

<p><b>IMAA Rally of Giants Guidelines</b> <b>As approved by the IMAA Board of Directors</b> <b>January 15, 2000 , Revised July 20, 2009</b></p>	
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### **1. Aim**

The annual four-day Rally of Giants is the IMAA's feature annual flying event for its members. These guidelines are to assist the IMAA Board of Directors in selecting a venue for the annual Rally of Giants event and to provide guidance for potential host chapters in proposing and planning for the conduct of a successful Rally of Giants.

### **2. Overriding Principle**

In all circumstances the major consideration must be that the primary purpose of the Rally of Giants is for the safe enjoyment of the participating IMAA members.

**"The Rally of Giants is for the builders and flyers"**

Participation by the industry, sponsors, officials and spectators is important but it is secondary to that of the flyers and builders.

### **3. Annual Schedules**

The Board of Directors will attempt to select Rally of Giants sites for two years ahead of the current event and may even select up to three years ahead. This advanced notice will allow for planning by both hosts and participants alike. To be successful, these events require more than one year's planning and organizing. The advanced announcements will also reduce sanction conflicts, as nearby events will have ample opportunity to reschedule. Advanced schedules should also provide for members' family holiday planning to attend the event.

### **4. East-West Rotation**

The Board of Directors will attempt to alternate site selection from an East to West location on alternate years. This should maximize members' opportunity to participate from a countrywide perspective.

### **5. Site Selection**

The Board will accept proposals from IMAA Chapters at any Board meeting. *(See guidelines on proposals below)* At that time the Board will select, by majority vote, the best site(s) based on the proposals submitted to provide for the next two or three years' events. These sites will then be announced and published in High Flight. In the event that there are insufficient or inadequate proposals received to provide a suitable selection, then the Board will appoint a committee to find a suitable site and host Chapter.

### **6. Proposals**

In general, Chapters who wish to propose hosting a Rally of Giants event should demonstrate to the IMAA Board good planning and organization. Communicating with those who have held previous events and applying the "lessons learned" is strongly advised.

In preparing a proposal to the guidelines suggested herein, the host chapter should find a natural guide to planning a successful event. **It should be noted that these are "guidelines" only and not intended as mandatory rules.**

Proposals to host the Rally should be prepared and submitted through the appropriate District Director. *(See paragraph 10 below)* This must be done in sufficient time to allow the District Director to place it on the Board meeting agenda. *(This means 60 days in advance of the meeting)*

The Chapter does not have to make a personal presentation. The District Director can present the proposal on their behalf.

The proposal should cover the topics described below:

a. Site Layout:

Bearing in mind the overriding principle that this is for the flyers, the proposal should contain a full description of the flying site to be used. The layout should clearly show adherence to the IMAA Safety Code. This should be in the form of a scale drawing of the flight line area with all items such as spectator area, pit areas, participants and spectator parking, impounds and facilities clearly shown. Other items to consider include:

- The flight line should provide safety barriers for pilots and spotters while flying.
- The pit area should accommodate approximately 400 pilots. In the past this has meant a flight line 2000-ft long and deep enough to provide three rows of canopies.
- The transmitter impound should be sheltered and convenient to the flight line.
- Adequate parking for participants' RVs and vehicles in reasonable proximity to the pit area.
- Provision for commercial displays and sales including access to the third or fourth row in the pit area.
- Spectator containment but with reasonable viewing area.

b. Site Availability & Hours of Operation:

The site should be available and prepared for arrival of participants from as early as the Wednesday afternoon. For the four days, Thursday to Sunday, the flight line should be prepared to operate from 8am until 5pm. Although the official flight line may be shut down, it is desirable that the site should be available for open flying after these hours, as evening and even night flying has become a popular side attraction of this event.

c. Emergency Services:

As a safety consideration, the proposal and event plan should provide for access to emergency services especially in the case of remote locations. The location of fire, police, ambulance, and first aid for participants and spectators alike should be indicated.

d. Organization:

The proposal should list key members in the organization and planning of the Rally of Giants. The key to a successful planned event is teamwork and delegation of the work. The proposal should show key figures and their jobs. The following list is a suggested guide only:

Event Director	Assistant Director
Safety Officer	Flightline Coordinator
Treasurer	Advertising & Publicity Mgr.
Registration Manager	Sponsor Coordinator
Site Facilities Manager	PA announcers
Manpower Manager	

e. Financial:

The proposal should outline a profitable budget. Although there is an IMAA grant available, (see *para 9 below*) the event should provide for a positive return for the host chapter as well as IMAA. In preparing a proposed budget you should take into account the financial statements from past rallies. (*These are available from the IMAA Secretary*) Sources of income should be as diversified as possible and not rely heavily on any one source. Provide as detailed list of estimated expenses as possible.

f. Social / Dining:

Any activities such as Barbeques, Banquets etc are solely at the discretion of the host Chapter. While these activities were once popular, they have in recent years showed a decline and potential financial burden.

There should be some provision for access to food vendors etc for both participants and spectators alike. A list of local restaurants as well as other attractions would also be useful.

g. Accommodation & Access:

Directions to the proposed site from major airports and highways should be included in the proposal along with a list and access to nearby hotel and motel accommodation. A suitable HQ hotel/motel should be designated that can accommodate IMAA Board Members and ideally provide a meeting room for the Board meeting. The District Director should be consulted on the hotel and meeting facilities.

h. Manpower:

The Rally requires a good deal of manpower to run things smoothly. This includes everything from flightline help; transmitter impounds to traffic and parking lot direction. The proposal should indicate estimated numbers and where the source of manpower is derived. Things like supporting clubs, chapters, service clubs etc are a useful resource.

i. Experience:

An indication of the Chapter's experience in conducting similar events should be included. This can include the experience key members of the organization.

j. Commercial/Industry:

An essential ingredient to the Rally is the display and sale of hobby merchandise by our supporters in the industry. The proposal should include plans to provide for their participation. This would include a rainproof display area as well as allowance for them to have reasonable access to the pit area.

k. Memorabilia:

A popular feature of the Rally of Giants is the availability of items to commemorate the event such as; pins, badges, caps and T-shirts. Plans to make such items available for sale should be included.

## **7. Acceptance**

As mentioned above the IMAA Board of Directors will receive all proposals and vote on them at the Board meeting. The Board will judge the merits of all submissions based on the items described above and vote on the sites. The selected sites will then be announced and the host chapters notified.

## **8. Updates & Communication**

It is expected that changes to the proposal will be made as planning and progress is made towards the event. The Rally Director will keep the District Director advised as to any significant changes to the proposal are made. The District Director will then keep the Board advised as to progress or changes as appropriate.

## **9. IMAA Grant**

The IMAA offers a \$2,000. Grant for the support of the annual Rally of Giants. This does not mean that the rally should be totally dependent on that source of funds. As stated earlier the Rally should be profit making, if properly managed.

The grant is to be use for direct operational support of the rally and can provide advance or "up-front" money for deposits etc. It can be used for mailing, promotion; advanced deposits for facilities and services but to be replaced as revenues come in, advance purchases of raffle prizes etc. It is not to be used for any personal expenses, or extravagant expenditures that could be accomplished by other revenues.

## **10. District Director Role**

The District Director has a responsibility to inform the Board on the proposed site and the progress of the planning for the Rally in his district. This includes:

- a. Assisting the host Chapter in proposing and planning the event;
- b. Visiting and approving the proposed site;
- c. Endorsing the proposal and making a recommendation to the Board as to it's acceptance;
- d. Forwarding the proposal to the Secretary Treasurer in time to be submitted on the winter Board meeting agenda;
- e. Monitoring the planning and providing the Board with progress reports throughout the year;
- f. Providing the Board with the chapter's final report and financial report; and
- g. Approving the IMAA Board accommodations and meeting facilities.

## **11. Final Report**

An Event Report (that will be used for High Flight Publication) is the responsibility of the Host Chapter and should be completed as accurately and promptly as possible.

In addition, to ensure continued Rally success, a comprehensive report is required that can be used by future event hosting chapter and directors. The event director should file a report that particularly passes on the "lessons learned" to the IMAA Board and will serve to update these guidelines.

A financial report will be included with the above, detailing all expenses and revenues. This should be made available within 30 days on completion of the Rally to all Board members.