more team members are permitted to travel on their own and meet the rest of the team at the World Championship.

Team members will be housed together at a World Championship (US or foreign) in the organizer-designated lodging(s).

- **Model Boxes and Fuel** - AMA does not pay for model-box and fuel shipment, neither as freight nor excess baggage. This cost must be borne by the team members.
- **Supporters** - The team manager is not responsible to arrange travel, accommodations or entry into a World Championship for all supporters. He/she may elect to include such persons when they are closely associated with the team members. All pre-registered supporter expenses must be paid through AMA prior to the World Championship.
- **World Champion** - The team manager will include the world champion in travel, lodging and entry-fee arrangements.

Appendix I

WORLD CHAMPIONSHIP CYCLES/ PROGRAM DEVELOPMENT AND SCHEDULING

World Championships typically take place during the summer months of July, August and September, with occasional exceptions in June and October, and are on two-year cycles. (For example, an F3B World Championship is held every two years). Consequently, two methods of team selection are practiced:

- a. Programs which provide for one contest known as the finals, which is expected to occur at least six months prior to a World Championships.
- b. A program which provides qualifying stages leading to the finals. This method begins shortly after the conclusion of a World Championship, giving the participants nearly a year to qualify for the finals, which is usually scheduled nine months or more before the next World Championship. A program of this type allows for ample time to qualify, locate the site, and prepare for the finals contest and team preparation.

The type of program that will be used is decided by the team selection committee and ultimately the program participants.

Suggested Operating Schedule (Initiation is the responsibility of the Team Selection Committee chairperson)

- | | |
|---|--------------------------|
| 1. At the conclusion of a World Championships (or before) the committee chairperson solicits proposals/amendments/comments on the previous program to aid the committee in the development of the succeeding program. | October |
| 2. The committee reviews input and agrees upon a program format for presentation to the participants. | October/ November |
| 3. Program participants vote. | November |
| 4. The program is finalized and mailed to the participants. | December |

Program Changes

Once a program has been announced, only vitally important, absolutely necessary changes can be made, and if time permits the program participants must be given the opportunity to vote on the matter.

**Academy of Model Aeronautics
Competitions Department
5161 East Memorial Drive
Muncie, Indiana 47302**