



## INSTRUCTIONS ON HOW TO HOST A JUDGES SCHOOL

The quality of judging in competition aerobatics is a topic that is frequently debated in our sport. One of the ways we can cultivate high quality judging is through better training. Improvements in Judges School curriculum and presentation are the responsibility of Judges School Program Chairman. However, even the best curriculum is of little use unless it's readily available to those seeking IAC judging credentials. Therefore each IAC Chapter is encouraged to consider hosting a Judges School each year.

Although a formal classroom training environment has many advantages, one disadvantage is that for some people, travelling to a school might not be convenient within their schedule and monetary constraints, limiting the potential pool of candidates for judges. Until recently, limited resources available to the IAC meant the only method of delivering the requisite training was in these "in-residence" schools, requiring travel and lodging expenses for both instructor and students. Although not a replacement for formal classroom instruction and discussion, the IAC Judge Program is working to deliver another option for IAC Approved Judge training via an online course. Online training, while convenient, has its own drawbacks. Among the more significant are that face-to-face relationship between instructor and students is lost so there is no capability for interjecting discussions when questions arise, and of course, the camaraderie and fellowships cultivated during breaks in a traditional classroom setting are missing, too. Despite these and other disadvantages, the concept of an online course does have some benefit. So for those who are unable to travel to the school site, an online course may be just the ticket! So stay tuned for an announcement of when online judge training courses are available in "The Latest News" on the IAC homepage and also on the IAC Judge School Calendar.

The traditional in-class Judge School will remain the most prevalent for the foreseeable future, with several IAC Chapters across the country and even internationally, organizing one or more Judges Schools. As new chapter volunteers take on this task, the knowledge of how to do this is not always passed on. The following is intended to serve as a guideline on IAC Judge School Program policy to help your chapter's Judges School Coordinator host a successful Judges School:

### WHICH SCHOOL ARE YOU INTERESTED IN HOSTING?

There are currently three curriculums available, two for judges and one for pilots:

- *Introduction to Aerobatic Judging:* This seminar is aimed at training new judges. However, previously certified judges may attend at least the latter portion of this seminar or the Advanced Seminar (see below) as a method to meeting the currency requirements defined in the IAC Rule 2.6.3.
- *Advanced Aerobatic Judging:* This seminar is aimed at current or former judges and is a more in-depth "discussion" of the finer points of aerobatic judging than can be achieved in an introductory course. Chapters should consider hosting this course in addition to the "Intro" course, particularly if there are large numbers of current or former judges needing to attend a seminar in order to satisfy the currency requirements of IAC Rule 2.6.3.
- *Judging Criteria for Pilots:* This seminar is not aimed at training judges but rather for providing competition pilots insight into judging criteria and strategies to apply to their flying to obtain better scores.

### SCHEDULING A JUDGES SCHOOL

1. Start planning early. The earliest the Judges School can be scheduled is the last weekend in February. Earlier dates usually cannot be supported because of the production and publication schedule of the *IAC Official Contest Rules* book, which is integral to the course, and then subsequent production of course materials. Additionally, while your school will be added to the online Judge School calendar on the IAC website, Sport Aerobatics magazine needs at least a two-month lead-time to advertise your school. So a for February school, the basic details must be completed by November for your school to appear in the January issue's calendar of events.

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2. Discuss the following items at a chapter meeting:
  - Contact name, telephone number and email address. You'll need a local coordinator to arrange for a room, equipment, supplies, etc. (see checklist below).
  - Proposed location of school. For preliminary planning this can be just what city and state it will be held in, which is enough information to advertise in Sport Aerobatics.
  - Proposed dates for school. Come up with at least two alternate dates. This will make it easier to find an instructor(s) for your school.
3. To formally request a school, go to the IAC website ([www.iac.org](http://www.iac.org)) and under the "Calendar" menu, select "Judges Schools" and the Judges School Calendar will appear. Near the top of the page is a link "Judges School Request Form". Click this link, complete the required information and then click "submit" and your school is officially requested. This will notify the Judges Program Chairman (Greg Dungan) by email that a school has been requested. You will also receive an email confirmation of your request.
4. **The Judge Program Chair will then:**
  - Arrange for an instructor for your school.

Note: Please bear in mind that an IAC HQ policy change effective in the 2011 requires that instructor travel expenses will be reimbursed directly by the host Chapter and the IAC HQ fee was eliminated at the Fall 2011 IAC Board Meeting (see below). As part of the scheduling process, the Judge Program Chair will provide an initial estimate of travel expenses to aid in planning your school fees. Unless a particular instructor is requested, the one that can get to your location at the least cost will be given first refusal rights to teach your school. If you request a particular authorized instructor (see the list on the Judge School Request form), you can coordinate the school dates with that person and request him/her as the instructor.
  - Once the Judge School Chair assigns an instructor and changes the status of your school to "scheduled", your school will then appear on the Judge School Calendar on the IAC website and you will receive an email confirmation to allow you to advertise your school. Your school should also be listed in the calendar in the next publication of Sport Aerobatics magazine.

### JUDGES SCHOOL ARRANGEMENTS

1. When an instructor(s) is assigned to teach the school(s), the Judges School Chairman will also provide you with appropriate contact information for that instructor. You should then contact the instructor as soon as possible by telephone or e-mail and coordinate the following:
  - Airport Recommendation: If the instructor will be traveling to the school location by air and there are multiple choices for the arrival airport, advise the instructor on which airport would be most appropriate.
  - Accommodations: Coordinate with the instructor to determine the most cost effective accommodations near the seminar site (hotel or private home of a chapter member). *Hosting the instructor in the home of a chapter member is one way to reduce the cost of your Judges School and ultimately the cost to each person that attends.* Of course, a hotel is equally acceptable and if the instructor will be staying in a hotel, request the instructor's room preference (smoking, not smoking, etc.), make a reservation, and then provide the instructor with the location, telephone number, and reservation number.
  - Transportation In/Around the Seminar Location: Determine the most cost effective means of transport in/around the school location (rental car, taxi, shuttle, local chapter member, etc.). ***If at all possible, arrange for private transportation as this also helps minimize the cost of your Judge School and ultimately the cost to each person that attends.***
  - Class Start/Stop Times: Coordinate class start/stop times with the instructor(s).
  - Special Equipment Requirements: See below for required classroom equipments but coordinate with the instructor(s) for any additional requirements.
2. As soon as possible after the school is scheduled, start advertizing your school in Chapter Newsletters, email distribution lists, etc. to ensure the largest awareness and participation possible. Encourage pre-

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registration and advanced payment to better project the number of registrants. A Tally Sheet will be provided to help you with registrations. Additionally, as the date for your school gets closer, IAC Headquarters or the Judges School Chairman may send your chapter coordinator updated information on registration fees and expenses, which are set each year to cover the costs of administering the IAC Judges School Program.

3. The chapter's Judges School Coordinator needs to make the detailed arrangements for the school:
  - **Arranging for the classroom itself is one of the most important tasks. Please note room and equipment rental costs should be planned for when determining the total course fees** (see below). Some things to consider in selecting your exact location:
    1. How many students do you expect at your school? Although the average seems to be about 15 to 20, some schools have attracted over 40 students. Of course, the expected expenses will set the minimum size for your school, usually around 12-14 students. Does the building you plan to use have a room large enough to accommodate the number of students you expect?
    2. Does the room you have chosen have adequate lighting? Since the class is given primarily using an overhead projector, the front of the room needs to be dark enough to make the transparencies visible, yet the students need enough light to reference the course notes, rule book, Aresti Aerobatic catalogue, etc.
    3. Does the room have adequate temperature controls? Although a hangar may provide plenty of room to set up student chairs and tables, it may not be heated or cooled well enough for people to be comfortable for attending a class all day long.

Suggestion: Your local flight school might have a classroom you could use for the weekend and most are already equipped with suitable computer projection equipment.

- Arrange for tables and chairs for each student, if these are not already in the classroom. The students will be spending most of the day in a classroom and deserve a comfortable learning environment. The instructor also needs a podium or table to work from and a chair, preferably a high one. You will also need a table and chairs for class registration.
- All courses are taught via MS PowerPoint presentations. While not absolutely mandatory, if computer projection equipment is not possible, alternative presentation methods need to be arranged with your instructor. Instructors may be using their own laptop computer but if the room is already equipped with a computer, ensure computer security issues are resolved before planning on using it. Check with your instructor and arrange for any of the following classroom equipment:
  - Name tags
  - Overhead projector (optional but rarely needed)
  - White (or black) board on wall or easel (one or the other)
  - White board markers (or chalk)

Suggestion: Consider having aerobatic related videos played on digital Video player or VCR with a large screen TV, or projected through a computer during breaks, lunch, etc.

- Arrange for morning coffee and lunch on each day of the course. Since time is limited, the best arrangement is usually to have sandwiches, pizza, or some other box lunch brought in. If this isn't possible, make a reservation at a local restaurant so they can seat the group and serve you quick enough to get everyone back in the classroom in an hour. If you want to simplify arrangements, you can add a lunch price to the student registration fee to cover any food you have brought in.
- Consider arranging for social dinner on Saturday night. This gives everyone a chance to discuss what he or she learned in class in a more informal setting. This is also a great opportunity for a chapter social event, where other members not attending the school can also join in. It's also possibly a chance to recruit new members.

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- ❑ Find out the names, telephone numbers, and approximate room rates at nearby motels. Prospective students will ask where they can stay.
  - ❑ Consider making arrangements for a chapter member to offer transportation to any students who fly in for the school.
4. Approximately two weeks before the scheduled school (possibly less for the first schools scheduled the last weekend of February), the Judges School Chairman will send PDF files of course materials that will need to be produced locally (costs associated with production of these materials may be recouped via the chapter's registration fee):
- ❑ Judges School Registration Form – produce one copy to use for students to fill out when they register for the course.
  - ❑ Student Handout – produce one copy for each student; this is the presentation that the instructor will use to present the course in which the students can take notes, etc.
  - ❑ Regional Judge Exam and Application (*Introduction to Aerobatic Judging* course ONLY) – one copy is needed for each student who is NOT already a certified IAC Regional Judge (requires prior knowledge of who's coming) but you will still need to have several copies on hand for last minute registrants. In other words, production costs can be minimized with a little planning.
  - ❑ National Judge Exam and Application (*Introduction to Aerobatic Judging* and *Advanced Aerobatic Judging* courses) – produce one copy for each student who is already a certified IAC Regional Judge but you may need a few copies on hand for last minute registrants.
  - ❑ Judges School Analysis form – produce one copy for each student.
  - ❑ IAC Judging Log – produce one copy for each student.
5. Consider the following opportunity for fundraising for the Chapter: Since the *IAC Official Contest Rules* are distributed electronically in a PDF file, **Chapters can take advantage of the fundraising potential by soliciting orders for hardcopies of the rulebook, which may be produced at reduced cost in bulk at Kinko's, Office Depot, Staples, etc., and can then be sold to the registrants and other members of the chapter.** There are probably other opportunities for this type of fundraising for your chapter!
6. The night before your school is scheduled to start, meet the instructor and, if feasible, show him/her the classroom facilities.
7. On the day of class (if not done the night before):
- ❑ Verify that all equipment and supplies are in place.
  - ❑ Verify computer and projection equipment are functional.
  - ❑ Set up a registration table and have each student fill out a registration form as they arrive. All registration and material costs are listed in the initial letter from the IAC Judge School Program Chair. Collect payment and distribute materials. Please have all checks made payable to your Chapter.
  - ❑ Tell the instructor what time lunch is planned so an appropriate break can be arranged.
  - ❑ If available, play aerobatic videos during breaks and lunch. It breaks up the day and provides a focus for what is being taught.
8. At the end of each seminar, ask the students to fill out the school analysis (critique) forms and return them to you before they leave. Then, in the afternoon, you can hold any of these optional activities:
- The daily course schedule is pretty full but if possible, arrange for a live demonstration of judging aerobatic figures. This can be accomplished with either full-scale or RC model aircraft. When possible, this is the best way to help students apply what they've learned. Let them work in teams, one calling the figures and the other grading. After a few figures, the instructor should describe how he/she would grade the figures and why. Of course, this requires advance planning, especially if an aerobatic box is not already established.

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- Give the students a chance to begin working on the Regional Judge Exam. More students tend to finish the exam if they begin right away. Working on the in class is encouraged and gives students a chance to ask questions of the instructor. When they're finished, they should go to the IAC website and complete the exam online to receive immediate feedback and grade.
9. At the end of your school:
- ❑ Total all money received and reconcile with your *Judges School Tally Sheet*.
  - ❑ Submit all student payments to your chapter and then the Chapter **must issue one check, payable to the Instructor**, for the total amount of his or her travel expenses. Effective for the 2012 contest year, **no Judge School fees will be due to IAC HQ!**
  - ❑ Send an **electronic copy** of the Judge School Tally Sheet to:  
[Greg.Dungan@Verizon.net](mailto:Greg.Dungan@Verizon.net) or [Gregory.Dungan@Navy.mil](mailto:Gregory.Dungan@Navy.mil)  
Alternatively the form can be faxed to: 301-342-5003 (please include coversheet)
  - ❑ Mail the Judge School Analysis (course critique) forms and a hard copy of the Judge School Tally Sheet to the Judge Program Chair at:  
By U.S. Mail: Greg Dungan  
46152 Levitan Way  
Great Mills, MD 20634-3066
  - ❑ Mail the registration slips and **another hardcopy of the Tally Sheet** directly to:  
International Aerobatic Club, Inc.  
PO Box 3086  
Oshkosh, WI, 54903-3086.
- This should be done as soon as possible after the end of the school in all cases, but **attendance records are due within 30 days of the date of your school.**
10. When all of the above is completed, congratulate yourselves on a job well done! **Your Chapter has done the sport a great service for without judges there can be no competitions!**

Sincerely,



Greg Dungan, Chairman  
IAC Judges School Program