



MAASA Management Committee Responsibilities and Duties

Table of contents:

Description	Page
Introduction	2
Management Committee	3
Powers of Management Committee	3
Duties of Management Committee	4
Duties of each Committee member:	4
<i>Chairperson:</i>	5
<i>Vice Chairperson:</i>	5
<i>Secretary:</i>	5
<i>Treasurer:</i>	5
<i>Contest Director:</i>	6
<i>National Regional Representative:</i>	6
<i>Chief Judge:</i>	6
<i>International Public Relations Officer:</i>	7
<i>Junior International Public Relations Officer:</i>	7
Contest organisation requirements	8
Appendix D - Contest Organizer Checklist (this is currently split between the Management Committee and no formal Member appointment has been made)	

Introduction

- 1.1 The purpose of this document is to guide members of the MAASA Management Committee of their Responsibilities and Duties and give them a better understanding of what is required of their tenure on the Committee.
- 1.2 All rights in respect of this document are reserved and as such copyright vests with MAASA. The document may be used for information only and may not be exploited for commercial purposes.
- 1.3 The use of “shall” and “must” implies that the aspect concerned is mandatory. The use of “should” implies a non-mandatory recommendation; “may” implies what is permitted or what might happen, and “will” indicates what is going to happen. Words of masculine gender should be taken as including the feminine gender unless the context indicates otherwise.
- 1.4 The MAASA Committee reserves the right to amend this document, in line with its Constitution and Sporting Code, in order to ensure the proper management of all MAASA activities and competitions. Such amendments will come into effect on a date determined by the MAASA Committee.
- 1.5 This document contains extracts and / or abbreviated versions of the MAASA Sporting Code and the MAASA Constitution and should be read in conjunction with these documents, for a full understanding of the Responsibilities and Duties of each Committee member.

Management Committee

- a. All the business and related matters of the Association shall be managed, dealt with and finalized by the Management Committee of the Association (hereinafter referred to as the Committee).
- b. The Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Chief Judge, Contest Director, National Regional Representative, International Public Relations Officer, Junior International Public Relations Officer, totalling (9).
- c. The Chairperson of the association shall be the Chairperson of the Committee Meetings and in his absence the Vice-Chairperson, and in the absence of both, the Committee shall elect a Chairperson. The Chairperson shall have a casting as well as deliberative vote and all decisions shall be carried by a simple majority of Committee members present.
- d. The Committee may co-opt additional members from time to time.

Powers of Management Committee

The Committee shall actively pursue the objects of the Association by managing and administering the affairs and business of the Association in terms of the laws of the Country, consider any matter affecting the flying of model aircraft, make representations, or take such action as the Committee deems advisable and in particular:

- a. Acquire, hire or dispose of property, borrow money on the scrutiny of the assets of the Association and accept and administer any trust of donation.
- b. Render financial assistance to any person or legal entity in order to promote and realize the objects of the Association.
- c. Delegate to any Committee or member of the Association such of its powers as it may from time to time determine, but shall not be divested of any power so delegated.
- d. Make rules on all matters that the Committee considers necessary or expedient in order that the objects of the Association may be achieved.
- e. Determine the subscriptions to be paid by the relevant classes of membership for each financial year in order to ensure that the objects of the Association are achieved on a sound long-term financial basis.
- f. Arbitrate on any issue to ensure that the objects of the Association are adhered to at all times.
- g. Discipline, after investigation and due process, any member of the association and may, after the process, terminate the membership of any member.
- h. Consider applications for Honorary Membership of the Association and finalize such applications and proposals as the Committee may deem fit.
- i. Determine the arrangements and criteria for international representation and participation.

1. Duties of Management Committee

- a. Conflict of Interest

A Member of the Association or a member of a Committee of the Association to which powers of the Association have been formally delegated by the Committee, shall declare his / her position regarding an actual or potential conflict of interest prior to participating in discussion and voting on sole matters.

- b. Motion of no Confidence

If a motion of no confidence is directed against a Committee member and is seconded and adopted by majority vote at any formal meeting of the Association, the sole member shall immediately vacate their position(s) whereupon the vacancies so created will immediately be filled in terms of Section 13(c) of the Constitution.

c. Vacancies

Every vacancy arising from the circumstances referred to in Section 13 (b) and (d) and every vacancy caused by death, or resignation of a member, shall be filled by a new Member elected at the following Special meeting.

d. Attendance of Meetings

A member of any Committee of the Association vacates his / her position automatically if he / she is absent from more than two consecutive meetings of such Committee without the Committee's leave.

e. Minutes

The proceedings of each meeting of the Committee of the Association shall be preserved in Minutes compiled by a person designated prior to the commencement of such a meeting and shall be ratified at the next meeting, after confirmation, by the signature of the Chairperson of the meeting. Ratified copies of the minutes of meetings of the Management Committee and ratified copies of the minutes of all meetings of the Association shall be preserved.

2. Duties of each Committee member:

Chairperson:

1. The Chairperson will attend all SIG Meetings on behalf of MAASA.
2. The Chairperson of the management Committee shall ensure that all Office Bearers are informed of their duties and perform their duties adequately and make necessary arrangements for assistance or relief if circumstances so require.
3. The Chairperson will set up the dates and venues for special meetings and will chair these meetings and ensure that minutes are taken.
4. The Chairperson will ensure that the association operates in a controlled manner, and will have the power to authorize expenditure, represent the Association at meetings and rule on disciplinary matters.
5. The Chairperson will have a budget prepared and ensure that the Association operate within the budget.
6. The Chairperson is empowered after issuing a warning in writing, to request the resignation of any member of the Committee, Sub-Committee, who in his view, is not performing his duties adequately (after having received adequate assistance) or is obstructing the work of the Committee. Such a resignation request shall not be opposed by the Committee Member and his resignation will be tabled prior to the next Committee Meeting. At all meetings the Chairperson shall have a casting vote as well as a deliberate vote.
7. Votes shall be given by a show of hands or ballots as decided by the Chairperson.
8. In the case of either a Grievance being received from a member or a number of members or as in the case of a disciplinary matter the Chairperson shall appoint a Sub-Committee to hold a hearing and come up with a recommendation. Such recommendation shall be presented to the Management Committee for further investigation.
9. A copy of the Constitution certified by the Chairperson or Vice-Chairperson of the Management Committee shall be accepted as evidence for all purposes whatsoever.
10. Votes shall generally be counted by a show of hands, but the Chairperson has the right to call for a secret vote (ballot) if the issue at stake is of such a nature as to require this.
11. Ensure communication between committee members (distribution of information).
12. Submit CIAM rep / International Judges panel to SAMAA when requested.

13. Ensure that the sporting code and constitution are upheld on a national level.
14. Ensure that the pilot register/judges register are kept up to date (Important for team selection/International judges).
15. Ensure that all SAMAA requirements are met to facilitate team selection.
16. Make sure reports for National competitions are prepared and submitted to SAMAA and posted on the website.
17. Submit the national competition event schedule to SAMAA timeously.
18. Submit Sporting Code changes to the SIG Chairperson when necessary.
19. Ratifying of the Minutes of Meetings, by signing the Minutes.

Vice Chairperson:

1. In the absence of the Chairperson of the association, the Vice Chairperson shall assume the role of Chairperson.

Secretary:

1. Any member who is unable to attend may delegate his vote to another member attending the meeting. The proxy vote should be declared to the Secretary prior to the meeting to ensure its validity. A signed statement clearly showing the name, Association number of the absent member and the name of the member who is empowered to vote on his behalf, shall be required as evidence for each proxy. A maximum of four (4) proxy votes per Association Member present, shall be allowed. This proxy vote shall be included in the vote count.
2. Arranging of meetings called by the Chairperson.
3. Setting up of the Agenda of all meetings.
4. Taking of Minutes of all meetings.
5. Publishing of Agendas and Minutes of meetings, National Score Register and Judges Register on the website.
6. Arranging flights and accommodation for judges, if and when required, for Nationals and Masters competitions.
7. (part of the Public Relations officer duties that is currently vacant): Updating, posting and maintaining of Facebook page.
8. (part of the Public Relations officer duties that is currently vacant): Updating, posting and maintaining of MAASA Website.
9. Assisting with National Score Register.
10. Assisting with Judges Register.
11. (part of the Contest Organiser's duties) Assist with ordering of Trophies and Medals for competitions.
12. Should a pilot voluntarily want to be relegated to the next lower class, he/she must submit the request in writing to the MAASA secretary (secretary@maasa.co.za) for consideration. The reason(s) for the request must also be included as part of the motivation for relegation.
13. After announcement of the results: any protest relating to the results must be submitted to the MAASA secretary within 15 days after announcement of the results. If necessary this protest may be passed to SAMAA for adjudication.

Treasurer:

1. Collect Membership fees.
2. -Collect Entry fees for National Competitions where required.
3. Keep all MAASA financial records up to date.
4. Compile the Budget for the financial year and submit to the Committee for approval.
5. (part of the Contest Organiser's duties) Collect all entries to competitions as well as entry fees.

6. (part of the Contest Organiser's duties) Drawing up of flight schedules for competitions.
7. (part of the Contest Organiser's duties) Assist with ordering of Trophies and Medals for competitions
8. Payment of expenses.
9. Assist with the compilation of the Contest calendar.

Contest Director:

1. Arrange for judges refreshments/shade/chairs.
2. Ensure participants are on the flight line.
3. Ensure that judges are available for each round/class.
4. The CD may also suspend flying when in his/her opinion, flying has become unsafe due to wind, field conditions or other circumstances. Similarly a contestant may ask the CD for a flight delay or re-flight due to unsafe conditions referred to above, and if the majority of the jury members agree, the delay may be granted. A flight delay or re-flight shall not be granted for equipment malfunctions.
5. In the case of a mid-air collision between two contestants, the contestants must immediately recover their aircraft and they may resume their flights with the same aircraft if the aircraft are judged to be airworthy by the CD, or with a backup or repaired aircraft. On the re-flight judging will begin with the manoeuvre that was in progress or with the next scheduled manoeuvre if the collision occurred between manoeuvres.
6. Should a pilot and/or his caller be aware, or be made aware by others, of the close proximity of any full size traffic then the pilot and/or his caller may opt to announce to the CD, or in the absence of the CD another official (ie. line director or judge), that they are aborting the manoeuvre. At their own discretion they may, without penalty, while in flight announce that they will restart the manoeuvre that was aborted or alternatively land and do a reflight as per 7.5. This provision is made in order to promote safety of full size aircraft and ensure the future of precision aerobatics. In the event that the CD is of the opinion that this provision has been taken advantage of he may zero the flight. Nevertheless the entire flight will be scored and the pilot informed after the flight of the CD's decision.
7. All protests must be presented in writing to the CD at the competition and must be accompanied by a protest fee. The protest fee will be an amount equal to the entry fee for the relevant competition.
8. The protest fee is returned only if the protest is upheld. The protest must be handed to the Contest Director and adjudicated by the official jury formed by the organisers prior to the start of the event.
9. A verbal complaint may also be submitted to the CD, the purpose being that a correction can be obtained without the need to make a formal protest.

National Regional Representative:

1. The National Regional Representative will be elected from time to time (not necessarily at the AGM) by the majority of regional representatives and his nomination will be forwarded to the MAASA Chairperson after which his membership of the committee will be confirmed.
2. Liaise with regional reps.
3. -Represent regional reps on the committee.
4. -Coordinate and submit the national events schedule to the committee for approval.

Chief Judge:

1. MAASA shall use the following guideline for selection, training and monitoring local judges performance:

- a. The requirement for a judge shall be any individual who has an interest in radio controlled aerobatic competition judging and who is a paid up MAASA member.
- b. The training shall consist of the following:
 - Studying of the MAASA Sporting code.
 - Studying of the FAI F3A Sporting code.
 - Practical training by a level 4 or higher judge.
 - Writing and passing an open book examination.
2. The Judges register shall be maintained by the Chief Judge in accordance with the sporting code and regularly published on the MAASA website (with the assistance of the secretary). The Judges register shall list the date, province and type (monthly, league, provincial or national) of event. The classes judged and number of rounds need not be recorded. Regional reps are required to forward details to the Chief Judge with 2 weeks of the competition. Information not forwarded timeously will not be used for judges currency requirements but may still be recorded in the Judges logbooks.

Judges career categories shall be the following:

- Level 5 – (Trainee Judge) League and monthly competitions
 - Level 4 – (Regional Judge) Provincial Championship
 - Level 3 – (National Judge) National Championship (Nationals/Masters)
 - Level 2 – (International Judge) Any other open international championship
 - Level 1 – (World Championship Judge) Judged at a World Championship
3. Ensuring the progression of judge's careers, as per the Sporting Code. Progression to the next level shall be as follows:
 - a. Level 5 (Trainee Judge)
 - b. Level 4 (Regional Judge)
 - c. Level 3 (National Judge)
 - d. Level 2 (International Judge)
 - e. Level 1 (World Championships Judge)
 4. Upkeep of the National Scores Register, with the assistance of the Secretary.

International Public Relations Officer:

1. International Representative and Correspondent of South Africa.
2. Attend CIAM online meetings.
3. Discuss CIAM proposals with the committee.
4. Vote on CIAM proposals based on the committee view

Junior International Public Relations Officer:

1. To shadow the International Public Relations Officer.

Contest organisation requirements (this is currently split between the Management Committee and no formal Member appointment has been made)

1. In order to run a successful competition, certain requirements have to be met. Organisers of an aerobatic event must secure a sufficient number of qualified officials, timekeepers and jury members. Jury members must be present at all times during the duration of the competition event. Organisers must establish a suitable contest area allowing the full performance of the model aircraft and safe recovery. The organizer must provide a smooth area for models to facilitate take-offs and landings.
2. The contest organizers should provide the necessary measuring apparatus adequate to check the characteristics of model aircraft. All timekeeping should be made with quartz-controlled electronic stopwatches with digital readout. The organizer should where possible provide a spectrum analyser or other adequate radio monitoring equipment for the purpose of detecting radio interference and a means of communicating this information to the pilot(s) and/or flight line director. They should give the competitors an opportunity to determine the characteristics of their models using the official measuring equipment before the official start of the contest (normally on free practise day).
3. Entry details (entry form) indicating full details of the event and classes should be published at least 30 days prior to the contest for all National and Provincial events. A Provincial contests will only be awarded official status if the following minimum requirements are met:
 - The date of the contest must not clash with any other similar event and must be published at least 30 days prior to the contest.
 - The entry fee must be approved by MAASA and published with the entry form.
 - The names of the Judges must be submitted and approved by MAASA at least a week prior to the start of the event.
 - The venue of the contest must be of an acceptable standard having regard to runways (smooth conditions), flight lines (position of sun), shelters from adverse weather conditions and sanitation facilities.
 - The contest must be run in accordance with the current MAASA sporting code and FAI rules and any protest ruled accordingly.
 - Competitors must be paid up members of SAMAA and MAASA.
 - An entry will only be considered a valid entry on receipt of the full entry fee by the organisers.
4. At all MAASA sanctioned events each contestant shall sign as part of the entry form a declaration attesting to the fact the he/she has previously and is now capable of confidently performing the manoeuvres comprising his class. The contestant must similarly also declare that any or all aircraft he/she uses in said competition have been test flown at least to the extent that they have performed the same competitive manoeuvres.
5. The contestant must similarly also declare that he is a paid up member of SAMAA and MAASA and will abide by the rules of these organisations.
6. For all Team Selection, Provincial and National events, the contest organizers must provide at least one practice day prior to the competition, to be announced in the entry form along with a flying schedule for the competition. Organisers need not regulate the practice day and will normally function on a first come first serve basis. Should demo flight be flown for judges on the practise day a second flight line or practise facility must be made available for use of the competitors. The practice day must not be extended so as to delay the start of official competition. A reserve day may be scheduled in the planning of the competition to allow for the completion of official flying in the event of weather or other delays preventing completion as scheduled.
7. Organisers must display the results of each round throughout the contest and publish the official results afterwards.
8. It is preferred that all competitors fly using 2.4Ghz ICASA approved equipment. For F3A class this is mandatory. Competitors using 35Mhz in other classes need to declare their frequency to the Contest Director before the start of a competition and ensure that there are no frequency clashes. Where frequency clashes occur the competitors concerned are responsible for their own frequency control.

9. Any aerobatic contest must take place between the hours of sunrise and sunset. The contest programme including round durations, and starting and finishing times of the contest must be clearly indicated in the regulations.
10. The contest must be interrupted, or the start delayed by the organizers, due to any of the following conditions, subject to any FAI rule changes on the matter:
 - The wind is continuously stronger than 12 m/s measured at two metres above the ground at the starting line (flight line) for at least one minute (43,2 km/h or 23 knots).
 - The visibility prohibits proper observation or control of the models due to atmospheric conditions (low cloud base, mist, rain, thunder and lightning) and it would be dangerous to continue the competition.
 - It is necessary to reposition the flight line (this may only take place between rounds).
 - The prevailing conditions are such that they may lead to unacceptable sporting results, and
 - The sun is moving or has moved into the manoeuvring area.
11. The CD may also suspend flying when in his/her opinion, flying has become unsafe due to wind, field conditions or other circumstances. Similarly a contestant may ask the CD for a flight delay or re-flight due to unsafe conditions referred to above, and if the majority of the jury members agree, the delay may be granted. A flight delay or re-flight shall not be granted for equipment malfunctions.
12. In the event of an interruption during a round, the remainder of the round may be completed as soon as conditions allow, with adequate notice given to all competitors. If not possible to complete the interrupted round on the same day, the round must be completed the next day in its entirety, should the program allow for that. Otherwise the round will be cancelled in order to ensure a fair sporting result.
13. In the case of a mid-air collision between two contestants, the contestants must immediately recover their aircraft and they may resume their flights with the same aircraft if the aircraft are judged to be airworthy by the CD, or with a backup or repaired aircraft. On the re-flight judging will begin with the manoeuvre that was in progress or with the next scheduled manoeuvre if the collision occurred between manoeuvres.
14. Should a competition not be able to be started or completed as a result of any of the above cases described, and as a result has to be cancelled, the organisers are not obliged to return the entry fee nor repeat the contest. The results will be based on the scores of the finished rounds.

Appendix D - Contest Organizer Checklist (this is currently split between the Management Committee and no formal Member appointment has been made)

The following issues should be considered to ensure the smooth running of a Contest.

First estimate the number of entries for the event and then plan accordingly.

Calculate the time required to fly the required number of rounds making provision for regular breaks for the judges.

D1. Facilities and Equipment

1. Ensure accurately and clearly marked flight line(s) with centre and end box flag poles and flags.
2. Chairs and Umbrellas / Gazebos for judges.
3. Demarcated Ready Boxes.
4. Clipboards, Pens for judges.
5. Stop watches.
6. Score sheets all classes.
7. Appoint Scorekeeper, arrange for a computer, scoring program, printer with cartridges and paper.
8. Scoreboard.
9. Catering Facilities
10. Refreshments for Judges, line directors, and jury.
11. Frequency Control (if required)
12. Shelter / Tent for pilots/planes.
13. Function hall for social functions, meetings and Prize giving.
14. Security
15. Toilets
16. Charging facilities (Optional)

D2. Officials

1. Appoint / Invite the required number of qualified judges/scribes for one or two flight lines. (Judging list and grading levels are available on the MAASA website.)
2. Appoint a Contest Director.
3. Appoint Flight line Director(s).
4. Appoint Jury.
5. Appoint Runners to collect the score sheets from the judges.

D3. Finance

1. Compile a Budget for the event.
2. Determine the cost of Officials – travelling, daily fee, refreshments and accommodation.
3. Determine Entry fee.
4. Determine Protest fee.
5. Submit the budget to the MAASA committee for approval and possible financial assistance.

D4. Model Processing

1. Calibrated scale with 5kg or 5.5kg reference mass.
2. a 2 Meter measuring device (F3A)
3. Sound measuring instrument/s– for reference purposes only
4. Voltmeter.
5. Random Draw (5) ball set in a bag used for model processing during the event.

D5. General

1. Register the event with SAMAA
2. Generate and Distribute the Entry Form for the contest.
3. Entry confirmation sent to all pilots
4. Generate the flight schedules for each day based on the number of entries for each class. The draw will be done as defined in paragraph 10.
5. Publish a list of available accommodation in the area.
6. Provide a list of available practice sites in the near vicinity.
7. Provide GPS Coordinates for Contest and Practice sites.
8. Trophies
 - a. Follow up that floating trophies are returned for the event.
 - b. Procure trophies for the relevant classes.
 - c. Define and obtain recognition mechanisms such as Certificates, medals, cloth patches or mini trophies for each judge and officials.
9. Ensure that the Contest Report is published within two weeks after the event.