



Contest Director Guide

UK F3A Association Radio Control Aerobatics

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F3A – R/C Aerobatic Aircraft

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Contents

1. Introduction.....	4
2. Planning the Competition	7
3. Preparing for The Competition.....	8
4. Information supplied by the Contest Director	11
5. Tasks the Day Before the Competition.	12
6. On the Day of the Competition	12
7. After the Competition	14
8. Disputes, Disagreements and Disqualification	16
9. Equipment Checklist.....	16
10. League Tables	16

1.Introduction.

- 1.1. These guidelines are designed to enable a new Contest Director (CD) to be conversant with UKF3A rules and to ensure the safe and fair running of UKF3A competitions and those run on behalf of the BMFA. Existing CDs may wish to use them to update themselves on several areas that have changed. It is essential that all competitions are run in a manner that ensures safety for competitors, organisers and spectators alike. The UKF3A also agrees to BMFA policy on 'the promotion of welfare and care of children and vulnerable adults in model flying'.
- 1.2. Whilst this CD guide may seem rather onerous for the would be first time Contest Director, there is lots of help and guidance available from either the Committee or existing CD's who will be only too pleased to offer support as well. It's worth remembering that, in reality, competitors are very self-disciplined, know what to do and when and that the CD is really present to ensure that everything runs smoothly. Do remember though that you are in charge.
- 1.3. CDs should go to the UKF3A website (www.ukf3a.com) and click on the Information Tab or click on this link <https://www.ukf3a.com/WP/information/> and then scroll down to "UKF3A Documents". This will give them access to:
 - 1.3.1. The Constitution
 - 1.3.2. The Competition Rules
 - 1.3.3. The CD Guide (this document)
 - 1.3.4. Score Sheets
 - 1.3.5. Notaumatic User Guide
- 1.4. Scoring is now carried out using the Notaumatic scoring system. CDs should contact the Competition Secretary (compsec@ukf3a.com) to be put in touch with a Notaumatic specialist who will set up the Notaumatic machine. This should be someone who will be entering your competition and should be resolved about 4 weeks in advance of the competition. The Notaumatic specialist will set up, fault find and fix any issues that might arise with the machines on the day. They will also provide you with the results from the Notaumatic on the day. It takes time to set up the Notaumatic so this is normally done by the Wednesday or Thursday before the Competition by the competent member. It is a good plan to have a couple of paper score sheets available for each class for each judge just in case the machine suffers a malfunction. Note that no scribes are needed when using this system. Competitors can access all pilots' scores by logging onto the local area network and accessing the data that way.

- 1.5. To avoid repeating much information about the UKF3A's Competition Rules in this document, CDs should familiarise themselves with the UKF3A Competition Rules.
- 1.6. There are six types of UKF3A competition:
 - 1.6.1. BMFA Team Selection events. (see Section 3.1 of the Competition Rules)
 - 1.6.2. BMFA British National Championships. (see Section 3.4 of the Competition Rules)
 - 1.6.3. UK F3A World Cup. (Conducted under the FAI F3A Rules)
 - 1.6.4. BMFA Centralised/Combined League competitions. (See Section 3.6 of the Competition Rules)
 - 1.6.5. UKF3A National League competitions. (See Section 3.7 of the Competition Rules)
 - 1.6.6. Triple Crown. (See Section 3.8 of the Competition Rules)
- 1.7. BMFA Team Selection Events
 - 1.7.1. Under BMFA rules, the UKF3A, as a Specialist Body, is required to organise Team Selection events as defined by the UKF3A Committee. This must be open to BMFA members and the rules for these competitions can be found here:
<https://online.fliphtml5.com/doorh/2026-BMFA-GENERAL-COMPETITION-RULE-BOOK/#p=1> . The Radio Controlled Rules can be found here:
<https://online.fliphtml5.com/doorh/2026-BMFA-RC-POWER-RULE-BOOK/#p=1> . The Association also runs a separate National League event at the same time and venue according to current National League competition rules.
- 1.8. National League Competitions
 - 1.8.1. National League Competitions are usually flown on club sites and rules are generally not as rigid as Team Selection events, although a safely run competition and declaring a fair winner is vital to the success of the competition. (Models, noise, positioning of flight lines and safety requirements are more likely to be related to existing club rules.)
- 1.9. Rules for National League Competitions
 - 1.9.1. Under UKF3A rules, all pilots who hold a BMFA 'A' Certificate of Competence can compete. If a CD thinks a pilot is flying dangerously, the CD can ground the pilot. The competitor may request a mentor when they enter and the CD will then appoint one from one of the more experience competitors by mutual agreement.

- 1.9.2. Non-flying CDs are entitled to free membership of the Association.
- 1.9.3. Whilst pilots are expected to comply with the 5.5 Kg rule, it is recognised that in order to encourage the widest possible participation, the weight limit for National competitions shall be extended up to 7.5kg for those who are trying to see if F3A is for them. Models are not weighed at Domestic competitions, but the onus is on the pilot to comply with the 7.5 kg rule and the impact of the ANO on models weighing more than 7.5 Kg. Essentially, if the Club site does not have a dispensation for flight above 400 ft for an aircraft weighing more than 7.5 Kg then the aircraft may not be flown in the competition.
- 1.9.4. All UKF3A schedules should be offered by the CD. If a competitor opts to fly in the P & F class, then scores are normalised and count towards the Combined League table. All other schedules from FAI P down to Clubman use raw scores and count towards the National League table. The Notautomatic will be programmed to carry out these calculations.
- 1.9.5. League trophies for all classes are awarded annually at the UKF3A AGM.
- 1.9.6. No mobile 'phones shall be used on a flight line at any competition or used in the vicinity of competitor's transmitters.
- 1.9.7. Certificates, trophies or other prizes may be awarded to the winners at the CD's discretion.
- 1.9.8. In the event of a tied result, the winner will be determined from the next highest scoring flight. e.g. in a best 2 from 3 round competition., highest scoring 3rd flight determines the winner in a best 3 from 4 round competition., highest scoring 4th flight determines the winner if only 2 rounds are flown, highest scoring 2nd flight determines the winner
- 1.9.9. Potential new members are allowed to enter 1 official competition before joining the Association, but pay normal competition entry fee for the class flown.
- 1.10. All competitions must be self-financing. Site fees and judges' expenses are the main items, but remember to include the cost of trophies, if they are to be awarded, and/or Certificates. Any expenses incurred should be sent, with receipts, to the Treasurer by email (treasurer@ukf3a.com) as soon as possible after the competition.
- 1.11. Judges are entitled to claim mileage at 45 p per mile. Judges are entitled to an honorarium of £8 for the day. Exceptionally, If overnight accommodation is required, this must be agreed with the CD before the event as it is likely to be at least £100. Judges should submit their expense claims to the CD by email setting out mileage, honorarium and accommodation costs, where agreed, with scanned copies of the receipts. You should then email these to the Treasurer indicating your approval to pay them. Some

judges choose not to claim reimbursement but donate their expenses to the Team Travel Fund and you should forward their email to the Treasurer so that they can act accordingly.

- 1.12. A site 'fee' is normally paid to the host club immediately after the competition has taken place. The CD should contact the host club to ascertain their bank details and pass those to the Treasurer for direct payment on completion of the competition, ideally, by the end of the day that the competition is held.

2.Planning the Competition

- 2.1. Once a decision has been made to hold a UKF3A competition on a club site the following points need to be addressed.

- 2.2. Clubs

- 2.2.1. When using a club site, it is necessary to ensure that the club committee is notified in good time and that they have given email approval for the competition to take place and for the site fee to have been agreed. Don't forget to notify the Club Committee that their members can apply to fly in the competition without being a UKF3A member and just paying the appropriate entry fee and that only an A Certificate is needed in order to compete. That might just get a few club members to have a go.

- 2.2.2. It is the CD's responsibility to agree terms with the club. It would be wise to decide that should the weather result in the cancellation of the competition what the Club view would be. Ideally, since we fly in weather most club members don't, if we cancel for weather then it would be highly unlikely that any club members would feel cheated out of their flying opportunity and so the Club, one hopes, would not charge. You could also cover whether we could roll over the booking to another day later on. It's better to have this point cleared up at the initial point of booking with the club.

- 2.2.3. A club can be a very good source of help and assistance to a CD. Always try to advertise the competition as an attraction to club members and encourage them to come along on the day and get involved with the running of the competition.

- 2.3. Judges

- 2.3.1. You should request a judges list for the event by contacting the UKF3A Chief Judge (chief_judge@ukf3a.com). A minimum of two judges per flight line are required. If experienced competitors who are also qualified judges are likely to be attending, ask them to judge classes other than the one in which they are competing. Increasingly, it is the case that non-flying judges are NOT available for FAI judging whereupon the CD shall arrange for pilot judges to officiate and

should make this plain on the Competition forum entry for all to see. With P&F and P schedules being flown, it is usually possible for a pilot from one class to judge the other. Equally, there might be pilots flying in other classes who would wish to judge at these higher levels. This should be encouraged!

2.4. Site

- 2.4.1. Most experienced aerobatic pilots will be aware of the suitability of the site for an aerobatic competition. The increased number of pilots at a competition, together with organisers and club members may mean that car parking arrangements need to be considered. Decide if the pit area needs to be extended to cater for the increased number of aircraft on the site.
- 2.4.2. It may be useful to provide chemical toilets if the site does not normally have this provision but always consider the cost of provision as they can be expensive.
- 2.4.3. If using your club site and it has a grass strip, plan to cut the grass a couple of days before the competition. Otherwise, ask the hosting club if they would do so although they will probably be planning this anyway.
- 2.4.4. Ideally, the grass or hard surface should have the centre line and two side lines spray painted onto the surface provided the Club agrees to this. The other useful aid is to use poles at least 6 feet high with a spike at one end set out to mark out the aerobatic box. They do not need to be positioned on the 150 m line although if you can do that, and they are still visible, that would be very helpful.

3. Preparing for The Competition

- 3.1. Notify the UKF3A Competition Secretary (compsec@ukf3a.com) of the planned competition as soon as possible but make sure you have approval in principle from the Club first. This will ensure the competition is included in the competition calendar and it will be published on the UKF3A website, on the BMFA web site and BMFA News and clashes with other competitions should be avoided.
- 3.2. Once the competition has been agreed and published on the forum and competition schedule, then the Association is liable for expenses such as site fees. In some cases, the host club may require an up-front payment or deposit, and these will be paid by the association if requested by the CD.
- 3.3. For things like site fees etc, formal receipts are not required as an email from the CD to the Treasurer requesting payment, including the bank details for the recipient, will satisfy all traceability requirements.

3.4. Currently, all Competitions are opened at the same time in February. CDs will be reminded to open a thread for their competition on the Forum under the Competition board. From this point onwards entries will arrive by email to the CD. The CD will be able to see the date of entry from the entry form and that order must be used when the competition is full and a Reserve list is started. Details of pilots & schedules being flown should be posted on the forum in order to keep entrants updated. CDs should also keep the list of those judging and which classes they are judging on their post as well.

3.5. Entry

- 3.5.1. CDs should familiarise themselves with the UKF3A Competition Rules, Section 2.5.3, covering Competition Entry and Entry Fees. Entry is only accepted by using the electronic entry form that can be found on the website and paying using a credit card. So, when the CD receives a Competition Entry email, they will know that the entry fee has been paid.
- 3.5.2. Each CD shall maintain an up-to-date entry list under the Competition News section of the Forum. This is used to describe the Competition, and give details of the location and any other relevant information. The list of confirmed entrants should also be maintained on the first posting, as should any reserve list, preferably on a daily basis.
- 3.5.3. The closing date is now governed by the need to load the Notautomatic machines which is normally done 3 days before the event.
- 3.5.4. Although very rare these days, for competitions held on MoD property it may be necessary to submit details of entrants for security purposes several weeks before the event. This information will be published in the competition calendar.
- 3.5.5. Once entries have reached the calculated limit, any further entries should be placed on a reserve list. The procedure is that once the CD opens the Reserve list, this must be put on the first post. Thereafter, pilots wishing to join the Reserve list must post on the competition thread and the CD will add their name in the order received to the Reserve List. As soon as a pilot contacts the CD to withdraw from the competition, the CD should contact those who are on the reserve list to tell them to submit a competition entry. If they are unable to do so then the CD offers the place to the next in line and so on.
- 3.5.6. Competitors must notify the CD should they be unable to attend no less than 14 days before the competition in order to qualify for a reimbursement of their entry fee. This will enable the CD to notify a reserve pilot in good time that they can enter and prevent the competition being run at a loss. No refund will be given inside the 14 days prior to the Competition. The CD is responsible for emailing the Treasurer and asking for the refund to be made.

3.6. Rounds

3.6.1. The CD should determine how many entries can be accepted for the competition. The limit should be calculated taking into account the number of flight lines, the number of rounds to be flown and the number of hours available for flying allowing for planned breaks. Allow nine minutes per competitor per flight. In practice, particularly for the entry level classes, the flights do not require the full nine minutes, but allowing the full nine minutes will give the judges the opportunity to take short breaks. The aim should be to fly at least 3 rounds, with minimal breaks but always remembering that Judges need a break. Pilots should take full advantage of good weather early in the day by being encouraged not to waste time.

3.6.2. The following example shows how to calculate the entry limits for a site with one flight line. If flying starts at 9:00am and finishes at 5:00 pm, with one hour for lunch, this gives 7 hours of flying time, 7 hours multiplied by 60 minutes would give 420 minutes of flying time. Divide this by an average of 8 minutes per slot per competitor and you get 52 flying slots in the time allocated. Using this example the following combinations would be possible:

3 rounds with 17 competitors = 51 slots

4 rounds with 13 competitors = 52 slots

3.6.3. In reality 30 mins lunch and 9 to 5 flying will usually accommodate 18/20 competitors. However, the norm is for 16 competitors flying 3 rounds. It is important to remember the restrictions that using the Notaumatic impose. If you decide on the day that you would like to fly 4 rounds, it will not be possible to do so unless you had asked for the Notaumatic to be set up for 4 rounds initially. If you only fly 3 rounds, the Notaumatic will automatically take the best 2 rounds and give all the placings. The same goes if, due to weather problems, you can only fly 2 rounds when the Notaumatic will just take the best of the 2 flights to arrive at a result.

3.6.4. That having been said, some pilots may be facing a 2-3 hour drive to get home so it's best to aim for the last flight to land around 16:30 leaving time to get the results sorted, for you to give your thanks and to announce the results. This will allow pilots to depart soon after 17:00. You can also release the site for Club flying after that time. So, 16 pilots flying 3 rounds with 48 flights is often the route chosen.

3.7. Administration

3.7.1. With the introduction of the Notaumatic judging computers, it is not necessary to have a score sheets for all competitors. It is sensible to print off 2 score sheets for each class as a back-up should the Notaumatics experience a problem.

- 3.7.2. Expense forms are no longer provided as it is sufficient for CDs to email the Treasurer with a list of their expenses, typically for printing score sheets, the flight order and certificates/trophies. Attach any receipts that relate to any items bought specifically for competition use.
 - 3.7.3. Judges should email the CD with their claims and the CD then approves and forwards the claim to the Treasurer for payment.
 - 3.7.4. In case of difficulty the CD should contact the Competition Secretary to seek advice.
- 3.8. Trophies and Certificates
- 3.8.1. Trophies may be provided for winners at the discretion of the CD out of any surplus, ensuring that the provision of trophies does not mean the competition will sustain a loss. More usually though, the Competition Secretary will email out the UKF3A certificates covering 1st, 2nd and 3rd for each of the schedules being flown. The Competition Secretary can also supply BMFA Gold, Silver and Bronze certificates for Centralised and Team Selection events.
 - 3.8.2. The CD can claim the cost of printing the certificates on photo paper or ask the Competition Secretary to post them the printed certificates. CDs will be advised of the cost they will need to allow to be debited from their Competition funds at the time they place the order.

4. Information supplied by the Contest Director

- 4.1. The following information should be provided to competitors and judges via a posting on the Competition News section of the website.
 - 4.1.1. Competition venue and date plus the name of the CD, as this information is required to be accurate on the Competition Entry Form
 - 4.1.2. Map of the surrounding area, showing location of the site (a suitable post code or GPS coordinates are also useful, if known)
 - 4.1.3. Method of entry to the site
 - 4.1.4. Car parking arrangements
 - 4.1.5. Pilots' briefing and start time. A CD would expect a pilot to have assembled his model & be ready to fly before the PB.

- 4.1.6. What facilities are available on site e.g. toilets, catering.
- 4.1.7. Remind competitors that they will need a chair and a rain cover and arrangements for food.
- 4.2. Once all entries have been received, the CD can decide the flying order by class and notify the Notalmatic programmer. The individual flying order is determined by the Notalmatic and there is no guarantee that nominated callers are taken into consideration since the machine uses a random order process to arrive at the flying order.

5.Tasks the Day Before the Competition.

- 5.1. On the evening before the competition, it is a good idea to pack the necessary equipment for the competition into the car. Most of the equipment required for a competition can be packed into a small box. A checklist is helpful. A typical checklist has been included at the end of this document.
- 5.2. Try to obtain a weather forecast for the day of the competition. There are many websites which give such information. A forecast for the wind can influence the flight line location and if rain is forecast the number of rounds can be adjusted to suit.

6.On the Day of the Competition

- 6.1. Plan to be at the competition site in good time, at least two hours before the published start time. There can be lot to organise before the competition can start.
- 6.2. On checking the weather for wind direction and knowing the forecast for the day, the flight line can be planned and laid for the optimum position. When setting out the flight line, all no-go areas and noise sensitive areas should be avoided. This may well mean angling the flight line off the wind direction. The competitors should have no expectation to fly the schedule aligned with the wind!
- 6.3. When determining the flight line, consider the path that the sun will take during the day. It is unacceptable for the manoeuvring area to be facing the sun. If this could be a problem it may be possible to adjust the flight line during the day to avoid the sun infringing the manoeuvring area. You may have to consider providing a 'Sun Disk'.
- 6.4. The flight line should be marked out if possible. A good tip here is to use some masking tape or white paint to identify the flight line and its centre. Masking tape can be stuck down to a runway and even on grass to identify the centre line and end points or use plastic red and white 'safety tape' pegged down with 'flush to the ground' pegs.. (do not paint white lines on tarmac runways without seeking permission from the owner and never on MoD property). The judges should be positioned not more than ten metres and

not less than 7metres behind the flight line. The judges should be separated sufficiently so as not to overhear each other during the process of judging. The box ends and centre line should be clearly identified using flags, road cones etc. Whatever markers you decide to use they must be clearly visible by both the pilots and judges. Sometimes when no specific markers are available, the use of natural markers on the horizon may be used. Again, these markers must be clearly visible.

- 6.5. The competitors should report to the CD when they arrive at the site. At this time, you may wish to check that non-UKF3A entrants have BMFA membership. The latter is essential for proof of insurance cover.
- 6.6. Pilots' Briefing. The pilots' briefing should be conducted shortly before flying starts. The pilots' briefing should follow the agenda below:
 - 6.6.1. Welcome, including introductions of officials and judges.
 - 6.6.2. Weather forecast.
 - 6.6.3. If you are not a member of the host club it is useful to introduce a club official, who can describe any local restrictions which may affect the flying e.g. no-go area, times when flying is not permitted. It is useful to describe any emergency arrangements such as the location of a first aid box, and nearest A & E
 - 6.6.4. Flying Order – the flying order will have been posted on the Forum at least one day in advance of the competition. However, it is a good idea to print out the flight order and post one copy where all can see it. Additional copies may be given to the competitors. announce the flying order for the competition.
 - 6.6.5. Flight Line - take the competitors and judges to the flight line and identify the manoeuvring area including centre markers and box end markers. Also show the pit area and any no-go areas.
 - 6.6.6. Start and Ready Boxes - the method of using the start and ready boxes should be shown to the competitors and officials. Explain that it is expected that the next aircraft to fly will be made live so as not to distract the pilot during the landing sequence.
 - 6.6.7. Remind pilots that it is their personal responsibility to conduct the BMFA pre-session and pre-flight checks. This includes checking the failsafe operates correctly and that is a legal requirement placed on the pilot. Some clubs will carry out failsafe checks and pilots must comply.
 - 6.6.8. At the pilots' briefing it is always a good idea to remind people to remove their own rubbish and take it home.

- 6.6.9. Not all of the above will be applicable to all competitions. It will vary on the resources available to the CD in both equipment and manpower.
- 6.6.10. At the end of the pilots' briefing, allow time for any questions from the competitors or judges.
- 6.7. Ready Boxes
 - 6.7.1. The function of ready boxes is to speed up the competition by allowing the CD to know that the next competitor is ready.
 - 6.7.2. Two ready boxes should be provided where competitors are required to place their models prior to their flight. They should be sited in a safe position adjacent to the flight line, normally to the rear and downwind of the judges, if the site allows. Boxes are normally simply marked on the ground & need to be large enough to accommodate 2m models.
- 6.8. Sound Checks
 - 6.8.1. Sound Checks are not normally carried out at National League competitions, but some clubs may have their own special noise restrictions which the CD is mandated to observe as condition of running the competition.
 - 6.8.2. Noise rules for Team Selection competitions are fully explained in UKF3A Competition Rules.
- 6.9. Timing
 - 6.9.1. Timing of flights is not normally carried out at National League competitions.
- 6.10. Attempts
 - 6.10.1. Normally, one 1 attempt is allowed for each flight. CD's will normally enforce this rule but for new competitors, discretion is usually allowed in case of starting problems or equipment malfunction.

7. After the Competition

- 7.1. At the conclusion of the event the CD should check with the Notautomatic operator to obtain the final result and prize giving can then be held. It is normal practice to thank the judges and officials for their services before the prizes are awarded. Also, if any club officials are present, a public vote of thanks can help to secure the use of the site for future competitions.

- 7.2. Finally, it is important to leave the site the way you found it. Make sure there is no rubbish left, no cigarette ends on the floor, no excessive fuel staining and that all articles have been removed from the site.
- 7.3. Any accidents which have resulted in any damage to the site, club equipment, competitor's equipment or any 3rd party must be fully documented & photographed and reported to the club and to the UKF3A Competition Secretary in writing should any insurance claim later arise.
- 7.4. Under the Article 16 authorisation that BMFA members operate under it is a legal requirement to report certain occurrences to the Civil Aviation Authority (CAA) and the Air Accident Investigation Branch (AAIB), some occurrences will also need reporting to the BMFA insurers. You absolutely should read the guidance on the BMFA website (<https://reporting.bmfa.uk/>) that defines what is an Occurrence and provides the reporting mechanism.
- 7.5. Judge's & Official's Expenses
- 7.5.1. Each judge and official should be encouraged to claim agreed expenses by emailing the CD with the details including their bank account number, name and sort code so that the Treasurer will be able to pay their claim. All the Treasurer will need is the start and end locations of travel and the total mileage claimed when a request for re-imbursement is made.
- 7.6. Report
- 7.6.1. During the day it is a good idea to make some short notes on how the competition is going, how the pilots are performing, etc. This will help the CD to formulate a brief report on the day's proceedings. Any photographs should be forwarded to the Web team for putting onto the Photo Gallery together with the report on the day's proceedings.
- 7.7. Results
- 7.7.1. The Notaumatic will be downloaded by the operator once they get home and the results passed to the overall Notaumatic coordinator. The latter will post the full results on the Competition Thread usually by the end of the day but it may slip to the next day. The League table will be updated by the Notaumatic Coordinator within a day or so.
- 7.8. Promotion
- 7.8.1. There is no longer a requirement for the CD to certify pilot's performance before promotion is possible. It is up to members to decide in which Class they wish to fly.

8. Disputes, Disagreements and Disqualification

- 8.1. During the running of competitions, there may be circumstances which may lead to disagreements between competitors and officials. It is important to keep disagreements under control. All parties involved should individually discuss with the CD the problem which has caused the disagreement. The CD should at that point make a decision to resolve the disagreement. If, after the CD has made the decision, one of the parties still objects then the problem needs to be addressed to a jury. In most cases a jury can be composed of the CD and two experienced flyers or judges not involved in the disagreement. If the disagreement is not resolved at the event, it should be reported to the UKF3A Competition Secretary after the event. In the unlikely event of serious misconduct, it may be necessary to disqualify a competitor. This should only occur where there has been a clear breach of safety regulations or competition rules. In all cases, disqualification shall only be determined by the jury. Any disqualifications should be reported in writing to the UKF3A Competition Secretary.

9. Equipment Checklist

- Entry List
- Results sheet
- Score sheets - only need a few to cater for Notalumatic failures
- Trophies and/or Certificates
- Clip boards - or hard board –and pens per judge
- Calculator
- Box markers
- Basic first aid kit per flight line unless there is one already provided
- Bin Liner - for rubbish
- Masking Tape
- Table and chair - fold up type
- If you are the Notalumatic operator – all the Notalumatic kit and WLAN

10. League Tables

- 10.1. A League will be compiled of all National League competitions. Refer to Section 3.7 of the Competition Rules for details on the scoring system to be used for National League competitions
- 10.2. A Combined League Table will be compiled as set out in Section 3.6 of the Competition Rules.

11. Cancellation or Rearrangement of Competitions

- 11.1. In the event that the CD has to cancel a competition for any reason, they should post this decision on their competition thread immediately and notify the Treasurer so that refunds can be processed as soon as possible.
- 11.2. In the event that the CD offers to re-arrange the competition, they should post this on their competition thread immediately and ask all competitors either to confirm their competition entry or to request a refund. The CD must then let the Treasurer know about the revised date of the competition and provide a list of names of those competitors who have withdrawn so that the Treasurer can action the refund of their competition fees.

< END >