



Radio Control Combat Association Protocol and Procedures

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1.0 Overview

1.1 Purpose

It is the purpose of this document to provide the membership of the RCCA with a simple and easy to understand set of guidelines to aid in the communication of ideas, suggestions, proposals, complaints, or grievances to the governing body of the RCCA.

1.2 Scope

Identify and outline communication channels, responsible individuals, proper protocol, expected response times and other avenues of resolution for members and officers of the RCCA.

1.3 Definitions

See the Glossary in section 4 of this document.

1.4 Membership Communication

The members and officers of RCCA acknowledge that the free exchange of ideas, including constructive criticism, is essential to the growth of the organization. Further, the members and officers recognize that official communications amongst members to the RCCA must be provided in a structured manner. Therefore, member communication with the RCCA organization will best be served if members strictly adhere to the following protocols. It should be noted that none of the following issues may be debated or resolved in public forums such as the web site or newsletter.

1.5 Communications Protocol

Strict communications protocol is necessary to maintain efficiency and maximize enjoyment by members and officers. Therefore, all communication in any form within the RCCA shall be conducted in a civil and professional manner. At no time will personal attacks, harassment, intimidation, or any other similar actions be tolerated by any member, officer or agent of the RCCA. The Executive Council shall be the sole authority in determining when communications violate this protocol. Should a violation occur, the Executive Council shall issue a warning to the offender, and may or may not elect to discard the offending communication. Should a second offense occur, the Executive Council may decide to either issue another warning or take more severe measures, such as terminate a member's active status and refund his membership dues.

2.0 Specific issues and associated procedures

General Area of Concern	Specific issue	Primary contact	Procedure to follow	Resolution
Bylaws	Bylaws change proposal	Area Rep	Proposals for Bylaws changes should first be submitted to the members Area Rep, who will retain a copy, then forward the proposal to the District Rep, who will retain a copy and forward it to the Board of Directors. The Reps must forward the proposal within 10 days of receipt.	The Board of Directors will evaluate the proposal for applicability, sensibility, and declare the following: 1) The proposal needs additional modifications and is returned to the author, 2) discard the proposal with explanation or 3) offer an amendment/change for vote by the Board of Directors. The Board of Directors must respond within 30 days of receipt.
	Bylaws interpretation	Area Rep	Bylaws interpretations may be handled directly by the Area Reps. Area Reps may refer interpretation to District Reps, who may defer interpretation to the Board of Directors. A member may request that the Board of Directors provide an interpretation.	The Board of Directors shall always have the last word on interpretation of the bylaws.
Rules	Rules Change	Area Rep	Proposals for rules changes should first be submitted to the Area Rep, who shall retain a copy, then forward the proposal to the District Rep, who will retain a copy and forward it to the Rules Committee. The Reps must forward the proposal within 10 days of receipt.	The Rules Committee will evaluate the proposal for applicability, sensibility and safety issues, and declare the following: 1) The proposal needs additional modifications and is returned to the author, 2) discard the proposal with explanation, or 3) offer an amendment/change for vote by the Board of Directors. The Board of Directors must respond within 30 days of receipt.
	Rules Interpretation	Rules Committee	Questions involving rules interpretations may be made directly to the Rules Committee. The Rules Committee will respond to all requests for interpretation within 5 days.	As per Rules Change Procedure.

Organizational	General question	Area Rep	Area reps may answer all general questions regarding organizational matters. They may utilize their District Reps as needed	
	Problem with Area Rep	District Rep	A member that feels he cannot resolve an issue with his Area Rep may direct the problem to his District Rep provided the Area Rep has first been consulted on the matter as per procedure.	The District Rep may decide that the member has no grounds to work outside the Area Rep, and require the member to work through the Area Rep, or, decide there are grounds to handle the matter himself. In either case, the President will be notified of the resolution, and note that the District Rep was asked to act on behalf of the Area Rep.
	Problem with District Rep	President	A member who feels he cannot resolve an issue with his District Rep, may direct the problem to the President, provided the Area Rep and District Rep have been consulted on the matter as per procedure.	The President shall always have the last word on organizational issues.
	Problem with other officer	Area Rep	A member who feels he has a problem with an RCCA officer must first make a written complaint to his Area Rep, who shall retain a copy and forward the complaint to his District Rep, who shall retain a copy and forward the complaint to the President.	The President shall address the complaint within 10 days of receipt.
Complaints	Rules/Scoring	Area Rep	Members who have complaints about rules and/or scoring will file a written complaint to their Area Rep, who shall retain a copy and forward it to the Rules Committee. The Reps must forward the complaint within 10 days of receipt.	The Rules Committee will address the complaint within ten days of receipt. Within 10 days, the Rules Committee will 1) act on the complaint, and recommend a rules/scoring change, 2) not act on the complaint, or, 3) decide to investigate the issue. In any case, the Rules Committee will notify the member and the Board of Directors within 10 days of

				Action Being Taken.
Web Site	Contents and Links	Webmaster	The webmaster shall be responsible for the content of the RCCA web site, and for the links from the RCCA web site to another site. While not all links must be pre-approved, the webmaster has the authority to remove any content or link that refers to another site that he/she feels is not in the best interest of the RCCA. Sites that are not suitable for inclusion on the RCCA web site include pornographic material, obscene or abusive language or pictures, text or images promoting unsafe activities, or material contrary to the policies and spirit of the AMA and RCCA.	
	Article Submission / Content suggestions	Area Rep	The Area/District Rep is responsible for soliciting articles from the area. The Executive Council is responsible for reminding reps of submittal deadlines.	Articles may be submitted directly to the Webmaster with copies going to Area/District Reps. Articles submitted to Area/District Reps will be forwarded to the webmaster.
	Complaints	Area Rep	Written complaints about the web site should be sent to the Area Rep, who will retain a copy and forward the complaint to the District Rep, who will retain a copy and forward it both to the President and the Webmaster. The Reps shall forward the complaint within 10 days of receipt.	The president and the Webmaster will address the complaint within 10 days of receipt.
	Obtaining AMA logo for sanctioned events	NPS Coordinator	The contest director would send a written request to the NPS Coordinator requesting the logo, and include the AMA sanction number. The contest director must also certify that the event is being held using RCCA rules without modification. If modifications are being used, they must be clearly noted and explained, and may cause denial of logo use. Non-RCCA events may not be added to the Contest Calendar, but may be listed in the Combat Forum.	
Membership	Status	Secretary/Treasurer	Questions regarding membership may be forwarded in writing directly to the Secretary/Treasurer.	The Secretary/Treasurer shall respond to all questions regarding membership within 30 days.

3.0 Protocol Issues

Members may communicate in any number of methods. However, for an organization to function properly, communications from members to officers and vice versa must be made in written form (hence called a document, which may be either an email or a hard copy or both).

3.1 Guidelines for documents

Any official document submitted to the RCCA or any of its officers, appointees, District or Area Reps must contain a subject line that clearly states the intention and purpose of the document. The body or content must also contain a clear description of the issue at hand, such as the complaint, suggestion, clarification, request, or proposal. It must clearly state why the author feels the request is necessary and offer at least one solution to the problem.

Documents submitted to the RCCA that meet any of the following criteria will not be considered:

1. Documents that simply state an opinion and offer no reason for consideration. For example, a member files a complaint with an Area Rep stating: "The streamers are too long!" and offers no explanation as to why the current streamer length is unsatisfactory, or why it should be changed.
2. The author makes unsubstantiated claims or allegations against another individual. For example, "Joe Blow is cheating, I just know it."
3. The author uses abusive, slanderous or libelous language against another individual or organization.
4. The author bypasses the protocol outline earlier in an attempt to circumvent the procedures outlined in this document.
5. The author falsely represents himself or others.

3.2 Breach of Protocol

Members and officers are required to follow these procedures when filing documents with RCCA. Any other actions taken by members or officers that are deemed to be an attempt to influence other members or officers or change the organization structure, voting, procedures, rules or regulations of the RCCA shall be considered a breach of protocol. See section 1.5

4.0 Glossary

Written Complaint. A document authored by a member of RCCA, expressing dissatisfaction, and delivered via email or postal mail, or both. The complaint must clearly state a problem, a suggestion, and at least one method of prevention.

Proposal. A document authored by a member of RCCA, and delivered via email or postal mail, or both. The proposal should clearly state the purpose of the proposal, identify current problems (if applicable), address safety issues (if applicable), and state how the proposal will provide a solution to the problem.

Radio Control Combat Association

Rules Change Proposal Form

Send to your Area Representative.
A copy will be forwarded to the Contest Committee.

The current RCCA Rules must be used.

Brief Summary of your proposed change

Exact wording proposed for the rulebook. List paragraphs where applicable. Example: In section 4.7, change "30 ft. long" to "32 ft. long"

Logic for proposed change, including alleged shortcomings of the present rules. State your intent for future reference.

Signatures of three (3) current RCCA members:

RCCA#: _____ CD Signature _____
RCCA#: _____ Signature _____
RCCA#: _____ Signature _____

5.0 Rules Change Procedure

The procedure for changing, amending or adding rules to the official RCCA contest rules is a formal one and should be followed in detail to cause the least amount of confusion among the various members, officers and committees who are concerned with the rulemaking process. Changes to the rules should be made in writing (using the RCCA Rules Change Proposal Form) to the appropriate RCCA Area Representative.

Please note that any organization, committee, council, officer, representative or member specified in this document shall refer to an entity of the RCCA, unless otherwise specified.

The procedures to amend and/or change the rules are set and/or amended by a majority vote of the Rules Committee, and the Executive Council after review and comment by all active members of the RCCA.

The RCCA rules change cycle will match the Academy of Model Aeronautics two-year rules change cycle.

The rules change dates are as follows:

January 1st, 2005 rules to be in effect through December 31st, 2006

January 1st, 2007 rules to be in effect through December 31st, 2008

The AMA rules cycle is a two-year process as described in the following paragraphs. The RCCA rules change cycle will mirror the AMA cycle.

5.1 AMA Rules Change Cycle

The full text of the of the AMA rules change cycle is contained in the Contest Board Procedures, available on the AMA website. The following table summarizes the key dates:

Year 1	Start	Finish
Accept basic rules change proposals	January 1	September 30
Chairpersons review of proposals completed	October 15	October 15
Basic proposals published	October 30	October 30
Comments from membership accepted	October 31	November 30
Initial vote ballots mailed to Contest Boards	November 30	November 30
Initial vote ballots due at HQ	December 15	December 15
Initial vote results published	December 31	December 31

Year 2	Start	Finish
Accept cross proposals	January 1	March 1
Chairpersons review of cross proposals completed	March 1	March 1
Cross proposals published	March 15	March 15
Interim vote ballot sent to Contest Boards	March 31	March 31
Interim vote due at HQ	April 15	April 15
Final vote ballot sent to Contest Boards	May 15	May 15
Final vote ballots due at HQ	June 15	June 15
Final vote results published	July 1	July 1
Manuscript generated, mailed to chairpersons	July 31	July 31
Generate proofs, distribute to chairpersons, do final edits	August 1	November 1
Generate final rule book and publish	November 1	December 31

5.2 Rules Change Procedure

At this time, the procedure for changing a rule or rules is amended as follows:

- 1) A formal proposal on a form obtained from the RCCA and signed by three (3) active members (one who must be Contest Director) is submitted to any Area Representative before September 30th of the years 2005, 2007, 2009. The Area Representative will retain a copy, forward it to his District Representative, who retains a copy, and forwards it to the Rules Committee.
- 2) The Rules Committee will initially evaluate the proposal for basic validity and applicability. For example, proposals that violate AMA safety guidelines, civil rights, or are otherwise not in the best interests of model aviation, shall not be considered. Should the proposal be worthy of consideration, the Rules Committee will distribute copies of the proposal to all District Representatives, and the RCCA Executive Council.
- 3) The Rules Committee will provide all interested parties with ample time to consider the proposal, and then call for a simple majority vote from them to decide whether the proposal should be considered further.
- 4) Once the Rules Committee has determined that the proposal is worthy of continued consideration, it may do one or more of the following:
 - Contact the author for additional input and clarification, which may result in modification to the original proposal.
 - Modify the proposal without notification to the author
 - Elect to present the proposal to the RCCA Board of Directors without modification.
- 5) When the Board of Directors has decided to release the proposal to the membership, the proposal will be posted on the RCCA website along with a request to solicit feedback on the merits of the proposal. Members are encouraged to provide feedback directly to the Rules Committee.
- 6) After feedback has been received from the membership, the Rules Committee may take one or more of the following actions:
 - Contact the author for additional input and clarification, which may result in further modification of the proposal.
 - Modify the proposal without notification to the author.

- Present the proposal to the Board of Directors for the Initial Vote of adoption/dismissal.
- 7) The RCCA Board of Directors will vote on each rules change proposal and by a simple majority accept or reject the proposal.

In approximately June 2006, and 2008, the Rules Committee will publish all currently considered proposals.

5.3 Waivers

The RCCA Board shall have the authority to grant a “waiver” for the purpose of testing changes under consideration for Provisional classes. NOTE: The purpose of a waiver is to enable concepts to be tested in a competition environment, at contest(s) run in conjunction with existing RCCA rules, which therefore count towards NPS. The testing of these concepts shall be for the purpose of gathering data for possible rules change proposals, and not simply for purposes of temporarily bypassing existing rules. If a waiver is granted, CDs have the option to run their contest(s) with or without the waiver, without affecting NPS eligibility. If a CD chooses to run a contest under a waiver, this must be posted on the RCCA contest calendar at least 14 days before the event. If this is not posted it will be presumed that no waivers will apply to the event.

Requests for waivers can be submitted to the RCCA board at any time. Individuals shall forward a written request for a waiver to their District Representative; using the standard RCCA rules change form. (Only the signature of the submitter is required) NOTE: The waiver request must include an expiration date, which shall be no later than the implementation date of the Provisional rules change cycle at the time of the waiver request. The District rep will post the request on the Rules Forum for membership discussion. After a period of no less than 14 calendar days, a vote can be called on the waiver proposal. The vote shall be by the RCCA Board, and the request shall be granted by a simple majority vote of the Board. If granted, the waiver shall be posted in the Rules section and Rules Discussion forum of the RCCA website. The waiver shall expire on the date specified by the requestor, or the RCCA Board may specify an expiration date, but it shall expire no later than the effective date for the rules change cycle at the time the waiver is granted. This change to the PnP shall be effective May 19th, 2008.

6.0 Establishment of Provisional Classes

The continued growth of Radio Control combat will foster the development of new concepts, which may or may not become established events that will stand the tests of time. A mechanism for evaluating, developing and refining a class of combat is therefore established whereby the RCCA Board of Directors may, at its discretion, establish for one year a provisional class of radio control combat.

For a provisional class to be established the following pre-requisites must be met:

1. The provisional class must have been flown and tested, with results provided to RCCA membership in the forums of the web site for a period of not less than six months of the year prior to the class being given provisional status.
2. There must have been a minimum of six demonstration events flown with 4 or more RCCA members in each of the demonstrations in the year before the event is granted provisional status.
3. A published set of development rules must have been available to all for demonstrations and review during the six months preceding the grant of one-year provisional status.
4. A firm set of rules regarding all aspects of the class must be completed in the year before the event is granted provisional status

A provisional class is one where the validity of the concept and its rules are tested. At the end of November of the Provisional year the RCCA Board of Directors will review the test results from the prior eleven months and offer recommendations to the membership for consideration of permanent status.

The Provisional rules instituted on the first day of the Provisional year may be modified once during the year. That modification will be made during the two weeks following the AMA Nationals, but not later than August 1st of the Provisional year. The RCCA board of directors will assign the review of changes to the provisional class originators and the Rules Committee for consideration and implementation. The RCCA Board will review and approve all changes. The changes during the provisional year will not be voted upon by the RCCA membership although all input will be considered by the Rules Committee in making its change ruling prior to August 1st of the Provisional year.

7.0 RCCA Bylaws Amendment/Change Procedure

The procedure for amending/changing RCCA bylaws is a formal one and should be followed in detail to cause the least amount of confusion among the various members, officers and committees who are concerned with the bylaws process. Amendments/changes to the bylaws should be made in writing (using the RCCA Bylaws Change Proposal Form) to the appropriate RCCA Area Representative.

Please note that any organization, committee, council, officer, representative or member specified in this document shall refer to an entity of the RCCA, unless otherwise specified. The procedures to amend and/or change the bylaws are set and/or amended by a majority vote of the Board of Directors and the Executive Council after review and comment by all active members of the RCCA.

It should be clearly understood that several amendments/changes could possibly be submitted to the same item of the bylaws and the Board of Directors is charged with the responsibility for evaluating and determining which proposals are redundant and which represent alternate amendments/changes to the same bylaws item.

At this time, the procedure for amending/changing bylaws is as follows:

- 1) A formal proposal on a form obtained from the RCCA and signed by three (3) active members is submitted to any Area Representative. The Area Representative will retain a copy, forward it to his District Representative, who retains a copy, and forwards it to the Executive Council.
- 2) The Executive Council will initially evaluate the proposal for basic validity and applicability. For example, proposals for amendments/changes that violate other RCCA bylaws, civil rights, or are otherwise not in the best interests of model aviation, shall not be considered.
- 3) Once the Executive Council has determined that a proposal is worthy of continued consideration, it may do one or more of the following:
 - Contact the author for additional input and clarification, which may result in modification to the original proposal.
 - Modify the proposal without notification to the author.
 - Elect to present the proposal to the Board of Directors without modification on the Board Forum
- 4) When the Board of Directors has determined which proposals will be forwarded to the membership for a vote, the proposals will be organized, grouped in terms of alternates (in the case of different amendments to the same items), and printed in the RCCA Combat Forum along with a request to solicit feedback on the merits of the various proposals as alternates. In the case of alternate bylaws amendment/change proposals to the same item, “none of the above” will always be included. Members are encouraged to provide feedback directly to the Bylaws Committee. Members without email addresses shall receive a printed copy via surface mail.
- 5) After feedback has been received from the membership, the Board of Directors may take one or more of the following actions:
 - Contact the author for additional input and clarification, which may result in further modification of the proposal.
 - Modify the proposal without notification to the author.
 - Present the proposal to the Board of Directors for the vote of adoption/dismissal at next Board of Directors meeting.
 - The EC will publish all the results of the vote of adoption/dismissal on the RCCA website.
- 6) All proposals adopted by the Board of Directors will take effect on the effective date established by the Board, generally January 1 of the following year, unless stated otherwise by the Board.

RCCA Bylaws Amendment/Change Proposal Form

Please use a separate form for each bylaws section you wish to propose be amended/changed. If you propose more than one section be amended/changed to achieve the purpose and rationale you propose, simply attach the separate forms for each section together. List the existing bylaws section and number you wish to propose be amended or changed here:

Bylaws reference number: _____

Existing bylaws section text:

(use back of form if necessary)

Check one:

Delete or

Replace with

Proposed amendment/change section text:

(Use back of form if necessary)

Author's rationale for proposing the amendment/change to this section of the bylaws (define the problem and the solution proposed by this amendment/change):

(Use back of form if necessary)

1. Author's name (please print) / RCCA number / signature / date _____

2. *RCCA member's name (please print) / RCCA number / signature / date* _____ 3. *RCCA member's name (please print) / RCCA number / signature / date* _____

<p><i>Internal Use Only</i></p> <p><input type="checkbox"/> Area Rep Copy / signature / date received _____</p> <p><input type="checkbox"/> District Rep Copy / signature / date received _____</p> <p><input type="checkbox"/> EC Copy / signature / date received _____</p> <p><input type="checkbox"/> Bylaws Committee Copy / signature / date Received _____</p>
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