



## CONTEST DIRECTORS CHECK LIST

### AS SOON AS CONTEST DATES ARE KNOWN

- Submit the online contest submission form to IAC HQ. It is located in the Members Only section of the website in the Contest Information section. Your contest will be automatically added to the IAC Contest Calendar found at:  
<http://www.usnationalaerobatics.org/iacdb/ContestListing.asp>

### 90 DAYS OR MORE FROM CONTEST DATE

- Submit the online contest sanction and insurance application. Both are located in the Members Only area of the website in the Contest Information section. Sanction fees are now collected at the end of the contest.
  - Check with the EAA Chapter Office (920-426-4876) or check online at <http://www.eaa.org/chapters/locator/> to verify that your Chapter is in good standing. A Chapter status report, renewal agreement, insurance, member roster and applicable fees must be updated annually to the EAA Chapter Office. If your Chapter status has not been renewed, log onto: <http://www.eaa.org/chapters/admin/renewal.asp> and submit the applicable forms.
  - The Contest Director Packet is available in IAC Members Only online at Review these materials to make sure you understand the forms and guidelines. The most recent version of the scoring software is available online in IAC Members Only. **NOTE: Unknowns will be sent via email once your contest sanction is approved and within 1-2 weeks of your contest date.**
  - Start the volunteer Contest Staff selection/request process. Distribute appropriate sections of the CD Packet to contest staff.
    - Registrar - provide IAC registrar's guidelines and forms (TAB 3 of the IAC CD Packet)
    - Chief Judge - provide IAC Chief Judge guidelines (TAB 3-03 of IAC CD Packet)
    - Volunteer Coordinator - provide Volunteer Coordinator guidelines (TAB 4 of IAC CD Packet)
    - Computer Scorer (try to get 2 or more) – provide Scorer the IAC Scoring Program (JaSPer) User Guide (TAB 5 of IAC CD Packet).
  - Safety Director – provide Safety Director with Safety Director guidelines (TAB 1-04 in IAC CD Packet)
  - Boundary Judges – provide Boundary Judges with Boundary Judge guidelines (TAB 3-02 in IAC CD Packet)
  - Starter & Unicom Monitors - see TAB 1-03 of IAC CD Packet for contest communications guidelines.
  - Technical Inspector and Committee (try to get 2 or more)
    - Jury
    - Judges line
    - Contest setup team
    - Contest cleanup team
  - Plan Box setup and marking – see TAB 1-02 of IAC CD Packet for equipment guidelines.
  - Set up a meeting and meet with the Airport Manager & Tower Chief to discuss the contest procedures/process
  - Apply for FAA waiver - Form 7711-2 to FAA (FSDO)
  - Set up LOA with ATC (tower/Center/TRACON)
  - Apply for contest frequency with FAA Spectrum Management (check with FSDO or ATC)
  - Create a contest budget (ask treasurer for previous contest actual income/expense)
  - Reserve a location for the Banquet and Caterers (if applicable)
  - Select banquet food menu (stay in budget!)
  - Send a “media press release” to the major radio & television stations in the area:
    - Include IAC promotional brochures
    - Stress the safety aspect of “precision” aerobatics and that it is **not airshow or stunt flying**
  - Look for potential sponsors for the contest
    - Trophy with sponsor's name engraved on it
    - Logo on T-shirts
    - Advertising in program booklets
- **30 - 90 DAYS FROM CONTEST DATE**
- Arrange for vehicles to transport judges, volunteers & equipment
  - Reserve radios for contest – total of 7 needed, reserve extras for emergencies, and recharging purposes
  - Ensure following:

- Judges tables, tents, & chairs, coolers, other tables & chairs are in good condition.
- Corner judges site device and materials box is complete and in good condition.
- Hot Box panels are painted correctly and in good condition.
- Judges radio is properly working.
- Request Chapter members for the use of (2) VHF radios – backup for Chief Judge
- Arrange for Hangar space and tie downs
- Reserve/Rent portable toilets
- Make arrangements for a copy machine (either borrowed or rented)
- Ensure a computer will be available
- Order trophies
- Order/purchase volunteer gifts

### **30 DAYS OR LESS FROM CONTEST DATE**

- Meet with registrar to go over contest forms and procedures (*see below*)
- Insure that all Unknowns are checked for legality before copying
- Contact all primary volunteers to discuss contest and any questions they may have
- Arrange to have the box marked the day before the practice/arrival day
- Define contest schedule of events with timeline
- Create contest program with advertisements
- Contact Tower chief to discuss final contest details
- Notify area FBO's (Contest NOTAM)
- Arrange for lunches to be prepared and negotiate price
- Food/Beverage plan for:
  - Practice day munchies & beverages
  - Practice day "happy hour"
  - Contest days continental breakfast (coffee, tea, juice, donuts, rolls)
  - Contest (first day) dinner (ie. Pizza, pot luck, Hot dogs, etc)
  - Pre-banquet Drinks / appetizers
  - Contest banquet (ensure adequate vehicles to transport everyone to banquet site)
- Purchase food & beverages
- Pick up trophies
- Plan events for Banquet
  - List of "thank you's" and acknowledgments,
  - Trophy list (arrange for return of perpetual trophies)
  - Fun items (special awards)

### **PRACTICE DAY**

- Ensure box agent (or prearranged designee) calls tower (or as specified in LOA/waiver) to open box (ONE person should be designated to be POC for ATC and FAA for contest each day)
- Get a weather brief from FAA weather station
- Setup Registrar area
- Coordinate the Judges line, Corner Judges & panel setup team
- Establish "No Prop" zone
- Coordinate technical inspectors
- Setup Starter line
- Setup Merchandise sales area
- Get coolers, food & ice ready for contest day
- Meet with as many volunteers as possible to discuss contest schedule of events
- Once registrations are in, get with Chief Judge and Volunteer Coordinator to coordinate judging line
- Notify Contest Jury in coordination with contest chief judge before end of the day
- Notify Technical Committee in coordination with contest chief judge before end of the day
- Think about clean up plans for the last day of the contest... coordinate with VC.

### **CONTEST DAY**

- Box agent (or designee) to CALL TOWER AND OPEN THE FAA BOX WAIVER
- Get a weather brief from FAA weather station
- Go to Hangar as early as possible to finalize all remaining details
- Distribute radios to the contest officials listed below. Remind each person that the radios should remain in their possession all day and should only be returned to designated personnel
  - Contest Director
  - Chief Judge
  - Starter
  - Volunteer Coordinator
  - NE Boundary judge materials box
  - SW Boundary judge materials box
  - Leave spares charging
- Contest pilot briefing (earlier the better - try 7:00 A.M.)
- The following have something to say at the briefing:
  - Contest Director welcome comments and event schedule

- Chief Judge roll call, weather brief, and contest procedures
- Starter procedures
- Volunteer Coordinator message
- Safety Director comments
- Contest Director again
  - \*Encourage everyone to be prepared to fly on schedule
  - \*Remind anyone wanting achievement awards – get forms from registrar and get them signed before the chief judge(s) leave.
  - \*Remind any College or Technical student to sign up for Collegiate Program – get forms from Registrar.
- Contest Director and Chief Judge must sign (and check!) each score sheet generated by Score Keeper
- Close the BOX with ATC/FSS/TRACON (per waiver) each day!

### **CONTEST COMPLETION**

- SEND IN CONTEST RESULTS IMMEDIATELY.**

#### **Contest Records**

The following items must be sent to IAC Headquarters at the end of the contest:

- **Official Pilot Results and Standings.** Complete instructions on how to electronically send your contest results to IAC HQ can be found in the *Computer Scoring Program Users Guide* found in the CD Packet. For quick reference, the CD should ensure that the Scoring Chairman completes the following items at the end of the contest.
  - 1) Under the wrap-up tab in the IAC Scoring Program, Choose “Submit Results Online” to send your contest results to the IAC website.
  - 2) Optional: If you want to post the results to your Chapter’s website or to an email list, you can choose “Export Results to File.”

- **Protest Forms.** If protests were filed, a copy of each protest along with the outcome must accompany the results.
- **Changed Unknowns.** If an Unknown was changed, a copy of the new Unknown and reason for modification must be sent.
- **Collegiate Award sign-up sheets.** A copy of each Collegiate Award sign-up sheet must be sent to HQ. These sign-up sheets are recorded at IAC Headquarters to determine the winners of the Collegiate Awards.
  - Keep contest paperwork for 1 year**
  - Sanction Fees based on the number of pilots will be assessed after receipt of electronic results. An invoice will be emailed to the contest director** Fees can be submitted through PayPal through the online sanction form or a check can be sent to IAC HQ.
  - Make sure the clean up crew knows what to clean up and get them started
  - Return all checks and cash (or deposit cash and write check to cover) to Treasurer ASAP
  - Make sure all rental items are returned
  - Ensure contest site is clean
  - Check to make sure Chapter equipment is cleaned out and neatly stored in the correct place.

### **CONTEST DIRECTOR POINTERS**

- Throughout the day - monitor and manage the contest/volunteers
- Stick to the schedule that you created (weather permitting)
- Be calm and in control - everyone looks to the CD for a smoothly run contest
- Don’t be late on the food for lunch or dinner - everyone gets real hungry
- Place new volunteers with experienced volunteers (or visa versa)
- Thank your volunteers before, during and after the contest (lots of thanks)