



USHPA

US Hang Gliding & Paragliding Association

General Competition Planning Guide

Overview

This guide is intended to serve as an aid for event organizers who are looking to put together an USHPA sanctioned or accredited event, either for the first time or the 20th. Not every element in this guide will pertain to each individual event. We hope that this guide might help in structuring the organizational process and reduce some of the stress that can come with running a competition by providing checklists, a rough outline of schedule, and considerations for the various aspects of your meet. Given the enormous variation in type, style, setting and audience of events this manual does not intend to address the day-to-day operations of an event. This manual is not intended to serve as a substitute or modification for any existing USHPA rulebooks or manuals, but rather as a supplement to those materials. In the event that you find any contradictory statements between this manual and an USHPA rulebook or manual due to updated content or anything else, defer to the rulebook or manual.

Table of Contents

<u>Sanctioned vs. Accredited Events</u>	4-5
<u>Event Planning Checklist</u>	6-17
<u>General Considerations</u>	18-25
<u>Appendix - Forms, Manuals and Rulebooks</u>	26

Sanctioned vs. Accredited Events

The most important preliminary decision in planning your event is determining whether it will be a sanctioned competition or an accredited event – your planning process will vary depending on the answer to that question. In either case it is best to pursue all local permitting or sanctioning applications as soon as possible, and generally in the year before you plan to hold your event. If you are holding a typical weekend or longer ‘fly-in’ with no scoring or competition element, or perhaps a fun spot landing or bomb drop, you will likely want ACE accreditation. Otherwise if you have an event that is scored daily you’ll likely want sanctioning.

From the USHPA ACE Accreditation Manual:

Sanctioning is the process and brand USHPA uses to qualify and select those competitions meeting certain standards for quality, safety and fairness. Furthermore, USHPA maintains a pilot ranking system that is used to select the US National Team. Only the results from sanctioned competitions may be applied in this ranking system.

[Sanctioned events must be submitted to the USHPA Board of Directors for review by October 1st of the year preceding your event.]

Accreditation is the process and brand USHPA uses to qualify events and activities which meet certain standards for quality and safety, and which promote community, skill development, a positive public image, pilot involvement, and member retention.

[Accredited events must be submitted to USHPA a minimum of 15 days prior to the event date. Keep in mind, local permitting varies and may require significant advance notice.]

How to Use This Guide

This guide is organized as a staged checklist, followed by a [general event considerations](#) section that provides more detailed information about some of the checklist items.

There are links within the checklist to these special “consideration” sections. You may choose to dive into the detailed information immediately by following the link, or review the information after reading through the entire checklist.

The guide concludes with an appendix of useful information.

Please refer to the [USHPA Sanctioning Manual](#) and [USHPA ACE Accreditation Manual](#) for more detailed information on each type of event, and a full explanation of the requirements for each type of event.

Event Checklist

- Stage 1: [Event Initiation](#)
- Stage 2: [Event Overview and Planning](#)
- Stage 3: [Getting the Word Out](#)
- Stage 4: [Event Preparation](#)
- Stage 5: [Confirmations](#)
- Stage 6: [Final Arrangements](#)
- Stage 7: [Day of Event](#)
- Stage 8: [Breakdown and Clean Up](#)

Stage 1: Event Initiation

[Stage 1 considerations](#)

Stage 1 covers the primary questions about your event: Who, what, when, where. When planning your event consider that the winter might be the best time to plan and address many components of the event. Pilots aren't flying as much and might be able to lend a hand in the winter as well.

Remember – Sanctioning applications are due to USHPA October 1st of the year preceding your event. Other permitting entities, like the Bureau of Land Management, require applications for special use to be submitted a minimum of 180 days prior to the event date. Some government agencies might have a single specific deadline for all permits for the following year.

Checklist:

- Read through the appropriate manual for your event ([USHPA Sanctioning Manual](#) or the [USHPA ACE Accreditation Manual](#))
- Choose When: Specific time and date
- Choose Where: Specific location/take off/landing areas
- Decide if Sanctioned:** What type of event(s) will this be (Race to Goal, Open Distance, Aerobic, Accuracy)
 - Establish entry requirements (USHPA membership, pilot rating, certifications etc.)
 - Upon deciding event type - refer to and read the entire Rulebook for your event
 - [Race to Goal Competition Rulebook](#)

- [Open Distance Competition Rulebook](#)
 - [Hang Gliding Aerobatics Competition Rulebook](#)
 - [Paragliding Aerobatics Competition Rulebook](#)
 - [Accuracy Spot Landing Competition Rulebook](#)
- **Decide if Accredited:** What type of event(s) will this be (fly-in, developmental or local fun competition, training, demonstration, league meet/competition)
- Accredited events can be formatted like Race to Goal, Open Distance, Aerobatic, Accuracy or other official events but will not count towards National Team Selection System points. If you do plan to follow one of these formats refer to the appropriate USHPA rulebook above
- Determine key staff
- Meet Organizer (Required for sanctioning application)
 - Meet Director (Required for sanctioning application)
 - Safety Director (Required for sanctioning application)
 - Launch Director
 - Scorekeeper (If needed)
 - Retrieval Coordinator (If needed)
 - Volunteer Coordinator (If the event is large enough to require it)
- Acquire all necessary permits
- Complete far in advance – Bureau of Land Management requires a minimum of 180 days from application date to event date. Understand that permitting can vary a great deal as far as requirements and timing – so address this ASAP!
 - Sanctioned or Accredited Applications
 - Local, county, state, adjacent land owners
 - [Forest Service \(Special Use Application for Recreation Events\)](#)
 - If your event does not charge an entry fee you may be able to file for a [Non-Commercial Group Use Permit](#)
 - [BLM \(BLM Special Recreation Permit Application\)](#) special use
 - Alcohol (as applicable) refer to county or city offices as appropriate
 - For all permits – speak with the permitting agency before filling out any forms above
 - Forest Service Special Use Permits will require a ‘pre-application meeting’ – budget time accordingly
- Determine a rough budget for your event (examples courtesy of Davis Straub)
- [Example 1](#)
 - [Example 2](#)

Stage 2: Event Overview and Planning

Stage 2 considerations

Stage 2 represents the initial planning of the event as a whole and should be conducted approximately 8 months before your event is scheduled. The first pieces of this stage to address are permits and the sanctioning process.

Checklist:

- Scout event site
- Scout event flying route
- Establish and test the method of online registration. Create a database to keep all records
 - Make sure to include T-shirt sizes in the registration so you order the right amount
- Develop Environmental Stewardship Plan – needed for Forest Service/BLM permits (*see template [here](#), consult with Forest Service/BLM representatives first*)
- Obtain [Event insurance](#) (3-6 months out through USHPA)
- Conduct a risk assessment (*see pg. 13*)
 - Develop a risk mitigation plan (*see example RMP*)
- Determine electrical power needs and availability
- Define exact duties, tasks and responsibilities of key personnel (Meet Director, Launch Director, etc.) as well as timelines for relevant duties/tasks to be completed
- Determine general staff positions and needs
- Determine extra entertainment
- Develop logo/theme for event
- Develop sponsorship packages
- Develop Entry/Registration Form
- Use database to collect and store relevant pilot data

- Determine your registration window
- Develop a staffing plan
- Determine pay rate (if applicable) for all positions
- Write up job descriptions (including list of tools, duties and responsibilities) for each necessary position
- Further refine expense budget
- Arrange for online payment options (PayPal or other)
- Set up bank account and record keeping system for registration fees
- Set up website/email for event
- Assign someone to keep your website accurate and up-to-date (maps, directions, schedule changes, important contact info, etc.)
- Secure a quality photographer/videographer to document the event. Either this person or someone else should manage your social media communications (Facebook, Twitter).
- If your event involved towing, identify and secure enough USHPA-rated tow operators as necessary to provide adequate pilot support and towing services
 - Verify that all Tow Techs are USHPA Tow Tech rated
 - Verify that Aerotow pilots and their equipment are FAA approved
 - For HG events consider the standard ratio of pilots to tugs (10:1)
- Plan for food, housing and transportation for all officials

Stage 3: Getting the word out

Stage 3 considerations

Stage 3 should take place approximately 6 months or more prior to your event date. Particularly any pieces that relate to notifying pilots, volunteers or other groups about the event should be done sooner rather than later. This gives them plenty of time to plan for your event. Consider whether pilots might be travelling long distances to attend; if so, you will likely want to start communicating about your event even sooner.

Checklist:

General Competition Planning Guide



- ❑ Post event information to all available message boards, social media, calendars, USHPA magazine and website and local establishments
- ❑ Post any local rules and approved exceptions or modifications to the USHPA Rulebook(s) on the official competition website prior to the start of event registration
 - Obtain approval from the Competition Committee for any exceptions or modifications to the USHPA Rulebook(s)
 - Establish protest procedure and make available to competitors
- ❑ Open registration for your event
- ❑ Notify participants of any special skills or sign offs (aero-tow, surface tow, windy cliff launch etc.) required
- ❑ Notify participants regarding any requirement for SPOT or similar satellite tracking devices on your website and in your registration materials
 - Advertise web-based tracking planned for the event, if available (such as AirTribune)
- ❑ Develop Press Releases (*See the USHPA PR Notebook [here](#)*)
- ❑ Get in contact with local news or media organizations (starting with your Press Release)
 - Ex: Rat Race gets an article every year – you can find examples of what they write about here:
<http://www.mailtribune.com/apps/pbcs.dll/search?q=rat%20race%20woodrat%20ruch%26TaxonomyId%232325&Start=0&execute=1&BuildNavigators=1&Category=>
- ❑ Contact [local flying clubs](#)
- ❑ Inform local law enforcement or volunteer departments of event and plans
- ❑ Arrange for on-site EMT/paramedic personnel
- ❑ Contact FAA, local flight services station and/or airport; publish NOTAM
 - [Click here](#) for more information on filing a NOTAM
- ❑ Test sample flight tasks on location – adjust as necessary to reward skill over luck
- ❑ Determine what goodies you can provide for pilots/officials
 - Contact USHPA for possible giveaways and banners for event
 - Reach out to flight gear manufacturers and local vendors for donations (Flytec USA has always been very supportive of free flight events!)
- ❑ Purchase event gear and apparel for attendees, staff and volunteers.
 - Use specific colors to indicate staff/volunteer roles or positions

- Identify informational pilot packet needs (maps, etc)
- Assemble emergency contact list (*see template [here](#)*)
- Arrange for local lodging, food or entertainment deals and then communicate them to attendees
 - If external vendors (food or anything else) will be at the event, request insurance certificates naming the competition organizers and USHPA as additionally insured
 - If you are providing any food options yourself, please refer to these [USDA Guidelines](#)
- If you haven't already – contact adjacent land owners; be friendly!
- Notify participants if your competition is a National Team Selection System event (USHPA sanctioned)
 - If your sanctioned event was approved as part of the National Championship Series, be sure to use the tagline “a USHPA National Championship Series event” in your marketing material and all communications to pilots
- Notify participants if oxygen is required and if refills will be available (and at what cost)
- Determine location of Event HQ

Stage 4: Event Preparation

[Stage 4 considerations](#)

Stage 4 should be worked through 2 months prior to your event date.

Checklist:

- Print entry forms, [waivers](#), [emergency medical information forms](#) as needed
 - If using online registration, you may want printed copies for pilots to review/confirm
- Prepare and print signage, promotional materials and advertising
- Print Sign-In, Check-out and Check-In rosters for each day of flying, or determine what digital process you want to use (such as Google Docs, SPOT/InReach OK messages to a dedicated mobile phone, etc).
- Order ample quantities of [USHPA Affiliate \(30-day\) Membership Forms](#) from USHPAstore.com to meet the estimated needs of visiting foreign pilot participants and

tandem outreach/educational opportunities

- Have a sufficient number of [USHPA Emergency Procedure Cards](#) to supply volunteers and staff with a copy. Every pilot should carry this card or a similar event specific card with them while flying.
- Review USHPA Emergency Procedures ([here](#) and see [pg. 15 here](#))
- Determine and document emergency plan with key personnel
- Establish and test the process for electronic reporting of results if applicable
- Develop a contact list of additional workers/volunteers willing to help with the meet and availability
 - Verify that all volunteers have submitted waivers
- Identify and have a GPS/Flight Instrument Tech on hand during competition days
- Obtain tree landing/water landing rescue equipment as needed for your location
- Assemble first aid and emergency tools kit
- Plan entertainment and bad weather options for attendees
- Plan for bad weather contingencies for competition. Consider planning events for pilots on bad weather days
- Develop an evacuation plan in the event of an emergency
- Have a specific staff person assigned as the Incident Manager prior to the competition and prepare them to respond to any type of emergency. This person should be the ONLY point of contact for emergency personnel and media requests.
- Determine other event amenities
- Make sure clean, cool water will be available on launch and in the primary landing areas
- Finalize scoring policy and parameters with Meet Director/Task Committee
- Design and construct task board and scoreboard
- Ensure receipt of trophies for each required competition category ([See pg. 7](#))
 - Each individual event is responsible for designing and acquiring their own trophies
- Plan space for meetings (Pilot and officials)

- Notify registered pilots of mandatory meetings and the event schedule
- Collect all equipment together (and track where it came from)
- Sanctioned:** [Calculate](#) your pre-meet [validity](#)

Stage 5: Confirmations

*[Stage 5
considerations](#)*

Stage 5 should take place in the month leading up to your event.

Checklist:

- Make sure all vendor agreements are signed
- Develop a detailed site map for distribution to vendors, pilots, spectators and posting at HQ
- Prepare signage for event
 - Parking and Traffic Control
 - USHPA Restricted Areas (Launch and Landing)
 - This may require barriers in addition to signage
 - USHPA Competitor Responsibilities at HQ ([See pgs. 9-11](#))
- Make arrangements for refueling and payment of launch transport and retrieval vehicles
- Make arrangements for waste management (trash and restrooms)
- Make final modifications and preparations to launch/landing area
- Prepare materials for pilot meetings
- Test towing equipment prior to the competition start dates
- Follow up with all staff and volunteers to ensure they understand the when, where, what and how of their specific responsibilities
- Identify and confirm retrieval drivers for event

Stage 6: Final Arrangements

Stage 6 *considerations*

Stage 6 should take place in the week prior to your event date.

Checklist:

- Assemble Pilot Packets
- Prepare Judge/Score sheets
- Prepare and print pilot/official badges. Include radio frequencies, cell phone numbers, retrieval drivers names and phone numbers
- Introduce all officials and staff
- Conduct dry run of all systems on final practice day
- Ensure wind indicators are visible at all take-off and likely landing locations
- Check all communications systems and frequencies – have a back-up plan
- Prepare flight order
- Establish means of getting daily weather report and distributing it during event
- Set out ‘day of’ materials/equipment
- Set up music and P/A system as well as any needed power sources
- Get prizes prepared and organized
- Print and keep a copy of all related permits on hand for duration of the event

Stage 7: Day of Event

Stage 7 *considerations*

Checklist:

- ❑ Make available individual maps to each participant and staff. Airspace and geographic maps **MUST** be displayed at competition headquarters and launch site(s). Also indicate any areas that are off-limits as landing areas or should otherwise be kept clear of when flying
- ❑ Post information about where to access the applicable competition rulebook(s), event specific rules, and FAR Part 103 at the competition headquarters for review by participants (print or electronic)
- ❑ Ensure you have a sufficient number of retrieval drivers and visually verify that they hold a current driver's license and personal vehicle insurance
- ❑ Make tow tech available to competitors during practice days
- ❑ Ensure every pilot flying in the competition or as part of the competition activities is a current USHPA member or an Affiliate (30-day) Member
 - Affiliate (30-day) Members must complete TWO waivers – (1) for the Affiliate (30-day) membership as well as (2) the USHPA Competition Waiver
- ❑ Restrict set-up, launch, landing and tear-down areas to **ONLY** current USHPA members, staff and volunteers – **NO SPECTATORS**
- ❑ Conduct daily pilot briefings
 - Be sure to cover risk awareness topics ([see pg. 14](#)), such as
 - Weather briefing and assessment
 - Communication channels
 - Reports from pilots, staff, spectators of potential risks
 - Competitor behavior and risk management
- ❑ Prepare results for each round and post at the end of each day
- ❑ Monitor waste management and disposal for all occupied sites
- ❑ Take photographs of winners
 - Upload high-resolution electronic photos of competition winners to USHPA [here](#). Please submit a group photo of the award winners with names of individual in photo listed from left to right, back row(s) to front row(s). Submit individual unobstructed head shots (no helmets, sunglasses, etc.) of National Champions. Notify the USHPA Program Manager that you have uploaded files (programs@ushpa.aero).

Stage 8: Breakdown and Clean Up

[Stage 8 considerations](#)

Checklist:

- ❑ Complete [Accident Report Form\(s\)](#) immediately using AIRS.ushpa.aero for accidents involving pilots.
 - In addition, any accident that might result in a claim must be reported using the Potential Claim Notification form available on the AIRS “Thank You” page. *Failure to report accidents may result in denial of coverage by the insurance company if a claim is filed.*
 - Failure to report accidents may also result in the inability to sanction or insure future events. **(ACCIDENT REPORTING IS MANDATORY)**

- ❑ **Sanctioned:** Send electronic results to USHPA within 7 days after the conclusion of competition to competition@ushpa.aero or [submit online](#). Provide daily scores, cumulative scores, position, points and results. This information should include ALL the pilot names clearly printed, USHPA number, Email Address, NAA/FAI Number (if applicable), sponsor, Glider Name, Glider Category, Glider Model, Glider Class, Glider Size, within 10 days of the conclusion of the competition. **(MANDATORY)**
 - Identify someone responsible for writing the post-event article to submit to USHPA

- ❑ Make copies of all signed waivers and the roster of pilots for Competition Organizer’s records

- ❑ Return signed Affiliate (30-day) USHPA Membership forms, along with all original signed USHPA Competition Waivers for pilots, volunteers and staff to the USHPA office no later than 10 days after the final day of competition **(MANDATORY)**

- ❑ Shred ALL the USHPA Event/Competition Emergency Medical Information forms OR return them to the participant. **(MANDATORY)**

- ❑ Notify all participants that they will be receiving a link to an online Competition Survey from USHPA. Each competition will have a custom link to the survey and every competitor will receive an email from USHPA requesting that they complete the survey. Results from the survey will be sent to the Meet Organizer, along with the mean results from all surveys given out this season. These surveys are designed to help improve your competition.

- ❑ Clean up all affected areas
 - Follow your Environmental Stewardship Plan and return all properties used to their original state whenever possible
 - Make arrangements for trash pickup and restroom removal if appropriate

- ❑ Immediately provide USHPA with contact information for any local media personnel that attended the event

General Competition Planning Guide



- Contact USHPA in regards to any possible [Lilienthal Award](#)
- Pay any remaining bills
- Return all borrowed materials
- Close all accounts
- Send thank you notes to landowners and key community supporters, including police, fire ambulance, FAA and parks staff as necessary
- Send participants a follow up email thanking them for their participation and providing them with information about next year's competition if possible
- Do something special to thank your staff and volunteers for their support and efforts to make the event possible
- Thank all sponsors and donors
- Thank all nearby/affected land owners
- Start process to reserve site(s) and dates for next year's competition

Important Considerations Broken Down by Stage

This section of ‘considerations’ is designed to flesh out some of the checklist items in more detail and with more concerns that would go into each item. If a point on the checklist is not completely clear to you, check here for more information.

Stage 1 Considerations:

- When
 - Are there conflicting [calendar events](#) for Hang gliding/Paragliding specifically? Or more broadly (parades, fairs, the Super Bowl etc.)?
 - Do you have a contingency plan or alternate dates for bad weather?
 - Are there scheduled practice days? (If so, you will want to communicate how much support is provided during practice dates.)
 - Consider local permitting – some localities will require special use permits to be filed the year before your event, or on specific dates.
 - Will local landowners have any issues with the timing of your event?
- Class/Type
 - What is the scale of event you are aiming for? How far do you anticipate competitors coming from?
 - What classes of gliders do you expect? Will you need to alter plans at all for different classes?
 - Does the launch require any type of tow operator and if so, do you have access to sufficient tow operators for a competition format?
- Key Staff
 - Who is filling which roles?
 - Is one individual filling too many roles?
 - Every competition should have both an overall Safety Director as well as a pilot safety committee.
 - The Safety Director and Meet Director cannot be the same individual.
 - Find and confirm a scorekeeper early, there are not a large number of scorekeepers.
- Budget
 - [Example 1](#), [Example 2](#) (Examples courtesy of Davis Straub)
 - Will your event require sponsors/vendors to be a success? If so contact potential candidates as soon as possible. Most entities will have a specific budget set aside which is allocated in the beginning of the year, so reach out sooner rather than later.
 - Estimate attendance and entry fees for your event.

Stage 2 Considerations:

- Necessary permits
 - Local, county, state, private landowners (for launch, landing zones, event/gathering areas and adjacent areas).
 - Obtain [Forest Service](#) permits ([Special Use Application for Recreation Events](#)).
 - Obtain [BLM](#) permits ([BLM Special Recreation Permit Application](#)).
 - Obtain alcohol permits (as applicable).
 - Obtain group gathering/usage permits (as applicable).
 - For all permits – it’s best to speak with the permitting agency before filling out the forms to make sure you understand exactly what information is required.
- Work Exchange
 - Consider projects that could be completed by pilots who might attend your event. If you can get a pilot to design a website/logo for you in return for a comp entry, that could work well for both parties.
- Registration Form
 - Feel free to create your own registration form or to use existing platforms. Find the system that works best for you. Below are a couple of examples of what is out there.
 - [Oz Report](#)
 - [Airtribune](#)
- Registration Window
 - Will you have any kind of price break for early bird registration?
 - Will you allow walk-up/day of registration?
 - The earlier you close your window the more prepared you will be for the pilots you have.
 - The later you close your window, the more likely you are get more pilots.
- Flying Route
 - What level of pilots are takeoff/landing conditions appropriate for? Does that match your event specifications?
 - Do adjustments need to be made to takeoff/landing? (Moving rocks, removing stumps, take off ramp installed etc.)
 - Does the area provide sufficient variety in flying routes to accommodate all the possible weather conditions?
 - Will it be possible to set appropriate, valid tasks that are sufficiently different each day of the event?
- Scouting event site
 - Get an idea of where parking, bathrooms, shelter/shade, spectators, tie down, wind socks, emergency landings, and drop off areas might be.

- Determine transportation needs – are 4WD vehicles necessary or advisable? Only in certain sections or in general? Consider retrieval logistics.
- Power needs
 - Consider the various needs - P/A system, music, food trucks, instrument charging station etc.
 - Are there any readily available power sources nearby? Possibly contact utilities or local landowners to check. If not, will you need a generator/how large?
- Staff
 - Where will you need volunteers and how many will you need?
 - Are there any local volunteer groups that might be able to help you (Boy Scouts/4-H/community organizations/[volunteerspot](#)). Local 4WD club members may be able to help with transportation, local HAM club members may be able to help with communication – both in preparation for and during the event.
 - Trust your volunteers to do their job so you can do yours.
 - Consider what important roles might be filled by volunteers, make these volunteer opportunities known early. Your best volunteers might be traveling with pilots and making decisions at the same time the pilot registers.
 - Who/where needs a radio? How many total?
 - What type of radios/bands will you use? ([Local HAM clubs](#) may be able to offer assistance on frequencies or equipment)
 - Do you want to use mobile phones, 2M radios, and/or InReach satellite devices for communication between organizers and participants, or amongst organizers and volunteers (or all of the above!)?
- Entertainment
 - What kinds of additional entertainment will be at the event?
 - Will there be local bands, balloon launches, games, teaching or demo sessions?
- Sponsorship Packages
 - Consider the different levels of sponsors you might pursue, from local to national to industry-specific in nature.
 - Offer opportunities that align with your potential sponsors objectives. They don't want to give money/product away for no reason.
- Logo/Theme
 - Anything to help make your event more recognizable, memorable or easier to talk about. This will help in publicity efforts as well as through word of mouth.

Stage 3 Considerations:

- Contact your local news outlets

- Try to find out their deadlines and then get information to them at the appropriate times. *Refer to the PR booklet [here](#).*
- Become a source of information for them. But be prepared, if an accident or incident occurs and you are their source if information, don't go in blind.
- Local Law enforcement/volunteer departments
 - Contact Police Departments, EMT services, Fire Departments, Volunteer Fire Departments, & Search and Rescue.
 - Let them know what is planned, ask how best to communicate with them in the event of an incident. Make a plan in case a pilot does crash and needs to be rescued.
- Test flight tasks
 - Try to ensure that luck is removed from the equation and the best score will be awarded to the most skilled pilot. Make adjustments until luck is removed from the equation as much as possible.
- Goodies
 - T-Shirts, hats, water bottles, prizes. Anything to enhance your event. If you are pursuing sponsors this is a great opportunity for them to get branded gear into pilot hands.
 - Contact the USHPA Office at 800-616-6888 or info@ushpa.org for banners or other giveaways for the event.
- Pilot Packets
 - Include: Task information, GPS coordinates, maps (route and local), scoring information, rules, protest procedure, disqualification guidelines (USHPA competitor code of conduct), radio frequencies, safety requirements, emergency contact lists, event schedule, and local area information.
- Emergency Contact List
 - Include all key event personnel as well as local entities such as search and rescue, police, fire, and medical.

Stage 4 Considerations:

- Promotional materials and advertising
 - Ensure any sponsors have their logos present!
- Develop a staffing plan
 - How many people will you need each day? At what times?
 - How many roles are accounted for (staff)?
 - How many roles need to be filled (volunteers)?
 - Schedule accordingly
- Entertainment/Bad weather options

- Consider BBQ's, movies, Frisbee, games, tourist trips to local attractions. Will some attendees be willing to host mentoring sessions or Q&A? Better to have occupied pilots than bored pilots.
- Amenities
 - Consider how far you are from towns, are portable showers or electronic charging stations advisable? What about luxuries? Masseur or others? (Massage schools will often require students to perform a certain amount of volunteer hours at local events – try to get on their calendar)
- Equipment
 - Local entities like chambers of commerce may be able to help with basics like tables, chairs, shade etc. When borrowing gear, keep a complete list of what was borrowed from who so you can return it later.
- Tree landing Equipment
 - Make sure you have access to saws, ropes, ladders, climbing gear etc.
 - Many areas have local tree-climbing experts (particularly important for very tall trees). Confirm their availability and fees (some will rescue people for free but charge for retrieval of gear). Communicate to participants that they are responsible for any charges associated with removing their gear from trees (they can't be left as litter).
 - Be sure that any rescues are done by appropriately trained personnel.
- Emergency tools kit
 - Make sure that these are all accessible for the event – you never know what will break: Hammers, screwdrivers, saw, screws, drill, Allen wrenches, nails, tape (duct, packing, and wing repair), lumber, rope, pliers, etc.
- Emergency Plan
 - Be prepared to identify an incident coordinator to manage the response. *See [Emergency Procedures Outline here](#).*
 - Document this plan and disseminate it to staff and pilots.
- Registration
 - Event organizers must retain a copy of your registration records including the date of registration for each pilot for at least 12 months following the competition.
- Job Descriptions
 - A detailed job description will give your volunteers and staff more confidence in performing their duties and free up key staff to respond to more pressing matters during the event. It is better to give them too much information about what they should do than too little. Include any gear or tools they should have with them (clipboards, radio, contact lists, volunteer shirt, lunch voucher, garbage bags, cleaning supplies, etc.).

Stage 5 Considerations:

- Vendor agreements
 - Dates and times covered in detail, along with exact services to be provided and any possible fees.
- Site map
 - Specify exactly where parking, spectators, individual vendors, pilot only areas, pick up/drop off areas etc. will be.
- Signage
 - Prepare signage identifying each of the above areas and crowd control tape/roping if needed.
- Materials for pilot meetings
 - Slideshows, pictures, PowerPoints, videos, coordinates, fact sheets, weather forecasts, maps, anything that will help in the pilot meetings.
- Modifications/Preparations to launch and landing
 - Remove stumps, boulders and obstacles beneath launch point and around landing area as necessary.
- Contact Staff/Volunteers
 - If you still need more people this is a great opportunity to ask if they know anyone else who might help at the event (volunteers might be able to bring friends, participants might have friends coming who'd be willing to help, locals might have friends/relatives who are available to lend a hand).
 - Expect that some may have forgotten about the event or will no longer be able to help.
 - Make sure all staff and volunteers have what they need to be successful, and what they need to ask questions (i.e. contact information).

Stage 6 Considerations:

- Pilot Packets
 - Include all informational materials as well as goodies.
 - Pilot badges should include:
 - Event name
 - Pilot name (and number, if used)
 - Pilot home (country, possibly also city, state)
 - 2M radio frequencies that will be used

- Contact numbers for key staff (Safety Director, Retrieve Coordinator, HQ, Meet Organizer, Meet Director, Search & Rescue, etc)
- Any event-specific information, like upload codes for online tracklog submission
- Judge/Score Sheets
 - Ensure the Scorekeeper is familiar with your system – conduct a dry run of the scoring system.
- Introduce officials and staff
 - Distribute contact list if needed.
- Music and P/A system
 - Double check your power sources.
 - Have plan in place for rain coverage/protection of electrical components.

Stage 7 Considerations:

- There will never be a ‘perfect’ event. Something will always go wrong, a plan won’t pan out, or a random occurrence won’t work in your favor. React to these as best as you can in the situation, and keep the focus on your participants. Ask for help and advice. The pilot community will help to turn any event in a success.
- Keep things as organized as possible leading up to the event so you can access any information you need when the time comes. For some people that will mean a big binder with reams of paper and tabs, for others that will mean a tablet at hand at all times with everything logged and filed. Create a system that works best for you and use it (enlist a volunteer to help keep it up-to-date if needed).
- The meet organizer/director’s ideal job during the event should be shaking hands and kissing babies (or possibly even flying!) – plan it this way. Then, when fires do start, you’re free to put them out while the event continues.
- Always err on the side of caution, especially with waivers and insurance paperwork or Murphy’s Law will find you.

Stage 8 Considerations:

- Try to leave everything better than you found it. We all want our sport to grow, and what better way to do that than by leaving a positive impression on the surrounding community and landowners. Hopefully they want us to come back for another event next year!

- Open the lines of communication with USHPA early and often, particularly with regard to any accidents. USHPA will help you navigate the process.
- Some events will publish their financial records after finishing an event. This is by no means necessary, but may be an option you would like to consider.
- Honor your pilots. Make a big deal of them to any media outlets, recognize them as often as possible.
- Honor your sponsors. They want a sound business investment, but they also want to feel appreciated and part of something.
- Honor your staff and volunteers. Maybe you'll even get some to come back next year.

Best Practices: Technology

- Registration
 - [Airtribune](#) has a very popular system for registration that might be worth considering. In addition to pilot registration, it offers live tracking (if you have cell coverage in the area) and other event support features (such as a blog and results area).
- Twitter
 - Assigning a volunteer or staff member to regularly update Twitter with results/up to the minute happenings can help to engage the community. It works particularly well for keeping participants up-to-date in the event of last-minute changes due to weather, etc. Participants do NOT need to join Twitter to receive messages (<https://support.twitter.com/articles/162981#>)
- Facebook
 - Boost your interaction with the HG/PG community – enhance visibility of your event. Providing information via a public Facebook page (so it can be seen by anyone, not just Facebook users) makes it easier for participants to share the information with their friends. USHPA can also then share information about your event on the USHPA Facebook page.
- Leonardo & XContest
 - For non-sanctioned events, online contest sites like Leonardo or XContest can be used to do your scoring. You can set up a group for your event on the public site, or set up your own instance.
 - XContest: <http://www.xcontest.org/world/en/>
 - Leonardo: <http://www.leonardoxc.net/about-leonardo> or http://www.paraglidingforum.com/leonardo/page/index_full
- A USHPA member is working on an End-to-End (registration, payment, tasks, scorekeeping etc.) system in his spare time. It's in closed beta in Summer 2016. More information will be provided once known.

Appendix - Forms, Manuals, Rulebooks and Information

- ❖ [ACE Accreditation Manual](#)
- ❖ [ACE Accreditation Application](#)
- ❖ [Sanctioned Event Manual](#)
- ❖ [Sanctioned Event Application](#)
- ❖ [Sanctioned Competition Insurance Form](#)
- ❖ [Insurance Overview](#)
- ❖ [Competition Waiver](#)
- ❖ [Emergency Medical Information Form](#)
- ❖ [Provide Competition Results for NTSS \(Sanctioned events\)](#)
- ❖ [Accuracy Spot Landing Rulebook](#)
- ❖ [Hang Gliding Aerobatics Competition Rulebook](#)
- ❖ [Paragliding Aerobatics Rulebook](#)
- ❖ [Open Distance Competition Rulebook](#)
- ❖ [Race to Goal Competition Rulebook](#)
- ❖ [International Pilot Information](#)
- ❖ [Towing/Aerotowing Administration \(SOP 12-10\)](#)
- ❖ [Publicity/PR Manual](#)
- ❖ [Glider Classification \(See pg. 12\)](#)
- ❖ [Risk Assessment \(See pg. 13\)](#)
- ❖ [Medical/Emergency Operations](#) (also see [here](#))
- ❖ [List of USHPA Insured Sites](#)
- ❖ [Meet Validity](#) (also see calculation sheet [here](#))
- ❖ [FAR Part 103](#)
- ❖ [Flight Operations](#) (FAA Advisories, Regulations and Exemptions)
- ❖ [IPPI Card/Foreign Equivalent Rating](#)