

# Running a BML/LBA section

A few recommendations to operate efficiently



# Role of the coordinator (1)

The coordinator is the key person in a section

1. Read and apply internal rules (ROI/HR)
2. Manage section meeting today:
  - List of presence and club contacts (please be complete – name, email, tel, address, club affiliation, etc.)
  - Designate sport directors (complete coordinates)
  - Define annual program – categories, rules, etc,
  - Produce calendar (at least 4 competitions)
  - Define selection for following year (participation to at least 2 international competitions of the category)
  - Produce complete report of the day in print and electronic formats

## Role of the coordinator (2)

The coordinator is *the* key person in a section

During the year:

- *No need for presence at the competitions*
- Keep contact with organising club – required personnel and material
- Acquire competition results and produce report
- Forward to chairman of SC and regional contacts
- Keep at all times a complete classification of all pilots who participated

May participate in competitions

# Role of the sport director

The *reference persons* on the field

1. Read and apply internal rules (ROI/HR)
2. During the year:
  - **Required presence** at the competitions of concerned region
  - Keep contact with organising clubs – required personnel and material
  - Good knowledge of corresponding section of FAI Sporting code
  - Make sure the organiser knows the rulebook
  - Main role is “jury”, to arbitrate in cases of conflicts between competitor and organiser – if necessary, official written “protest” accompanied by fee (10 €)
  - May compete if colleague is present
  - Responsible for production of competition results and produce report as soon as possible – eventual documentation in relation with protest
  - Forward to coordinator for archive and publication

# Team selection

A job for the coordinator !

- During this meeting, obtain commitment from concerned pilots to be part of Belgian team at World or European championship
- Designate team manager based on pilot's choice
- Produce in time the completed provisional and final entry forms – send to organiser through Belgian delegate at CIAM
- Keep contact with team manager and pilots before and after championship
- Obtain from TM financial documents and final report with complete results
- Communicate to coordinator for publication and future reference (if pilot reaches first half of classification, he/she is entitled for team selection next year)

# Questions ?

Have a nice day and a proficient sporting season !