Task manager duties

Task managers are in overall control of each task.
There should be a task manager on duty for each task throughout the championships.
They may change as individual volunteers become available, a master list will be maintained on the official notice board.
Each task manager will wear a 'dayglo' vest with the letter of their task.
It is vitally important that task managers don't disappear from the site. If they want to go off-duty or the championship window closes each night, they must brief the Director or the replacement manager on the current status of their task and hand over their vest and equipment.

Each task has a **Task box**. This contains all the necessary documentation for the task plus pens, stopwatch Etc. and should be used for keeping pilot's dossiers while they are undertaking the task.

Each task manager should understand the rules of the task and is responsible for associated infrastructure; kicking sticks Etc. Any questions, ask the championship director.

The way it works

When a pilot wants to fly a task he will come to the task manager with a green **start token** in a **dossier** (a plastic folder). No start token or dossier, no start.

Each Task box contains a **schedule** for the day arranged in 5 or 10 minute slots according to the task. The pilot and task manager mutually agree a slot, this is the **start time** which sets all other timings associated with the task. **Official time** is BST, all the MLR flight recorders should display the correct time. Once a start time is agreed then it can't be changed (unless there are weather problems, see flags below).

The start time should be filled in on the schedule and the pilot's green start token. A **yellow pilot performance** sheet specific to the task should be added to the dossier and the entire dossier kept in the box. At this point the task manager should brief the pilot on any issues specific to the task; location of kicking sticks, circuit pattern, approach and departure route, no-fly-zones Etc.

The yellow pilot performance sheet contains many 'hints' as to the future conduct of the task. Everything regarding the pilot's performance should be noted on this sheet. If in doubt, task managers should make a note anyway!

Some tasks require **fuelling control**. The pilot should ask the task manager to check his fuel in the appropriate time period in relation to the start time and the aircraft should then be placed in the secure area. Nobody may enter the secure area without the task manager's express permission.

Some tasks have **pink Turnpoints** sheets. These should be issued by the task manager when the pilot asks for them, but not until after the appropriate deadline (depending on the task it will be either start time -2h or start time -1h). These pink sheets should always be returned to the task manager by the pilot and inserted in the dossier. Depending on the task brief this will be either before or after the pilot has flown the task.

Some tasks require a **pre-takeoff declaration** from the pilot. These should be placed in the pilot's dossier. The form for this will either be attached to the task brief or be on the pink turnpoints sheets. If the pilot doesn't have a task brief, then it is his problem, not the Task Manager's. Copies of briefs are available to pilots from the intranet at the HQ.

Some tasks require the task manager to **observe** certain things; a takeoff, a landing, kicking sticks Etc. In many tasks, takeoff is not permitted before the start time. This is described in the task brief and the results should be noted on the pilot performance sheet. When in any doubt, it is very important task managers should make a note anyway!

When the pilot has **completed** the task, he should come to the task manager for his dossier so he can take it to the HQ for scoring. Before releasing it, the task manager should sign that everything is correct, but it is ultimately the **pilot's responsibility** to check that it contains all the required information plus his flight recorder (if required for the task). If a dossier is not complete, it will not be scored! The pilot will be issued with a new start token when he hands in his dossier at HQ.

If a pilot lands out in a task then he should phone in to HQ. HQ will keep task managers appraised of any situation, equally, if a pilot 'disappears' on a task for an unusual length of time the Task manager should inform HQ.

Flags

A flag pole at the HQ will show:
No flag on display: *The championship window is closed.*
Green: *Pilots may takeoff on a task. If the green flag is NOT flying then the weather is considered unsuitable for further takeoffs. All times associated with start times are delayed until such time as the green flag is re-hoisted.*
Yellow: *Pilots may not takeoff but if they are undertaking a task they should continue.*
Red: *All pilots to land immediately.*