

United States Hang Gliding & Paragliding Association Class A Competition Manual and Rulebook

Revised September 2009

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WORKING DRAFT

(Comments on and amendments to this document. This document is assumed to be used for all Class A competitions, i.e. all competitions other than those sanctioned by the NTSS Competition Committee. The NTSS Competition Committee will use the NTSS Competition Rulebook for Pilots and Meet Directors, The Competition Manual for the NTSS Competition Committee and Competition Organizer, the Competition Manual for National Team Selection, and other documents). This document will be used by the USHPA Class A Competition Committee that is responsible for events other than USHPA sanction NTSS competitions.)

Introduction

The USHPA recognizes the many benefits of hang gliding and paragliding competitions in the United States. These include community and public relations, site retention, marketing our sports, camaraderie among pilots as well as a means to select a U.S. Team to compete internationally.

With the above factors in mind, the USHPA has developed a Class A competition system that is an alternative to the National Team Selection System competitions. This Class A competition system is designed to encourage participating for all facets of our membership, while providing our sports the ancillary benefits of public relations, marketing, and site preservation.

This manual is designed to assist meet directors, organizers, clubs and chapters in organizing and running a successful event, as well as to provide rules and regulations necessary for USHPA sanctioning for Class A competition events.

The USHPA is authorized by the FAI to formulate and establish official competition rules and to sanction hang gliding and paragliding events in the United States.

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1.The Class A Competition Organization

All USHPA sanctioned Class A competitions are sanctioned as Local and Regional or National Level meets. All USHPA sanctioned Class A competitions must meet basic quality and safety standards for sanctioning. All meet officials (meet director, safety director, score keeper, launch directors) must be current USHPA members or have a 30 day membership.

Local and Regional Competitions

- They must meet USHPA basic quality and safety standards for sanctioning.
- GAP scoring optional. Non GAP scoring must be included in sanction application and approved
- The USHPA offers one quarter page ad in HG/PG Magazine. Organizer must supply camera ready copy to the magazine by the appropriate deadline to qualify for this benefit.
- Event insurance provided by USHPA

National Class A Competitions

- They must meet USHPA basic quality and safety standards for sanctioning.
- GAP scoring. A set of Meet Specific Rules, including task descriptions and diagrams, schedule of events, and exceptions or modifications to the General Rules must be made available to each competitor. If necessary, interpretation of the rules will be made by the Meet Director after consultation with the primary meet officials. The Meet Director will inform competitors of any rule changes by issuing or posting a dated written addendum to the rules as soon as possible.
- Must award trophies, medals, or awards for place finishers in each class.
- Must include a Sport Class as defined in Appendix A
- A minimum of two mentoring sessions are required per competition. Mentoring sessions are designed to help newer pilots learn and gain experience from more advanced competition pilots. Examples of mentoring topics include: Weather, gear preparation, conditions and the days task, GPS set up, comp flying strategies, site specific conditions and flying, etc. At least one mentoring session must be held prior to the first task and must be available to all participants.
- Safety director required. Meet director may not serve as safety director, however a safety committee with a minimum of three pilots may be substituted.. All committee members must be USHPA rated pilots with a minimum intermediate rating.
- Competitions with entry fees over \$300 must submit a complete budget
- Event insurance supplied through USHPA

- The USHPA offers one free half page size ad in HG/PG Magazine. Organizer must supply camera ready copy to the magazine by the appropriate deadline to qualify for this benefit.

2. Sanctioning Procedures

Sanction application materials are included in Appendix B. Sanction applications are reviewed according to the following schedule:

Local and Regional Competitions: Sanction applications may be submitted no later than 8 weeks prior to the start date of the competition. Late applications may still be considered by the competition committee, with Executive Committee approval, up to 4 weeks prior to the competition with an additional payment of \$50 late fee.

National Competitions: Sanction applications must be submitted to the Class A Competition Committee Chair two weeks prior to the Fall or Spring Board of Directors meeting. Applications for the US Class A National Championships will be reviewed at Fall Meetings. All other applications may be submitted at the Fall or Spring Meeting, however the applications must be submitted at least six months prior to the competition. Late applications may still be considered by the competition committee, with Executive Committee approval, up to 12 weeks prior to the competition for an additional fee of \$100.

3. Basic Quality Standards for USHPA Sanctioned Class A Competitions

- Adequate, well trained staff
- Good communication to pilots (pilot meetings, rules packet, etc.)
- Emergency contact information readily available for all pilots
- If retrieval is provided it must be adequate for the needs of the competition and the reduction in entry fee indicated for those entrants who supply their own retrieve.
- Meet directors shall ensure compliance with all federal, state and local laws
- Ensure legal operations at all times (FAA, Sport Pilot, proper ratings, etc).
- Weather / safety briefings each day
- Ensure proper permits and permission for all activities at all locations
- Adequate restroom facilities
- Adequate lodging, restaurants/ food available
- Adequate communication among staff (radios)
- Maps available for competitors and support crews
- EMT / First Aid arrangements. Ensure emergency medical plan is in place
- Wind indicators on launch & designated landing area
- Oxygen reasonably available when applicable
- Adequate set-up arrangements/ launch directions
- Pilot registration must be open for at least 90 days before the start of the Class A US Nationals, 60 days prior to the start of National competitions, and 30 days prior to Local and Regional competitions.
- A copy of the USHPA Class A Competition Rulebook, meet specific rules, and a copy of the current FAR Part 103 will be available to any competitor in the contest, and a local, current sectional aeronautical chart will be displayed to all pilots at each meeting.
- All competitions should be registered on a first-come, first-serve basis
- For National competitions, registrations shall not be accepted any earlier than 15 days after first posting of the competition announcement in the Calendar on the USHPA website at

[http:// www.USHPA.org/calender.asp](http://www.USHPA.org/calender.asp). The announcement will also appear in the first possible issue of the magazine. Application for pilot registration shall not be accumulated on a waiting list before the opening of registration for the competition.

- For National competitions, during the first 30 days of registration, 30% of the available places to a maximum of 30 places must be held for the top 30 NTSS ranked pilots.
- The Meet Organizers are required to keep registration records including date of registration for each pilot. The Class A CCC or his designee has the right to review registration records, and other competition records for compliance at any time.
- Fair and impartial procedures for complaints and protests to be filed by competitors must clearly be defined in the meet rules. USHPA defines a complaint as a verbal request by a competitor to the designated official, usually the Meet Director or Safety Director, to investigate operational matters with which the competitor is dissatisfied. If the competitor is still dissatisfied they may file a protest to the competition protest committee.

Unless otherwise defined in the meet specific rules, a protest committee shall consist of three pilots. Protests must be made in writing no later than 24 hours after the incident being protested. A fee may be required and may or may not be refunded as defined by the meet specific rules. However, if a ruling is made in favor of the protest, the protest fee will be automatically refunded. The protest committee must rule on any protest within 24 hours of its submission.

A. In the competition that a competitor is unsatisfied with the ruling of the Meet Director and that the complaint and protest procedures of the meet do not adequately resolve the problem, the pilot may file a written appeal, explaining in detail the nature of the injustice, and providing all available evidence to support his case, to the USHPA Class A Competition Committee c/o USHPA headquarters. Such an appeal is to be filed with USHPA Headquarters not more than 10 days after the end of the meet in question.

B. The Class A Competition Committee will rule on the appeal within 60 days of the receipt of the appeal by the USHPA. They may choose to conduct further research on the matter. Pending Executive Committee approval, they have authority to alter the final results of the contest in response to such an appeal in the competition they find compelling evidence to support the claims of the appealing pilot.

4. Minimum Safety Standards for USHPA Sanctioned Class A Competitions

- All competitors at a USHPA sanctioned Class A events are required to perform a hang check for hang gliders or a preflight for paragliders just prior to launch. Competitors should perform their hang check in front of qualified launch personnel (i.e., Launch director or their designees).
- In Regional and Nationals competitions, no additional flying contests (spot landing, etc.) for the competition pilots shall be happening at the same time as the Race to Goal competitions if including the same pilots. • Pilots shall fly with safely maintained gear. Pilots shall fly with appropriate safety equipment which shall include at a minimum helmet and a reserve parachute.
- Appropriate flotation devices shall also be used when a water landing is probable in local competitions
- Radios for all pilots are strongly recommended and required when an event involves cross country flying. When required, the pilot and meet director shall have radios capable of transmitting on a common USHPA or 2 meter frequency unless alternative frequencies are unanimously agreed by the meet director and all participants.
- When towing, the pilot shall be equipped with a secondary means of disconnecting the towline (weaklink is adequate). At least one method of completely releasing the towline from the towing device shall be available.
- Participants shall obey all applicable airspace rules, local, state and federal laws, landowner and site restrictions, and meet specific rules.
- Pilots shall fly within their abilities and in safe mental/physical condition.
- Pilots shall possess all USHPA ratings and special skills required for the site being flown and be a current USHPA member in good standing.
- An International Pilot Proficiency Identification (IPPI) card in conjunction with a corresponding pilot identification card from a foreign pilot association shall be acceptable for foreign pilots.
- All pilots, staff, volunteers and participants shall have signed the USHPA waiver prior to participating in the event. Anyone under 18 must also have the signed consent of a legal guardian on the waiver.
- Meet organizers must identify and document the nearest available emergency services.
- Events must provide a site briefing to all participants unfamiliar with the flying site. A weather and safety briefing must be given before the start of each task day.
- Submit an event insurance application with full payment to, and receive a notice of issuance of insurance, from USHPA.

5. Minimum Validity Standards for USHPA Sanctioned Class A Events

The overall validity of a competition ("Net Validity") is comprised of two factors: (1) the validity of the event itself based upon the scoring system used ("Scored Validity"), and; (2) the potential validity based upon the attendance at the meet ("Pre-meet Validity").

$$\text{Net Validity} = \text{Scored Validity} \times \text{Pre-meet Validity}$$

Net Validity is expressed as a maximum of 1,000 points. The pilot winning a competition with full Pre-meet Validity will receive 1,000 points, and all other competitors will receive their percentage of the winner's score ("Normalized Score"). The Normalized Score is the figure used in calculating pilot rankings.

$$\text{Normalized Score} = \text{Net Validity} \times \text{Percent of Winner's Score}$$

Scored Validity. In competitions scored by FAI's GAP system, the Scored Validity is managed by GAP and takes into account the number of days flown, the difficulty of the tasks, the distribution of pilot landings along the course line, flight time, etc. Under the current GAP system maximum Scored Validity is achieved by any meet exceeding 3,000 points. The Scored Validity of competitions using alternative scoring systems other than GAP will vary according to that system. Whatever scoring system is used, the maximum Scored Validity will be normalized to 1,000 points for use in these computations. For example, the winner of a fully valid, GAP-scored event receives 3,000 points under GAP. For USHPA computations of Normalized Score, that pilot will receive 1,000 points. Consider another competitor in the same event who received a score of 1,500 points under GAP, or 50% of the winner's score ($1,500/3,000 = 0.5$). That pilot will receive 500 points for their Normalized Score ($0.5 \times 1,000 = 500$).

Pre-Meet Validity. The Pre-meet Validity is a percentage of potential validity based upon attendance. Pre-meet Validity is a function of (a) the number of pilots attending a meet (quantity), and; (b) the skill level of those pilots attending (quality, as described by their ranking). Philosophically, these are considered more or less equal in importance. Therefore, some of each should be required (quantity and quality), yet there needs to be some flexibility in the way full Pre-meet Validity may be achieved so that competitions need not achieve some perfect balance in order to be considered fully valid.

Quantity. Each paragliding competitor brings 1 percentage point of validity, up to a maximum of 70%. Each hang gliding competitor brings 1.5% of validity, up to a maximum of 70% ("Attendance Validity"). For example, a hang gliding meet with 40 attendees will have 60% validity, irrespective of the ranking of those attendees. Similarly, a paragliding meet with 40 pilots in attendance will have 40% validity, irrespective of the ranking of those attendees. A paragliding meet with 70 participants will have 70% validity, irrespective of rank, and a meet with 71 or more participants will also have 70% Pre-meet Validity. Similarly, a hang gliding meet with 47 or more competitors will have the maximum 70% validity achievable based purely on attendance. The difference the validity brought by each hang gliding competitor and each paragliding competitor is meant to reflect the average attendance at hang gliding and paragliding meets, while keeping the overall system as simple as possible.

Quality. The then-current Top 50 competitors each bring 1%/1.5% validity for being a participant, but they also bring additional validity commensurate with their increased skill ("Ranking Validity Bonus") according to the following table:

Pilot Ranking: Ranking Validity Bonus Brought per Pilot (%): 1 to 5 2.8% 6 to 10 11 to 15 15 to 20 21 to 25 26 to 30 31 to 35 36 to 40 41 to 45 46 to 50 51 and below

2. 0%

1. 8%

1. 6%

2. 2%

2. 4%

1. 4%

1. 2%

2. 6% 1% 0%

Therefore, the top 5 ranked paragliding pilots each bring 1% for being an attendee and an additional 2.8% for being a ranked pilot. Similarly, the top 5 ranked hang gliding pilots each bring 1.5% for being an attendee and an additional 2.8% for being a ranked pilot.

For those meet organizers familiar with Microsoft Excel, a spreadsheet calculator is being provided on the USHPA website for assistance in calculating meet validity.

6. Eligibility, Responsibilities and Job Descriptions of Meet Directors

The Meet director is responsible for all insuring the overall quality and operations of the event. The meet director shall exercise prudence and common sense to ensure safe and reasonable operations in all aspects of the event. The meet director should work closely with the meet organizer prior to the event to establish all organizational aspects to the event are addressed.

During the event, the meet director is responsible for all aspects of the operations, including all items addressed in the minimum quality standards for USHPA Sanctioned Events.

Personal Qualities of a Meet Director

- Having a firm but understanding personality
- Willing to listen to input from others, but also able to make a decision based on safety, fairness and the rules.
- Must be a person who believes that rules make things fair for everyone and who doesn't shy away from making tough but fair decisions
- Willingness to learn
- Able to work and remain calm under pressure
- Safety-minded
- Fair-minded
- Respected by Competitors
- Organized –able to multi task
- Knowledge of weather and local micrometeorology

Experience

RECOMMENDED:

- Having ran local meets
- Worked on a meet in some capacity other than Meet Director (not necessary, but helpful. Typical duties are Safety Director, Launch Director, Scorer, etc.).
- Participated in competitions as a competitor (not necessary, but helpful to give a proper perspective).

REQUIRED:

• The ultimate meet director would know all the following material almost by heart. But practically, it is reasonable to assume a meet director is familiar with the material and can reference it quickly when necessary.

- USHPA Class A Competition Sanctioning Manual and Rulebook
- Meet specific regulations
- Airspace locations and Part 103 rules
- Sport Pilot rules relating to legal tug / towing activity at tow meets
- Helpful: CIVL Section 7.

7. Eligibility, Responsibilities and Job Descriptions of Safety Directors A

Safety Director is a required adjunct to a USHPA sanctioned Class A meet. A Safety Director is responsible for judging four important matters:

- The integrity of equipment and attachments
- The weather and conditions
- The physical capabilities of pilots
- The proper qualifications of meet staff

In all of these matters, the Safety Director is not the decision to fly or not to fly, but merely serves to give input to the pilots and meet officials, including the meet director. In all cases, it is the pilot's responsibility to fly or not fly. However, the Safety Director can stop a round if he/she deems conditions are too unreliable for safe flight as when thunderstorms threaten a course. The Safety Directors main duty is to constantly remind all persons associated with a meet of the safety factors and the need to operate within safe margins.

The Safety Director strives for the safety of all participants, officials, spectators, etc. and has the authority to stop or postpone a pilot or round at any time, including during the task, if, in his judgment changing conditions or lack of pilot ability jeopardize safety. However, the ultimate responsibility for a pilot's safety lies with the decisions of the pilot himself and is not guaranteed by the actions or decisions of the Meet Organizers, the Meet Director or the Safety Director/Committee.

The Safety Director may be replaced by a Safety Committee consisting of three people, who are approved by the pilots at the general briefing before the start of the competition.

SAFETY DIRECTOR CHECK LIST

The Safety Director should check all the areas of operation for factors that may compromise safety and report to the organizer, meet director and pilots when necessary.

- Check for power lines and other obstructions near goals, hidden or large power lines along course, areas of no safe landings, etc.
- Check launch sites for safe launch layout. There should be no obstructions ahead on launch and adequate space on either side of launch should be clear in case of sideways moving gliders.
- Check for adequate wind indicators at launch and in all major landing fields.
- Conduct a safety briefing that is mandatory for all pilots to attend. The topics covered are in (separate document).
- Inspect all gliders for safe appearance. The glider's integrity is the pilot's responsibility, but the Safety Director can sometimes catch obvious problems.

- Set up a system and designate the personnel for the checking of attachment of harness and other flying equipment. Note that the pilots is responsible at all times for making these checks, but the Safety Director's backup check program can help prevent accidents by alerting distracted pilots.
- Check official glider and pilot transport vehicles for the safe attachment of racks and gliders.
- Monitor conditions during the competition flights for adverse weather conditions.
- Advise the Meet Director when you think safety is threatened, and stop the round in consultation with the safety committee when you judge it to be unsafe. Use pilot information and weather updates to make this assessment.
- Meet with the safety committee (a selected group of pilots) to determine operating procedures and contact information (radio frequencies).

8. Eligibility and Responsibilities of Competitors

- Competitors must possess current USHPA “pilot” membership status with the exception of pilots with a foreign address. Foreign pilots may purchase a 30 day USHPA membership.
- Minimum pilot proficiency rating of intermediate (or foreign equivalent with IPPI card for Class B and C events). Meet director may raise this requirement in meet specific rules. Local competitions may allow Novice rated pilots at the discretion of the meet director.
- Parental (or guardian’s) written consent (notarized) if the competitor is under 18 years of age.
- Must possess any special skill ratings relevant to the competition or site.
- Entrants must produce payment of specified entry fees by the date and time specified along with a complete and accurate entry application, signed liability release form, proof of USHPA membership and appropriate ratings.
- Entrants must attend all meetings, briefings, roll calls, etc. as requested.
- Entrants are responsible for becoming thoroughly familiar with all competition rules.
- Entrants must make themselves and their equipment ready for launch in a timely manner and will execute a safe launch in the time made available to them by the Launch Director, following the prescribed order of flight. Pilots have the right to decline launch if they think conditions are unsafe.
- It is the entrant’s responsibility to fly in a safe manner and to terminate their flight if conditions on course become unsafe.
- All competitors will comply with FAR Part 103 as well as federal, state and local laws.
- Entrants will follow generally accepted right of way and thermal etiquette rules.
- Entrants must follow the Competitors Code of Conduct. (Appendix A)
- It is the entrant’s responsibility to keep informed of all schedule changes, course modifications, rules amendments, etc. Ignorance of the rules, tasks, etc. including changes made verbally at pilot’s meetings, will not be considered a valid reason for exceptions to said rules.
- Entrants willfully violating any of the above shall be subject to disqualification.
- When an emergency occurs, the Safety Director or Meet Director must be notified without delay.
- Entrants must recognize when conditions are too advanced for their skill level
- Entrants must maintain safe equipment at all times and preflight equipment prior to launch
- Entrants must understand and obey meet rules, site rules, airspace, and land owner restrictions

- Entrants should have a radio capable of transmitting and receiving 2 meter or the USHPA authorized frequencies. (recommended for local and regional meets, required for national meets). At the discretion of the meet organizer, additional legal frequencies may be supported

10. Definition of Classes

A glider that must be capable of being carried, launched, and landed solely by the use of the pilot's legs.

The following class definitions are assumed to be in compliance with the latest CIVL class definitions. If they are not, the latest CIVL class definitions will be used in the competition.

A. Class 1

Hang Gliders having a rigid primary structure with pilot weight shift as the sole means of control, and which are able to demonstrate consistent ability to safely take-off and land in nil-wind conditions. Subsidiary controls affecting trim and/or drag are permitted, but only if they act symmetrically. 13

B. Class 2

Hang gliders having a rigid primary structure with movable aerodynamic surfaces as the primary method of control, and which are able to demonstrate consistent ability to safely take off and land in nil-wind conditions.

C. Class 3

Hang Gliders having no rigid primary structure (paragliders), and which are able to demonstrate consistent ability to safely take-off and land in nil-wind conditions.

D. Class 4

Heavy rigid wings that can be foot-launched, but not in nil wind (this is essentially a wind-required open class and will contain gliders like the Light Hawk and the Carbon Dragon)

E. Class 5

Hang gliders having a rigid primary structure with movable aerodynamic surfaces as the sole method of control in the roll axis and which are able to demonstrate consistent ability to safely take off and land in nil-wind conditions. No pilot fairings are permitted. No pilot surrounding structures are permitted, apart from a harness and control frame.

Note: For the purposes of demonstration, "nil-wind" shall mean a headwind of less than 2 mph.

11. GPS Flight Documentation

If GPS will be used for flight verification, the competition organization must announce beforehand what approved (by the Competition Committee) software will be used and the types of GPS instruments that will, at minimum, be supported.

The verification means must show any start points and turn points claimed in the order specified on the day board, and some evidence of landing location.

A. Backup GPS

A pilot may use multiple GPS's for verification and backup and may submit multiple track-logs to the scorer. The evidence will be chosen so that the pilot's best possible score, from all correctly obtained data, will be taken for flight verification. Pilots may submit evidence for a flight using data from two (or more) GPS units, each covering part of the flight as long as the meet director is satisfied that the data is genuine.

B. Registering GPS Units

1. The Meet Director may require pilots to register the make, model and serial number of all GPS devices that they intend to use during the competition with the competition scorer. If the device a pilot registered is damaged during the competition the pilot may wish to use an alternative device. If the Meet Director requires such registration, any such alternative device would have to be registered prior to a pilot launching to fly a round for which the pilot hopes to use the device's track-log for verification.
2. The Meet Director must ensure that each pilot has a unique make, model and serial number combination (i. e. no pilots are sharing devices) and they or their assistants must check the device's make, model and serial number prior to every task verification. Any GPS submitted which does not match the lodged information will be rejected for verification.

C. Track log

1. The pilot must provide an unambiguous track log that shows without doubt that the data was collected by the pilot of the hang glider on the flight in question.

- Of the declared turn point feature from the correct location in the correct sequence.
- Between the takeoff and landing.
- With all relevant information being present on the track log.

2. The track log must show for any start, goal or turn point that is claimed for the flight, one of the following:

- A point within the cylinder
- A waypoint entered with 'Mark Enter' within the cylinder

- A pair of points or a point and a way-point not more than 30 seconds apart for which a straight line drawn from the first point to the second point passes through the allowable sector.

3. Where the point being claimed is a start point (and the task allows the pilot to choose their start time) and the track-log has 2 points either side of the start or goal line at most 30 seconds apart, then the start or end time is then interpolated from these points (constant speed being assumed). Otherwise a start time is taken from the last (in time) point within cylinder of the start point.

4. If the GPS time is to be used, the same timing rules apply as for a start except that the Meet Director has the option of using the time determined by the extrapolation of the speed from the previous pair of track points before the goal.

5. Where GPS flight verification is used to determine finish times, the time will be interpolated from the pair of track-log points prior to and after crossing the edge of cylinder (a constant speed is assumed), or from the extrapolation of a pair of points immediately prior to the goal, provided that the extrapolation crosses the goal line (a constant speed is assumed).

D. Errors in Coordinates

Start point and turnpoint coordinates may be named in any way the Meet Organizer deems appropriate. If any are named for nearby physical features, the coordinates and NOT the physical feature will define the turn point location. Goals may be based either on the coordinates OR on a physical line but the default for any meet must be specified in the Meet Specific Rules and any exceptions announced at the daily briefing. Changes to turnpoint coordinates may be made or new turnpoints added at or prior to the task briefing, however in such cases sufficient additional time must be allowed for careful manual entry or downloading of the new data.

E. General Verification Rules

1. The pilot must provide an unambiguous track log that shows without doubt that the data was collected by the pilot of the hang glider on the flight in question.

- Of the declared turn point co-ordinates from the correct location in the correct sequence.
- Between the takeoff and landing with all relevant information being present on the track log.

2. The track log must show for any start, goal or turn point that is claimed for the flight, one of the following:

- A point within the normal FAI sector, plus the allowable sector additions for possible GPS error.
- A pair of consecutive points not more than 30 seconds apart for which a straight line drawn from the first point to the second point passes through the allowable sector, plus the allowable sector additions for possible GPS error

F. Claiming Best Distance on Task

A pilot not landing in goal will be scored distance according to their best in-flight track log point or their landing point, whichever gives a better result. In either case, the timestamp of this point must be consistent with the flight being claimed and any "land by" times that may be in force.

G. Rejection of Track Log

The Meet Director has the discretion to reject any track-log, or part thereof, if she/he feels it does not show sufficient evidence that the claimed data is genuine.

H. Stopping the Task

The Meet Director has the power to stop a task after some or all of the competitors have launched due to unsafe flying conditions such as weather or emergency operations that cannot be avoided by the competitors. If conditions become unsuitable for competition after pilots are in the air, but before the First Start Time, the Meet Director, in consultation with the Safety Director, may cancel the task.

The decision to cancel or stop the task will be communicated verbally to pilots who have not yet launched. That information will also be broadcast on the USHPA Meet Frequency at ten-minute intervals (i.e.; 1:40, 1:50, 2:00, 2:10...) for a period of one hour to pilots in the air. The Meet Director is the only person authorized to cancel or stop the task. Since radio transmissions are not infallible, no pilot should make any assumptions as to whether a task has been canceled or stopped unless he/she has actually heard the announcement and has recognized the Meet Director's voice.

Remember that pilot judgment is critical as to whether to continue the task in a hazardous weather situation. Each individual competitor is the best judge of what constitutes safe conditions for that competitor. Each pilot is completely responsible for his/her own safety at all times.

If a task is stopped, the pilots will be scored up to the point in time 15 minutes before the task was stopped. For those pilots not in Goal, based on this 15 minute deduction, distance points will be awarded based on the best in-flight track log point or landing point recorded 15 minutes prior to the task stop time. No other means of flight verification will be accepted if the task is stopped.

I. Time-based dispute

1. If the launch is within the start sector, and a pilot fails to provide proper evidence of his start time, but there is sufficient evidence that a pilot launched during the launch window and did not start prior to the opening of the start window, then the pilot is awarded a start time equal to the start window open time. The pilots elapsed flight time is then moved so that it begins at the time of the first start time of the pilots in goal (so that the Departure Point system is not compromised). If the pilot's new (artificial) goal time is outside of the announced goal closing time, the pilot is awarded goal distance only.

2. If a pilot cannot provide evidence that he launched and or started during the start time window, either by correctly obtained GPS evidence or by the records of the competition, then the pilot is awarded minimum distance for the round.

3. If a pilot fails to provide evidence of finish time when required, then, the pilot is awarded distance points only. If a “land by time” is in effect, any pilots still in the air at the land by time will be scored distance according to their best in-flight track log point prior to the land by time.

J. Authenticity dispute

If the competition director rejects the track-log, or part thereof, on the grounds that she/he feels it does not show sufficient evidence that the claimed data is genuine. Then, the pilot is awarded zero points for round, unless evidence shows she/he has launched, in which case the pilot will receive minimum distance.

12. Launches

Several launch processes have been standardized. Depending on a number of meet variables, physical condition of the launch site, number of individual launches, number of pilots in the meet, etc., the Meet Organizers must define how launching is to be managed in the Meet Specific Rules. If there are no Meet Specific Rules, open launch shall be used.

A. Open Launch Procedure

To minimize congestion at launch, the initial portion of the launch window will be open to allow any pilot to launch. This initial window shall be a minimum 15 minutes or equal to the time between interval start times, if an interval start is used for that task. After this initial window, and on the first task, pilots with the higher NTSS ranking will have a priority in the launch order. After completing of the first task, the cumulative daily score of the competing pilots will have launch priority after the initial window of 15 minutes or equal to the time between interval start times.

A pilot wishing to launch will move his glider into the takeoff staging area behind all of the other waiting pilots. No pilot's glider may remain in the staging area unless that pilot is in the immediate area with harness on.

A pilot in takeoff position must take off, or begin to move to the back of the staging area, within 30 seconds if any pilot in the staging area expresses a serious desire to start. The 30 seconds must be uninterrupted by unacceptable take off conditions, as determined by the launch official. The launch official will tell the pilot when the 30-second period begins and will count down the last 10 seconds before it ends. If the pilot's feet leave the ground after the allotted 30 seconds, a penalty of 5% of that pilot's score for that round will be deducted for each additional 15 seconds or portion thereof until the pilot either takes off or starts moving out of launch position.

If a pilot chooses not to launch, or is deemed by any launch official as not moving expeditiously toward launch, that pilot must immediately leave the staging area or move behind all the other waiting pilots.

B. Ordered Launch Procedure

The order of launch will be determined by a computer generated random order based on pilot numbers. A different random order will be posted each day. The launch order of pilots, relative to one another will not change during a round. A pilot returning for a re-flight will rejoin the launch order in his original position.

A pilot at any point in the launch order, with harness on, may "push" the launch by stating "I'm pushing".

When the launch is being pushed, each pilot who is ready for takeoff i.e., harness and helmet on, starting with the pilot at that time number 1 for takeoff and ending with the pilot preceding the pushing pilot in the launch order, will have 30 seconds allotted on the launch ramp in which to take off in the launch order. Failure to move expeditiously toward the takeoff ramp or failure to takeoff within the

allotted time will be considered as declining to launch and the pilot must move to the end of the launch order; if the pilot's feet leave the ground after the allotted 30 seconds, a penalty of 5% of that pilot's score for that round will be deducted for each additional 15 seconds or portion thereof until the pilot either takes off or starts moving out of launch position. Each pilot who has pushed the launch will have 30 seconds allotted on the takeoff ramp in which to take off or else receive a zero score for the round. The 30 seconds referred to above must be uninterrupted by unacceptable takeoff conditions, as determined by the launch official. The launch official will tell the pilot when the 30-second period begins and will count down the last 10 seconds before it ends. A pilot who is next to take off in the launch order may remain in takeoff position indefinitely if no pilot is "pushing the launch".

C. Identification by Launch Official

Each pilot is responsible for seeing that he is correctly identified by the Launch Official.

13. Start and Finish Cylinders

There are a variety of options available concerning start and finish cylinders. Competitions will only use start and finish features available in the various approved software packages. A variety of different start and finish cylinders may be used in a task.

Pilots must be informed as to what options are available to them at the general briefing, and if this is to be changed during the competition, the new changes will be publicized at the pilot briefing prior to the task.

In competitions using the Gap scoring program, pilots may leave the start cylinder before the official start time. However, the pilots daily score will be lowered as no arrival points or leading points will be awarded by the GAP scoring program. Sometimes, due to weather, safety or personal preference this is a reasonable choice for a pilot. When it is difficult for pilots to stay in the vicinity of the start window (such as tow meets on windy days where pilots don't have a mountain to stay with) meet directors are encouraged to use individual start or interval start to alleviate this problem.

14. Class A Competition Points System

The purpose of the Competition Points System is to provide a national pilot ranking based on objective measurement of a pilot's proven ability to compete against other pilots of proven competitive ability in high quality, structured events. The purpose of this ranking is to encourage U.S. hang glider and paraglider pilots to participate in competitions and earn competition points through their participation.

In order for the results of any meet to be considered in the competition points ranking, a report of the meet results must have been received by the USHPA office by the date on which the competition points ranking is required to be computed. Such report must contain all information required for the competition points ranking computations. The date on which a competition ends is the official scoring date for the meet. Assuming the necessary report has been filed in a timely manner, the competition points will consider in this ranking the results of any USHPA Sanctioned Class A Meet which has been posted in the USHPA website calendar at least two months prior to the scheduled start of competition and at least one month prior to the close of registration and the competition points ranking will consider any foreign meets which:

1. Are sanctioned by the national FAI affiliated aero club of the host country.
2. Have at least one U.S. pilot competing in it.

A. Annual Ranking

Pilots are ranked by the system in Class 1, through Class 5 once each year, on January 1, and retain that ranking throughout the year. A pilot's ranking is based on their total points accumulated as follows:

No more than two meet results may be considered from the first year in the two year window. All pilots who compete in National level sanctioned meets will receive competition points.

B. Operating Principles of the Competition Points System Ranking System

Class 1 through Class 5 points are earned by a pilot for a given placing in a meet, according to the Class of glider flown based on the pilot's final score as compared to the winner's final score.

C. Computation

See Appendix B

D. Foreign Pilots

1 Per CIVL rules, a pilot is considered a foreign pilot until he has lived in the U.S. as an Immigration Service designated permanent resident for over 3 years. Other foreign born pilots living in the U.S. may be designated U.S. pilots by the CC on a case by case basis.

2. Foreign pilots are welcome and allowed in USHPA Sanctioned Class A competitions.

3. The CPS ranking is made up only of U.S. pilots. However, the CPS recognizes, for the purpose of points calculation, an equivalent foreign pilot's ranking according to the most current WPRS ranking with the top 10 places equal to the top 5 U.S. pilots and the WPRS ranking 11 through 20 equal to the CPS 6 to 10 and so on up to WPRS 150 through 160 equal to CPS 70 through 75.

E. Minimum Meet Validity requirements

1. The only other factor affecting the competition points earned in for a given placing in a meet is the meet validity factor, which is a measure of whether or not the final placing in a meet can be expected to accurately reflect the relative ability of the pilots who competed. The minimum met validity assumes that the winner scored by the GAP or other Competition Committee approved scoring system will accumulate at least 3,600 points in a valid hang gliding meet or 3,000 points in a valid paragliding meet.

2. VALIDITY PENALTY. If a meet does not meet the minimum validity requirements above, the Competition points for each placing in the meet shall be reduced as follows:

- Divide the winner's points by 3,600 in a hang gliding meet or 3,000 in a paragliding meet to obtain the validity factor.
- Multiply this percentage by the CPS points that would have been earned for each placing if computed without consideration of the minimum validity requirements.
- For example, if a meet winner scored only 2,950 points, then the validity factor would be $2,950 / 3,600 = 0.819$.

F. Lists of Ranked Pilots

The list of all U.S. pilots with CPS rankings of 80th or higher will be maintained on the USHPA web site.

Appendix A

Definitions

Sport Class All gliders in the Sport Class must meet the Class 1 definition and in addition:

- They must be production models of hang gliders for which a certificate of airworthiness for type is in issue from either the HGMA, BHPA or DHV.
- Must be currently available for sale to the general public or have previously been available for sale for a minimum period of one year.
- Must be constructed of original parts only, except for retro-fitted streamlined uprights and base tubes supplied by the manufacturer.
- Must have a king post which is an essential part of the design and which supports the majority of the wing load when the wing is not flying.
- Pitch stability devices must be within the manufacturer's stated tolerances.
- The pilot must be within the manufacturer's stated weight range.

Competitor Code of Conduct Competitors who participate in USHPA Sanctioned Class A events agree as a condition of their participation in such events, to conduct themselves in a sportsmanlike manner.

- Competitors and their ground crews will maintain a standard of conduct which will not bring discredit upon their fellow competitors, the Meet Organizers and administrators, or the sport of hang gliding and paragliding in general. Competitors are required to act in a manner that will promote the continued good will and practice of hang gliding and paragliding in the area, including, but not limited to:
- Act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct.
- All gates must be left as they are found.
- Care must be exercised when moving personnel and gliders across fence lines to prevent damage.
- Vehicles will only be driven on roads and at reasonable speeds.
- Land well clear of livestock. Do not land in crops. If landing in a cultivated field - hay, wheat, etc. - is unavoidable, the pilot must find the landowner, or landowner's representative, and request to pay for any resulting damage.
- Complaints from property owners/lease holders may result in penalties. Competitors are responsible for the actions of their ground crew.

Appendix B

Pre-meet Validity Calculation Worksheet

RANKING BRACKET COLUMN A ENTER ATTENDANCE DATA COLUMN B COLUMN C CALCULATE Pilot
Ranking Number of Pilots Attending per Bracket Ranking Validity Bonus Brought per Pilot Column A x
Column B 1 to 5 11 to 15 15 to 20 21 to 25 26 to 30 31 to 35 6 to 10 36 to 40 41 to 45 46 to 50

0.028

0.024

0.026

0.022

0.020

0.018

0.016

0.014

0.012

0.01 Enter Total Number of Attendees: Box #1 Attendance Validity Box #2 Paragliding: 0.010 Hang
Gliding: 0.015 % Pre-meet Validity Total (add all numbers in Column C) :

Instructions:

1. Enter the number of pilots attending in each ranking bracket (Column A). Current pilot rankings are reported on USHPA's website. Also enter the Total Number of Attendees, including both ranked and non-ranked pilots in Box #1 provided in Column A.
2. For each row, multiply Column A by Column B and put the result in each row of Column C. Multiply the Total number of Attendees in Box #1 by 0.01 for paragliding events and 0.015 for hang gliding and enter the result in Box #2.
3. Add all the numbers in Column C (including Box #2) to calculate the total Pre-Meet Validity percentage, and enter the sum in Box #3.

Appendix C

Sanction Application Materials

To be developed pending BOD approval.

Appendix F

Event Organization Manual “Comp in a Box”

(I have only skimmed this section. It appears to be a lightly edited version of an old document (refers to CB radios, for example). It didn't have an underlying structure in Microsoft Word (which is why it looks like one paragraph here when copied from the PDF file). It may be a useful document, but it should be a separate document and someone else should read and edit it.)

This manual has been developed to help you get organized in order to put on a quality meet. It is intended to simply be a guide. There may be portions of this guide that do not pertain to the type of meet you intend to hold. Simply ignore or cross out the portions that do not apply to what you intend. There may be additional things that would be beneficial that are not included here. Attached to this manual you should find a copy of the USHPA Public Relations Guide and the Competition Planning Check List. The Public Relations Guide is designed to help you get the word out about your meet. It has suggestions on the proper way to get information to media sources and the manner in which it should be formatted. The Competition Planning Check List can be used separately or in conjunction with this manual. It is designed to walk you through the preparation stages step by step. It is broken down into organizational sections. We hope you will find all of this information to be a valuable resource.

September, 2008 Compiled and written for the United States Hang Gliding & Paragliding Association, Inc. by Connie Work

29 The decision to hold a meet does not have to be traumatic. There is always some stress connected with doing any job for the first time. The purpose of this packet is to minimize the amount of stress one might experience when holding a competition. Once the decision has been made to hold a competition, the next step is to decide when, where, who, what, and how. When – what is the optimum time to hold your event? Are there conflicting events already scheduled? How close (time wise) are other similar events? Do you have a contingency plan for weather issues? Do you have practice dates scheduled? How many are needed? Where – which sites are most conducive for your type of event? Do you have access to the necessary launch sites? When I say sites, it is not necessary to have more than one site, but should wind direction or weather be a factor it is always optimal to have alternatives. Who – who is your target audience? Hang glider pilots, paraglider pilots, both, etc... Class 1 descriptions are outlined in the Competition Rulebook. Will there be separate categories for men and women? What rating should be required for your competitor? Do your pilots need specific skills signed off? Who will oversee the safety aspects of the meet, a Safety Director? Will you be the Meet Director or do you have someone else in mind to take on that task? What – what level competitions are you interested in holding? (fly-in, local, league, state, regional, national, international) Will you sanction your meet or not? Sanctioned meets need approval from the Board of Directors and there are time constraints for getting approval. What are the advantages of sanctioning? Sanctioning assures the pilots that someone other than the Meet Director has reviewed the competition to make certain it has an appropriate level of quality. Support is provided from the USHPA through sanctioning in developing a quality competition schedule as well as in the form of advertising and insurance. Pilots attending sanctioned competitions receive NTSS points which build toward national and international level competitions. What will your format be? Cross Country/Race to Goal, Speed Gliding, Aerotow, Surface Tow, Foot-Launched, etc... How – how do you get the word out about your meet? How do you get the

number of competitors you need to make it worth your time and most importantly your effort? How will you score your meet and make it valid? How much do you charge for your meet? How will you finance the meet? If you are considering a large meet, you may want to consider having concessions as a way to help with some of the expenses. Will there be some alternate forms of entertainment or activities for spectators? Do you have a specific scoring system in mind and someone to operate it? These are only a beginning sample of the questions that you may encounter once you decide to hold a competition. So, how do you find a way to get all these things organized? Where do you get help? Relax, that is what we are going to help you do. Gather Up The Wagons Most likely, you already have some idea of what you want to accomplish. You know your site and can visualize what you want to happen. Now we just start taking your vision and fill in the blanks. When you hold a competition it affects more than just the pilots, it affects the local residents, the site, the businesses, traffic, basically the entire environment. If you want to be taken seriously, you need to protect that environment and its inhabitants as you prepare for your meet. You do not have to be a local to achieve that goal. You just need to have their best interests in mind as you proceed. Be sure to have plenty of honey in your sack and leave the vinegar at home. The beginning leg work, once you have visualized your meet you need to start to make it happen. If you are sanctioning your meet, that needs to be at the front of your process. You need to get the proper approval from the appropriate entities to make it all happen. The sanction package is available from the USHPA office and on our web site, www.usHPA.aero. It is straight forward and easy to complete if you have the answers to the things we are looking at here. The package has the deadlines, steps, forms, and information you need to get your meet sanctioned. If you are going to make a bid for the Nationals, the bid package needs to be turned in to the USHPA office two weeks prior to the Fall board meeting. Follow the steps carefully, fill in all the pertinent information, include the correct amount, and send it in for approval. Make sure you keep a copy for yourself. There are times when you may be requested to make modifications to your packet or meet in order to get sanction approval. This is generally for the good of all concerned. Try to remember the office staff is simply the messenger, don't shoot the messenger! The competition committee reviews your application; they want to hold the maximum number of quality meets possible each year. They are all volunteers; try to remember they are taking their time to help you instead of flying. There are usually several applications for competitions that need to be reviewed each season. Sometimes there are conflicting dates and times, sometimes several applications come in for the same event, and sometimes there are not enough events. Someone has to go through every application, check for errors, conflicts, omissions, etc... It is a thankless job and certainly not a very popular one. So be patient with them and remember the decisions they make are for the good of the majority and not personal. Don't be afraid to ask questions or for suggestions. Once your packet is approved the wheels will be set in motion to provide you with the resources necessary to help you hold a valid meet. Now, the real leg work, literally. You have to get out there and knock on some doors. Remember you need to protect that environment. You don't want to hold a meet and ruin the opportunity to utilize the site further. The locals tend to be more receptive when you include them in your plans from the beginning. Put yourself in their position. What would it take for you to accept someone else running a competition in your backyard? There has to be some giving back to the environment that you are invading. Don't just assume that everyone will accept your competition; give them a reason to want you to hold one. You have to decide whether this is a community that will have an interest in coming to watch and being a part of what is going on or whether

this is a community that would just as soon that you hold your meet and be seen and not heard. In all communities there are entities out there that provide services to the community, there are organizations that do fundraising at one level or another. These can be valuable assets. Be willing to let them take some of the work off your shoulders and to make a profit at the same time. A suggestion of organizations to consider, which is by no means complete, follows: Boy Scouts of America/Girl Scouts/Brownies FFA/ 4H/ Rodeo Association Little League Assn/ Sport Organizations Lions Club/ Elks Lodge/ Chamber of Commerce Property Owner Assns/ Community Clubs High Schools/ Colleges Volunteer Fire Departments/ Search & Rescue Try to get some of these organizations on board to work with you. Be flexible, you may have a vision in mind, but if you can be adaptable the rewards could be huge. Try to think of expanding your vision to become their vision. Once they take some ownership, they will also take some responsibility. For example: You may get the local Little League to put on breakfasts for the pilots each morning for a nominal fee. The Little League raise necessary funds, the kids get a rich experience, your pilots get fed, and you have one less thing to worry about. Maybe you have the Fire Department put on a dinner one night and the Rodeo Association on a different night. In this manner you spread the wealth so to speak and everyone is happy. The more you can do to help the community you are flying in the more receptive the community members will be to pilots flying over their homes and property, occasionally landing there. You need to be a visible helper. Talk to the locals and find out what concerns they may have from past or present experiences. Don't just talk a good game plan, follow one. If you promise them something make sure you follow through on your promises. Try to remember to put yourself in their position; your agenda is not necessarily theirs. If you can address their agenda while accomplishing yours you will go a long way towards a long term relationship. Try not to forget about your local businesses. Find a way to support them and they will go out of their way to help your pilots. Some good PR goes a long way. You may find some of the businesses or organizations are willing to help sponsor your event. The local winery may be willing to donate a couple bottles of wine as prizes if you give out flyers about wine tasting, etc... The same holds true for restaurants, fast food establishments, gas stations, grocery stores, whatever is available. The businesses want your pilots to spend money in their stores, so give them advertising for prizes or services. You could take each contact a current copy of the magazine or calendar as a gift. Some of the businesses may want to have a few laying around for curious customers to browse through during the competition. It is simply a gesture of good will. This is mentioned now because sponsors need to be recognized in your advertising and during the event. While you are considering these organizations be sure that you include your local flying community, your shops, your dealers and distributors, your clubs and chapters, for recognition they also may provide you with prizes. Their support is also an extremely valuable resource. Don't be afraid to accept prize material that is not necessarily pilot oriented, because you need to take care of your drivers and various volunteers also. Consider some of the local organizations when it comes time to award prizes and trophies; possibly the mayor, rodeo queen and her court, other civic representatives, or a prominent landowner willing to help. For higher level meets you could even consider local or state representatives such as: the Governor, Miss America or her state representative, State Representatives or Senators, etc.... They need considerable lead time so if you want to use these types of representatives contact them early and explain exactly what you would want them to do. Quite possibly there is some local talent that may be interested in providing the trophies. Okay, so now you have a starting place and some idea of a direction. Take a break, go fly, take a bike ride, spend some

time with your family (they need some attention too). Once you are re-energized we can start loading the wagons with all the necessary tools. The First Wagon By now you have formulated and defined your vision of what you want your competition to look like. Now let's fill in some of the gaps. Have you decided who will help you put on this quality meet? You should have decided who the Meet Director, Scorekeeper, Launch Director, and Safety Director all are. These don't necessarily have to all be different people, but you should have contacted them and obtain a commitment from them. Let's talk a little about the site or sites where your meet will be held. Is this a USHPA insured site? If not you will need to obtain some form of liability insurance to cover the event. Is the site currently sufficient to hold a meet of the size you are anticipating? Will it handle the number of pilots you anticipate? What improvements need to be made to ensure the safe operation of the meet? Are there trees or bushes that need trimming, are there stumps that need removing, rocks that need relocating, space made for set-up or break down, roads that need grading, etc... Take the time to walk the launch or launches and all designated landing areas; it might be a good idea to take along your officials (in particular the Safety Director). Visualize the meet in progress as you take your walk. Be sure to think about the possibility of a large number of spectators, do you need to make provisions for how to keep them safe? Where will you be able to place port-a-potties that are fairly discreet and not obtrusive? Is there space for water, refreshments, snacks, etc... Are the wind socks or flags in good repair, are there enough of them? Is there shelter from the sun or rain if it becomes necessary? Do you have tie downs where needed? Is there room for drop-offs, pick-ups, and turn around? If you have an emergency, is there space for emergency vehicles and possibly a helicopter landing? Where will you park extra vehicles? Do you have permission to utilize launch and landing areas? If not obtain it. Are there concerns with coming to and from launch and landing that will need some outside attention (i.e. Highway patrol, Forest Service, other landowners, etc...). Hopefully we have generated some idea of what needs to be accomplished prior to the meet. Be sure to look to the local clubs and chapters for some help with these preparations. Allow for enough time to accomplish everything without burning everyone out. Find a way to thank each of those who take the time to help, even a pat on the back goes a long way. Keep a list so you don't forget anyone. Who will need radios? Think about where it is essential to have radio contact at all times. Then decide what type of radio you want to use (if FM decide on the frequency). You may want to contact a local ham club for assistance. They may be able to help obtain radios or give you input on the best channels or frequencies to use. Consider having a backup system for communicating information during periods of excessive radio interference or breakdown. If you are planning some sort of alternate entertainment for spectators you need to start making the arrangements to make things happen. If they have special needs you will need plenty of time to accommodate them. For example: If you want to have a balloon launch as a morning opener, then there are specific guidelines they need to follow and there may be permits required to make this happen. Visibility is a good thing and can add a lot to how your meet is perceived by those attending and watching. Remember everyone has an agenda, some of them are hidden. You may need to sniff out those that are detrimental and find a way to smooth out their ruffled feathers. Determine whether you have needs for extra power and if so begin making the necessary arrangements. If you are using batteries to operate radios, computers, cell phones, etc... you will need to recharge them. Determine if there are enough outlets available or whether you need to obtain power strips and extension cords. Contact any potential sponsors. You will need to know who will help sponsor your event before you can print up your meet information, because you need to

recognize your sponsors in all printed information and advertisements. Set a preliminary expense budget based on what you are planning and the expenses you can foresee. Then add a little extra to cover the unforeseen. Then develop a preliminary revenue & entry fee estimate. Define the duties of your initial organizational people. Set down together and discuss who is responsible for which preparation items and agree on a time line. This is easiest done by letting them make suggestions and you simply guide them toward the goals you want to achieve. This allows your personnel to buy into what they are committing themselves to accomplish. Make sure that you guide them toward an early time line so you have some extra time if needed. Okay add everything here and everything in the beginning section together and place them in your first wagon. These are the things that need your attention first. The Second Wagon It is time to start making your vision a reality. It is time to pass the word. If your meet is sanctioned then you automatically will have space in the magazine announcing your intentions. If it is not sanctioned be sure to get the information into the Calendar of Events both in the magazine and on the website. Be sure that the proper information gets to the editor. There is a lag time when you send information in to be published, if you want something to be published in the June issue of Hang Gliding & Paragliding magazine then the information needs to be in to the editor by the 6th of April. The deadline is the 6th. Try not to wait until the last minute, the editor has only so much space and has to accommodate everyone. Take the time to review the Public Relations Guide we have included. The ideas represented there will be a great service to you when it comes to getting the information out. Develop a press kit on hang gliding/paragliding and include 8X10 glossies or a CD. Obtain any permits necessary to hold your event. Examples include: Forest Service, BLM, Special Use Permits, State & Local Special Event Permits or Outdoor Festival Permits, building permits where applicable, etc... Contact state and local law enforcement agencies to notify them of your intentions. Identify and inform local Search & Rescue, Ambulance Services, Hospital & Medical Clinics, and any volunteer organizations of this type (state and local fire departments). They may be willing to help you plan for worse case scenarios. You are far better off having a plan for something and not needing it, than not having a plan and then needing one. Remember, Murphy gets around and his law applies everywhere. Design sample tasks and test them in as close to a competition environment as possible. Test the sample tasks and then analyze the task completion rate, time to complete task and irregularities (did the person who flew best win and if not why?) Determine the number of contestants and wind technicians that will need to be transported and what the turn around time is to do so. Develop a theme or meet logo to be used on your advertising and promotional things. A theme or logo gives pilots and spectators something to identify with the meet. It helps to bring the meet to life. Determine what, if any, specialty items you want for pilots and officials (t-shirts, hats, visors, bumper stickers, helmet stickers, sew-on patches, free meals, jackets, discount lodging, etc...). Your pilot packages set the tone for your meet. Put some thought into what you feel is important. If possible gather a few different types of packets from a variety of other meets and see what you might be able to incorporate into your package. Your packets should at a minimum contain task information, GPS coordinates, maps, scoring information, any rules or requirements necessary to your meet, protest procedure, pilot disqualification guidelines, radio frequencies, safety requirements, emergency contacts, and event schedule. Other items you may want to consider also include could be: pilot ID, Transportation tickets, special event passes, official t-shirt, local area maps & information, local discount tickets, and various other goodies. Remember to protect your environment. Visit the adjacent

landowners to your launch and landing sites and let them know about your event. Make sure you go as an ambassador and take your honey with you. Gifts of calendars, magazines, hats, shirts, artwork, etc... will go a long way to developing good will before your event. Make a list of problem areas as you go. Not everyone will be receptive and you can avoid future issues if you are prepared in advance. The Third Wagon Print out your entry forms, liability waivers, media waivers & releases, emergency contact information, pilot & official badges, etc... If you have posters, print and distribute them. You should get posters or meet announcements to local shops, distributors, chapters, clubs, etc... Any advertising you plan for publications should be distributed. If you have decided to have a program beyond the regular flights of the meet you should design it. Plan a budget, income & accounting for the program. Obtain advertising for the program. Write articles for program, have it printed, and arrange for the distribution/sale of program. You will need personnel beyond your initial organizational group. Develop a list of competent, dependable people who will work for pay, with phone numbers, email addresses, & available dates. Do the same thing for a list of volunteers. Plan evening activities: local bar-b-que, movies, presentations, demonstrations, etc... The easier you make it for the contestants the happier they tend to be. If they don't have to fix dinner after a long day of flying the moral tends to be higher. You also should plan bad weather entertainment: paper airplane contests, Frisbee, hackey, trips to local areas of interest, etc... Remember pilots are generally A type personalities and you don't want them bored. Planned activities are far easier to work with than unplanned creative activities. Make arrangements for rooms or space for: pilot's meetings, officials meetings, pilot's briefings, awards ceremony, meet headquarters, presentations and movies. Make arrangements for discount lodging and/or group camping. It is beneficial to plan for food, housing, & the transportation of officials. Most good competition sites can be fairly remote. Since this can be the case, you may want to consider bringing in portable shower facilities or durable wading pools to provide some sense of relief after long flights. It might be that you simply obtain the directions to the nearest swimming hole. Having a resident masseuse available is another real plus. Pilots really appreciate these types of bonus features and that can make a big difference in the tone of the meet. Once you have had the opportunity to evaluate your sample tasks, transportation, communication, & personnel needs revise your budget and entry fee estimate. Write a description of your tasks when you have determined best task with the least luck factor. Then you can design & revise your scoring policy, if you are not using a canned program to do the scoring (GAP, Leonardo, etc...). Determine what equipment and personnel you will need now that you have finalized your tasks. Trophies are an important aspect of your meet. There are a number of ways to incorporate good will into this area. There may be some talented artists in the area of your meet and it would show good will if you can utilize them in making the trophies. Equally there are some talented artists that are pilots and they also can be a good resource for trophies. Whoever, you decide to utilize, make sure that the trophies are ready well in advance so you can check them and make adjustments if necessary. You may also want to contact USHPA for Lilienthal Awards to have on hand for recorded flights that qualify. Once you start receiving entry fees establish a bank account and some sort of recordkeeping program. Make sure you confirm receipt of entry fees and notify pilots of mandatory meetings. Determine the most efficient way of transporting pilots, gliders & equipment, and officials to both launch and landing sites. Check on the expected condition of the road to launch. Will you need four wheel drives to access launch? Does the road need grading? Is there a bicycle tour scheduled on the same road during your meet? These are the types of things that can put a real kink in

the efficiency of your meet. If necessary obtain permission to restrict or direct traffic on the road to launch. Begin gathering the items, equipment, and basic essentials you need for the meet. Keep a list from where each item came. Some suggestions could include: radios (either CB or FM), battery chargers & extra batteries, chalk board/whiteboard with chalk or pens, binoculars, wind socks, flags and/or streamers, wind indicator, digital watches, harness & rope for wiremen, tree landing & rescue equipment: saws, rope, ladders & climbing gear, water rescue equipment, trash cans for top & bottom, chalking machine & chalk, tables, chairs, & shade covers, DVD player, CD players and CD's, PA system, water jugs for all stations, etc... Will the Forest Service require you to have fire extinguishers and shovels? Arrange for the delivery and servicing of port-a-potties. Provide each official vehicle with a tool box with necessities. If you have not already done so, you might want to contact other organizations for support, suggestions, & exhibits or demonstrations (Chamber of Commerce, Civic Groups, mentor pilots, and Manufacturers). Contact local businesses for free-bees, discounts, & contingency prizes. Contact all radio, TV & press media people: find out their deadline. Find authors & photographers for articles in Hang Gliding & Paragliding magazine, etc... The Fourth Wagon Are you planning on having concessions or exhibitors at your meet? They can help you to finance your meet, but they aren't necessary. If you do decide to have concessions or exhibitors make sure you draw up an agreement or contract that represents what you both agreed upon and make sure it is signed by both parties prior to the meet. This may also be something you want to do if you have arranged for alternate forms of entertainment (hot air balloons, parachute jumpers, aerobatic demonstrations, military fly by, etc...). Double check time frames with all exhibitions that share the same air space as competitors. As the meet gets closer do some additional planning for location of spectator viewing & parking, an admission gate if you are using one, Port-a-Potties, concessions, drinking water, exhibits, demonstrations, medical & official vehicles, and the storage and security of gliders and equipment. If water is in the mix, determine the depth, the strength of any current, plan for floats & buoys, and determine whether boats are needed and how many. Now that your flight tasks are finalized, decide the number of people you need: timers, judges, and drivers, launch & landing officials/staff, ticket sales parking, PR, etc... Write job description for each position that includes a list of tools, duties, & responsibilities. Finally determine a pay rate for everyone. Decide how best to match up your personnel (paid personnel with volunteers, experienced with less experienced, competent with the dedicated but flaky help, etc...). If you have a very large staff, you might want to consider an organizational chart to make sure everything is covered. Prepare information for announcer or PR representative. Information given to the media should be what you want them to hear, plan ahead. Prepare graphics (slides, charts, maps, models, etc...) for pilots meeting and or meet headquarters. Construct and place any pylons, gates, lines, etc... that are needed for judging where they are highly visible for pilots and judges. Design, construct, and install your scoreboard, chalkboard/whiteboard, pilot's bulletin board for easy access. Obtain or construct & place signs for directions to flying site, parking, admission gates, etc... Design and construct banners and/or promotional signs. Determine your driving and parking pattern. Designate and mark loading and unloading areas, no parking areas, emergency & official vehicle parking. Do the same for set-up and break down areas. Arrange for spectator/VIP seating, fencing, etc... Obtain trucks/vans with drivers & arrange for back-ups. Make arrangements for refueling trucks & for payment. Obtain & install racks, and/or padding, tie-downs and/or straps necessary to safely transport gliders. Clear the area below launch including any obstacles,

stumps, and vegetation. Construct & install launch ramps. Have landing area & approach graded and/or cleared of debris or vegetation, obstacles, etc... Mow grass in landing area, mark bulls eye, foul lines, etc... Other items to arrange:

- Contact FAA, local flight services station, and/or airports; publish NOTAM.

- Establish means of getting daily weather reports during the meet.

- Arrange to have Lilienthal Observer at competition to witness & record all flights qualifying for award and arrange to have Lilienthal Awards presented at the awards ceremony. The Fifth Wagon Line up your ducks; you will want them in nice, neat rows. It is almost show time so let's put on the finishing touches. Print task information & map, scoring, rules, schedule of events, etc... for the pilot packages and assemble them. Design and print any judging or scoring sheets. Gather clipboards for those needing them (you may want to tape a list of responsibilities, tools, etc... on the back of each clipboard). Introduce your officials to one another and go over the rules & policies with all officials/staff at the officials meeting. Conduct a dry run of the entire system on the last practice day. Conduct the final registration and prepare initial seed, flight order for first round, etc... Place windsocks & streamers. Check communication system at all stations before the meet. Make sure each station has a set of alkaline batteries. Set-out trash cans, tables, chairs, & shade. Designate person to maintain & repair all ropes & signs, trash cans, water jugs, and to secure each at the end of each day. Have them deliver (free) lunches to launch, landing, & judges. Instruct drivers on proper loading & unloading procedures, number of trips, and where to pick-up and deposit equipment bags. Install PA system & music system. Arrange for their safekeeping from weather and vandals. Organize prizes into categories (those for pilots, those for drivers or volunteers). Hopefully you will have enough to give out several each and every day. Even the little things make your competitors and volunteers feel special and appreciated. Load Up! Now we are ready! Let's get started, the work is done and the fun begins. Make sure you enjoy yourself. Hold mandatory pilots meeting and/or question and answer session. Introduce all personnel complete with their responsibilities. During the competition conduct daily pilot briefings. Always introduce any new comers or VIPs that might be present. Especially local landowners, businessmen, etc... Thank them publicly every chance you get. Take time to share some of each day's adventures. Make sure to have the top finisher describe their flight. What did they have to go through to reach their goal? What would they have done differently? Turn it into a real learning experience. Don't forget your drivers; there are always interesting exploits that happen each day, exploit them. It might not be anything more than how each pilot's story grew as the next pilot was picked up. Pass out prizes at each meeting. Have fun with it. Prepare results for each round and post them at the end of the day. Write press releases during the meet. Release daily scores & current photos to media by their deadlines. The Last Wagon Oh, you thought we were done with the wagons. There is always a clean-up committee. At the small town parade it is the ones with the scoop shovels following the last horse, or

the street sweeper that sweeps away all the trash. This wagon is every bit as important as all the other wagons. Complete your Competition Report, make 2 copies & mail (email or fax) the original to USHPA headquarters and send a check for the competition fund. When all the bills are paid, close the bank account. Thank all sponsors & donors. Return all borrowed items. Remove and return all materials and equipment used in the operation of the meet (signs, chairs, tables, pylons, banners, scoreboard, trash cans, streamers, flags, etc...). Remove & dispose of all trash & rubbish from landing, launch, & pylon areas. Release final standings with photos of the winners. Now go back and check your environment, did you leave it better than it was at the start? If not, is it at least the same as at the start? Just make sure that you don't leave it worse than the start. Be sure to thank your locals and try to make an assessment of how happy or upset they might be. Listen for clues on how you can make them happier for future reference. Would they like to have you back? Okay, your are finished, pat yourself on the back, Now a big sigh, don't worry that empty hollow feeling will go away eventually. We all feel it after a great meet. You know the feeling, the one where you just aren't quite ready to go home, you have just had too much fun to stop now. Yep that's the one we had set for a goal, now that you have obtained it, you can take your little red wagon and head for home.

USHPA Public Relations Guide

(I have just skimmed this document. It should be a separate document. I don't know if it is much help to meet organizers.)

Compiled and written for the United States Hang Gliding & Paragliding Association, Inc. by Lisa Tate-
November, 1988 Updated September, 2008 UPDATE IN PROGRESS

Appendix G

Introduction:

This guide is designed to help the pilot who knows nothing about public relations to get hang gliding and paragliding publicized in her or his area. Whether you are sponsoring an event, or would like to see a public interest article about hang gliding or paragliding in your local paper, this guide will be able to help you. Much of the news in the media is generated by people just like you. They send information to the media, usually via news releases and personal contact. The best media outlets won't run your news releases verbatim, but they will use the information from them, supplemented with a call to you or a spokesperson. Here are some tips for getting your organization noticed by your local media.

1. Get to know the media that are most likely to cover you. Read and watch the media in your local area. Subscribe to the newspapers and magazines; watch the local news; bookmark media websites; and join any organizations where you are likely to meet reporters and editors (some cities have press clubs that you can join). A media list is an invaluable resource to anyone wishing success in public relations. To start a media list, first check with the "yellow pages" in your phonebook. Look under the following headings: newspapers, news services, radio stations, broadcasting companies and television stations.

2. Learn the names of the reporters who cover the news most significant to you. For instance, outdoor reporters or sports reporters may be the ones who would be interested in your news. Then you can send your information directly to them rather than just to the "editor." Don't forget more specialized reporters such as the recreation page editor who might be interested in your event also. The calendar page editor will want your event listings. Most newspapers also carry a list of volunteer opportunities, so find out who writes those.

3. Get to know reporters personally. Start by arranging a short meeting at their papers or TV stations to introduce yourself. Be considerate of their busy schedules and make it brief. Drop off some printed material or personally deliver that press release instead of mailing or emailing it. Over time, you will have other opportunities to develop these contacts into more familiar relationships.

4. Send complimentary copies of your publications to reporters. Instead of just sending these out with your mass mailings, personally send a copy with your business card attached. You can also attach a note directing the reporter to some item in the publication that might be of particular interest. Send an invitation to your event to the appropriate reporter. Even if you don't really expect the reporter to attend, the invitation will remind him or her of you and your organization.

5. Keep up with the personnel changes at your media outlets. The turnover in the media is often rapid. Develop your own media list and keep it up-to-date. You may be able to subscribe to a media list for your locality, but it can't substitute entirely for your own list.

6. Always give the media information that is newsworthy. Your information should be new, noteworthy, and relevant to a large share of the public. Reporters are not interested in yesterday's news, items that are of interest only internally to your organization, or routine events. Provide reporters with good human interest stories. Invite staff and volunteers at your organization to let you know about good story ideas that you might be able to pitch to the media. The best ideas often come from people who are on the front lines of your organization.

7. Develop a "virtual" media kit that resides on your event's website. Include the history of your organization / event, its mission and goals, brief profiles and photos of key staff and pilots, the most recent news releases.

8. Take advantage of breaking news stories to promote your organization. The best way to do this is to develop a cadre of "experts" who can speak to the issues your organization addresses. Train/ prepare these experts and make them available to reporters.

9. Make yourself available to the media at any time. Give them a home or cell number where they can reach you day or night. Put that number in your online media kit. Include it on your business card. When you receive a call from a reporter, get back to him or her as soon as you can. Reporters are working on deadline and will appreciate your rapid response.

10. Always thank a reporter for his or her coverage. Send a hand written thank-you note. Plus, never nit-pick over minor inaccuracies. Corrections appear in small type on a back page. They are not worth

your effort or of running the risk of irritating a reporter or editor. News Releases: Since news releases generally pour into newsrooms, you need to be aware that any effort to read your news release will be done in a hurry. The reader must be able to tell at a glance if there is something of interest in your news release. If it is possible to provide a polished memorandum that covers the major points of your story, the odds are much better than if you bury the information in a long release. Material written this way is easier for the news person to absorb. The first paragraph of a news release should contain all major facts by answering six questions: Who? What? Where? When? Why? And How? Facts to be included must be evaluated in terms of their newsworthiness and importance, and then assembled in sequence, most important facts first. Sentences and paragraphs should be short. Everyday words should be used; no jargon or technical information. Guidelines to Remember: Make sure you, as the source of the information, are clearly visible. If available, use your letterhead or logo at the top of the first page. Always include your name, address, and phone number. Be prepared to provide additional information if a reporter calls. Indicate the date the story may be used. Most releases should be immediate. Stipulate a release time only when there is a specific reason. Start your releases two or more inches below the release date so that the editor may write instructions. Type the release double-spaced and use one side of the page only. Keep the release as brief as possible. Proofread!! Type "more" at the bottom of the page if the release is more than one page. Type "end", "30", or "###" at the bottom of the last page. Know the deadlines of the media you are using. Last minute releases have little chance of being published/ announced. Sample News Memo: News Memo _____ To: Addressed to reporter or editor. From: You. Re: A one or two sentence statement regarding the Story you are suggesting, the event to which you Are inviting reporters, or other purpose of the news release. Time & Date: Specific time, date, year. Why: You must have a reason for the news release or the event. You will be more successful if you can tell why and provide enough information for the decision maker to decide to accept your invitation for coverage. Contact: The name and phone number of someone the reporter can contact if there are any questions about your release. Public Service Announcements: In some cases, a news release may not be the most appropriate way to spread your news. For example, let's say you are planning a hang gliding or paragliding event in your area, and you would like some advance exposure. A news release might be right for the local paper, but would stand a very poor chance of being included in your radio station's news broadcast, or on the television station's six o'clock news. In this event, a PSA would be in order. A PSA must announce something of service to the public. In the case of a hang gliding or paragliding event, a PSA could be used to invite spectators, while announcing the event on prime time. A PSA can be delivered in several forms. If you are using television or radio, you will generally have between 10 to 60 seconds to deliver your message. Television stations will usually accept professional video tapes or digital photography, or announcements with two copies of one 35mm color slide or digital print and a script to be read by the announcer. The basic rule for digital photography is the higher the resolution, the more useful the image. Please use the highest resolution setting on the camera when taking pictures, and the lowest compression setting. Digital pictures can be provided on ZIP disk, CD-Rom, or uploaded directly to FTD upload sites. All photographs must include the name of the photographer and any recognizable people within the photos. The information sent with the photos should include the subject's information (name, site, event, etc...) and if possible the specifics on the media used (such as film type, camera type, special set-ups and so on). Please make sure that data-back cameras are set to no-date mode. Radio stations will accept the same script for 10

to 60 second spots. **Becoming A Source:** To become a source of information you must first announce yourself. Let the media know you exist, what you do, where you are, and how to reach you. In other words, make yourself available. Once you are listed in the news department as a source of specific information, you can be expected to be called whenever your subject hits the news. After you have become a source, you must become a resource. The difference is your credibility. Becoming a resource takes time. You must prove that the information you provide is reliable and useful. By providing solid information and always telling the truth, you will be counted on and called upon in the future. **News Interviews:** Often, interviews are used for news gathering. When hang gliding and/or paragliding hit the news in your area, you, as a source, will most likely be called upon for an interview. You must be prepared, especially if the event is a negative one, such as an accident. Do your homework; find out as much information in advance as you can. It is hard enough to remember everything without being under pressure. Anticipate key questions, and prepare key answers, including quotes and statistics. As an interview subject, you have the right to lay down certain rules, especially if it is the reporter that requested the interview. You may determine the time and location of the interview. You may ask in advance for topics the reporter intends to cover (but not specific questions). You may set the pace of the interview (don't rush, give yourself time to think). You may challenge assumptions, questionable sources and questionable facts. Make the interview worthwhile for you as well. Avoid arguments. Questions that are off the subject may indicate the reporter doesn't fully understand the topic, and you may want to give a brief overview. Don't let a reporter put words into your mouth. Don't evade answers; it will make the reporter think you have something to hide. Be positive, not defensive. If you don't know the answer to a question, admit it. Don't try to make up an answer. Always tell the truth. **National Exposure:** News items deserving national exposure may be directed to the USHPA Public Relations Director. This news need not be in the form of a news release or news memo. Simply send all information available to USHPA Headquarters. **Other Ideas:** There are hundreds of other ways to make hang gliding and paragliding more visible through the media in your area. Here are a few suggestions. If you have any other ideas or comments, please contact USHPA Public Relations Director via USHPA Headquarters.

1. Send photographs and information on hang gliding and/or paragliding in your area to your local travel/tourism commission. Hang gliding/paragliding photos may be featured in a state brochure, on a map, etc...
2. Invite local television stations out to get spare footage for their files. Also suggest that they show hang gliding/paragliding footage as background to their weather report or station identification.
3. Consider hosting a slide show, power point, or video on hang gliding/paragliding in your area. If you have a college or university with an outdoors program in your area, contact them for help. Usually they

can arrange for a free room and use of projection equipment as well as publicity if the event is free to the public. If this is not available, contact local sporting goods stores, etc. for sponsorship.

4. Offer to give talks on hang gliding/paragliding to local clubs such as civic organizations and youth groups.