

## ASA Contest Series – Contest Director (CD) Guide and Checklist

### Before the Contest Day

1. If you are the CD on the first day of a contest weekend:
  - a. Make a post on the ASA discussion forum announcing you as the CD; specify the time and location of the pilots meeting.
  - b. This post should be made early in the week before the weekend to give pilots the opportunity to reply with their intention to participate using the same thread.
  - c. You can use the same thread for your contest report after the race.
2. If you are CD on the second (or third) day of a contest weekend, you can announce the pilot meeting time and location at the pilots meeting the day prior. In the absence of any announcement the same time and place may be assumed by all.
3. Check the weather forecast. You may cancel a contest day if you do not feel a safe task can be called. In some cases (e.g. when facing unusually bad weather) you may post a cancellation on the ASA discussion forum the night before the contest day. *In all cases a cancellation must be posted no later than 8:30am on the contest day. Announced attendees<sup>1</sup> should be phoned if they are known to be more than 50 miles from the contest site.*
4. Check for TFRs.

### Morning of the Contest Day

1. Check in with the tow operation to coordinate grid and launch times and to gather any concerns, questions or announcements there from. (At El Tiro, this will be the scheduled Line Chief (LC). Coordinate with both morning and afternoon LCs as necessary.) Advise the tow operation how many contest gliders and sniffers you are expecting them to accommodate.
2. Watch the weather and begin to develop the day's task as soon as you arrive on site. It is perfectly okay to gather the thoughts and opinions of pilots present.
  - a. Days that would be appropriate for an AST should also have a Grand Prix (GP) task considered.
  - b. Don't forget that B Class pilots will usually need their own task. B Class does not necessarily have to do a GP task when the A Class does.
  - c. Don't forget to specify the Maximum Start Height (MSH), Start Radius (normally 5 miles), and (if not an AST or GP) the Minimum Task Time. (Larger start radii are sometimes needed – see e.g. 5/11/2008 from Sun Valley.)
3. Synchronize your watch with your glider's GPS. (This will be needed at the pilot's meeting.)

### The Pilots Meeting

1. Hand out the daily sign-up sheet so pilots can have it done by the end of the meeting.
2. Recognize previous day's winner (victory speech).
3. Weather briefing (you can do this yourself or delegate).
4. Local briefing:
  - a. Local (tow operation) phone numbers, frequencies and field procedures

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<sup>1</sup> External to this Guide, contest policy requests participants to sign up for specific contest days at the ASA web site, to assist the CD and CM in coordinating tow operations.

- b. TFRs and local airspace (note Luke SATR if weekday)
  - c. Additional safety notes as required
5. Announce the task:
    - a. Start Radius and Max Start Height (as MSL altitude)
    - b. Turnpoints (number, name, and radius for TAT)
    - c. Finish radius and Minimum finish altitude (MSL)
    - d. Minimum task time (if TAT or MAT)
    - e. Give a time hack
  6. Announce grid time and launch time. Remind B Class participants that they grid first.
  7. Are there any sniffers? Acknowledge and coordinate with them.
  8. Collect the signup sheet and ensure all present are on the list. Leave this sheet in your tow vehicle where others can find it in case you land out. Make a separate list of contest IDs to take in your cockpit in case you have to do a roll call in the air.

### Grid and Launch

1. Supervise the sniffer – make sure he/she/they launch at least 15 minutes prior to your announced launch time. Get reports via radio when they are off tow.
2. Note the contest IDs of the last contest gliders (one for each class) in the grid – remind them on the ground to radio you when they are off tow. Remember to call them if you don't hear from them.
3. Start the launch as soon as sniffers stick – crack the whip! (But be nice to the tow operator at the same time.)
4. After launch, note the time when the last glider of each class is off tow. Establish a task opening time, normally 15 minutes after the last glider is off tow. If one or more gliders are struggling, a later time may be specified, keeping in mind the task and time remaining in the day.
5. You, as the CD, have the authority to change the task before it starts. Remember that this requires a roll call acknowledgement from all pilots<sup>2</sup>.
6. Announce the task opening time at 15, 10, 5, and 1 minutes prior to the task open, and again at task open. If the task is a Grand Prix<sup>3</sup> task, add calls at 2 minutes, 30 seconds, and (if possible) 10 seconds. Remember that all gliders start simultaneously in the GP format using a 5 mile line through the start point perpendicular to the line to the first turnpoint.

### After the Task

1. Make sure all pilots are accounted for at the end of the day and assign retrieves if necessary.
2. If the Scorer is present, make sure he receives the Task and Signup sheets; otherwise forward him the complete task and signup sheet data (if not already posted on the ASA web site).
3. Prepare and post a contest report on the ASA discussion form with the title "<date> Contest Report".
4. *(Suggestion)* Advise the CM of any errors or omissions in this Guide.

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<sup>2</sup> Only the contact attempt is required – not the response (e.g. inoperative mic)

<sup>3</sup> See the current ASA Contest Rules for additional information on the Grand Prix format. It may not apply in some years.



## Task Information Sheet

**All information on this sheet must be completed by the CD and the sheet provided to the Scorer**

Date: \_\_\_\_\_ Location: \_\_\_\_\_ CD Name: \_\_\_\_\_

### A CLASS

Task Type (check one):                     Assigned (AT)    Modified Assigned (MAT)    Turn Area (TAT)

Start cylinder radius                    \_\_\_\_\_

Maximum Start Height (MSL altitude) \_\_\_\_\_

Minimum Task Time (MAT or TAT)    \_\_\_\_\_

Task open time                            \_\_\_\_\_

Minimum Finish Height (MSL)        \_\_\_\_\_

|                         | Start | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Finish |
|-------------------------|-------|---|---|---|---|---|---|---|---|---|----|----|--------|
| Turnpoints <sup>4</sup> |       |   |   |   |   |   |   |   |   |   |    |    |        |
| Turn Area <sup>5</sup>  |       |   |   |   |   |   |   |   |   |   |    |    |        |

### B CLASS

Task Type (check one):                     Assigned (AT)    Modified Assigned (MAT)    Turn Area (TAT)

Start cylinder radius                    \_\_\_\_\_

Maximum Start Height (MSL altitude) \_\_\_\_\_

Minimum Task Time (MAT or TAT)    \_\_\_\_\_

Task open time                            \_\_\_\_\_

Minimum Finish Height (MSL)        \_\_\_\_\_

|            | Start | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Finish |
|------------|-------|---|---|---|---|---|---|---|---|---|----|----|--------|
| Turnpoints |       |   |   |   |   |   |   |   |   |   |    |    |        |
| Turn Area  |       |   |   |   |   |   |   |   |   |   |    |    |        |

<sup>4</sup> List by number please

<sup>5</sup> If TAT