

NEW ZEALAND MODEL AERONAUTICAL ASSOCIATION (INC.)

(Associated with the Fédération Aéronautique Internationale)

RULES FOR SPECIAL INTEREST GROUPS AND SUB COMMITTEES



NEW ZEALAND MODEL AERONAUTICAL ASSOCIATION

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AMENDMENT STATUS

Amendment	Effective Date

SUMMARY OF AMENDMENTS

Amendment Number	Change Detail

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1.0 INTRODUCTION

1.1 Status

These rules shall in no way replace or negate the constitution or By-laws of the MFNZ.

1.2 Types of Committee

These rules cover Special Interest Groups (SIGs) and sub committees. Both groups may operate independently under the conditions of these rules. They are at all times required to abide by the conditions of the MFNZ Constitution and Bylaws and are directly responsible to the Council to ensure that their operation in no way conflicts with the requirements of New Zealand law or in conflict with the requirements and direction of the Council.

DEFINITIONS

1.3 Special Interest Groups

Special interest Groups (SIGs) are committees which have been formed to attend to the needs of a particular flying discipline in the area of flying rules, arranging competitions, selection of international teams, technical matters and are also charged with promotion of their discipline.

Hereinafter, the above will be referred to as Committee in general terms.

1.4 Sub-committees

Sub-committees are those committees formed to deal with a specific issue and are to disband once the issue has been resolved.

AIM & OBJECTIVES

1.5 Committees Duties

- a) To undertake all duties assigned in a professional and thorough manner.
- b) To report to Council on any activities undertaken by the committee.
- c) To advise Council on any matters pertinent to the discipline or matters for which they are responsible.
- d) To ensure safe flying practices at all times.
- e) To control, encourage, promote and foster the sport or pastime of building and competition flying of model aircraft.
- f) To collect and supply information and advise members on matters relating to competition, safety and technical advancements.
- g) To raise money by any lawful means to support the committee's aims & objectives.
- h) SIGs are responsible for all facets of their discipline for the entire country, not just their home region and are also charged with promotion to the general populace as well as the modelling community including the non-competition membership.
- i) To compose budget forecasts for any teams and where possible, any funding requests for two years in advance.

2.0 GENERAL OPERATION:

2.1 Meeting Frequency

The committee should endeavour to meet at least once each quarter. Meetings may be conducted by email however there shall be at least one physical meeting per year.

2.2 Quorum

The quorum for all meetings shall be 50% of the committee.

2.3 Voting

Each appointed member of the committee shall have one vote at each committee meeting either in person or by proxy. The chairperson in all cases of equal division shall have a casting vote in addition to the allowed deliberate vote.

3.0 APPOINTMENT

- a) The formation of a SIG shall be by Council only. Recommendations for appointment to a new SIG in the form of elections or nominations may be submitted by affiliated members to Council for consideration.
- b) Appointments to an existing SIG shall be in the form of elections by the members of the SIG.
- c) Should insufficient nominations be received for the SIG to be able to operate Council shall have the right to appoint members to the SIG, or failing this place the committee into recess and run the SIG in the role of caretaker.

3.1 Additional Appointments

- a) SIGs may co-opt additional Association members:
 - (i) To the committee to act as local contacts for the committee; and
 - (ii) To run or assist with the running of competitions on behalf of the committee.

3.2 Term of Appointment

The term of appointment to committees shall be as follows:

- a) Special interest Groups (SIGs) – in order to maintain continuity it is recommended that the period be not less than three years.
- b) Sub-committees – for the time it takes to complete the assigned task.

4.0 POSITIONS

4.1 Committee Composition

- a) SIGs not less than four which shall comprise of:
 - Chairperson
 - Secretary
 - Treasurer
- b) Committee Sub-committees not more than four which shall comprise of:
 - Chairperson
 - Secretary
 - Committee
- c) The secretary and treasurer positions and duties may be combined.
- d) The names of the executive committee position holders comprising of Chairperson, Treasurer and Secretary shall be notified to the MFNZ Administrator in May each year and after any changes.

5.0 DUTIES:

5.1 Chairperson

The Chairperson shall:

- a) Preside at all meetings;
- b) Manage the activities of the committee; and
- c) Provide an annual report of their activities to Council and Members.

5.2 Secretary

The Secretary shall:

- a) Be responsible for all administrative matters of the committee;
- b) Keep accurate and detailed minutes of all meetings;
- c) Act as custodian of all books, papers and accounts of the committee and produce same to Council whenever called upon to do so; and
- d) Advise the MFNZ on a regular basis any changes to the officers of the SIG complete with email addresses
- e) Ensure correct trials procedures have been run to establish aspirants for World Championship and Trans-Tasman events
- f) When a new Secretary is appointed, the outgoing Secretary shall hand over to incoming Secretary all minutes, correspondence, electronic documents and archived records, equipment and trophies of the committee held.

5.3 Treasurer

The Treasurer shall:

- (a) Be responsible for the financial management of the committee;
- (b) Keep an accurate set of accounts;
- (c) Secure all funds in the allocated account, of the MFNZ's Bankers, which is a sub-account of the main MFNZ account;
- (d) Ensure that two committee members are approved by the committee to endorse cheques for the payment of debts. All cheques must have two Signatures;
- (e) Pay all debts on time
- (f) Advise the competition Manager any proposed funding requirements (2 year forecast) for teams or individuals planning on attending any overseas competitions.
- (g) The Treasurer shall maintain an up to date asset register listing all assets held by the SIG that will be used for more than one year. For each item the schedule should show a description of the item, date of purchase, purchase price and who holds the item. The asset register is to be included when registering the Annual Accounts with MFNZ.
- (h) Prepare for each Annual General Meeting of the committee, a set of reviewed accounts for the year 1st November to the 31st October a copy of which is to be forwarded to the MFNZ Administrator **within 7 days after being approved at the AGM but not later than the 1st March**
- (i) When a new Treasurer is appointed, the outgoing Treasurer shall arrange the appropriate bank forms to delete the existing account signatories and insert the new committee signatories. The account shall NOT be closed. The incoming Treasurer shall be given an up to date record and the file of bank statements, receipts and electronic documents.

6.0 FINANCIAL

6.1 Managing the SIG Bank Account

The bank account shall be operated as a sub-account of the MFNZ account. The account should NOT be closed when a new committee is elected. The signatories only should be changed. There shall be at least three signatories, any two to sign cheques and any one to endorse cheques, make deposits, obtain statements etc. The MFNZ Administrator shall be advised of the names of all signatories annually when forwarding the copy of the reviewed annual accounts.

6.2 Accounts

The Treasurer shall keep a record detailing all income and all expenditure. The record shall show: The date of each transaction. The cheque number of each payment. The type of each transaction. i.e. interest, stationary, tolls etc.

Each item of expenditure shall be shown as approved by the committee in minutes of meetings. At the end of each financial year the bank balance should be shown to equal the bank balance at the end of the previous year plus all income less all expenditure. In addition to the Cash Book the Treasurer shall maintain a file containing: All bank statements. Receipts for all items of expenditure. Minutes of meetings showing committee approval for all items of expenditure. This file will be used by the Reviewer to check the annual accounts.

6.3 Annual Accounts

Annual accounts and asset schedule shall be presented and approved at each SIG AGM. The accounts shall be in the form of a Statement of Income and Expenditure and should show:

The bank balance brought forward at the end of the previous year. All income and expenditure under appropriate headings. The surplus or deficit. The bank balance carried forward. The accounts shall be reviewed by a responsible member of the Association not connected with the SIG committee. Any financial support is dependent on the MFNZ Administrator receiving a satisfactory set of annual accounts and asset register by the due date.

6.4 Reviewer

A Reviewer is to be appointed by each Sub-committee to examine all accounts, vouchers and minutes of the committee and, certify that the annual accounts, as presented by the treasurer at their Annual General Meeting and to Council, are a true and correct record of the committee's financial transactions. The appointed person may be any competent member of the MFNZ provided that the person is not a member of the committee. The reviewed accounts shall have included the words "that the Statement of Income and Expenditure gives a fair and accurate record of the SIG financial transactions" and is to be signed and dated by the reviewer.

7.0 DISMISSAL / RESIGNATION

7.1 Attendance at Meetings

Any member of the committee failing to attend three consecutive committee meetings shall automatically cease to hold membership of the committee except in the case of such member being granted leave of absence by the committee. The chairperson of the committee may recommend to Council a replacement or Council may appoint a replacement which shall, in the case of a SIG, stand until the next Annual General Meeting.

7.2 Removal of SIG Members by the Committee

The committee may, at any time by resolution passed by a common majority, recommend to Council the removal of any member of the committee if the removal of the person is deemed to be in the best interests of the Association. Such recommendation must be in writing stating the reasons why, and the member must be given the opportunity to address Council before any action is taken. A vacancy caused by expulsion shall be termed as a casual vacancy.

7.3 Removal of SIG Members by the Membership

In the case of SIGs, by the calling of a Special General Meeting by the members who, by a two thirds majority vote by those present, recommend to Council that all or any individual committee member be removed.

7.4 Resignation

Any member of a committee may resign by giving notice of such desire to resign to the chairperson or to Council via the national secretary, in writing. Such resignations are to be notified to Council within seven days of receipt from the member.

8.0 NOTICES OF GENERAL MEETINGS

Notices of General Meetings shall be published in Model Flying World and on the website at least two months prior to the date of the meeting, the accidental omission of any member in being given notice shall not invalidate any proceedings at any meeting.

8.1 Annual General Meeting

The Annual General Meeting of the SIGs should be held during the running of the National/Annual competitions of the Association. Failing this, it may be held at another major gathering of the discipline. The chairperson of the committee will preside at all meetings or, failing the chairperson being able to attend, the secretary will appoint another committee member to this role.

8.2 The business of each Annual Meeting shall be:

- a) The confirmation of any previous Annual General Meeting's Minutes;
- b) The adoption of the chairperson's and treasurer's reports;
- c) Adoption of the Reviewed Annual statement of Accounts;
- d) The election of committee members for the ensuing year;
- e) Competition rule changes & other such business of which notice shall have been duly given; and
- f) Any other general business as the chairperson of the meeting may deem appropriate.

9.0 SPECIAL GENERAL MEETINGS

Special General Meetings of SIGs may be called at any time by order of the Council, the committee, or on request to Council executed by at least five senior members. Such a request shall specify the business to be placed before the Special General Meeting and at least two months' notice shall be given of all Special General Meetings. Notice will be given by, publishing in Model Flying World and/or by electronic means, to all members of MFNZ. The committee shall allocate the venue of such meetings. In the event of the committee failing to convene the meeting requested, the Council will, where possible, do so and allocate the venue of the meeting.

10.0 VOTING

10.1 General meetings

- a) The quorum for the meeting shall be 10 members which shall be not less than 6 persons present, with the balance being proxy votes.
- b) Each financial member present shall be entitled to one vote.
- c) Voting may be by a show of raised hands or secret ballot. Any two members shall be entitled to demand that any particular vote be taken by secret ballot.
- d) Proxy voting shall be allowed.
- e) The chairperson shall have a casting vote in addition to his deliberate vote in all matters of equal division. The casting vote shall only be exercised when the vote is tied.
- f) All matters voted upon shall be decided by simple majority with the exception of rule changes which require a 75% majority.

10.2 Proxy Voting

The proxy must be completed nominating any one other financial member of the Association to act on the member's behalf. The proxy must be delivered to the meeting chairperson or secretary prior to the commencement of the meeting. It may also be delivered by way of an email from their personal account.

10.3 Alteration to Competition Rules

Any member may propose rule changes at any time to the respective Special Interest Group. Changes to General Competition Rules will be proposed to the MFNZ Secretary. Normally, all change proposals will be considered, and if necessary debated, at the next General meeting of the SIG, however a SIG committee may call a Special General Meeting or electronic vote of the SIG to amend the specific Competition Rules of that committee's discipline for one of the following reasons:

- a) The proposed changes are to rules regarding safety.
- b) There was insufficient attendance at an Annual General Meeting to meet the minimum quorum requirement for rule changes.
- c) After due consultation with members, it is shown that, in the interest of the members and the event, there is a need to amend a competition rule prior to the Nationals.
- d) A postal/electronic canvass has been held, showing membership approval of a rule change.

10.4 Notice of Intent to Change

Notice of intent to change the rules or introduce new rules must be published with a brief description, in the Model Flying World and /or on the MFNZ website at least 1 month prior to the meeting / vote at which the rules will be considered.

10.5 Publication

Copies of the full wording of the proposed changes or new rules must be forwarded to the Competition Manager and made available to all members on application to the SIG or the MFNZ Secretary. This availability of the wording must be included in the notice of intent published.

10.6 Voting

When a SIG committee calls a Special General Meeting or, elects to conduct an electronic poll, in which members are invited to cast a vote on a proposed competition rule change the matter to be voted upon shall be:

- a) Published in summary on the MFNZ website.
- b) Forwarded in full to the MFNZ Secretary.
- c) Forwarded in full by email or mail to all known SIG members and to all other members of MFNZ who express an interest in this proposal.
- d) Complex changes may be communicated via a link to a download of the subject matter.

10.7 Period for Voting

After 1 month from the date of the publication of the proposal, the votes shall be counted and the matter decided. The rule amendment shall be passed by a majority of at least 75% of the votes cast.

10.8 Methods of Voting

Votes may be accepted by mail or email. In every case, the vote shall include the member's name and membership number to be considered a valid email vote. Proxy votes shall not be accepted.

10.9 Result of the Vote

The result of the vote shall be published in the next issue of Model Flying World. If the rule change proposal has been accepted, it becomes official following Council approval.

11.0 CANVASSING FOR OPINION

11.1 Method

Committees may canvas members by post and/or email as to their opinion on a proposed rule change or issue affecting the discipline concerned. Where a postal canvass is undertaken the following procedures shall apply:

- (a) The matter to be canvassed on must be summarised in MFNZ website. Copies of the full wording of the proposed changes or new rules must be forwarded to the MFNZ Secretary and made available to members on application to the SIG or the MFNZ Administrator.
- (b) Members' replies are to be sent to the committee.
- (c) The results of the postal poll shall be published in the next issue of Model Flying World.

12.0 DISSOLUTION OR WINDING UP

Upon the dissolution or winding up of a Special Interest Group: the funds, if any remaining after paying all liabilities and the expenses is to be transferred to the Association's operating account. All assets shall be deposited with the Association.

APPENDIX 1

MEMBERS FAIL TO ELECT A COMMITTEE FOR THE SPECIAL INTEREST GROUP.

Where at the AGM the members present fail to elect a committee to run the SIG for the next term the following procedures will apply:

The outgoing SIG committee shall be responsible for the conveying of all files, financial documents and equipment belonging to the SIG's to the secretary of the Association within one month of the meeting.

1. The affairs of the SIG shall be placed in the hands of Council.
2. The signing authority for the SIG account shall remain with the treasurer and secretary of the Association and all outstanding accounts will be settled.
3. The Council shall advertise in Model Flying World calling for applications to fill the vacant positions and the Area Representatives shall contact all clubs in their area requesting assistance.
4. If, after three months, no applications are received the SIG shall be placed in recess.
5. Should the SIG still remain in recess when the Nationals program is finalised the events scheduled for the Nationals shall be deferred unless some person or group of persons volunteer with a suitable offer to run the events and members shall be advised by a notation to this effect.
6. As there will be no SIG to advise the Recording Officer of a schedule of events for the next NDC calendar year, the Recording Officer will make the decision, based on the previous year's entries, which events will be included.
7. Should the SIG remain in recess for a period exceeding twenty four months, the Council shall disband the SIG, close all accounts in that name, and transfer all funds into the Associations account.

APPENDIX 2

INTERNATIONAL COMPETITIONS

General

1. Participation in all FAI and international competitions including the holding of Trans-Tasman competitions must have the prior approval of Council.
2. All applications to hold such competitions are to be presented to Council through the SIG responsible for that discipline.
3. In the case where there is no elected SIG at that time, members through their club may submit such applications directly to Council. Any such applications will be required to meet all the conditions and, the club submitting the application must also assume responsibility for the organisation of the event.

In cooperation with, and coordinated through the Competitions Manager in the first instance, the SIG shall:-

- (a) Outline requests for budgetary planning for funding for competing teams or individuals to be received by MFNZ not later than the 1st February two years in advance of the competition.
 - (b) Plan and coordinate at least 12 months in advance members participation in FAI, international, and Trans-Tasman competitions.
 - (c) Where team trials are to be held, notice is to be published in Model Flying World at least one issue before the first trial is to be held. The notice shall list the full details of the event, and the selection procedure.
 - (d) Conduct team trials and select the team, the names of whom are to be forwarded to the Competition Manager for the approval of Council. Each team shall have an appointed Team Manager who should, where possible, not form part of the competing team.
 - (e) Forward by the due date to the Competition Manager, the official notification/nominations and processing forms of all FAI international competition.
 - (f) Where the competition is to be held in New Zealand, and the SIG is not to be the organiser, the organiser of the competition is to have prior approval of Council.
 - (g) All official material used to promote the event must clearly state that the event is approved by the MFNZ.
 - (h) Produce all advertising and competition material in the name of the MFNZ SIG and ensure that the MFNZ logo is displayed in a prominent place on all documents.
 - (i) Supply to Council copies of all promotional material.
4. Team Trials.
 - (a) On completion of the team trial the SIG shall provide the MFNZ Competition Manager with the Contest Directors report a list of competitors, total points scored of all competitors
 - (b) Provide the Competition Manager with the final team selection, provisional costs and other details using the grant application form number [4]. Any updated information should be passed to the competition manager as soon as possible.

APPENDIX 3

NOTIFYING NAMES OF MEMBERS WHO QUALIFY FOR AWARDS DUE TO COMPETING IN INTERNATIONAL COMPETITIONS

General

1. Members competing in international competitions are eligible to receive the following awards.
 - a) Silver Wings Badge for the first representation.
 - b) Gold Wings badge on completion of five representations.
 - c) Certificate of participation for each event entered.
 - d) A merit badge can be awarded to competitors for meritorious performance in events nominated by the SIG, involving international competitors, which do not meet the Gold or silver badge conditions.

Note: the wings badges are awarded for selection as a member of team and therefore the fact that several events are entered does not count towards the number of representations. Team selection in different disciplines all count towards the grand total.

2. The presentation of the badges and certificates will be undertaken at the Nationals each year by the President. Members who are not present at the Nationals will be sent their awards by the secretary of the Association.
 - (a) Immediately on completion of the international event, a copy of the names of the competitors are to be forwarded to the MFNZ secretary, the official recorder of international competitors.
 - (b) Names of members who qualify for either badges or certificates are to be forwarded to reach the secretary not later than the 1st November each year.

Information provided needs to include:

Example:

Date	Members Name	Members Number	Event Attended	Competition Name	Award Required	Number
10/07/2018	Tom Smith	1136	F3K	Slovenia World Champs	Silver Wings	

APPENDIX 4

FOR ALLOCATION OF FINANCIAL SUPPORT FROM THE NZMAA COMPETITION ACCOUNT TO SPECIAL INTEREST GROUPS

1. Applications will only be considered from Special Interest Groups approved by the MFNZ Council in accordance with the MFNZ constitution and or Bylaws.
2. Applications for funding must have been approved by a SIG meeting authorised to make the application.
3. A SIG may seek financial support for the following purposes:
 - 3.1 To contribute toward entry fees to international competitions and uniforms.
 - 3.2 To contribute toward capital items which the SIG considers are necessary for the furtherance of their discipline in New Zealand.
 - 3.3 To contribute toward the costs of promotion of the SIG to other MFNZ members.
 - 3.4 To cover the actual and reasonable costs of administration of the SIG
4. To provide for effective allocation of financial resources, all applications will be considered at the first meeting of the MFNZ Council each year. Applications may be made at any time but will be dependent on finances already allocated.
5. All applications shall state the specific purpose(s) for which the money will be used, and the amount(s) sought.
6. Preference will be given to applications where the SIG is committed to contributing financial assistance.
7. The Council may award a lesser amount than that sought by the SIG at its discretion.
8. Where the application is for funding to compete at an international event, the SIG must have a quantifiable team trial so team selected for competition is the best available.
9. Funding precedence shall be for FAI World Championships, international events, then Trans-Tasman events.
10. A maximum of \$1000 per competitor or capital item per year will be paid.



PRIOR NOTIFICATION TO APPLY FOR A GRANT FOR SIG INTERNATIONAL TRAVEL

<p>Grants Guidelines</p> <p>Please read carefully before submitting your application.</p>	Purpose of Grants	To assist fund cost of travel by a MFNZ or SIG approved team to FAI World Championships, international events or trans-tasman competitive events.
	Amount and timing of application	<p>(a) Up to \$1,000 per team member per year.</p> <p>(b) Up to \$1,000 per team per second year to an approved Trans-Tasman event.</p> <p>Applications must be received well in advance of the event. <u>Retrospective applications will not be approved.</u></p>
	Conditions	<ul style="list-style-type: none"> • Amount of grant being requested has to have been advised to Competition Manager over the previous two years for forecasting and budgeting. • A quantifiable team trial must have been held to select best available team members. • Funding precedence shall be for World Championship, then Trans-Tasman competitions. • The team will be expected to produce a quality article on the event for publishing in MFW and MFNZ website.
	Preparing application	It is preferred that applications are typewritten. If this is not possible please ensure that handwriting is legible.
	Forward application and quotations to	The Competitions Manager who will review application and forward to MFNZ Council for consideration at the next Council meeting.
	Approval & payment	Amount approved with be directly deposited into your SIG's bank account.
	Name of SIG:	
Person authorised by SIG to submit this application	Name	
	SIG position held	
	Landline	
	Mobile	
	Email	

NAME AND DESCRIPTION OF EVENT BEING ATTENDED:	LOCATION	DATE/...../.....
ESTIMATE OF TEAM EXPENDITURE TO BE INCURRED		Amounts in NZD
Airmfares		
Rental Car Costs		
Entry Fees (..... Competitors at NZD/€/£..... per competitor)		
Accommodation		
Freight costs – aircraft and essential equipment		
Other (Record details)		
TOTAL COST		\$
Less amount being contributed by SIG		\$
		COST TO TEAM MEMBERS \$

Signed on behalf of SIG:

(Signature).....**Date**/...../.....

Supported by Competitions Manager (Signature)**Date**
...../...../.....

Model Flying New Zealand

INTERNATIONAL TEAM SELECTION CONTEST.

NOTIFICATION TO HOLD AN INTERNATIONAL TEAM SELECTION COMPETITION

To the MFNZ Competition Manager

compman@modelflyingnz.com

Notice is hereby given that the _____ will be holding an International Team. (SIG holding the event)
selection competition and request MFNZ's Sanction number to hold the event.

Name of the Event _____

Location of the event venue _____

Date _____

Contact Details for organisers of the event

Event Manager _____ Contact phone

_____ Email _____

Contest Director _____ Contact phone

_____ Email _____

SIG Secretary

Signature _____

Print Name _____ Date _____

MFNZ USE ONLY:

Date Received _____ Date Returned _____ Sanction Number _____

Note:

1. The application to hold an event must reach the MFNZ Competition Manager **10 days prior** to the date the contest is to be held.
2. The Competition Manager will return this form with the Sanction Number.
3. Any rescheduling/cancelation of the event shall be notified to the MFNZ Competition Manager **within 7 days** of rescheduling/cancelation of the event with a revised date.
4. Should any details of location, Manager or CD will require renotification of this form to the Competition Manager for re-approval.

RULES FOR SIGS AND SUB COMMITTEES

Model Flying New Zealand
INTERNATIONAL TEAM SELECTION FINALS CONTEST.
CONTEST DIRECTOR'S REPORT
To the Competition Manager MFNZ
compman@modelflyingnz.com

This report is to record and confirm that the Team Trial has been held and all MFNZ/FAI contest rules for the event have been complied with. This report is to be forwarded to the MFNZ Contest Manager within seven (7) days of the event via email.

MFNZ EVENT SANCTION NO _____

SPECIAL INTEREST GROUP HOLDING THE EVENT _____

TEAM TRIAL FOR _____

LOCATION OF THE EVENT VENUE _____ **DATE** _____

NO. OF PARTICIPANTS _____

As the primary CD for this event, I hereby certify that it was conducted in accordance with MFNZ Regulations and Safety Code requirements, and has been run in accordance with current FAI requirements for the discipline being held. The attached competitors list and scores obtained are a true and correct record.

SIGNATURE _____

MFNZ MEMBERSHIP NUMBER. _____ **DATE** _____

PRINT NAME _____

CD Report

Continue on a separate page if required and attach to the report

FINAL TEAM SELECTION INTERNATIONAL EVENTS

MFNZ EVENT SANCTION NO _____

SPECIAL INTEREST GROUP HOLDING THE EVENT. _____

TEAM TRIAL FOR _____

Date _____ Number of entries _____

Name	MFNZ No	Total of points scored	Team Member Y N

Note: - Attached this form to the Contest Directors Report and it will be confirmation to MFNZ of the Final Team Selection.