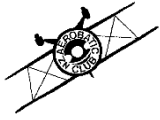


South Island Akro Fest 2025



New Zealand Aerobatic Club Inc

SOUTH ISLAND AKRO FEST



2025

NOVEMBER 20TH - 22ND 2025
ASHBURTON AIRFIELD, MID CANTERBURY, NEW ZEALAND



Procedures Manual

**NOTHING IN THIS MANUAL ABSOLVES ANY INDIVIDUAL FROM THEIR
RESPONSIBILITIES AS PROVIDED IN THE CIVIL AVIATION ACT AND
CIVIL AVIATION RULES**

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Introduction

This document outlines the operational procedures used before and during the running of South Island Akro Fest, to ensure a safe and expeditious flow of competition.

The New Zealand Aerobatic Club is an incorporated society committed to the safe undertaking of aerobatics for fun and competition. Any competition run under the auspices of the NZAC shall be sanctioned by the NZAC President and committee. This sanctioning is attached as an appendix to this Procedures Manual.

The NZ Aerobatic Club Rules are used as the basis for this competition and are available at www.aerobatics.nz. All Known sequences are published on www.aerobatics.nz

This competition is an Aviation Event, per CAA Rule 91.703, implementing procedures recommended in AC91-1. NZ Warbirds, a Part 149 Organisation with a NZCAA Directors Delegation to approve Aviation Events is being asked to provide the event authorisation.

Competition Format

The South Island Akro Fest will include eight Categories of aerobatic competition:

Primary, Recreational, Sports, Intermediate, Advanced, Unlimited, 4 minute free and Vintage.

Each Category will fly two or three flights (depending on class) in front of the judges:

1. Known or Known 1 (all classes)
2. Free-Known (Sportsman / Intermediate / Advanced / Unlimited)
3. Unknown (Sportsman / Intermediate / Advanced / Unlimited)
4. Known 2 (Primary, Recreational, Vintage)
5. Known 3 (Primary, Recreational)

Winners for each Category will be determined by the highest combined score of the combined flights.

Competition Dates

The competition is planned to take place from Thursday 20th November to Saturday 22nd November 2025, with an Official practice day on Wednesday 19th November.

There is no weather/postponement date.

Key Event Personnel and Responsibilities

Key event personnel and responsibilities follow. Additional secondary roles, and an expansion of all competition personnel responsibilities, may be found in the NZAC Rules.

Event Organiser – Andy Love (021 217 9170)

Responsible for coordinating the planning, site evaluation, community consultation, risk assessment, CAA and local approvals, NZAC sanctioning and selection of a suitably experienced Contest Director and Chief Judge/s. Local operators shall be notified and a NOTAM promulgated.

Airport Operator and Land owner – Katelyn Roddy-Dixon (03 307 7700) airport@adc.govt.nz Ashburton District Council Property Officer

Contest Director (CD) – Andy Love (021 217 9170)

Management of the aerobatic competition and on-the-day responsibility for safety rests with the Contest Director.

Chief Judge (CJ) – Lachlan Falconer (021 258 1454)

After safety, the Chief Judge's primary concern should be the accurate and fair judging of the competition flights in a category. There may be more than one Chief Judge across the entire competition.

Data Entry Administrator – Kylie Harvey (021 811 302)

The collation and entry of scores from the Judges score sheets into the scoring software in an accurate and timely manner by the Data Entry Administrator is vitally important to ensure accurate results are available to all competitors and key event personnel.

Spotter – Iain Mcphail (027 445 5597).

The Spotter's duties are to keep a lookout for any aircraft that may create a conflict with competition aircraft, particularly in the aerobatic box, and to keep the Chief Judge informed of any conflicts or threats. The Spotter shall be radio-equipped and communicate with non-competition aircraft to inform them of competition traffic.

Videographer – Niki Franklin (021 664 686)

An accurate video record of each flight assists the judges and competitors with determining the validity of scoring decisions.

Starter – Cathleen Heslan.

The Starter is responsible for ensuring the expeditious flow of competition aircraft, safety of operation in the start area, and are the final check as to the safety of the

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aircraft and the pilot. The Starters shall refer to the Starter Check List (Appendix 6) for all starts and shall always have direct VHF communication with the Chief Judge. Co-ordination between the Chief Judge and Starter is essential, as is timely reminders to pilots of up-coming flights, to ensure the most efficient use of time.

Technical Inspector – Ross Brodie (027 869 7205)

The Technical Inspector shall have a background in aircraft engineering and will be responsible for carrying out an inspection of the competition aircraft.

Parking Monitor – Selected at the event.

The Parking Monitor shall be responsible for ensuring competition aircraft are correctly parked in a safe or orderly manner throughout the event, to minimise risk to spectators and non-competing aircraft.

Critique Coach – Arrange by Pilots themselves

The Critique Coach is used and selected by a competitor to offer ground-based critiquing/coaching during In-Box /Casual practice.

Pilots - Entrant list

In exercising the privileges of their licence, Pilots have ultimate responsibility for the safety of their flight and for compliance with CAA rules. Pilots seen to be breaking CAA and/or NZAC rules can be disqualified from further and future competition and may be subject to CAA enforcement actions.

All pilots participating in the South Island Akro Fest agree to a declaration, attached as an appendix, binding them to the rules of the NZAC, this procedures manual and CAA.

Venue

The South Island Akro Fest is based at Ashburton Aerodrome (NZAS, elevation 298'), Canterbury.

The Aero Club hangar and briefing room, is used as the base of operations.

An Aerobatic Box ('Box') has been established for use during this event. It is located immediately north of the aerodrome. The box is aligned parallel to Runway 11/29 with the Y-Axis centred over Milton road and the Box Centre markers (X-Axis) placed either side of the hedge if crops allow. It extends over open farm land creating a 1000m x 1000m box.



The aerodrome is **not** closed for the event and normal promulgated circuit procedures shall apply, however, extended and/or wide circuits should be encouraged in order to keep circuit aircraft clear of competition aircraft operating in the Box located on the northern side of the airfield. Non-competition pilots shall avoid flying through the Box unless it is clear the Box is vacant. Except in an emergency, competing aircraft should avoid using Runway 02/20 when the aerobatic box is occupied.

Competition aircraft using the Aerobatic Box during the event shall use 119.90 for communications with Chief Judge. Competition aircraft in the local area but clear of the box shall use 119.40. Standard non-attended radio procedures shall be used throughout.

Event Preparations

Planning Phase

The Event Organiser shall:

- Review the operation of previous events and apply lessons learnt.
- Obtain approval from the airfield owner/operator
- Consult with any affected airfield operators
- Seek and/or confirm availability of Key Event Personal
- Obtain an Aviation Event approval from the NZ Warbirds Association
- Prepare a suitable NOTAM.

Preparation Phase

Competitors are invited through various mediums to compete.

The Contest Director shall confirm the membership status of competitors - only current financial members of the NZAC may compete, however non-members may also compete with an additional fee of \$35 confirming their membership. Volunteer helpers are not required to be members.

Competitors are solely responsible to ensure their licence, BFR, medical and Aerobatic Bi-Annual Competency check is current. If pilots will be flying aerobatics below 1500' AGL, a current LLDA must be held. All competitors must show evidence of third-party liability insurance for a minimum of \$2 Million.

The only exception to licensing requirements is if the competing pilot has permission from the Contest Director to use a suitably qualified Safety Pilot, per NZAC rules.

The Contest Director is required to visually confirm the currency of all documents prior to accepting an entrant to compete and recording this on the Pilot Information Form (Appendix). This may be done at the event, or prior by way of an appropriate media copy, but must be completed prior to any practice or competition flight (see Registration page 15).

Competitors are reminded that the competition will use the NZ Aerobatic Club Rules and this Procedures Manual, available on the club website. A checklist is provided by the Contest Director outlining competition requirements and necessary documentation to be presented.

Competition Entry is via a paper form available on www.aerobatics.nz

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Local Roads

The local roads (Milton Road North & Murdochs Road) while underneath the box are not required to be closed. These roads are inhospitable to all vehicles except tractors & emergency vehicles. Communication with the landowners will be maintained to ensure they are aware when to avoid Milton North Rd while the box is active.



Setup Phase

In the week immediately prior to the event:

- The local flying community (Rangiora, Christchurch, Timaru & Oamaru) shall be made aware of the event by personal notification and/or communication.
- A NOTAM shall be published for the duration of the event.
- Local Fire, police & ambulance shall be advised of the Aerobatic Competition commencement by the Event Organiser or Contest Director, including the location & access to the Aerobatic Box, & contact names & numbers for key personnel.
- The Box markers shall be placed in the correct locations.
- Box Active / NOT Active signs shall be prepared
- Fire extinguishers and Bolt-Cutters shall be sourced to be placed near the Starting/Shutdown area and the Judge Line.
- If possible, secure emergency access from airfield to Murdoch & Milton Road North.
- A suitable quantity of portable VHF radio transceivers shall be checked for operation and charge.
- If available, the club portable base station radios and walkie talkies are received and charged.
- Food and beverages confirmed for visitors, competitors and particularly the Judge Line personnel.

Ground Procedures

Spectator safety

Per AC91-1, areas where spectators may congregate must be sufficiently clear of the display line (min 220m) to ensure their safety. The closest point on the airport that spectators are most likely to congregate is the public parking and seating area on the west side of the aero club building (which has a low fence). Milton Road North (Y Axis Line), is not accessible from the north due to metal gates (beyond 1100m from Box centre), the Murdoch road access will be coned off to prevent access by the general public.



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Aircraft Parking

All competing aircraft shall be parked on the tarmac area immediately in front of the Mid Canterbury Aero Club. Visiting aircraft associated with the event should park in the designated parking area to the east of the general grass apron. Akro Fest volunteers are not responsible for any visiting aircraft, but should provide parking advice on request.

Extreme care shall be taken during the starting and ground operations of aerobatic aircraft, particularly tail-dragger aircraft with poor ground visibility. In this regard, the following flight-line procedures shall be followed at all times:

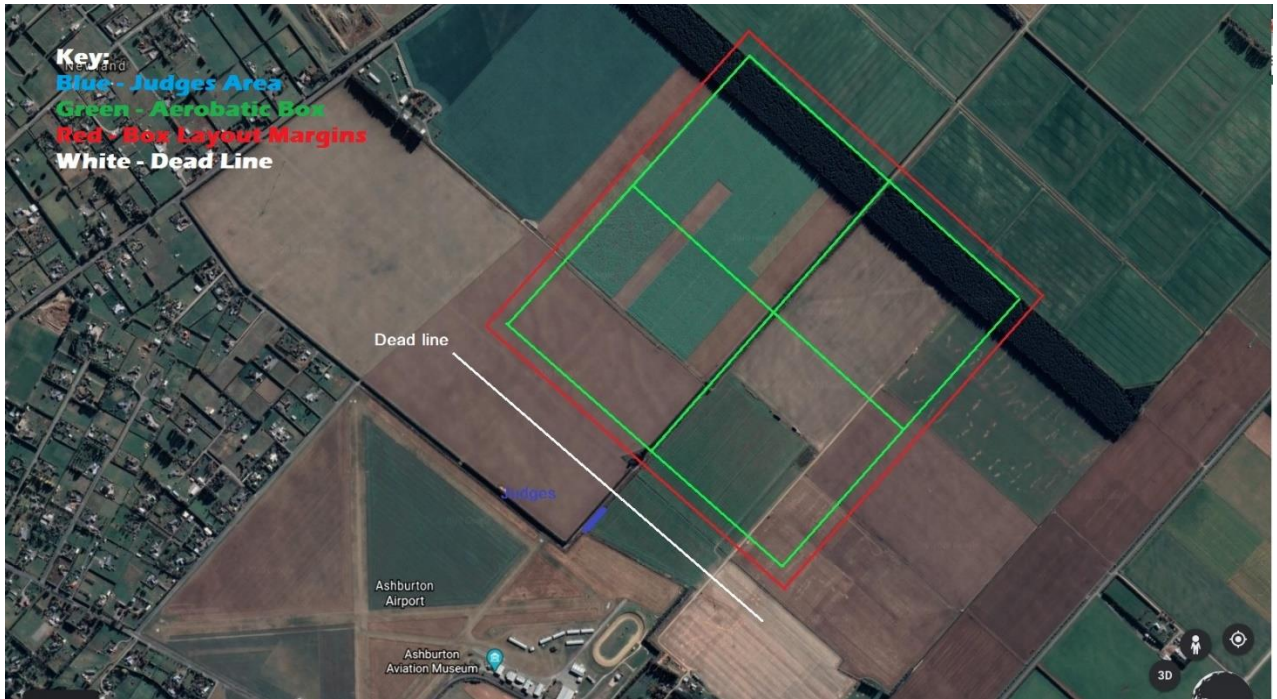
- All aircraft are to be pushed or pulled by hand (or towed) to and from the Parking area, to the Start / Stop area.
- The assistance of another pilot or competition official should be sought, to supervise and provide a watch over the starting aircraft
- Arriving aircraft must be shut down in the Start / Stop Area and be pushed or pulled by hand (or towed) into the Parking Area. There shall be no taxiing under power into the Parking Area.
- All pilots should be cognisant of prop-blast when taxiing in proximity to parked aircraft, with special consideration to canopy security.



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Judge Line

The Judge Line shall be established clear of all active runways and taxiways, on the centreline of the Box. Any vehicles shall be parked clear of active runways and taxiways. During competition, only approved personnel may access the Judge Line.



Judges Area Site A, shown below is the preferred site. If Site A is not available due to standing crops on the airfield, then Site B should be used and Runway 11/29 shall be NOTAM closed and white marker 'crosses' installed on the associated runway thresholds. Site B will require the Spotter to have extra vigilance of flight operations.



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Event Communications

All personal and competitors should have WhatsApp installed on their cellphones and keep their cellphone close at hand (except when flying) to receive communications during the event.

The CD and/or CJ will send group communications such as briefing times, changes of flight direction, weather information etc using WhatsApp. Competitors are not expected to reply or acknowledge receipt, but it will be expected that they have received any communications delivered in this manner and are thus encouraged to regularly check their phones.

Noise

In order to minimise noise for the surrounding community, a voluntary curfew shall be observed from the commencement of the event. Aerobatic flight in the Aerobatic Box, or in the close vicinity of the airport shall be restricted to the hours of 8am to 8pm (or CET, whichever is earlier), unless weather conditions require an extension of flying hours to ensure the competition is completed. This can only be approved by the Event Organiser or Contest Director.

Complaints

Any public complaints received during the event shall be directed to the Event Organiser or Contest Director, **and only answered by them**, in consultation with the Airport Operator. The nature of the competition, the safety rules in place, and the short-term nature of the event shall be explained to any complainants as required - complaints that relate to noise or nuisance shall be dealt with in a compassionate manner.

A written daily record of any complaints will be provided to the Airport Health and Safety Officer.

All complaints shall be discussed in the daily de-brief and/or following day briefing.

Complaints that relate to perceived safety issues shall be discussed with the affected pilot. All pertinent information shall be recorded ASAP for possible occurrence reporting. The Event Organiser and Contest Director shall determine the need for a CAA Occurrence report and be responsible for submitting this to CAA if deemed necessary.

Media

All requests for media interviews or comment during the event shall be directed to the Event Organiser or Contest Director in the first instance, who shall together consider requests and brief competition participants on a response.

Any media response following an emergency shall be solely handled by the Event Organiser, Contest Director or NZAC President, unless delegated.

Event Commencement

Arrival

Pilot's shall park in the designated parking area, receive an aircraft Technical Inspection, and proceed to the Mid Canterbury Aero Club rooms for Registration prior to carrying out any aerobatic flying from Ashburton aerodrome during the period of the event.

Technical Inspection

Prior to any competition aircraft flying aerobatic manoeuvres during the event, a technical inspection shall be conducted by a Technical Inspector. The completion of the Technical Inspection shall be recorded on the Event Competitor Information Form (Appendix 2) by entering the initials of the Technical Inspector – this may be relayed between the Technical Inspector and the person delegated by the CD to carry out Registration.

This check will include an inspection of the aircraft's paperwork showing a valid release to service, and confirmation from a thorough walk-around inspection that there are no obvious defects with the aircraft, and that no non-essential or cross-country equipment remains in the aircraft.

The Technical Inspector cannot check their own aircraft.

Registration

At registration, the Contest Director (or delegated assistant) shall confirm all documentation is complete, this Procedures Manual has been read and understood, and will ensure the Competitor Declaration (Appendix 3) is signed, by filling out / completing the Event Competitor Information Form (Appendix 2) and /or the printed copy of the online registration Excel spreadsheet provided.

Once all Registration items are confirmed as completed. The competitor will be issued an individually named event lanyard, that must be worn at all times while on the airfield or participating with the event.

Box Status

At any time from when the competition is notified per the NOTAM, as underway. The Contest Director will notify the Box Status as follows:

- A prominent sign visible to pilots in the vicinity of the Start / Stop area shall notify the Box Status throughout the duration of the competition.
- When the sign reads 'Box Active' the following Circuit/Hold/Entry/Exit shall be used, a Spotter shall be mandatory, and radio procedures will be dependent on level of practice/competition.
- When the sign reads 'Box NOT Active' the Box is **not available for use** and normal local aerodrome procedures apply.



Circuit Procedures

The Aerobatic Box is located within the vicinity of 5 of the 8 promulgated aerodrome circuits at Ashburton. Extreme care is required by all aircraft while entering and exiting the box. The spotter will assist as possible, as an additional set of eyes for protection against aircraft infringing the box.

With 'Box Active', all aircraft in the Ashburton aerodrome circuit are suggested to fly a wider circuit than normal. Caution the close proximity of Ashburton township.



Holding Area



A holding area, clear of the circuit and Box, is established to the East of the aerodrome at the junction of Seafield Rd, Stanley Rd & Power Pylons (between Ashburton Aerodrome and ANZCO factory). During competition flying, aircraft getting airborne in advance of a competition flight shall proceed to the Holding Area, flying clear of the Box and climbing to 4000' QFE. Aircraft holding are to hold to the East of the power line Pylons.

Parachute Operations

When parachute operations are expected on the airfield, the parachute operator and contest director should agree to timings of drops and box activation to ensure there is minimal conflict. There shall be no aircraft in the aerobatic box or any propellers turning on the airfield while parachutes are in descent.

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Box Entry

Aircraft leaving the Holding Area shall proceed directly to the Aerobatic Box, remain in- or close to- the Box to carry out safety manoeuvres prior to commencing the aerobatic sequence. Only enter the Box when entirely sure that the Box is clear of the previous aircraft.

Box Exit

Vacate the Box, descending and positioning as required to join the standard Ashburton aerodrome circuit from the non-traffic side for the runway in use.

Caution aircraft taking-off or vacating the circuit.



Practice

The Event Organiser shall request a NOTAM to be issued, to cover the period prior to the event. This will assist any competitors wishing to conduct casual practice before the event commences.

For any practice during the event, competitors are to be aware that their behaviour and airmanship will be associated with the NZAC and Ashburton Aerodrome, and any shortcomings in these areas may be detrimental to the reputation of both organisations.

Practice during the event can be one of three types:

- Away from Box
- In-Box/ Casual
- Judged Practice

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Away from Box

Competitors may practice away from the Box, subject to the following:

- The Starter is advised of intentions prior to the flight
- The flight must be conducted well clear of the Box, designated Holding Area and aerodrome traffic circuit
- Regular radio calls advising location, altitude and intentions are made on the local traffic frequency for Ashburton 119.40.
- A competitor may practice Away from Box at the conclusion of a competition sequence, subject to notification to the Starter or Chief Judge. This, however, is not permitted after the publication of the Unknown sequences.

In-Box/ Casual

Outside of Judged Practice or Competition flights, In-Box/Casual practice may take place in the Box, subject to the following:

- The Box is notified as 'Active' by the Contest Director
- A pilot cannot fly in the active Box until Registration has been completed, including signing of the Competitor Declaration, and the pilot has received a briefing on box procedures from the Event Organiser or Contest Director. The briefing may be in a group or one-on-one.
- At no time shall there be more than one aircraft in the Box.
- Competition pilots can use the Box for practice with or without a Critique Coach but must **always** have a Spotter.
- A Spotter with operable radios **must** be assigned and briefed. The Spotter shall monitor the local traffic frequency (119.40) and be able to contact the pilot either directly or through the Critique Coach (if used). In the event of potential conflict, the aircraft in the Box shall be advised directly or through the critique coach to cease aerobatics and maintain separation.
- A Critique Coach may be used, utilising a radio on the Box frequency (119.90) to offer coaching advice as required. If a Critique Coach is unavailable or not required, the pilot in the Box shall still remain on the box frequency (119.90), which still requires active monitoring. The Critique Coach must remain close enough to the Spotter to be quickly and easily notified by the Spotter of potential conflicts.
- The Spotter and Critique Coach **cannot** be the same person.
- An Order of Flight list should be maintained in order to manage fair and reasonable use of limited available box-time.

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- Pilots must manage their own entry and exit from the Box, but listen out for any hazard or conflict information coming from the Spotter

Judged Practice

Judged Practice can only take place after the initial full Competition Briefing and will therefore operate with the Box Active, a full Judge-line, the use of the Starter, and full Box entry procedures.

The purpose of Judged Practice is for the Chief Judge to ensure standardisation of judging and for all participants in the event to become familiar with the competition procedures.

Competitors will fly their Known sequence as though it is a full competition flight, and Judges will score the sequence in the same manner.

Scores will be recorded on judging sheets, but only for the purposes of discussion between the Chief Judge and Judges - the scores will not be entered into the Scoring System, and the Chief Judge shall not distribute the scoring sheets until after the completion of the competition.

Due to time constraints, Judged Practice may be totally omitted.

Competition Operations

Prior to the commencement of Competition flying, the Event Organiser shall initiate a briefing, welcome all pilots and competition personnel, and reassert the prime aim of safety of operations.

The Event Organiser shall then introduce the Contest Director who is responsible for the overall management of the event. This commences with a mandatory Contest Director briefing for all pilots & competition personnel. This shall be undertaken at the start of each competition day.

Attendance at the daily briefing is mandatory. No brief, No fly. In extenuating circumstances & by prior arrangement an individual briefing will be provided but will depend on the availability of contest director during the day

Daily Briefing

The briefing includes, but is not limited to:

- Roll call - pilots must answer the roll call in person. Attendance at the daily briefing is mandatory. No brief, no fly. In extenuating circumstances & by prior arrangement an individual briefing will be provided but will depend on the availability of the contest director during the day. A penalty of \$20 may apply.
- Appointment/Introduction of Judges, Starters, Contest Jury & other contest officials.
- Introduction of any Ashburton aerodrome personnel or CAA officials in attendance.
- Description of the Aerobatic Box, and Deadline.
- Weather forecast and winds aloft.
- Official wind direction. If the official wind direction subsequently needs to be changed, the Chief Judge will suspend flying and another briefing will be called.
- Aircraft parking procedures and use of Hi-Viz.
- Starting/Starter procedures – consider your prop blast, remember to lock your canopy and follow your own checks too.
- Setting altimeters to Zero feet (QFE) prior to each flight.
- Taxi, take-off – opposing runways?
- Noise abatement procedures and location of any noise sensitive areas.
- Traffic pattern for competitors.
- Holding procedures – HASELL checks.
- Radio procedures and frequencies. The competition uses two frequencies :-
 - Ashburton Traffic / Spotter/ Starter (119.40)
 - Aerobatic Box / Judges / Contest Director (119.90)Using the discrete frequency (119.90) enables the Chief Judge to not only monitor safe entry & exit of the box, but also guarantees a link to the competition pilot in the event of an emergency or intrusion by a visiting or transiting aircraft. Any radio failure, (ie transmit or receive), prior to box entry requires an immediate return to landing.
- Recall signal, which shall be the phrase “Break Break Break” and may include information for the break and/or any traffic conflict.
- Optional safety check manoeuvres – per the Rules.

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- Scheduling flying of low altitude lines and warm-up figures.
- Aborts by competitors on the ground & in the air – Tech problems & holding area.
- Re-joining procedures. Don't hurry – remember your checks.
- Emergency alternate airports – Rangitata Is, Timaru, West Melton.
- Official contest hours and curfews.
- Personnel permitted on the judging line.
- Order of flight - flight programmes and pilot draw.

Flight Order

The order of competition flights shall be determined by the CD but should initially and/or ideally be drawn from a hat.

The order of flights may be altered by the CD if circumstances require, e.g. when two closely drawn pilots are to fly the same aircraft. There should be a minimum of two other flights between flights of the shared aircraft.

The daily Flight Order list shall be published showing:

- Day and Date
- Official wind direction and direction of into-wind flight
- Target Start Time and proposed tea/lunch breaks
- Flight curfew time
- Order of Flight
- Post-flying social activity times

Copies of the Flight Order shall be displayed in the Mid Canterbury Aero Club building; held by the CD, CJ and Starter; be distributed to competitors via WhatsApp.

Judge Line

Only those personnel required for Judging (Judges, Scribes, Spotter, Data Entry Administrator, Videographer) shall be present on the Judge Line.

No visitors are allowed to the Judge Line during the flying periods of the competition without the Chief Judge's permission.

During competition flights Judge Line etiquette shall be maintained – there shall be no loud talking or other distractions that may inhibit the communication or concentration of the Judge Line personnel.

Weather Minima

Minimum prevailing flight visibility 5000m.

The maximum surface wind limits are as follows:

- Average surface wind speed - 25kts
- Box Crosswind components - 15 kts

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- Box Tailwind in relation to the main/ x- axis 10kts

The Contest Director may relax the wind limitations stated above in the interests of completing the competition in the time available, in consultation with the Chief Judge.

Minimum cloud base for **unrestricted** competition is 4500'. The minimum cloud base for **any** competition flying is 2500' - an optional 'weather break' will be made available to **all** competitors in a category/sequence should the cloud base restrict operations in the Box, and will be notified to all affected competitors by the CJ and/or CD.

Standard VFR cloud separation minima shall apply:

- Above 3000' - 2km horizontally and 1000' vertically
- Below 3000' - clear of cloud and in sight of the surface.
- It is the PIC's responsibility to ensure VMC is maintained during the flight.

Competition flying shall not take place with drizzle, showers or rain observed or reported in the Box.

Dead Line

The Dead Line is to the north of the aerodrome boundary, parallel to Runway 11/29.



An aircraft seen to be carrying out any part of an aerobatic manoeuvre that will infringe the Dead Line will be notified on the Box radio frequency "Break Break Break" and must immediately cease the manoeuvre and return to level flight.

Infringing the Dead Line will result in a score of zero being attributed to that figure.

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Box Vertical Limits (AGL). Except for unlimited, The lower limit & disqualification limit shall be the higher of the pilot's LLDA or category limit.

Category	Upper Limit (AGL)	Lower Limit (AGL)	Disqualification Limit (AGL)
Vintage	3500ft	1500ft or 1000ft with LLDA	1200ft or 800ft with LLDA
Primary	3500ft	1500ft	1200ft
Recreational	3500ft	1500ft	1200ft
Sportsman	3500ft	1500ft	1200ft
Intermediate	3500ft	660ft or LLDA limit (if higher)	500ft or LLDA limit (if higher)
Advanced	3500ft	660ft or LLDA limit (if higher)	500ft or LLDA limit (if higher)
Unlimited	3500ft	500ft or LLDA limit (if <u>lower</u>)	500ft or LLDA Limit (if <u>lower</u>)

NOTE: Lower & Disqualification limits below 1500ft, require the pilot to have been issued a current LLDA or CAA Special Authorisation to fly down to that limit. Otherwise 1500 ft is the absolute lower & disqualification limit.

Sequence Time Limits

There is a sequence time limit of 15 minutes from the time the judges advise the competing pilot to "commence when ready".

Communications

Competition pilots and officials are to use good radio etiquette when communicating, including appropriate use of language, knowing that the frequencies in use are public and able to be listened to by others.

The radio frequencies for use during the event are:

- Ashburton Traffic frequency 119.40
- Aerobatic Box frequency 119.90

The following competition personnel shall have VHF radios operating during Competition flying:

- Chief Judge (callsign 'Chief Judge')
- Contest Director (callsign 'Contest Director')
- Spotter (callsign 'Ashburton Spotter')
- Starter (callsign 'Starter')

The Spotter shall always be monitoring the local aerodrome/traffic frequency 119.40.

The Chief Judge shall always be monitoring the Box frequency 119.90.

The Contest Director shall keep an over-view of operations on the appropriate frequency.

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The Starter and Chief Judge shall maintain direct contact by VHF; however, the Starter should try to use the walkie talkie radios as first point of contact, being cognisant of aircraft in the Box when attempting communication with the CJ.

Standard Aerobatic Box Communications shall be as per the following chart:

Location	Freq.	Call	Response	Action	
Pilot shall climb to the Seafield Holding Area and hold / Carry out HASELL checks / NO aerobatics. On reaching the holding area...					
1	Seafield Hold	119.40	Pilot "Ashburton Traffic, XYZ Seafield, Holding at (4000)"	None	Monitor frequency to hear previous pilot report "Clear of the Box"
2	Seafield Hold	119.40	Pilot "Ashburton Traffic, XYZ Seafield 4000', transiting to the Ashburton Aerobatic Box, changing to Box Frequency"	None	Transit to Aerobatic Box
3	Box	119.90	Pilot "Judges, XYZ entering the Box"	Judges "XYZ, Roger, do not commence"	Pilot readback "XYZ Do Not Commence", Enter the box and carry out safety manoeuvres
Pilot positions aircraft to the Box and carries out the approved safety manoeuvres, then positions to a start position outside the Box and waits for Chief Judge's call to commence. When Chief Judge is ready for commencement...					
4	Box	119.90	Chief Judge "XYZ, Commence when ready"	Pilot "XYZ commencing"	Pilot commences sequence (wing-wag)
If, for any reason, the Chief Judge wishes to cease the flight...					
5	Box	119.90	Chief Judge "BREAK BREAK BREAK – (nature of break)"	Pilot "Copy break"	Pilot stops aerobatic flight and receives information
If, for any reason, the Pilot wishes to break – wing-waggle if possible, and...					
6	Box	119.90	Pilot "XYZ Weather / Tech Break"	Chief Judge "Copy weather / Tech break"	Pilot advises/receives information
At completion of competition sequence, carry out a wing-waggle, and...					
7	Box	119.90	Pilot "XYZ Complete and vacating the Box"	Chief Judge "Roger"	Pilot changes to local frequency
Pilot enters local circuit area...					

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8	Circuit	119.40	Pilot “Ashburton Traffic, XYZ Clear of the Ashburton Aerobatic Box, [report intentions]...”	-	Pilots enters circuit with standard calls
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Note 1 - After take-off, a pilot may omit Item 1 and proceed directly to the Aerobatic Box (and Item 2) if it is clear the Aerobatic Box is vacant.

Note 2 - All level reports to “Ashburton Traffic” shall be in reference to above mean sea level. Ashburton aerodrome is 298’ above mean sea level. Because QFE is set, all pilots will need to add 300’ to the altitude display on the aircraft altimeter.

Daily Completion and De-brief

At the conclusion of every competition day, the Event Organiser or Contest Director shall change the Box Status notification as required. Pilot attendance is not required,

A daily debriefing will be carried out by the Contest Director with the Chief Judge and other officials as deemed necessary. The days flying will be reviewed, with an emphasis on safety issues and lessons learnt. Any issues raised should be discussed and the item added to the next days daily pilot briefing.

The plan for next day’s flying, including a review of weather predictions, will be discussed.

Wrap Up

At the conclusion of the competitions, a team is sent to recover the markers and to ensure they are washed and dried as required.

Any borrowed equipment is returned.

Landowners are visited and thanked.

Sometime after the event, the Event Organiser shall convene a de-brief of the event with relevant event personal and the airport operator, to determine the effectiveness of event procedures and future changes required.

Within 30 days of the end of the event, NZ Warbirds (as issuer of Event Approval) shall be provided with a written summary of the event, which shall include any issues or incidents encountered.

Emergency Plan

This Emergency Plan will be used in the event of an incident or emergency at any time during the South Island Akro Fest.

There are two principal incidents or emergencies that must be considered:

1. Preventative, where a pilot experiences a problem such as control lock or disorientation, or aircraft intrusion into the competition area; or
2. Post impact, after an incident or accident has occurred.

These require two responses, as detailed below - Preventative and Post-Impact Emergency.

Preventative:

1. The person in radio contact with the pilot (Chief Judge, Critique Coach or Spotter) shall establish from the pilot the nature of the problem and assist with problem solving and suggesting options. This may be enough.
2. Technical or technique assistance may be sought and offered.
3. If required, emergency services on 111 shall be contacted by the CJ or CD.
4. If required, the Starter, Spotter or the closest person shall locate the fire extinguisher and/or bolt cutters from the Start Area or Judge Line and prepare to proceed to the incident or emergency site in order to provide immediate assistance.
5. At the conclusion of a reportable incident the Contest Director, event Organiser or NZAC President will contact the Civil Aviation Authority on (04) 5609 400 and notify the Ashburton Aerodrome Operator and/or Health and Safety Officer.

Post-Impact Emergency:

1. The Starter, Spotter or nearest person shall take the fire extinguisher from the Start Area or Judge Line and proceed to the incident or emergency site to provide immediate assistance.
2. Emergency services shall be immediately contacted on 111 by the CJ or CD.

Check access & advise best vehicle access to aircraft location.
3. The Contest Director, Event Organiser or Club President will contact the Civil Aviation Authority on 0508 222 433 to report the incident/accident and notify the Ashburton Aerodrome Operator and/or Health and Safety Officer without delay.

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Other considerations

1. Any other competition aircraft airborne at the time of an emergency shall be contacted by the Spotter to advise nature of emergency, determine fuel state and offer return-to-land or diversion considerations.
2. No aircraft involved in an accident will be moved without the express consent of the Civil Aviation Authority unless to preserve life or protect the aircraft, contents or wreckage from further damage. Move only so far as to ensure its safety and if possible take photographs and notes of original positions and impact marks to assist any investigation and evidence collection.
3. Any incident or accident that occurs during the South Island Akro Fest that relates to the event, including near misses or airspace infringements, will be reported to the Civil Aviation Authority, whether or not club member aircraft are involved. The Ashburton Aerodrome Operator and/or Health and Safety Officer shall be also be notified.
4. Unless otherwise expressly deputised by the Event Organiser or NZAC President, only the Event Organiser, Contest Director or NZAC President is authorised to liaise with the emergency services, CAA or the media.

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Appendix 1

COMPETITOR INFORMATION FORM

The following information shall be gathered and retained from each competitor:

Competitor Number:		Competition Category:	
Name:			
Licence Number:			
Expiry: Medical		BFR	
Aerobatic Bi-annual		LLDA	
Safety Pilot?	YES / NO	Name:	
Address:			
Email:			
Mobile Phone:			
Emergency Contact / Name:			
Phone Number:			
Aircraft type:			
Rego:			
Insurance:		(Minimum \$2 Million Cover)	
Assist as:			
<input type="checkbox"/> Judge <input type="checkbox"/> Judge Trainee <input type="checkbox"/> Scribe <input type="checkbox"/> Starter <input type="checkbox"/> Spotter <input type="checkbox"/> Parking monitor <input type="checkbox"/> Tech Inspector <input type="checkbox"/> Videographer			

COMPETITOR DECLARATION

During Registration at the event, the competitor is required to acknowledge, by signature, the Competitor Declaration below:

Competitor Declaration

Event: 2024 South Island Akro Fest

I, _____ (competitor):

1. Confirm that I have read, understand and agree to abide by the competition Procedures Manual and the Rules of the New Zealand Aerobatic Club, accepting the decisions of the Contest Director and Chief Judge as final.
2. Will comply with all applicable Civil Aviation Rules and fly in a disciplined and safe manner, recognizing that any unnecessary endangerment may result in my expulsion from the competition and club, and may elicit CAA or Police enforcement action.
3. Confirm I am fit and able to fly, with all the required qualifications, and that my aircraft also meets all standards of airworthiness for its intended use.
4. Will not hold the organisers, officials, hosts or NZ Aerobatic Club liable for any damages caused by my conduct.

Signed:

Witnessed:

Date:

Date:

EVENT SANCTIONING

The President of the New Zealand Aerobatic Club hereby confirms that the

2025 South Island Akro Fest

as described in the associated event Procedures Manual is sanctioned by the Committee of the New Zealand Aerobatic Club.



Signed

Date 4 August 2025

Name Morris Tull

President – New Zealand Aerobatic Club



Appendix 5

20th – 22nd November 2025

Risk Assessment – South Island Akro Fest

CRITERIA USED FOR ASSESSMENT

Risk is defined by the following formula:

Risk = Severity of Hazard x Likelihood of the occurrence

This formula is used in the Risk Assessment Matrix to determine the level of risk involved with each identifiable hazard. It is also the prescribed formula used in AC91-1.

The **Severity** of a hazard is assessed under the following criteria:

Trivial	Minor Injury	Serious Injury	Single Fatality	Multiple Fatality
1	2	3	4	5

The **Likelihood** of a hazard occurring will be assessed under the following criteria:

Improbable	Possible	Quite possible	Likely	Highly likely
1	2	3	4	5

There are five general considerations that are observed when identifying hazards for risk management. These are also stated in AC 91-1. These will be applied to the Risk Management Plan for NZAC South Island Akro Fest. These considerations are as follows:

1. Identify the activities associated with the event that have hazards and where the hazards occur.
2. Identify those at risk and how they may be harmed.
3. Identify existing precautions.
4. Evaluate the risks. (This will involve a combination of the likelihood and severity of the identified risk).
5. Decide what further mitigation may be required.

The values determined in the data will set a grade that corresponds to a level of risk, associated to each hazard that is identified. The hazard and its outcome will be compared with a set of judgment statements set out by CAA NZ in AC 91-1. (See later chart). This will ensure the level of risk identified is of an acceptable level approved by the Competition Director for compliance to the Civil Aviation Act

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		CONSEQUENCE				
		Insignificant C1	Minor C2	Moderate C3	Major C4	Catastrophic C5
LIKELIHOOD	Almost Certain L5	Medium 5	High 10	Critical 15	Critical 20	Critical 25
	Likely L4	Low 4	Medium 8	High 12	Critical 16	Critical 20
	Possible L3	Low 3	Medium 6	Medium 9	High 12	Critical 15
	Unlikely L2	Low 2	Low 4	Medium 6	Medium 8	High 10
	Extremely Unlikely L1	Low 1	Low 2	Low 3	Low 4	Medium 5

	Consequence Severity Level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Safety of Flight (Aircraft Operations)	Nil safety impact. Deviation managed by crew using standard procedures. Negligible impact upon objectives	Minimal safety impact. Managed by crew using standard procedures. Minor effects that are easily remedied with minor impact on objectives.	Partial loss of aircraft system. Potential to impact safe operation. Managed by crew using non-normal procedures. Objectives affected.	Complete failure of aircraft system. Deviation impacting continued safe operation, managed by aircrew using non-normal procedures.	Significant damage or total loss of aircraft.
Airworthiness (Engineering)	Deviation rectified using standard procedures.	Redundancy in place. Deviation requires minimal rectification.	Deviation requires rectification or extensive trouble-shooting to return to service.	Deviation requires consultation with Airworthiness Controller / Manufacturer.	Safe operations are in immediate jeopardy. Deviation has potential to directly cause aircraft accident.
Health and Safety	Insignificant slight pain and or discomfort. No first aid treatment required.	Recoverable / superficial injury requiring first aid. No medical treatment.	Injury / illness causing temporary disability requiring medical treatment.	Injury / illness causing permanent disability and / or requiring hospitalisation.	Fatality and / or permanent significant disability.
Legal / Compliance	Breach of single internal standard operating procedure and/or policy. No regulator involvement.	Minor breach of legislation regulation / rule. Regulator observation.	Breach of legislation, regulation / rule. Regulator issues, improvement notice or findings.	Major breach. Regulator issues improvement notice, findings, cease activity directive, potential fines.	Serious / prolonged litigation. Suspension of certification. Potential fines and / or prosecution.

Level	Likelihood Description	Probability
Almost Certain	Regular or often. Is expected to occur; inevitable.	More than 75%
Likely	Frequent or periodical. Not surprised if it happens.	25 - 75%
Possible	Occasional. Might occur in some circumstances.	2 - 25%
Unlikely	Infrequent. May occur, but only in exceptional circumstances.	0.1 - 2%
Extremely Unlikely	Remote. Theoretically plausible but not expected to occur.	Less than 0.1%

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Hazard	Se- ver- ity	Likli- hood	Rat- ing	Mitigation	Mitigation Factor	Final Rat- ing
Foreign objects jamming controls or causing distraction during aerobatics	4	3	12	A technical inspection is done immediately on aircraft arrival and before any practice aerobatics is done	Reduces likelihood to 1.	4 Low
Aerobating aircraft impact with spectators	5	2	10	Aerobatic area is at least the minimum distance from public areas as required by CAA AC91-1.	Reduces likelihood to 1.	5 Medium
Fire or spillage of fuel/oil near spectator area	3	2	6	Local fire brigade advised. Refueling at least 15m from public. Fire extinguishers available. Refueling is conducted in accordance to CAA AC091-22.	Reduces Severity to 2.	4 Low
Risk to public from rotating props, moving aircraft	4	3	12	Public area well clear of aircraft parking. Parking monitors to ensure no public entry unless supervised.	Reduces likelihood to 1.	4 Low
Display pilots not adhering to display area or minimum heights	5	2	10	Daily brief, pilots are current and practiced. Spotters and judges on field to ensure aerobatics remain inside the 'box'.	Reduces likelihood to 1.	5 Medium

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Hazard	Se- ver- ity	Likli- hood	Rat- ing	Mitigation	Mitiga- tion Fac- tor	Final Rat- ing
Itinerant aircraft infringe the circuit and aerobatic area while competition in progress	5	3	15	Notam issued and any intruding aircraft warned by Spotter on local freq aerobatics are in progress. Judge has contact with display aircraft	Reduces likelihood to 1.	5 Medium
Aerobatic 'box' in circuit area creating possible collision hazard with joining and display aircraft	5	2	10	Use of larger circuit pattern. Spotters used. Local operators & nearby users advised of procedures. Notam issued.	Reduces likelihood to 1.	5 Medium
Parachutists infringing aerobatic area and landing when props turning.	3	3	9	No parachute operations are expected at Ashburton. If it was to occur, then No aerobatics, take offs and landings or props turning while PJE is in progress.	Reduces likelihood to 1.	3 Low
Member of Public enters the Aerobatic Box exclusion ground area.	1	3	3	Aerobatic Box is placed over private property as much as is practical. Other areas are either taped off or monitored.	Reduces likelihood to 2	2 Low

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Appendix 6 Volunteer Roles & Responsibilities

STARTER. Please read this.

Thank you for volunteering to assist with organising, dispatching and the safety of starting the pilots prior to their competition flights, your time is really appreciated.

Please attend all pilot briefings so you know the official wind direction and any changes to the procedures throughout the day. If unsure, ask someone. As some competitors may have a down-wind start, ensure you are clear which way the official wind direction is, Note it down on the flight order list. E.g. "The official wind is from the East so the into wind flight direction is from the Mountains towards the Coast."

The philosophies and rules behind this process are many.

Our club motto is to try hard to help the competitor have a successful & safe & hence fun competition flight, they have put a lot of time, money and effort to being here. We are not here to trip them up so we want you to correct them if they are wrong with any aspects or directions.

The competitor's safety, your safety, safety of the parked aircraft and safety of the others around including the public are your responsibility.

Obtaining event approval from CAA is based on our procedures manual which specify the use of a starter and this checklist.

It is easy for the pilot to get stressed by the pressure of a competition flight so it is your job to make this process safer by preparing the pilots in sufficient time and calming them down so they do not make mistakes. It is normal for humans to make some mistakes and a checklist is a proven way of trapping those mistakes. Use your judgement and the checklist to fix the errors. The pilots will thank you for it.

Ensure your own safety by wearing the hi-vis jacket and keep looking around for threats, moving aircraft or propellers etc. Keep yourself hydrated, sun block, and hat and if you are feeling tired or sunburned, ask for a break.

Look out for the safety of the other aircraft, especially any open or unlocked canopies or doors as these are expensive and will ground the aircraft from competition if damaged by being flipped open or slammed shut by prop blast. You are protecting against the propeller blast from the aircraft you are starting affecting any aircraft, hangars or activity around and hence we must push the aircraft out to a safe starting area and ensure the direction they will turn after starting is safe for other aircraft. The same considerations apply when they taxi in; they should stop clear and be pushed back onto the line. Be firm on this. If required, delegate a parking assistant.

Be careful not to drop your radio or checklist or other items on an aircraft and possibly damage it.

Watch out for anyone wandering around or towards any starting aircraft and please keep control of the public where possible.

You will be using a walkie talkie radio (aviation band radio on 119.9, as back-up) for coordinating with the chief judge so please be efficient, correct and clear with your calls. Put the radio(s) on charge at every break or opportunity. Your call sign is STARTER, the others are JUDGES and CONTEST DIRECTOR. If you have any problems with your radio or need to communicate with discretion, use your mobile to call CJ or CD.

Ideally every pilot should have a copy of the day's start order (WhatsApp). When you give the pilot the details of who they are following, please include as much as possible for example, "you are following Andy in the Pitts, PUG, he is currently at Seafield."

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Again, we really appreciate your help by volunteering for this role.

STARTER CHECKLIST

This checklist is to assist the Starter to safely and expeditiously start a contestant and maintain the flow rate. It bears in mind the stress on pilots, and includes the "little but easily forgotten" items. If the starter has concerns, they should query the pilot if they feel safe to fly. If they have further concerns they should radio the contest director for assistance.

Conversation and intrusion by the Starter is to be kept to a minimum, so as to affect as little as possible the contestant's mental preparation.

Starter shall ensure each competitor is physically & mentally prepared 15 minutes before the estimated start time, in the correct or amended order of flight in consultation with the Chief Judge.

Give a 15 Minute Call to each Competitor

10-15 minutes prior to start

1. Is the contestant making preparations for flight?
2. Is a Safety pilot needed and ready?
3. Has the refueling and pre-flight inspection been completed?

5 minutes prior to start

1. Contestant strapped in, ready for engine start?
2. Safe place to start? No open Canopies on other aircraft due prop blast considerations.
3. Is there anything about the pilot (stress, sickness), or the aircraft, or the weather, that warrants stopping the flight? Walk around the aircraft to check if there is anything still obviously wrong with the aircraft? (Tied down / control locks or pitot covers left on/ not refueled yet / fuel caps left off/ oil door open/ flat battery / radio issues) if so, advise judges and modify the flight order.

Start

1. **"Are you ready, how are you feeling?"** Is the pilot stressed, Overheating, or Thirsty?
Offer shade or umbrella or wind through cockpit.
2. **"How much fuel and oil have you got?"**
3. **"Altimeter set to zero"** (QFE)
4. **"Are you strapped in correctly? No loose articles or phones?"**
5. **"Confirm controls are full and free"**.
6. **"Do you have your correct sequence card?"**
7. **"Radio Frequencies?"** (Traffic 119.1, Box 119.9, confirm the special box procedures)
8. **"Confirm the official wind direction and hence the into wind direction of flight"**.
Correct them if they are wrong.
9. **"The holding area is Seafield Rd Junction, which runway do you intend to use?"**
10. **"The aircraft ahead of you is [Pilot Name] in the [Aircraft type], [Callsign]."**
Remember to lock your canopy and do your HASELL and BUMPF checks.
We wish you well and a safe flight".

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Wait and observe the start of the aircraft; it is the last chance to check for stress / unusual pilot behaviour / problems with the start or distractions. Note the start time for flow rate planning.

Parking Monitors

Thank you for volunteering to assist with aircraft parking and movements.

You have plenty of opportunity to watch the competition flights if you organize your tasks between flights.

The Parking Monitor shall be responsible for ensuring competition aircraft and others are correctly parked in a safe or orderly manner throughout the event, to minimize risk to spectators and non-competing aircraft while providing visibility and photo opportunities to the public.

Please assist the Starter to move aircraft into the safest place for starting and on the aircraft return, please stop them in a safe area and push them to their parking spot.

Use your judgment to identify any threats to other aircraft or people and use your initiative to find solutions.

Canopy safety is a constant threat, so watch out for open canopies or unlocked canopies that may slam shut or blow open either due to the wind or due propellor blast.

Some aircraft may have only one pilot and may only fly once or twice during the day so they can be parked near the fence for the public to view.

Aircraft that have multiple pilots will be departing multiple times so should be kept at an appropriate place on the flight line.

Assist the starter to ensure starting aircraft do not blast their prop wash over other aircraft or canopies or flight controls from the rear.

Work with the aircrafts pilot to pull or push only from his recommended points on the plane, ensure the magnetos or ignition has been switched off before pulling any aircraft by the propellor.

We appreciate you volunteering to assist with this role. Please look after your own safety with sun block, a hat and keep yourself hydrated. Many thanks from the pilots.

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Spotters

Thank you for volunteering to be spotter; this is an important role to be the eyes and ears when the pilot is totally focused on serious aerobatic flying.

The Spotter's duties are to keep a lookout for any aircraft that may create a conflict with competition aircraft, particularly in the aerobatic box and to keep the Chief Judge informed of any conflicts or threats.

The spotter will be on the airfield frequency with an aviation band radio so they should be a pilot with a radio licence. Please use good aviation communications when required.

The spotter should be on the lookout for Nordo aircraft or aircraft that have not read the NOTAM and are blundering towards the aerobatic box or joining the airfield. There are many eyes on the aerobatic box already and so the spotters role is to be visually checking the other areas while also listening for any radio calls rather than observing the competition flight in the box.

As the Spotter is not a licenced air traffic controller on duty, they can not issue clearances but can offer recommendations or suggestions but not traffic information.

Please use your judgement to find the best solution, but advise the Chief Judge immediately (by radio 119.90 if required) if you think there will be a conflict or a real threat so he can Break the competition flight off.

The spotter shall attempt to establish radio contact with any aircraft threat before they get close and offer recommendations or reminders.
Some suggested recommendations are;

Aircraft inbound Ashburton, NOTAMED aerobatic competition in progress North of the Runway 11/29."

Aircraft joining Ashburton, Aerobatics in progress Northern side of the airport, NOTAMed."

Aircraft joining Ashburton, Low level aerobatics are in progress over the Northern edge of airfield, NOTAMed."

We appreciate you volunteering for this role, please look after your own safety with sun block, a hat and keep yourself hydrated, if you feel tired or have a flight yourself, please speak up and when we can replace you, you can take a break but it is essential to have continuous spotter coverage to meet the rules of the event.

Many thanks from the pilots.

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The Box Markers Team.

We appreciate your help putting out the corner and centre markers for the aerobic box. Ideally groups of three people and a vehicle for each group can put out the box markers. Any more people per group are wasted.

Prior contact and permission from the land-owners should be done a week before the event.

Ensure you have plenty of pegs and a hammer plus the bins with the box markers before heading out.

There should be a printed Box marker map with the coordinates for each group.
There should be a printed list of the land-owners, address and contact phone numbers so permission and access can be efficiently located.
Noting the roads or homes you use to get to each box marker location with save time for the collection and future.

The App. AKROBOX can be downloaded and used with a data enabled and GPS enabled iPhone to locate the box positions. Other Apps using google maps and topographical charts and coordinates should be trialled and programmed before heading into the field.

The white vinyl covers used for the box markers should be securely fixed with as many pegs, rocks and boards to keep them from blowing away in any wind.

On completion of the competition, the box markers should be collected, washed and dried before storing in the plastic bins. If possible, leave a flag or markers or rocks to assist locating the position for next time.

Any damaged markers should be noted for immediate replacement.