

Team manager Checklist

Before leaving (many months)

- Liaise with team and ensure that all team members know what to expect.
- Get latest copy of rules from FAI website.
- Ensure that any changes are understood.
- Ensure that EFFECTIVE practise sessions are held with predefined objectives and performance measures.
- Assist with or actively drive team fund raising events

Before leaving (last few months)

- Continue as above
- Ensure that all WC bulletins are received and understood.
- Liaise with SAMAA etc to ensure timeous payment of fees (penalty payments are harsh)
- Make sure the local rules and conditions at the contest are as best understood as possible.
- Ensure that accommodation, flight and freight arrangements are made and confirmed.
- Ensure that transport arrangements in country are made.
- Ensure that Visa's are obtained for all team members and customs restrictions regarding the equipment are understood for both SA and host country.
- Ensure that all FAI documentation (Model certificates, FAI licences) as well as SAMAA and Aero club documentation is obtained (this can take a while don't leave it until the day before you leave)

Before leaving (last few days)

- Continue as above.
- Confirm all entries are correct.
- Confirm all accommodation and transport arrangements are correct.
- Confirm all visa and customs requirements are correct and that the visa's issued match the dates required.
- Arrange transport to airport with team and equipment (if not freighted separately)
- Arrange meeting time at airport (making sure there is enough time to check in etc – STATES - 3HRS ahead of time)

At the airport

Ensure that all customs requirements are complied with (Declare everything of value you are taking out – customs are sticky)

Ensure that everyone knows what is packed where and who is carrying what.

Ensure that you understand and have a contact plan for everyone upon arrival (if there are different flights and different accommodation arrangements).

Upon arrival

Ensure that all customs requirements are complied with

Ensure that all equipment arrived safely and if not ensure that the airline knows where to have it delivered and how important it is.

At the competition (Pre start)

Ensure that you attend all TM meetings.

Ensure that you fully understand the rules and local rules of the contest – TM Meeting is to clarify this.

Ensure that you have the schedule correct including the time for equipment processing.

At the competition (Started)

Ensure that you have a flight list

Ensure that the pilots and helpers know where to set up equipment

Ensure that pilots and helpers know when to fly

Ensure that you have discussed a re-launch and re flight procedure with the team and are aware of any occurrence which might entitle the team to a re-flight if necessary

Ensure that the team is fed and watered (V Imp in hot climes – delegate this to supporters if necessary)

Assist the team when flying as practiced

Delegate someone to take photographs and record anecdotes if possible.

After competition

Sing national anthem when team wins!

Returning home

Ensure that team and equipment reach airport in time

Ensure that hired cars are returned and signed for as damages will be billed.

Ensure that equipment is checked in and once again who has what.

At home

Contact person who took photographs and anecdotes and use them for your report.

Arrange with team for a feedback session.

Submit report to SAMAA

GO ON LONG HOLIDAY!!!!