

ORGANIZING A GCAR - WITH SUGGESTED TIMELINES

Tasks to be Done or Delegated:

6 months before:

- a) Committee/team decides dates, start location, destinations, terminus and who will look after which details
- b) Route planning, alternatives - when planning the route, keep in mind that fuel stops can take a considerable time, depending upon number of teams. If possible plan meals and fuel stops at the same locations. Usually 2 legs per day is good - try to have legs a maximum of 2.5 - 3 hours at C172 speed.
- c) Announce GCAR dates to 99s
- d) Make initial inquiries of possible airports and accommodation.
- e) Investigate accommodations en route - ideally with a good cancellation policy (short notice), meals available, close to airport or transportation available. If not available at accommodation, then also find food nearby.
- f) Is transportation needed and available from airports to motels? etc.
- g) Supplying the lunches, (this could be organizing the restaurant, or actually bringing the food)
- h) Breakfasts – walking distance to accommodation? Fast?
- i) Meals (not banquet) – walking distance? Reservation required? Transportation?
- j) Banquet -arrange where and food/drink, cancellation policy?

NOTE: When dealing with a hotel, airport, or other individual businesses, it is best for the same committee member be the main/only contact representing the GCAR. Otherwise it can become confusing for their staff to deal with various people for the same event, particularly if they are given conflicting information. Communication is key.

- k) Gift bags, trinkets, badges, medallions, mini trophies, welcome tourist bags
- l) Obtaining prizes for first place (or 2nd and 3rd if budget allows)
- m) Designing and obtaining badges (Mary now has person in South River who has done the last 2 years if want to use her)

n) One team other than organizers be responsible for conducting a “challenge” such as inspect the survival equipment on board, review weight and balance and documents on board, and marking this challenge and handing it completed to the organizers.

o) Start working on quiz challenges with answer sheets for easy marking.

p) Communicate with Treasurer re who will receive application forms and payments, how rally expenses will be paid, sharing of responsibilities such as setting up fillable pdf registration forms, Creating list of GCAR participants, list with emergency contacts. This may vary depending upon the ECS Treasurer. It may be helpful for one organizer to sort out all of these details with the ECS Treasurer - easier for her to deal with one person.

q) Spot landing personnel – set up and marking, safety - see note below re spot landings

r) Taking photos ahead of time if applicable, and making duplicates for teams

s) Accommodation: usually done by organizers, but not always Look at cancellation policies (last minute cancellation no fee preferred)

t) Media: arranging newspaper, tv, radio, Ninety-Nines social media possibilities at starting, en route & destinations

u) Activities available at destination? Entertainment?

v) Sponsorship for any portion of the Rally- food, prizes, goody bags

w) Getting trophy engraved with new winners' names.

x) Prepare Budget and stick to it!

y) Airplane Numbers and certificates – this has been Noriko every year but would she like a break?

z) Finding pilots, copilots for members without airplanes, filling back seats?

3 months before:

Advertising the rally - ongoing - websites, social media, emails

Confirm airports chosen are not Notam'd for construction!

Accommodation - recheck
Transportation - recheck
Decide which team/committee member will do briefings during the rally so she can be preparing for briefings

2 months before:

Make any needed adjustments to starting airport, route and terminus.
Insurance from 99s HQ - confirm details with ECS Treasurer
Verify route questions/challenges and marking scheme,

Consider a scavenger hunt in case of weather cancelling a challenge leg of route, or a tie in marks

3 weeks before:

Get an update of how many airplanes people from the registrations received
Consider a bad weather alternative plan (If you are not cancelling the whole thing, where else can you go?)
Check with person assigned to make up numbers for the planes, and certificates for completion

2 weeks before:

Send out route instructions so pilots may begin some planning
Stuff and label envelopes for teams and legs with question sheets and photos if applicable
Send out email lists of everyone's phone numbers email addresses, mobile phone numbers.
Confirm organizers and someone not on the rally have emergency contact lists.
Confirm with committee members that meals have been taken care of.

2 days before: particularly if participants are planning to fly to the starting point the day before the GCAR and if weather is questionable

Update participants either to confirm existing plans or as revised.

1 Night before:

Update everyone re any adjustment in start time decision because of weather.

DURING THE GCAR

- A briefing shall precede each day's flight(s). Brief on weather, Notams, airspace, obstacles, frequencies, the route, safety, rules and events for the day. Questions answered at this time.
- Each departing aircraft will leave with at least 5 minutes separation.

During the day of each rally stop, encourage the pilots to move on if it appears to be safe to do so!!

If not safe to continue, arrange accommodation for that night.

Organizers should try and keep up with marking each day marking will not be a big deal when the rally is over.

Choose winners based on best score.

END OF GCAR

If organizers are busy marking, another team could check on banquet details and make sure participants know time and place of banquet, plus any other relevant details.

At Banquet, present certificates to all participants and awards to winners.

At some point, give participants opportunity for feedback (in print or discussion) re helpful suggestions from participants and organizers for future GCARs. Revise Organizing GCAR document as needed.

DETERMINE ORGANIZERS FOR NEXT GCAR - discuss with all participants - It would be good to have a decision before anyone leaves, if possible.

- a) Organization of the rally **not** be tied to the winners.
- b) Winners have the right to first refusal, that is, they can organize it or ask for volunteers
- c) Hold a draw if more than 2 teams volunteer.
- d) If no volunteers hold a draw for possibly 2 teams to plan the next rally
- e) People or teams who have organized it in the last 3 years **do not** qualify for draw.
- f) Other

ADDITIONAL INFORMATION FOR ORGANIZERS

INSURANCE

Arrange (or confirm) with the ECS Treasurer who will handle getting the insurance, and the registrations. We pay for the actual flying days of the rally. For example – Rally may officially begin on a Friday, some participants may arrive the evening before, on Thursday. Destination is planned for arrival on the Saturday with banquet the same night. The rally is now OVER. On Sunday participants fly back to their homes on their own, only 2 days of insurance required).

Cost varies with US/CDN conversion rate at the time of application but is usually around \$300 for a 2-day rally.

If the Treasurer declines handling insurance paperwork and payment (found on Ninety Nines Org website), a committee member **must assume this responsibility.**

The GCAR is a Ninety-Nines event as such, the Ninety-Nines would be held responsible for any problems which arise during the GCAR.

REGISTRATION: RALLY ENTRY APPLICATION

The organizers should also type up a master list with cell phone information and emergency contact. Leave one copy with a responsible person in the ground. Each organizer should have a copy with them at all times.

Registration Entry form is sent out by email and included on the Canadian 99s website (canadian99s.com)

The ECS of the Ninety-Nines accepts e-transfers now. People can send paper copies and cheques, but we need a **HARD CUTOFF DATE**. Say 10 days prior rally start.

The registration fee for the Rally usually includes rally numbers, prizes, trophies, medallions or crests, and the Final Banquet.

PUBLICITY

A goal of the GCAR is to make the public more aware of women flying. If possible, contact local media (newspapers, radio, TV at planned stops, particularly overnight stops, and let them know of the GCAR. Send them a press release. Also, arrange for them to send you 2 or 3 copies of any newspaper articles they print - for our East Canada Section files.

HINTS RE INCLUDING SPOT LANDINGS

A spot landing is usually organized at some point of the Rally. It is most practical at smaller uncontrolled airports. Less traffic is better.

Usually it is easiest to organize at the rally start or destination airport. It is helpful if local pilots take care of the running of this exercise, so organizers can concentrate on the entire flight that day and keeping everyone moving on schedule. They can text the results to the organizers later.

The 'spot' needs to be very visible from the air. The 'spot' is typically a 2' band of white talc powder spread across the runway at some point soon after the runway numbers.

Landing before the marked spot is heavily penalized. The person who lands closest, but after the spot is the winner. This is usually the practice for spot landing competitions but make sure that the team on the ground understands these rules.

Created by 2019,
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