



Policy and Procedures

Number: 000

Date: 21 May 2013 Revision #22

Subject: Introduction to the Manual

INTRODUCTION

The purpose of the *IAC Policy and Procedures Manual* is to outline all of the management policies and procedures for those who have a leadership and/or administrative role in International Aerobatic Club.

Some of the subject areas are matters of policy established by the IAC's Board of Directors. Others are procedures implemented by its executive officers. Yet other areas are administrative methods established by the headquarters staff of the Experimental Aircraft Association, IAC's parent organization. All come together here for easy reference, future expansion, and for a thorough understanding of how this organization functions.

The authority to make any policy changes stated in this manual rests with the IAC Board of Directors. The IAC President will issue revisions to this manual on an as needed basis.

Last P&P Revision: May 21, 2013



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Date: 19 June 2013 Revision 29

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Number: 100

Date: 21 April 2006 Revision: 22

Subject: Code of Conduct

Code of Conduct

As a member of the Board of the International Aerobatic Club, I shall do my utmost to represent the interest of the aerobatic community by adhering to the following commitments:

1. Officers and Directors shall represent all members of IAC honestly and equally not surrendering responsibilities to special interest or partisan groups.
2. Officers and Directors shall avoid any conflict of interest or the appearance of impropriety, which could result from their position, and shall not use their position for personal gain or publicity.
3. Directors shall recognize that a board member has no authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. Officers and Directors shall take no private action that might compromise the board or administrative staff and shall respect the confidentiality of privileged information. Some of what we do is and should be, our business only.
5. Officers and Directors shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. Officers and Directors shall encourage and respect the free expression of opinion by fellow members and others.
7. Officers and Directors shall be involved and knowledgeable about not only about issues of interest, but issues that impact the organization as a whole.
8. Officers and Directors shall keep in my mind the sensitivity of certain discussions and do their utmost to portray the IAC in the most positive manner. Image is important.



Policy and Procedures

Number: 101

Date: 21 April 2006 Revision: 22

Subject: IAC Articles of Incorporation and Bylaws

The Articles of Incorporation and Bylaws of the International Aerobatic Club provide the foundation for the club's overall organization. It is a legal document that regulates the way the organization runs in accordance with Wisconsin State Statutes. The organization is incorporated in the State of Wisconsin and therefore must comply with those statutes.

A copy of the IAC Articles of Incorporation and Bylaws are included in this chapter and should be referred to for specific details.



BY-LAWS
OF THE
INTERNATIONAL AEROBATIC CLUB, INC.

A Division of the
Experimental Aircraft Association
and the
National Aeronautic Association

P O Box 3086
Oshkosh, Wisconsin 54903
U.S.A.

Adopted April 10, 2014

ARTICLE I

SCOPE

These are the By-laws of the INTERNATIONAL AEROBATIC CLUB, INC., a Division of the Experimental Aircraft Association ("EAA") and of the National Aeronautic Association ("NAA"), hereinafter referred to as the Division.

ARTICLE II

EXECUTIVE OFFICERS

SECTION I. Definition and Election

Executive Officers shall be those specified in the Articles of Incorporation and elected pursuant to ARTICLE VI herein.

SECTION II. The President

The President shall be the Chief Executive Officer of the Division and Chairman of the Board of Directors, and shall:

1. Call such special meetings of the Board of Directors as deemed appropriate;
2. Have charge of the general business of the Division, subject to the advice and control of the Board of Directors;
3. Be authorized to execute with the Secretary all contracts and other corporate instruments necessary to carry on the business of the Division, provided said execution has been approved by the Board of Directors; and

4. Be authorized to execute with the Treasurer all checks for Division expenditures authorized the Board of Directors.

SECTION III. The Vice President

The Vice President:

1. Shall be vested with all the powers and shall perform the duties of the President in case of the absence, disability or inability for any reason, of the President to perform said duties;
2. Shall perform such duties connected with the operation of the Division as may be undertaken at the suggestion of the President or the Directors;
3. Shall be authorized to approve for disbursement all checks for Division expenditures authorized by the Board of Directors; and
4. May, at the request of the President, attend any meeting of the Board of Directors of any corporation which formally or informally has a designated seat for the Division on its own Board of Directors, at any meeting of such other corporation which the President is unable to attend, provided that the Board of Directors of the other corporation approves such attendance, and provided further that the Vice President's role at such a meeting shall only be to observe and participate (to the extent approved by such other Board), and he or she shall not be authorized to cast any votes.

SECTION IV. The Secretary

The Secretary shall:

1. Keep the minutes of all meetings of the members, the Executive Committee and of the Board of Directors in books provided for that purpose. The Secretary may

utilize electronic recording devices or professional personnel to accomplish these duties;

2. Attend to the giving and serving of notices of all meetings of the members and of the Board of Directors;
3. Execute with the President, in the name of the Division, all contracts and other corporate instruments necessary to carry out the business of the Division provided said execution has been approved by the Board of Directors;
4. Have the responsibility to publish minutes of all meeting of the members and the Board of Directors; and
5. Perform all other duties incident to said office subject to the control of the President and the Board of Directors as directed by them.

SECTION V. The Treasurer

The Treasurer shall:

1. Execute with the President or Vice President, in the name of the Division, all checks for the expenditures authorized by the Board of Directors;
2. Receive and deposit all funds of the Division in a bank selected by the Board of Directors which funds shall be paid out only by check as hereinbefore provided, except that incidental expenses may be charged to a credit card held by the Division as authorized by the Board;
3. Account for all receipts, disbursements and balance of funds on hand; and
4. Perform all other duties incident to said office subject to the control of the President and the Board of Directors as directed by them.

5. Be bonded or subject to fiduciary insurance coverage in the amount determined by the Board of Directors. The bond or coverage premium shall be paid by the Division or by the EAA.

SECTION VI. Designation

1. Any Executive Officer may designate another individual or individuals to act as an assistant to and in that Officer's behalf as to any portion of the duties set forth herein (except voting), provided said designation has the prior approval of the Board of Directors. This includes, but is not limited to, authorization of the EAA to perform certain fiduciary responsibilities designated by the Board of Directors.
2. In the temporary absence or incapacity of any Executive Officer, the Board of Directors may delegate the duties of that Officer to such individual or individuals for such period of time and in such degree as they deem appropriate.

SECTION VII. Board Membership

The Executive Officers of the Division shall be deemed to have been elected as Directors of the Division, and shall serve in that capacity during their term of office.

ARTICLE III

BOARD OF DIRECTORS

SECTION I. Number

The powers, business, and property of the Division shall be exercised, conducted and controlled by a Board of Directors of fifteen (15) members.

Those fifteen (15) members shall consist of:

(a) Five (5) Class I Directors to include the President, Secretary and three (3) Directors elected by the membership in even-numbered years;

(b) Six (6) Class II Directors to include the Vice President, Treasurer and four (4) Directors elected by the membership in odd-numbered years;

(c) Two (2) Class III Directors to include one (1) appointed EAA representative and one (1) appointed NAA representative; and

(d) Two (2) Class IV Directors elected by the Board.

All fifteen (15) members shall have full voting power on the Board.

SECTION II. Presidents Emeritus

Each past President of the Division shall be considered a President Emeritus. Each President Emeritus shall have speaking privileges at any Directors' Meeting but shall not be entitled to vote.

SECTION III. Authority

The Board of Directors shall have the power and authority to promulgate and enforce all rules and regulations pertaining to the use and operation of Division property and to do and perform, or cause to be done and performed any and every act which the Division may lawfully do and perform.

SECTION IV. Executive Committee

1. There shall be an executive committee of the Board of Directors, consisting of five (5) directors, being the President, Vice President, and Treasurer, and two (2)

additional members of the executive committee to be appointed by the Board of Directors. The President shall be Chairman of the executive committee, and in the President's absence, the Vice President shall be the Chairman. The executive committee shall have such power and authority as shall be delegated to it by the Board of Directors from time to time and may be empowered to act on behalf of the Board of Directors.

2. All members of the Board of Directors shall be entitled to attend meetings of the Executive Committee and when so doing, shall be entitled to vote. Board members will be given a minimum of 120 hours notice of such meetings. Three members of the Executive Committee present at such meetings shall constitute a quorum.

SECTION V. Eligibility

Any member in good standing may hold office in the Division.

To remain eligible to serve on the Board of Directors, each member thereof must attend at least fifty percent (50%) of the meetings of the Directors during each calendar year that they are eligible to attend. This requirement may be waived by affirmation vote of the Board.

SECTION VI. Terms of Office

1. The term of office as Directors for the four (4) Executive Officers shall be concurrent with their term of office as Executive Officers.
2. The term of office of each Class I and Class II Director shall be two (2) years.
3. The term of office of each Class III Director shall be one (1) year.

4. The term of office of each Class IV Director shall be set by the Board, but shall not exceed two (2) years.
5. All Directors shall hold office from the date they are installed until their successors are elected and qualified.
6. A Director who becomes an Officer during the term of office as a Director shall thereafter serve as a member of the Board solely by virtue of their status as an Officer. The formerly held seat as an elected Director shall be deemed vacant unless and until that seat is filled in accordance with the provision of Article V, Section I (vacancies).

SECTION VII. Meetings

1. The President shall preside over the meetings of the Board of Directors.
2. Regular meetings of the Board shall be called upon order of the President twice each calendar year. Notice of each regular meeting of the Board shall be delivered to each Director at least thirty (30) days prior to the time of such meeting.
3. Special meetings of the Board shall be called upon order of the President or upon order of a majority of the Directors. Notice of each special meeting of the Board stating the time and, in general terms, the purpose of the meeting shall be delivered to each Director at least one hundred twenty (120) hours prior to the time of such meeting.
4. If all Directors shall be present at a meeting, business may be transacted without previous notice.
5. Notice of each meeting of the Board of Directors shall include an agenda of said meeting.

6. A majority of all of the Directors present in person shall constitute a quorum of the Board for all meetings.
7. The affirmative vote of a majority present at that meeting in person shall be necessary to pass any resolution or authorize any act of the Division unless a greater number of affirmative votes is expressly required for such act by these By-laws, the Articles of Incorporation or by law.

SECTION VIII. Action in Lieu of Meeting

Any action required or permitted to be taken at a Board meeting may be taken instead by written action signed by two-thirds (2/3) of the Directors then in office.

SECTION IX. Compensation

Each member of the Board of Directors shall serve as a Director without compensation, except for such expense reimbursement as may be authorized by the Board from time to time.

SECTION X. Records

The Board of Directors shall cause to be kept a complete record of all the proceedings of its meetings, and such record shall be available to the membership.

SECTION XI. Advisors and Committee Chairman

The Board of Directors may appoint such Advisors and Committee Chairman as it deems appropriate from time to time. Such Advisors and Chairman shall not possess a Board vote. Chairmen and Advisors do not have speaking privileges unless so granted by a majority vote of the Board by a motion which has precedence over any motion

on the floor and which provides the time limits of such privilege.

ARTICLE IV

MEMBERSHIP

SECTION I. Classification

The following classifications of membership shall exist: Life, Family, Honorary, Regular, Student, and Introductory.

SECTION II. Eligibility for Membership

1. Membership in the Division is open to any EAA member in good standing.
2. Life Membership is open to any EAA Life Member.
3. Family Membership is open to any EAA Family Member.
4. Introductory Membership is open to any individual who has not been a member of the Division in the preceding twelve (12) months. Should an Introductory Member not be an EAA member upon joining the Division, the Division shall enroll such member in the EAA for a term coincident with such member's term as an Introductory Member of the Division.
5. Honorary Membership is open to any individual appointed by the Board of Directors as it deems appropriate.
6. Student Membership is open to any individual enrolled in a four-year college.

SECTION III. Procedure

1. Any eligible person desiring to become a member shall submit an application form and such dues as may be prescribed from time to time by the Board of Directors.
2. The Board of Directors may reject any application for membership for good cause, provided any fees submitted are returned to the applicant upon rejection.

SECTION IV. Duration of Membership

1. Life Memberships shall last for the life of the holder.
2. Honorary Memberships shall last for the life of the holder and shall remain in effect coincident with the holder's membership in the EAA.
3. Introductory Memberships shall last for six (6) months.
4. All other memberships shall last for twelve (12) months.

SECTION V. Expulsion of Members

Notwithstanding the durations of membership provisions set forth in SECTION IV hereinabove, any member committing acts or deeds which are deemed undesirable can be expelled from membership at the annual meeting by a seventy-five percent (75%) popular vote of the members at such meeting, provided the Board of Directors has concurred with the necessity for said vote.

SECTION VI. Dues

Rates and methods of assessment of dues shall be as prescribed by the Board of Directors from time to time. Special, reduced or eliminated dues for specific classifications of memberships shall be permitted.

No dues shall be charged by the Division for Honorary Memberships.

SECTION VII. Voting

1. A member may not vote unless said member's dues are current.
2. Each Regular, Introductory, Student, Honorary and Life Member shall possess one vote.
3. Members of each family sharing a Family Membership shall be entitled to not more than two (2) votes. Nothing herein shall be construed to prevent members of a family from attaining a different classification of membership and thus each being entitled to voting rights associated with that classification.
4. The Board shall decide whether each issue put before the membership shall be voted on at a membership meeting or by written ballot.
5. Proxy voting shall be permitted at each membership meeting.
 - a. Each member in good standing shall be entitled to one vote at each membership meeting (the meeting), such vote to be cast in person or by proxy.
 - b. Family Members shall designate one voting member to cast its two votes.
 - c. The Board shall make proxy forms available with the notice of the meeting.
 - d. Each proxy must state the specific issue for which the proxy is granted, and clearly designate how the member wishes his/her proxy to be voted on the issue.

- e. The Board shall designate the person (election official) who shall vote each proxy (which shall be the secretary unless otherwise provided by the Board), and each shall be voted by that person in the manner specified by the member.
 - f. All proxies must be in writing on the form provided or in the official format approved by the Board, signed by the member, received and registered by the designated election official prior to the day of the meeting.
 - g. All votes cast, including those by the designated election official who is authorized to cast proxy votes, shall be made orally or visually unless a majority of members present and eligible to vote determines that the vote shall be in writing.
 - h. A proxy received by facsimile, e-mail or other written communication may be accepted if the election official is satisfied that it is genuine.
 - i. Proxies shall be limited to one meeting only, and shall automatically expire at the end of the meeting.
- 6. Should the Board decide that an issue is to be put before the membership by written ballot, it shall designate a period of not less than three (3) weeks during which ballots received from the membership will be accepted.
 - 7. To be counted, written ballots must be properly marked and received by the final day of the voting period by a Ballot Certification Committee of not less than three (3) members appointed by the President.
 - 8. All Ballots properly delivered to the Ballot Certification Committee shall be tabulated by such committee and retained for a period of thirty (30) days after which, if no contest is filed, they may be destroyed.

9. Multiple issues put before the membership may be placed on a single ballot but shall be voted on separately.
10. The presence of a quorum and a majority vote of the members voting is necessary for the adoption of any resolution, except if a greater number is required by these By-laws, the Articles of Incorporation, or by law.

SECTION VIII. Meetings

1. All meetings of the members, except as herein otherwise provided shall be held at a place to be determined by the Board of Directors.
2. Notice of the annual meeting, which shall be held during the July–August time period (or in the absence thereof, at a time to be chosen by the Board of Directors) shall be given by notice published in an official publication of the Division at least thirty (30) days before such meeting, and such notice shall include an agenda of said meeting.
3. Special meetings of the members may be held at such time and place as the President or a majority of the Board of Directors may determine. Notice of special meetings of members, stating the time and purpose thereof, shall be given in a like manner as the notice required for the regular annual meetings of the members as provided hereinabove.
4. At any meeting of the members, a quorum shall consist of all members present in person or by proxy.
5. Meetings of members shall be conducted in accordance with Roberts Rules of Order according to the most recent edition published prior to the meeting.

ARTICLE V

VACANCIES

SECTION I. Executive Officers

If the office of the President, Vice President, Secretary or Treasurer becomes vacant for any reason, the Board of Directors shall elect a successor who shall hold office for the unexpired term.

SECTION II. Board of Directors

In the event that any of the seven (7) elective Class I and Class II Directors resign, die or otherwise become ineligible or unable to serve on the Board of Directors, the vacancy thereby created shall be filled by appointment of any Interim Director as selected by the remaining Directors. The Interim Director so elected shall serve a term that expires at the annual membership meeting at which the term of the vacating Director would regularly have expired.

Replacement of a Class III Director shall be made by the Board authorized to appoint that Director per Article III of these By-laws.

If, at any time, the number of vacancies on the Board is such that there are fewer than ten (10) Directors, the Board shall nevertheless be deemed to be legally constituted, notwithstanding any provisions herein to the contrary.

ARTICLE VI

ELECTIONS

Because of the wide geographical distribution of members, to insure qualified candidates for Directors and Officers to enable all members to have the opportunity to

cast their vote, the following election procedure is adopted:

1. The Board of Directors shall appoint a Nominating Committee of not less than six (6) members in good standing, no later than six (6) months prior to the annual meeting each year, and shall designate one of their number to act as Chairman.
2. The Board of Directors shall designate whether each election is to be conducted using paper or electronic ballots.
 - a. If paper ballots are to be used, the Board shall designate a voting period that begins at least sixty (60) days prior to the annual membership meeting.
 - b. If electronic ballots are to be used, the Board shall designate a voting period that begins at least thirty (30) days prior to the annual membership meeting.
 - c. The Board shall designate the closing date of the voting period, which shall be no later than three (3) days prior to the annual membership meeting.
3. Nominations for any elective office shall only be made as follows:
 - a. Nomination petitions shall be made only on official nomination forms which may be obtained from Division Headquarters or any other authorized agent, and shall contain a minimum of ten (10) signatures of members in good standing together with their membership number and expiration date. The nominating petition shall contain a brief resume of the nominee's experience and background and shall be accompanied by a recent photo. To be eligible for nomination a candidate must be a member in good standing.

- b. Nomination petitions must be submitted to the chairman of the nominating committee, c/o Division Headquarters, or other authorized agency, seventy-five (75) days prior to the first day of the voting period. Acknowledgment of the filing of such petition shall be made by the chairman of the nominating committee to the member filing such petition.
 - c. The nominating committee shall meet no later than seventy (70) days prior to the first day of the voting period and shall certify all qualified candidates for each office or as members of the Board of Directors to be elected. In the event insufficient or no nominating petitions are received for a given director and/or officer position, it shall be the duty of the committee itself to select the candidates for those positions.
4. Nominees, as selected above, will be presented to the members in the official publication of the Division or at the time that ballots are sent to the membership, or in such other suitable way as shall be found by the nominating committee from time to time, to adequately inform the membership of the qualifications of candidates running for office.
5. If paper ballots are to be used, official ballots will be mailed to each member in good standing no later than the first day of the voting period. If electronic ballots are to be used, one ballot will be made available to each member in good standing no later than the first day of the voting period.
6. The election results will be announced by the Ballot Certification Committee at the annual meeting and the newly elected Directors and Officers installed at the close of such meeting.

ARTICLE VII

AMENDMENT OF BY-LAWS

These By-laws may be amended only in accordance with the following procedures:

1. A By-law Amendment may be proposed at any time by (a) an act of the Board of Directors or (b) a petition submitted to the President by any member which petition has been signed by no less than one hundred (100) members in good standing.
2. Upon receipt of a Proposed Amendment from the Board of Directors or from a member as herein above provided, the President shall refer the same to legal counsel for the Division, who shall determine whether the Proposed Amendment is legal. If the Proposed Amendment is determined to be legal, it shall be sent to all members in accordance with Paragraph 3 below. If the proposed amendment is determined to be illegal, it shall be returned to the Board of Directors or, as the case may be, to the member submitting the petition, together with counsel's opinion as to the reason for such determination.
3. For each legal proposal received, the Board shall determine whether the Proposed Amendment shall be put before the membership for approval at a meeting of the members or by written ballot in lieu of a meeting.
 - a. If the Proposed Amendment is to be approved at a meeting of the members: No later than sixty (60) days prior to the next scheduled annual or special meeting of the members, the President shall mail (or cause to be mailed) to every member of the Division, or cause to be published in any publication of the Division which is regularly sent to all Division members, a copy or summary of each Proposed Amendment determined to be legal, together with such explanatory information as the President shall deem appropriate. The

President may also include with such information a form of proxy, pursuant to which the member can give to the President (or other person(s) designated by the President) his or her proxy with respect to each Proposed Amendment. Notwithstanding the preceding sentence, if a Proposed Amendment is received by the President from the Board of Directors or from a member later than one hundred and twenty (120) days prior to the next scheduled annual or special meeting of the members, the vote thereon shall be held at the annual or special meeting next following such meeting and the mailing required hereunder shall be made no later than ninety (90) days prior to that later meeting.

- b. If the proposed amendment is to be approved by written ballot in lieu of a meeting: Within one hundred twenty (120) days of its receipt, the President shall provide (or cause to be provided) to each member of the Division eligible to vote a written ballot soliciting approval of the Proposed Amendment and a copy or summary of the Proposed Amendment together with such explanatory material as the President shall deem appropriate.
4. Each Proposed Amendment shall be adopted only if the quorum requirement has been met and the Proposed Amendment has been approved by a two-thirds (2/3) of the members voting.

ARTICLE VIII

CHAPTERS

SECTION I. Formation

1. A minimum of five (5) members in good standing is required to form a Chapter. Applications shall be made on such forms and in such manner as prescribed by the Division from time to time.

2. Each Chapter shall have a President, Vice President, Secretary-Treasurer or Secretary and Treasurer and a Chapter Reporter.
3. Each Chapter shall have a name (e.g.: Chapter No. 1, Chicago, Illinois). Division Headquarters will assign numbers to Chapters.
4. Each Chapter will follow the Constitution and By-laws issued by the Division, and as amended from time to time.
5. Each Chapter shall incorporate itself (and continuously maintain that incorporated status) in its own state under a category "Education – Not for Profit." After incorporation, the Chapter Charter will be issued. The tax status and liability of any Chapter shall be based solely on its individual operations. No Chapter may rely on any tax exempt or other preferential status enjoyed by the Division or the EAA.
6. Each Chapter shall annually furnish to the Division Chapter Executive Secretary, a Certificate from the Secretary of State evidencing that all franchise or other corporate taxes and fees have been paid and that said Chapter is a Corporation in good standing.

SECTION II. Liability

1. The Division, its members, Officers and Directors shall not be liable for any acts or omissions of an individual Chapter (or its members, officers, directors, agents or employees), and any such activities shall be conducted solely at the risk of each Chapter.
2. All Chapter activities shall be insured as may be prescribed from time to time by the Division, or in absence of such prescription, sufficient to insure against reasonable and probable liability which may result from said activities and no Chapter (or its members, officers, directors, agents or employees),

may rely in any manner on any insurance which may be in effect in favor of the Division or the EAA.

3. As a condition of application for a Chapter, and in consideration of the granting thereof, the members, officers, directors, agents and employees (or their administrators, executors, heirs and assigns) of any Chapter agree to forever hold harmless and defend the Division and/or the EAA, (its officers, directors, administrators, executors, heirs and assigns), from any and all liability of any nature, whether due to negligence or intention, act or omission.
4. No Chapter (or its members, officers, directors, agents or employees) shall at any time indicate that said party has any authority to bind or represent the Division and/or the EAA in any manner and, in fact, no such power shall exist.

ARTICLE IX

INDEMNIFICATION OF OFFICERS, DIRECTORS AND STAFF

Every director, officer, or employee of the Division shall be indemnified by the Division against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such director, officer, or employee in connection with any proceeding to which such director, officer, or employee may be made a party, or in which such director, officer, or employee may become involved, by reason of such director, officer, or employee being or having been a director, officer, or employee of the Division, or any settlement thereof, whether or not such director, officer, or employee is a director, officer, or employee at the time such expenses are incurred, except in such cases wherein the director, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of the duties of the office. In the event of a settlement, however, the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being for the best

interests of the Division. Any indemnification made under this Article shall be subject to the provisions of Section 181 of the Wisconsin Statutes or successor provisions thereto.



Policy and Procedures

Number: 200

Date: 7 November 2002 Revision: 21

**Subject: Appointment, Term, Removal of
Committee Members and Chair Persons**

1. General

In order to encourage fairness and uniformity, the IAC Board of Directors will utilize a standardized policy and procedure for the appointment of Committee chairpersons and the appointment of Committee members. IAC Program committee chairpersons and members will have standard term lengths. Procedures for removal of Committee members or Committee chairpersons will also be standardized.

2. Policy

A.) Term of Office

The Term of Office for all members and chairpersons of IAC Committees will be finite in duration. They will be of two years duration, unless otherwise specified by the IAC Board of Directors in the Policy and Procedures Section governing that Committee's operation.

B.) Responsibility and Authority

- 1.) All IAC Committees serve at the discretion of the IAC Board of Directors. The sole authority for the creation or dissolution of IAC Committees will reside with the Board of Directors.
- 2.) IAC Committee chairpersons serve at the discretion of the IAC Board of Directors. Their appointment, reappointment, and removal will be under the authority of the IAC Board of Directors.
- 3.) IAC Committee members serve at the discretion of the Chairperson of their respective committee and the IAC Board of Directors. Appointment, reappointment and removal of committee members will be made by the IAC Board of Directors with the input and advice of the committee chairpersons.

C.) Volunteerism

The IAC Board of Directors will consider the value of volunteerism in making its appointments, and re-appointments.

3. Procedures

A.) Dates of Appointment

Committee appointments will be made by the IAC Board of Directors at its first Annual Meeting ("Spring Meeting") of each calendar year. Beginning with the first Annual Meeting of the IAC Board of Directors in the year 2003, the following



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schedule of appointments of committee chairpersons and members will be observed:

- 1.) The chairpersons of those committees which are authorized by an odd-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 201 Achievement Awards Committee, 203 Awards Administration Committee, etc.) will be appointed in odd-numbered years.
- 2.) The chairpersons of those committees which are authorized by an even-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 206 Contest Sanctioning Committee, 208 Glider Aerobatics Committee, etc.) will be appointed in even-numbered years.
- 3.) The members of those committees which are authorized by an odd-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 201 Achievement Awards Committee, 203 Awards Administration Committee, etc.) will be appointed in even-numbered years.
- 4.) The members of those committees which are authorized by an even-numbered Section of the *IAC Policy and Procedures Manual* (e.g., e.g., 206 Contest Sanctioning Committee, 208 Glider Aerobatics Committee, etc.) will be appointed in odd-numbered years.
- 5.) Newly created committees will have their initial chairperson and membership appointed at the time of creation of that committee by the IAC Board of Directors. Thereafter, those committee appointments will revert to the schedule specified above.

B.) Method of Appointment

- 1.) The IAC Secretary's Report for the first Annual Meeting ("Spring Meeting") each year will contain a list of those committee chairs and memberships which are scheduled for appointment/re-appointment at that meeting of the IAC Board of Directors. This will be submitted to the IAC Board Members as part of the consent calendar, not less than 15 days prior to the IAC Board of Directors meeting.
- 2.) The IAC Secretary will notify each Committee chairperson not later than 1 January of each year of those committee positions under the jurisdiction of that chairperson that are scheduled for re-appointment at the first Annual ("Spring") Board meeting.
- 3.) Each Committee chairperson whose committee members are standing for re-appointment should submit to the IAC Secretary a list of individuals whom they recommend to fill positions on their committee, not later than 30 days prior to the first Annual ("Spring") Board of Directors meeting.



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- 4.) Those committee members and chairpersons who do not wish to be considered for re-appointment will notify the IAC Executive Director, the IAC President, or the IAC Secretary. The names of those individuals not wishing re-appointment will be forwarded to the IAC Secretary. Committee members and chairpersons will otherwise be automatically considered for re-appointment.
 - 5.) IAC Members wishing to obtain membership or chairperson status on a committee will notify the IAC Executive Director, the IAC President, or the IAC Secretary. Those names will be forwarded to the IAC Secretary.
 - 6.) The IAC Secretary will prepare a list of candidates for appointment to the chairs and memberships of the various committees which will be made available to the IAC Board of Directors not less than 15 days prior to the first Annual Meeting ("Spring Meeting").
 - 7.) In the event that there is no candidate for a committee chair, or an inadequate number of candidates for committee membership, the IAC Secretary will notify the IAC President that such vacancy (vacancies) exist(s). In this instance, the appointment of the chair or members of the effected committee will become a separate agenda item for IAC Board consideration.
 - 8.) In the event that two or more IAC members seek a committee chair, or that more than the requisite number of potential committee members exists, the IAC Secretary will notify the IAC President that an election will be required. In this instance, the election of those committee members or that committee chairperson will become a separate agenda item for IAC Board consideration.
- C.) Removal of Committee Members
- 1.) Committee members may be removed only by vote of the Board of Directors, during the course of any physical or telephonic Board meeting. Committee members may not be removed by a vote conducted by electronic mail.
 - 2.) In the event of consideration by the Board of Directors of the removal of any member of a committee, that committee member will be notified in writing not less than 21 days prior to the Board meeting. That committee member will be permitted to speak in his/her own defense, or submit a written statement for consideration by the Board of Directors.
 - 3.) If a committee member is removed by majority vote of the Board of Directors, the committee member will be notified by the IAC President, in writing, within 10 days of the action.



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- 4.) The Board of Directors may select another IAC member to replace the removed committee member at the time a committee member is removed. That newly selected committee member will complete the term of the removed committee member, unless the removed committee member is reinstated by the Board of Directors as a result of a hearing scheduled in accordance with paragraph (5) below. If the removed member is reinstated, the replacement member shall relinquish committee membership.
 - 5.) Committee members subjected to removal will have the right of appeal to the Board of Directors. In the event of removal by the Board of Directors, and upon notification thereof, the Committee member shall have 45 days in which to request a formal hearing before the Board of Directors. This request will be made in writing to the IAC President. A hearing will be scheduled within 90 days of receipt by the IAC President of the request. The committee member will be allowed to testify, to call witnesses on his/her behalf, and will be allowed to cross-examine any member of the IAC. The results of the vote by the Board at the conclusion of this hearing will be final.
- D.) Removal of Committee Chairpersons
- 1.) Committee chairpersons may be removed only by vote of the Board of Directors, during the course of any physical or telephonic Board meeting. Committee chairpersons may not be removed by a vote conducted by electronic mail.
 - 2.) In the event of consideration by the Board of Directors of the removal of any committee chairperson, that committee chairperson will be notified in writing not less than 21 days prior to the Board meeting. The committee chairperson will be permitted to speak in his/her own defense, or submit a written statement for consideration by the Board of Directors.
 - 3.) If a committee chairperson is removed by majority vote of the Board of Directors, the committee chairperson will be notified by the IAC President, in writing, within 10 days of the action.
 - 4.) The Board of Directors may select another serving member of the same committee to replace the removed committee chairperson at the time the committee chairperson is removed. If another serving committee member is not available, then the Board of Directors may select any IAC member to fill that post. The newly selected committee chairperson will complete the term of the removed committee chairperson, unless the removed committee member is reinstated by the Board of Directors as a result of a hearing scheduled in accordance with paragraph (5) below. If the removed chairperson is reinstated, the replacement chairperson shall relinquish the committee chair.



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- 5.) Committee chairpersons subjected to removal will have the right of appeal to the Board of Directors. In the event of removal by the Board of Directors, and upon notification thereof, the Committee chairperson shall have 45 days in which to request a formal hearing before the Board of Directors. This request will be made in writing to the IAC President. A hearing will be scheduled within 90 days of receipt by the IAC President of the request. The committee chairperson will be allowed to testify, to call witnesses on his/her behalf, and will be allowed to cross-examine any member of the IAC. The results of the vote by the Board at the conclusion of this hearing will be final.

E.) Resignation of Committee Members

In the event of the resignation of a committee member for any reason prior to the expiration of his/her term, the Board of Directors, at its next meeting will appoint a member to fill the remainder of the term of the resigning committee member.

F.) Resignation of Committee Chairpersons

In the event of the resignation of a committee chairperson for any reason prior to the expiration of his/her term, the Board of Directors, at its next meeting will appoint a chairperson to fill the remainder of the term of the resigning committee chairperson.



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Board of Directors Schedule for Committee Appointments/Re-Appointments:

Odd-Numbered Years:

Chairs:

- Achievement Awards
- Awards Administration
- *CIVA Relations (CIVA Delegation)
- Government Relations (FAA Liaison, if any)

Committee Members:

- Aerobatic Instruction
- Contest Sanctioning (if any)
- Glider Aerobatics

Even-Numbered Years:

Chairs:

- Aerobatic Instruction
- Glider Aerobatics

Committee Members:

- Achievement Awards
- Awards Administration

* The CIVA delegation is selected in Odd-numbered years, as specified by the Letters of Agreement with NAA and USAF.



Policy and Procedures

Number: 201

Date: 26 April 2008 Revision: 26

Subject: Achievement Awards Program

1. General

The IAC Achievement Awards Program was formulated and launched in May 1971 to recognize and reward various levels of flying proficiency in aerobatics through the issuance of appropriate certificates and awards to qualifying pilots. Awards are given for both competition and non-competition flying.

2. Program Administration

The Achievement Awards Committee has the responsibility to manage the Achievement Awards Program. Achievement Award applications are available from the Achievement Awards Committee Chairman, IAC Headquarters or the IAC website and should be forwarded by the applicant to the Achievement Awards Committee Chairman.

3. Program Policy

The policy for the issue of Achievement Awards can be found in Appendix 5 of the *IAC Official Contest Rules*. Any changes to this Program are initiated through the IAC Rules Committee.

4. Program Procedures

The Achievement Awards Committee uses the following procedures to process Achievement Award applications:

- A. Verify pilot information and valid IAC number.
- B. Verify log information for award.
- C. (Stars Awards only). Verify contest and chief judge information.
- D. Collect fee for awards and submit to IAC with Sales Summary.
- E. Enter permanent record of Achievement Award when it is issued.
- F. Send member certificate signed by the IAC President and award, if requested.
- G. Submit report of Achievement Awards issued for publication the IAC website.



Policy and Procedures

Number: 202

Date: 26 April 2008 Revision: 26

Subject: Aerobatic Instructor Designation Program

1. General

The purpose of the Aerobatic Instructor Designation Program is to recognize and encourage aerobatic flight instructors to enhance their knowledge, professional growth, and continuous involvement in the aviation community.

2. Program Administration

The Aerobatic Instructor Designation Program is administered jointly by the National Association of Flight Instructors (NAFI) and the IAC Offices located at the EAA Aviation Center, Oshkosh, Wisconsin. NAFI is a separate entity from IAC and supervised solely by the NAFI organization. NAFI works closely with IAC's Aerobatic Instructor Designation Committee to develop and administer the three levels of aerobatics instructor designation: Flight Instructor – Aerobatic (FI-A), Certificated Flight Instructor-Aerobatic (CFI-A and Master Certificated Flight Instructor-Aerobatic (MCFI-A).

3. Program Policy

The IAC Board of Directors gives authority to the National Association of Flight Instructors (NAFI) to administer the MCFI-A portion of the IAC's Aerobatic Instructor Designation Program. The IAC retains the authority to administer the FI-A and CFI-A designations.

4. Program Procedures

The procedures for the certification of applicants for Aerobatic Instructor Designation Program are established in the Aerobatic Instructor Designation Program Guidelines and Application package available from the IAC office. These guidelines are updated as necessary by NAFI and IAC's Aerobatic Instructor Designation Program Committee.

IAC Headquarters will maintain a list of all available aerobatic flight instructors and designated aerobatic instructors available for membership distribution.



Policy and Procedures

Number: 203

Date: 26 April 2008 Revision: 26

Subject: Awards Administration Program

1. General

The purpose of the Awards Administration Program is to establish and maintain permanent master trophies and individual awards that recognize achievement in all areas of the sport of aerobatics, both flying and non-flying activities.

2. Program Administration

The Awards Administration Committee has the responsibility to manage the IAC Awards Program.

3. Program Policy

A. Establishment of New Trophies

- 1) The originator of new permanent trophies, both flying and non-flying, must submit criteria, procedures for presentation and method of funding to the Awards Administration Chairman.
- 2) Funding for new permanent trophies must include:
 - i. A master non-traveling trophy to be on permanent display at IAC Headquarters.
 - ii. Individual trophies to be presented to the first five (5) recipients.
 - iii. Non-flying awards may honor any person living or deceased or an entity.
 - iv. All new awards must be approved by the IAC Board of Directors.

B. Retirement of Trophies

- 1) Permanent trophies, both flying and non-flying, may be retired with a majority vote of the IAC Board of Directors.
- 2) Retired trophies will remain on permanent display at IAC Headquarters.

C. Non-Flying Awards

- 1) An absolute majority vote of the IAC Board of Directors will determine the annual recipient of each non-flying award.



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Date: 26 April 2008 Revision: 26

Subject: Awards Administration Program

4. Program Procedures

Specific responsibilities of the Awards Administration Committee are as follows:

- A. Maintains the *Awards Administration Handbook* which contains the following information on all permanent trophies:
 1. Criteria for their presentation
 2. Procedures for their presentation
 3. Origin
 4. Status
 5. List of winners
 6. Current photographs
- B. Four copies of the *Awards Administration Handbook* are maintained. Copies are given to the following:
 - Awards Administration Chairman
 - IAC Headquarters
 - IAC Historian
 - Trophy suppliers

Information from this Handbook is available at a member's request from the Awards Administration Committee Chairman, IAC Headquarters, or on the IAC website.

- C. Recommends additions to the Awards Program. All award policies must be approved by the IAC Board of Directors.
- D. Provides a list of all awards to be presented at IAC Championship events to the Contest Director, IAC Headquarters and the trophy company.
- E. Solicits nominations from the general membership for recipients of non-flying awards. Prepares and submits a ballot of eligible nominees to the IAC Board for vote.
- F. Compile pilot statistics for previous competition year for determination of the L. Paul Soucy Award.
- G. Complete these compilations in a fashion such that the awards can be awarded at the US National Aerobatic Championships.

Specific responsibilities of IAC Headquarters staff are as follows:

- A. Maintain awards inventory.



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- B. Solicit sponsors to cover program expenses.
- C. Repair and maintain trophies as needed.
- D. Display permanent trophies at IAC Headquarters.
- E. Transport and present permanent trophies at the US National Aerobatic Championships.
- F. Compile pilot statistics for the current competition year for determination of the IAC Collegiate National Championship individual and team awards.



Policy and Procedures

Number: 204

Date: 19 November 2013 Revision: 22

Subject: Chapter Relations Program

1. General

The IAC Chapter Relations Program was established to manage the setup and maintenance of IAC's Chapters.

2. Program Administration

The EAA Chapter Relations Office located at the EAA Aviation Center, Oshkosh, Wisconsin, administers the IAC Chapter Relations Program.

The Chapter Office Staff is employed by the Experimental Aircraft Association and is supervised solely by the EAA.

The EAA Chapter Relations Office performs the following tasks (not inclusive):

- A.) Maintains files on all active and inactive IAC Chapters.
- B.) Distributes Chapter starter kits to all interested people.
- C.) Receives and processes applications for Chapter charters.
- D.) Mails out the Chapter Annual Status Report and informs IAC Headquarters Staff of Chapter status.
- E.) Keeps records on Chapter purchase of required EAA insurance policies.
- F.) Maintains the EAA computer file on all Chapters, their officers and newsletter editors, minutes and newsletters received, and current status.
- G.) Assists Chapters in a manner deemed appropriate and acts as a liaison between the Chapters and other members of the EAA staff.
- H.) Administers IAC Chapter Practice Day Program according to the Class I Event Insurance guidelines.

3. Program Policy

A.) Program Administration

The IAC Board gives authority to the EAA Chapter Relations Office to administer the IAC Chapter Relations Program.

B.) Formation of IAC Chapters

The requirements for the formation of an IAC Chapter are outlined in Article VIII of the *IAC Bylaws*.



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Subject: Chapter Relations Program

C.) Retention of Active Status

Chapters must comply with all of the requirements of EAA and IAC in order to retain current, active status.

D.) Regional Representation

- 1.) Each IAC Chapter is represented by a Regional Director, an elected member of the IAC Board of Directors.
- 2.) The IAC Board of Directors will determine geographical boundaries of the various IAC Regions. The current Regional map is included in this Section of the *IAC Policy and Procedures Manual*. All IAC Chapters located within the geographical boundaries of each Region will be members of that IAC Region, and will be represented by that Region's Regional Director.
- 3.) The IAC President, with the consent of the Director, will assign each Director to represent a specific geographic Region as its Regional Director.



Policy and Procedures
Number: 205
Date: 26 April 2008 Revision: 26
Subject: CIVA Relations Program

1. General

Due to its Letter of Agreement with the National Aeronautic Association outlined in *IAC Policy and Procedures Manual* Sections 302 and 302A, the IAC is indirectly tied to the Federation Aeronautique Internationale in Lausanne, Switzerland. FAI is the world sanctioning body for sport aviation and its authority extends to most aviation disciplines including aerobatics.

The NAA Letter of Agreement requires IAC to represent the United States at appropriate FAI air sports commission meetings. In the case of aerobatics, the applicable air sports commission is the Commission Internationale de Voltige Aerienne (CIVA). This commission meets once a year with various subcommittee meetings at different times throughout the year. Each member country is entitled to send a Delegate and an Alternate Delegate to CIVA meetings. CIVA establishes rules for world, international, and continental championships at these meetings.

2. Program Administration

The IAC Board of Directors has the authority to elect the CIVA Delegate, the Alternate Delegate and the Alternate to the Alternate Delegate (Second Alternate). Terms of office for these delegates shall be two years or longer at the discretion of the IAC Board of Directors, which shall elect them by means of a majority vote.

3. Program Policy

a. Contest Rules

While CIVA Regulations and sections of the FAI Sporting Code are applicable to world, international and continental championship competitions, this does not extend to contests held within the United States that are not of this type. Thus, such competitions as the U.S. National Aerobatic Championships are held strictly in accordance with *IAC Official Contest Rules*.

As a matter of policy, however, the Board of Directors, through the Rules Committee, will make every effort to insure standardization from the world level down to the local competition in the rules that affect every pilot. Such standardization limits itself, for the most part, to judging standards, size of the aerobatic zone, and the aerobatic catalog of figures in use. However, this is ultimately determined by the Board of Directors.



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Number: 205

Date: 26 April 2008 Revision: 26

Subject: CIVA Relations Program

b. U.S.A. Proposals to CIVA

The CIVA Delegate is responsible for preparing the United States proposals to CIVA. He or she will make every effort to coordinate the formulation of these proposals with the Board of Directors and members of the U.S. Aerobatic Team, when such proposals affect team pilots. Proposals for rules changes are submitted to FAI Headquarters in Lausanne, Switzerland by 1 May of each year, Sequence proposals are submitted by 1 September. The CIVA Delegate will notify the IAC Board, IAC Rules Committee, and current U.S. Aerobatic Team members, and Unlimited Aerobatics USA (when proposals affect the Unlimited Category) when the proposals are posted on the CIVA website.

The delegate may also be called upon to submit proposals at other times during the year if CIVA requires such submissions for sub-committee meetings. The delegate will be authorized complete flexibility regarding these proposals and their coordination. In all cases, he or she should review his or her work with the President of IAC. The President will ensure that appropriate people, such as the IAC Board of Directors, Unlimited Aerobatics USA Board of Directors, IAC Rules Committee, and U.S. Aerobatic Team members, are notified of the work that is being done.

In the event of major changes occurring at FAI and CIVA that would affect IAC pilots at all levels, the delegate will seek approval of the IAC Board of Directors regarding U.S. positions on such matters. In the event these major changes would affect U.S. Aerobatic Team members, the delegate will also confer with the U.S. Aerobatic Team members and Unlimited Aerobatics USA regarding U.S. positions on such matters.

To assist in the preparation of U.S. proposal submissions to CIVA and U.S. positions on CIVA matters, a CIVA Relations Committee has been formed. This committee will meet prior to all CIVA meetings to review the proposals. The following persons shall be automatic members of the committee: CIVA Delegate, CIVA Alternate Delegate, CIVA Second Alternate Delegate, IAC President, IAC Rules Committee Chairman, Unlimited Aerobatics USA President or designee, a representative of the U.S. Advanced Aerobatic Team, and such other members as the Board of Directors will appoint.

c. Other Country's Proposals to CIVA

The CIVA Delegate will notify the IAC Board, Unlimited Aerobatics USA, IAC Rules Committee, and current U.S. Aerobatic Team members when other nation's proposals are posted on the CIVA website.



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Subject: CIVA Relations Program

d. Expenses

In the formulation of the annual budget, the IAC Finance Committee will be responsible for the allocation of adequate funds to cover travel expenses for the delegate, alternate delegate, second alternate delegate and U.S. subcommittee technical specialists as it deems appropriate. The Finance Committee will keep in mind that the U.S. presence at such meetings has a significant impact on the future direction of the sport of aerobatics. The IAC President, with the approval of the Board of Directors, may negotiate an agreement with Unlimited Aerobatics USA to cover some portion of these costs. If such an agreement is reached, it will be appended to this Section as Section 205A.



Policy and Procedures

Number: 206

Date: 21 April 2006 Revision: 22

Subject: Contest Sanctioning Program

1. General

The purpose of the IAC contest sanctioning program is to insure standardized and uniform contests, held in accordance with *IAC Official Contest Rules*.

2. Program Administration

The Contest Sanctioning Program is administered by the Contest Sanctioning Committee. The Chairman of the Contest Sanctioning Committee is the current IAC President. IAC Headquarters staff will oversee administrative procedures needed to implement the program.

3. Program Policy

- A. All contests that are sanctioned shall be conducted in accordance with the current *IAC Official Contest Rules* as mentioned in Section 3.2.1. Supplemental rules or rule waivers may be submitted to the Contest Sanctioning Committee for review and approval.
- B. All contest hosts must be current IAC Chapters, have a Chapter Status Report on file with the EAA Chapter Office, and have paid the Chapter liability insurance for the current year.
- C. No sanction will be issued to any Chapter that has any outstanding invoice to IAC.
- D. The IAC Board of Directors has the authority to charge a sanction fee. This fee will be set and reviewed annually by the IAC Finance Committee and the overall financial results monitored to ensure a fiscally sound program.
- E. Any contest that breaches the rules will cause the automatic termination of the sanction.
- F. No one can use the name of the IAC without such sanction.
- G. Provisions in the FAI Sporting Code also provide for the possible exclusion of any pilot who participates in non-sanctioned events.
- H. Official Results are defined as:
 - I. *IAC Official Results and Final Standings* printouts
 - 2) *IAC Judges Certification List* forms
 - 3) If applicable, copies of protests filed.
 - 4) Any changes to Unknowns flown at the contest.
 - 5) If applicable, completed Collegiate Award Program forms.
 - 6) If applicable, completed Grass Roots sign-up sheet.



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Subject: Contest Sanctioning Program

J. Non-Receipt of Official Results

1. If official results are not received from Contest Directors within 7 days, the Contest Director will be contacted by IAC Headquarters.
2. If repeated attempts fail to yield the information, the IAC President will contact the Contest Director with copies to the Chapter President and Area Director.
3. Area Directors, at the same time, will personally contact the Chapter President and Contest Director involved, upon receipt of the letter from the IAC President.
4. If these steps fail to yield the information within 90 days after the completion of the contest, the chapter will not be granted IAC official sanction in the contest year following the incident for any competitions it might consider scheduling.

4. Program Procedures

The Contest Sanctioning Chairman is responsible for the following procedures:

- a. Review and approval of all supplemental rules and rule waivers.

IAC Headquarters staff is responsible for the following procedures:

- a. Annually maintains and updates all forms and guideline booklets contained in the Contest Director Packet to ensure conformance with current contest rules and policy and procedure changes approved by the IAC Board.
- b. Maintains and provides a sanction application with verbal and written guidance on what is required in order to receive a sanction.
- c. Collects contest sanction fees and recommends sanction fee changes based on previous year's performance for IAC Board consideration.
- d. Upon completion of the sanction application and required documentation, sends a letter granting sanction, assigns an IAC sanction number to the event, sends an insurance application and the Contest Director Packet to the Contest Director.
- e. Insurance
 - i. Informs the Chapter to send their insurance application directly to the insurance administrator. Certificates of insurance and invoice will be issued by the insurance company directly. Payment of insurance fee is sent directly to IAC headquarters. Under the IAC group insurance program, IAC, EAA, and NAA are automatically covered. If the chapter



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- desires to name additional insureds, these must be named on the insurance application and an additional fee paid to the agent.
- ii. Sends the insurance administrator a master list of scheduled contests and checks that all Chapters have requested insurance.
 - iii. In the event that a Chapter fails to apply for contest insurance, IAC Headquarters will contact the insurance administrator and extend this coverage automatically. Invoices will be sent by the administrator to the Chapter.
 - iv. If payment is not made: a) The contest will be considered invalid. However, the judges will receive proper credit for the event. b) The chapter will not be permitted to hold an IAC-sanctioned event in the following contest year. 6). Informs Chapters of other contests being held on or near their requested contest dates.
- f. Maintains a master list of contest dates, locations, and other pertinent information and sends to the *Sport Aerobatics* magazine editor for publication and for posting on the IAC website.
- g. Unknown sequences
- i. Maintains the bank of Unknown sequences approved by the IAC Rules Committee.
 - ii. Sends Unknown sequences to the Contest Director to arrive 7 to 10 days prior to the contest to ensure their security. If the Contest Director is a competitor in the contest, the Unknowns may be sent to a third party, as requested.
 - iii. Instructs Contest Directors to check the Unknown sequences immediately upon receipt for accuracy and legality, and to forward any changes made to the Unknown sequence to IAC Headquarters.
 - iv. Maintains a log of when and where each Unknown flight was flown.
- h. Sends *the IAC Approved Judges List* to each Contest Director, once in the Contest Director Packet and once with the Unknowns.
- i. Maintains a file on each contest. These files are kept at IAC Headquarters for two years and then stored in the IAC archives.
- j. Ensures contest results are posted to the IAC Web Site.

IAC Chapters are responsible for the following:

- a. Forwarding contest dates, location, and contact information to IAC Headquarters for publication in *Sport Aerobatics* magazine and on the website.



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- b. Requesting sanction and insurance
- c. Ensure contest is sanctioned and properly insured.
- d. Ensure the contest is run according to current *IAC Official Contest Rules*.
- e. Return the official results to IAC Headquarters by policy deadlines.



Policy and Procedures
Number: 207
Date: 21 April 2006 Revision: 22
Subject: Finance Program

1. General

The purpose of the Finance Program is to oversee the financial condition of the organization and prepare the Annual Budget.

2. Program Administration

The Finance Program is administered by the Finance Committee. The Chairman of the Finance Committee is the IAC Treasurer. Other committee members include: IAC President, IAC Vice President, IAC Executive Director and one other Board member appointed by the IAC Board of Directors.

3. Program Policy

a. Annual Budget

i. Budget Process

The annual budgeting process will follow the Operational Planning and Budgeting procedures and timelines established annually by EAA. The Finance Committee will meet prior to the end of the fiscal year to establish the next year's operating budget.

ii. Approval and Revision of Budget

The IAC Board of Directors has final approval of the Annual Budget. This normally will be accomplished at the spring Board meeting. The budget can be revised by the IAC Board of Directors at any time.

iii. Net Income Guidelines

The IAC Board of Directors shall make every effort to establish a budget that will yield a net income of the greater of the following:

1. Three percent (3%) of gross income.
2. Working capital to produce six months expenses. Working capital is defined as current assets minus current liabilities not including prepaid items, deferred expenses and deferred membership fees. The intent of this standard is to have sufficient net working capital to operate for one year with no degradation in member services in the event of a calamity.

b. Contest Sanctioning

As part of the annual budgeting process, the Finance Committee is authorized by the IAC Board of Directors to set IAC contest sanction fees. The committee will also



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monitor the overall financial results of contest sanctioning to ensure a fiscally sound program.

c. Contest Insurance Premiums

As part of the annual budgeting process, the Finance Committee is authorized by the IAC Board of Directors to determine the contest insurance premiums for IAC-sanctioned contests.

d. Financial Statements

i. Preparation Monthly financial statements are prepared by the EAA Finance Department.

ii. Distribution

1. After review of the monthly preliminary financial statement, the IAC Executive Director will forward the statement to the Treasurer for pre-approval before the final statement is generated.
2. The Treasurer receives the monthly preliminary and final financial statements
3. Financial reports are not printed in *Sport Aerobatics* magazine, but are available to the members at their request at any time.

iii. Audit

An audit of IAC's books is accomplished from time to time as determined by the IAC Board of Directors. This audit is conducted by a certified public accounting firm. A full report is prepared for the Board of Directors for distribution. A summary of the audit is printed in *Sport Aerobatics* magazine.

e. Inventory Control

i. The Finance Committee annually allocates funds for the purchase of IAC merchandise for resale, office supplies, and other inventory items.

ii. IAC Headquarters staff is responsible for the purchase, reorder, pricing and warehousing of IAC's inventory within the funding guidelines allocated by the Finance Committee.

iii. Periodic inventory reports will be sent to the Finance Committee to monitor IAC's performance.

f. Purchasing

i. The IAC Executive Director will approve all budgeted, recurring, regular expenses, with the exception of travel reimbursements that will be approved by the IAC Treasurer directly. Copies of all purchase orders and requisitions will be sent to the IAC Treasurer when requested for his or her records.

g. Travel Reimbursements



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Date: 21 April 2006 Revision: 22
Subject: Finance Program

The Finance Committee allocates funds for travel and meetings during the annual budgeting process. Reimbursements will be limited by the amount budgeted by the Finance Committee. The following policy governs the use of these funds:

- i. Administrative Travel
 - 1. Funds allocated are to be used to pay for IAC Headquarters staff travel and expenses when working on IAC's behalf.
 - 2. Board of Director Travel Funds allocated will be used to reimburse members of the IAC Board of Directors for their travel, lodging and a per diem allowance for expenses incurred at the spring and fall Board of Directors meetings.
- h. Committee Travel
 - i. All Committee Chairmen Funds allocated by the Finance Committee may be authorized by the IAC President to reimburse a Committee Chairman's travel, lodging, and per diem allowance for expenses incurred to attend an IAC Board of Directors meeting when specifically requested by the President to attend to give a report.
 - ii. CIVA Delegate Funds allocated may be used to pay for the travel expenses of the CIVA delegate, alternate delegate, second alternate delegate, and any authorized U.S. technical specialists serving on CIVA subcommittees. The technical specialists' travel will be authorized by the President.
 - iii. Finance Committee Funds allocated may be used to reimburse members of the IAC Finance Committee for their travel, lodging, and per diem allowance for expenses incurred to attend the Annual Budget meeting.
 - iv. Hall of Fame Committee Funds allocated may be used to pay for the travel and lodging for the honoree and one guest.
 - v. Rules Committee Funds allocated may be used to reimburse members of the IAC Rules Committee for their travel, lodging and a per diem allowance for expenses incurred at the annual Rules Committee meeting.
 - vi. Safety Committee Funds allocated may be used to reimburse committee members for travel, lodging and per diem allowances for expenses incurred by the Aerobatic Mishap Review Committee while cooperating with the NTSB during an aerobatic accident investigation.
 - vii. Sun 'n Fun Funds allocated may be used to reimburse the Sun 'n Fun Committee Chairman for the travel, lodging, and per diem allowance for expenses incurred to attend the Sun 'n Fun Fly-in on IAC's behalf.
 - viii. U.S. Nationals Funds allocated may be used to reimburse the travel, lodging



Policy and Procedures

Number: 207

Date: 21 April 2006 Revision: 22

Subject: Finance Program

and per diem allowance for expenses incurred by the U.S. Nationals Contest Director during the planning, setup, and operation of the U.S. National Aerobatic Championships.

- ix. Judges Schools Instructor Travel Funds allocated may be used to reimburse instructors of IAC approved Judges Schools for their travel, lodging and a per diem allowance.
- x. President Travel Funds allocated may be used at the discretion of the IAC President to reimburse expenses incurred associated with the position of President.
- xi. Publishing Travel Funds allocated are to be used to pay for *Sport Aerobatics* magazine staff travel and expenses when working on IAC's behalf.
- i. Amount of Reimbursements
 - i. The Finance Committee will annually set the rate of reimbursement for mileage, travel, lodging and meal expenses. These rates will be provided on the IAC Travel Expense form.
 - ii. When staff, Board of Directors and committee members are given more than a 30-day advance meeting notice, the IAC will only reimburse members for fares available 30 days in advance of the meeting date.
 - iii. For lodging, only the cost of the room will be paid. No incidentals will be reimbursed.
 - iv. Meal expenses will be paid by the "per diem" method.
 - v. Per diem does not apply for Administrative, *Sport Aerobatics* or CIVA delegate travel.
- j. Reimbursement Procedures

Persons traveling at IAC expense will submit travel vouchers and/or receipts to verify travel and lodging expenses. This documentation will be sent to the IAC Treasurer, or in the absence of the IAC Treasurer, to the IAC President, for reimbursement approval. Absent extenuating circumstances, no expenses will be reimbursed if submitted for reimbursement more than 45 days after incurring such expenses.



Policy and Procedures
Number: 208
Date: 7 November 2002 Revision: 21
Subject: Glider Aerobatic Program

1. General

Since the inclusion of glider aerobatics in the IAC in 1990, the Glider Aerobatics Program has been established to develop and expand awareness of and participation in IAC glider aerobatics. The IAC Glider Aerobatics Committee represents the needs of IAC members who are glider pilots to the IAC Board of Directors and gives advice in matters relating to glider aerobatics.

2. Program Administration

The Glider Aerobatics Program is administered by the Glider Aerobatics Committee Chairman.

- A.) The Chairman of the Glider Aerobatics Committee will also be a member of the IAC Rules Committee.
- B.) The Chairman of the Glider Aerobatics Committee will be appointed by the Board of Directors in accordance with Section 200 of this Manual.
- C.) The Members of the Glider Aerobatics Committee will be appointed in accordance with Section 200 of this Manual.



Policy and Procedures

Number: 209

Date: 26 April 2008 Revision: 26

Subject: Government Relations Program

1. General

The purpose of the IAC Government Relations Program is to have IAC representation on governmental issues that may affect IAC members and the sport of aerobatics, and to assist members in their dealings with government agencies.

2. Program Administration

The IAC Government Relations Program is largely administered by the staff of the EAA Government Programs Office at the EAA Aviation Center in Oshkosh, Wisconsin. Appropriate FAA documents and handbooks are on file in the Government Programs Office that provide advice and guidance to IAC members.

An FAA liaison or liaisons may be appointed by the IAC Board of Directors to further represent the IAC in its dealings with the FAA, and to work on special projects as needed. This FAA Liaison would be considered to be the Chair of the Government Relations Committee, and, if selected, would be selected in accordance with Section 200 of this Manual. The duties of the FAA Liaison would include help with setting up aerobatic practice areas and applying for waivers for IAC-sanctioned contests.

The FAA Liaison and EAA Government Programs Office will give regular reports on their dealings with members to the IAC President and Executive Director, and may be called upon periodically to report activities to the IAC Board of Directors.



Policy and Procedures
Number: 210
Date: 26 April 2008 Revision: 26
Subject: Hall of Fame Program

1. General

The International Aerobatic Club created an *International Aerobatics Hall of Fame* in 1986 to honor persons who have made a significant contribution to aerobatics. The Hall of Fame Program is to be international in nature.

2. Program Administration

The Hall of Fame Program is administered by the Hall of Fame Selection Committee. This committee will number seven persons. It is recommended that not all committee members be IAC Board members but should include highly respected elder statesmen of aviation who have had long and intimate knowledge of aerobatics. A member of the Selection Committee is ineligible for induction. The IAC Board of Directors retains overall control of the *International Aerobatics Hall of Fame*.

3. Program Policy

A.) Nomination Policy

- 1.) Anyone can nominate a person for Hall of Fame induction at any time for any reason.
- 2.) To be considered in any year, nominations must be received by the Hall of Fame Selection Committee Chairman by the date specified on the Hall of Fame Nominating Petition Guidelines. These guidelines are available from IAC headquarters, the Hall of Fame Selection Committee Chairman, or on the IAC website.
- 3.) Once nominated, a person is eligible for selection in perpetuity.

B.) Selection Policy

- 1.) Ratification requires a majority of Board members voting favorably for the candidate. In the event that the Board fails to ratify the selected candidate, there shall be no candidate inducted in that year.

C.) Induction Policy

- 1.) The *International Aerobatics Hall of Fame* is to be housed in the Experimental Aircraft Association Air Adventure Museum in Oshkosh, Wisconsin. Suitable displays honoring the members of the Hall of Fame will be produced.
- 2.) Each inductee will be honored at will be honored at the Hall of Fame ceremony conducted at the EAA Museum in Oshkosh, WI.



Policy and Procedures

Number: 210

Date: 26 April 2008 Revision: 26

Subject: Hall of Fame Program

- 3.) IAC will pay for the *International Aerobatics Hall of Fame* Induction Ceremony banquet dinner for the Hall of Fame inductee and up to 8 guests, the IAC Board of Directors, and the Hall of Fame Selection Committee members.
- 4.) IAC will provide travel and lodging for the Hall of Fame inductee only.

4. Program Procedures

A.) The Hall of Fame Selection Committee Chairman is responsible for the following:

1.) Committee Appointment

- a.) The Hall of Fame Selection Committee Chairman will be appointed in accordance with Section 200 of this Manual.
- b.) Members of the Hall of Fame Selection Committee, if any, will be appointed in accordance with Section 200 of this Manual.

2.) Nomination Process

- a.) Solicit Hall of Fame inductee nominations annually from general IAC membership.

3.) Selection Committee

- a.) Solicit appropriate IAC members for the Hall of Fame Committee. Submit committee member names to IAC President for final approval.
- b.) The Selection Committee will review and evaluate all submitted nominations for induction into the *International Aerobatics Hall of Fame*.
- c.) Upon initial review of all nominations, each voting member of the committee shall submit a written ballot to the Chair.
- d.) The top ten achievers shall become eligible candidates for the second ballot. If there is a tie for tenth place, all tied names will be submitted on the second ballot although this will increase the number of such names to more than ten.
- e.) On the second ballot Committee members will vote by written ballot for up to three candidates. Votes may be withheld at the discretion of the committee member. It is not required to vote for three candidates.



Policy and Procedures

Number: 210

Date: 26 April 2008 Revision: 26

Subject: Hall of Fame Program

- f.) The nominee receiving the most votes on the second ballot shall be the selected nominee for induction. In the event that there is a two-way tie for the most votes on the second ballot, both candidates shall be selected for induction.
- g.) The name of the selected candidate(s) for induction shall be submitted to the IAC Board of Directors for ratification.
- h.) The Hall of Fame Selection Committee Chairman will notify the Hall of Fame inductee of selection.

B.) The IAC Headquarters staff is responsible for the following:

- 1.) Request guest list from inductee and send out letter of invitation to each guest.
- 2.) Invite all Hall of Fame Selection Committee members and IAC Board of Directors to the *International Aerobatics Hall of Fame* Induction Ceremony.
- 3.) Provide head count and table seating to Induction Ceremony host.
- 4.) Request biography and photos from inductee to be used by EAA Photo Dept. and *Sport Aerobatics* magazine. Return materials to inductee.
- 5.) Arrange for a host to accompany the Hall of Fame inductee and guests.



Policy and Procedures
Number: 211
Date: 7 November 2002 Revision: 21
Subject: Historian

1. General

The IAC will maintain an official archive of all past issues of magazines, newsletters, Presidential correspondence, decals, patches, pins, photographs and other materials.

2. Program Administration

The IAC Historian will maintain the official IAC archives.

3. Program Policy

- A.) The Historian is appointed by the IAC Board of Directors in accordance with Section 200 of this Manual as the Chair of the IAC Historical Committee.
- B.) Committee members, if required, will be appointed in accordance with Section 200 of this Manual.
- C.) The IAC Historian will maintain an official archive of all past issues of magazines, newsletters, Presidential correspondence, decals, patches, pins, photographs and other materials.
- D.) IAC archives will be available for the use of researchers, IAC Officers and Directors and personnel.
- E.) At no time will materials be given away and strict controls will be maintained on loans.



Policy and Procedures
Number: 212
Date: 26 April 2008 Revision: 26
Subject: ICAS Relations Program

1. General

The IAC's ICAS Relations Program was established to represent IAC at ICAS meetings, negotiations, or in assisting the members in their dealings with ICAS as required.

2. Program Administration

The ICAS Liaison, either the IAC President or an appointed IAC member is responsible for ICAS Relations. Generally, the Liaison's job takes the form of advising members regarding the acquisition of Letters of Competency. When members have difficulty in this area, they are encouraged to contact the ICAS Liaison as his expertise and experience will help them go through the proper steps with ICAS. In addition, the Liaison keeps on file appropriate documents to which he can refer in providing advice and guidance to IAC members.



Policy and Procedures
Number: 213
Date: 7 November 2002 Revision: 21
Subject: Insurance Program

1. General

The purpose of IAC's Insurance Program is to provide adequate liability coverage for its members, Chapters, officers and directors and club activities.

2. Program Administration

EAA's Corporate Risk Management Office may be responsible for the administration of IAC's various insurance policies and may be authorized to negotiate insurance programs for IAC. Regular reports will be made to the IAC Executive Director on the status and performance of these policies to ensure the best coverage and rates are being maintained and no conflicts arise.

3. Program Policy

- A.) The IAC Board of Directors gives authority to the EAA Corporate Risk Management Office to administer and negotiate various policies under IAC's Insurance Program those policy types being approved by IAC, and the stipulation that regular reports be given to the IAC Executive Director.

- B.) The following insurance policies currently exist:
 - 1.) Air Venture Insurance coverage
 - 2.) Aircraft Group Insurance for IAC members
 - 3.) Comprehensive Business Policy
 - 4.) Comprehensive General Liability Insurance
 - 5.) Contest Liability Insurance
 - 6.) Crime Insurance
 - 7.) Directors and Officers Liability Insurance
 - 8.) Kidnap/Ransom Insurance
 - 9.) Media Professional Liability Insurance that includes Publisher's Professional Liability Insurance
 - 10.) Non-Owned Aircraft Insurance
 - 11.) Non-Owned Automobile Insurance
 - 12.) Workers Compensation Insurance



Policy and Procedures

Number: 213

Date: 7 November 2002 Revision: 21

Subject: Insurance Program

C.) Contest Liability Insurance

- 1.) IAC will purchase a group contest insurance policy at the beginning of each contest year.
- 2.) Once the cost of the policy is determined, the EAA Corporate Risk Management Office will establish pricing of the contest insurance premiums for each IAC-sanctioned contest and reporting these rates to IAC staff and Executive Director and Executive Committee.



Policy and Procedures
Number: 214 Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

1. **General:** The IAC Judges Program was established to ensure judges of IAC regional and national contests would be knowledgeable of current *IAC Official Contest Rules* while performing the duties of judge at IAC-sanctioned contests. The IAC Judges Program is divided up into two key areas: Judge Education and Judge Certification. Information on these programs can be found in the following section of the *IAC Policy and Procedures Manual*:
 - a) P&P Section 214A: Judges Education
 - b) P&P Section 214B: Judges Certification
2. A Committee Chairman is appointed by the IAC President for each of these programs.



Policy and Procedures
Number: 214A Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

1. **General:** The IAC Judges Education program was established to ensure judges of IAC regional and national contests would be knowledgeable of new and revised judging criteria to be used at IAC-sanctioned contests.
2. **Program Administration:** The IAC Judges Education Program is administered by the IAC Judges Education Committee. IAC Headquarters staff works closely with the committee to implement administrative procedures necessary to manage the program. The Judges Education Committee works closely with the Judges Certification Committee and the Rules Committee to insure understanding of new and revised judging criteria at IAC Approved Judges Schools.
3. **Program Policy:** Details of Judges Education Program policies are listed in the Judges School Guidelines. These guidelines are reviewed and updated annually by the IAC Judges Education Committee.
4. **Program Procedures and Responsibilities:**
 - a. **The IAC Judges Education Committee Responsibilities:**
 - 1) Develop the Judge School curriculum. Reviews curriculum annually according to all contest rules and policy and procedure changes approved by the IAC Board.
 - 2) Select and train qualified individuals as judges school instructors.
 - 3) Maintain a list of approved instructors.
 - 4) Develop and maintain guidelines and procedures for hosting a judge school.
 - 5) Prepares all required instructor materials and distributes copies to each approved instructor.
 - 6) Acts as contact for IAC Chapters considering hosting an IAC Judges School. Chapters must name one contact person to handle all arrangements. Coordinates and approves school dates based on instructor availability and schedule and assigns an instructor to each scheduled judges school.
 - 7) Approximately two weeks prior to school dates, sends electronic copies of Judges School Guidelines, pricing letter, and all necessary forms and paperwork to the Judges School host, who will reproduce the materials locally.
 - 8) Coordinates Judge School attendance lists with the Judge Certification Chair for updating of the Judge Database.



Policy and Procedures
Number: 214A Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

- 9) Works closely with IAC Headquarters to monitor the overall financial results of the Judges School Program and submits an annual report to the IAC Board of Directors.
 - 10) Recommends judges school fees based on previous year's performance for IAC Board consideration.
- b. IAC Headquarters Responsibilities:**
- 1) Submits school information to IAC website and *Sport Aerobatics* magazine monthly calendar.
 - 2) After completion of school, receive payments and registration paperwork from the host.
 - 3) Prepare individual school and annual financial summary reports and submit to IAC President, IAC Treasurer, IAC Judges Chair, and accountant.
 - 4) Work with accountant to revise and update school summary reports to meet current accounting requirements, as needed.



Policy and Procedures
Number: 214B Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

1. **General:** The IAC Judges Certification Program was established to ensure judges of IAC regional and national contests would be knowledgeable of current *IAC Official Contest Rules* while performing the duties of judge at IAC-sanctioned contests.
2. **Program Administration:** The IAC Judges Certification Program is administered by the Judges Certification Committee. IAC Headquarters staff works closely with the committee to implement administrative procedures necessary to manage the program. The Judges Certification Committee also works closely with the Judges School Committee and the Rules Committee to insure understanding of new and revised judging criteria at IAC Approved Judges Schools.
3. **Program Policy:** The requirements for certification of judge applicants are established in *the IAC Official Contest Rules*, Chapter 2. These rules will be observed by the IAC Judges Certification Committee.
4. **Program Procedures:** IAC Judge Certification procedures are defined in the *IAC Official Contest Rules*, Chapter 2.
5. **Program Responsibilities:**
 - a. **IAC Judge Certification Chair:** In accordance with the *IAC Official Contest Rules*, Chapter 2, the IAC Judge Certification Chair is responsible for:
 - 1) Supervising the Judge Certification Committee.
 - 2) Preparing the Regional Judge, National Judge, and Judge Revalidation and Currency written exams.
 - 3) Grading all written exams, providing a report of exam to each examinee, and maintaining a record of exam results in the IAC Judge Database.
 - 4) Approving all applications for Regional and National Judge certification and communicating with each judge applicant regarding the status of his or her application.
 - 5) Maintaining the IAC official records of judging activity for all IAC judges.
 - 6) Evaluating the currency status for each Certified Regional and National Judge and communicating that currency status to each Judge.
 - 7) Maintaining the IAC Approved List of Judges and forwarding a copy of this list to IAC Headquarters.



Policy and Procedures
Number: 214B Revision: 26
Date: 28 April 2008
Subject: IAC Judges Program

- b. IAC Headquarter Staff:** IAC Headquarters staff is responsible for:
- 1) Distributing regular updates to the *IAC Approved List of Judges*.
 - 2) Directing questions from the Membership regarding Judge Certification to the Judge Certification Chair

1.



Policy and Procedures
Number: 215
Date: 7 November 2002 Revision: 21
Subject: Legal Counsel

1. General

The IAC Legal Counsel is responsible to provide advice on day-to-day matters and, in addition, may be requested to be present at Board of Directors meetings to advise the Board. Detailed legal work that involves courtroom activity, tax matters, and other business that requires considerable time will be hired out. This is usually done through the EAA's legal counsel.

2. Program Administration

The IAC Legal Counsel is an appointed member of the IAC Board of Directors. This position is an attorney who is an IAC member and is available to do limited legal work for IAC on a gratis basis.



Policy and Procedures
Number: 216
Date: 7 November 2002 Revision: 21
Subject: Membership Relations Program

1. General

The Membership Relations Program was established to develop programs aimed at retaining existing members and recruiting new members.

2. Program Administration

- A.) An IAC Member Relations Committee and Committee Chairperson will be appointed by the IAC Board of Directors. This appointment will be made in accordance with Section 200 of this Manual.
- B.) The IAC Executive Director will evaluate all existing membership programs and work with the IAC Membership Relations Committee to develop additional member programs and benefits, and supporting marketing materials in accordance with funds allocated in the Annual Budget.
- C.) The IAC Executive Director also works with the EAA Membership Department to review the new member and member renewal process and maintenance of the IAC membership database.

3. Program Policy

A.) Release of Membership Information

The names of and information on IAC membership will not be made available to any IAC member without the express written approval by each individual IAC member. For this purpose, consent by an IAC Member to be included in the official IAC Membership Directory will constitute written approval. The IAC also agrees that the names of and information on the IAC membership will not be made available to third parties for marketing or any other purposes.

B.) Release of Information – Member Accidental Death

In the event of an accidental death of an IAC member, IAC will use the expertise of the EAA Public Relations department as the “Official Media Response” to all media questions. The following is the information that may be released about the member:

- 1.) Confirmation that he/she was an IAC member
- 2.) Release of his/her IAC member number
- 3.) Confirmation of what Chapter he/she was a member of, if applicable
- 4.) Confirmation of the member’s competitor status and categories flown



Policy and Procedures

Number: 217

Date: 26 April 2008 Revision: 26

Subject: NAA Relations Program

1. General

The purpose of the NAA Relations Program is to have IAC representation at NAA meetings that may affect IAC members and the sport of aerobatics.

2. Program Administration

The NAA Relations Program is administered by the NAA Representative who is an appointed member of the IAC Board of Directors. This position is a member of the NAA Board of Directors or staff.

3. Program Policy

As part of its Letter of Agreement with the NAA, the IAC shall pay an annual affiliation fee to the NAA. Included in this affiliation fee is the following:

- a. NAA Basic Fee
- b. FAI Participation Fee
- c. Population Fee based on total membership



Policy and Procedures

Number: 218

Date: 7 November 2002 Revision: 21

Subject: Nominations and Elections Program

1. General

The IAC Nominations & Elections Program is divided into two committees: Nominating Committee, and Ballot Certification Committee. Information on these programs can be found in the following section of the *IAC Policy and Procedures Manual*:

P&P Section 218A: Nominating Committee

P&P Section 218B: Ballot Certification Committee

The IAC Board of Directors appoints the Committee Chairpersons and Committee members for each of these programs in accordance with Section 200 of this Manual and with IAC Bylaws. IAC Bylaws require that the Nominating Committee be appointed not less than 6 months prior to each IAC General Meeting. The same person may serve as Chair of both committees simultaneously.



Policy and Procedures

Number: 218A

Date: 23 November 2007 Revision: 25

Subject: Nominating Committee

1. General

The purpose of the IAC Nominating Committee is to:

- 1) Encourage IAC members to run for office, and
- 2) Inform IAC members of rules and/or procedural changes that might affect candidacy.

2. Program Administration

The Nominations Program is administered by the IAC Nominating Committee, which is appointed by the IAC Board of Directors according to *IAC Bylaws* Article VIII Elections. Members of this Board-appointed committee may be the officers and directors of the IAC Board who are not up for re-election in that given election year. IAC Headquarters will oversee administrative procedures needed to implement the program.

3. Program Policy

The IAC Nominating Program is administered according to *IAC Bylaws* Article VIII Elections. In addition to the policies outlined in the *IAC Bylaws*, the following policies have been established by Board action, effective 1990:

- a. Qualifications for Office of President:
 - 1) The candidate must be a current member of EAA and IAC and have been an active member for the past three years.
 - 2) The candidate must have served a minimum of a one-year term on the Board of Directors of IAC within the three years prior to nomination.
- b. Election Policies No political display advertising will be permitted in *Sport Aerobatics* magazine. However, the following will be allowed:
 - 1) An election brochure may be distributed with the ballot which contains candidate biographies, resumes and political statements.
 - 2) A one-time mailing by the candidates will be permitted. However, membership lists will not be released to candidates but rather only to a neutral party as determined by the IAC Board of Directors. This neutral party will retain the mailing labels and will be the contact point for candidates who wish to make such mailings. It is the responsibility of the candidate to coordinate mailings with the neutral party. This procedure will maintain the security of the membership list. Cost of all mailings will be borne by the candidate.



Policy and Procedures

Number: 218A

Date: 23 November 2007 Revision: 25

Subject: Nominating Committee

4. Program Procedures

NOMINATION AND ELECTION GUIDELINES

The Nominating Committee will need to monitor the current board composition and then identify/select candidates to serve as Officers/Directors on the IAC Board. In the selection process, the Nominating Committee will need to actively seek candidates who are committed to representing the interests of the membership and who have a diversity of knowledge to support the IAC Board goals. Additionally, it will be necessary to review the Bylaws along with the P&P concerning the Nominating Committee responsibilities as they are our authoritative body.

Committee responsibilities include:

1. Actively seek current IAC members in good standing. (anyone who is a current IAC member in good standing can run for a position to the board)
2. Initially, encourage your candidate to run for a position to the board.
3. Submit the candidates name to the Nominations Chair for further information and encouragement if needed.
4. Give your candidate an overview of the IAC Board expectations.

Additionally, the Nominating Committee will consider the following during the recruitment process when evaluating a candidate for the board.

1. Skills needed at the time.
2. The current boards composition of experienced Officers/Directors.
3. The candidate has experience, talents, expertise to share with the board.
4. The candidate can dedicate time to participate in the board meetings and IAC functions.
5. The candidate is proactive in contacting the membership in his/her assigned region to solicit ideas to bring to the board table.
6. The candidate's background and experience with aviation, business, financing, legal issues.

IAC Headquarters is responsible for the following procedures:

1. Publish nomination, election and annual meeting dates in *Sport Aerobatics* magazine.
2. Prepare and mail election ballot as specified in *IAC Bylaws* Article III Section 3.



Policy and Procedures
Number: 218B
Date: 7 November 2002 Revision: 21
Subject: Ballot Certification Committee

1. General

The purpose of the IAC Ballot Certification Committee is to certify that the IAC Election Ballots are handled as specified in the *IAC ByLaws* Article VIII Elections Section 3 and 4.

2. Program Administration

The IAC President in accordance with IAC Bylaws Article VIII Elections Section 3 appoints the Ballot Certification Committee IAC Headquarters will oversee administrative procedures needed to implement the program.

3. Program Policy

The IAC Ballot Certification Program is administered according to *IAC Bylaws* Article VIII, Elections.

4. Program Procedures

A.) The Ballot Certification Committee shall:

- 1.) Certify returned ballots by ensuring:
 - a.) The member is a member in good standing,
 - b.) The ballot is postmarked by specified election deadline.
- 2.) Count certified ballots and tabulate results.
- 3.) Announce election results at the IAC Annual Meeting.
- 4.) Retain all ballots for a period of thirty (30) days.

B.) IAC Headquarters is responsible for the following procedures:

- 1.) Receive ballots and forward to the IAC Ballot Certification Chair.



Policy and Procedures

Number: 219

Date: 7 November 2002 Revision: 21

Subject: Public Relations Program

1. General

The purpose of this program is to increase awareness and develop a positive image of the sport of aerobatics and IAC events within and outside of the aviation community.

2. Program Administration

IAC Executive Director and the IAC President administer the IAC Public Relations Program under the direction of the Board of Directors.



Policy and Procedures

Number: 220

Date: 26 April 2008 Revision: 26

Subject: Mastery of Flight

1. General

The Mastery of Flight has a primary focus on recreational and educational aerobatics. The program provides a conduit for IAC members to fly aerobatics in a non-competitive environment. The Mastery of Flight Program also introduces pilots to the positive benefits of aerobatics -- including stall, spin, emergency maneuvers, and other unusual attitude training -- in such a way that they will be able to enjoy and learn to fly in a safer manner.



Policy and Procedures
Number: 221
Date: 26 April 2008 Revision: 26
Subject: Rules Program

1. General

The purpose of the Rules Program is to:

- 1) Review and recommend rule changes to the *IAC Official Contest Rules*
- 2) Review and recommend Known compulsory sequences for use during each IAC contest year
- 3) Provide Unknown sequences to be used at IAC-sanctioned regional contests.

The Rules Program is overseen by the IAC Rules Committee, which is charged with the responsibility of representing the wishes of the membership, providing direction for building safe and reasonable sequences, promoting safe competition, and insuring standardization between the IAC and CIVA in the rules that affect IAC pilots.

2. Program Administration

The Rules Program is administered by the IAC Rules Committee. Members will be selected who represent a varied viewpoint, background, and experience in order for the decisions of the committee to be carefully and thoroughly derived. The following persons shall be automatic members of the committee:

- IAC President – ex-officio Member
- CIVA Delegate or Alternate Delegate
- Judges School Chairman
- Glider Aerobatics Chairman
- Four members-at-large

3. Program Policy

A. Rule Changes proposed by the Membership

- 1) Any new rule or rule change that may alter the intent of an existing rule shall pass through the full rules proposal cycle outlined below. Typographical errors, or changes to the text or illustrations that only serve to clarify an existing rule may be changed in the *IAC Official Contest Rules* without further involvement from the IAC Board of Directors.



Policy and Procedures

Number: 221

Date: 26 April 2008 Revision: 26

Subject: Rules Program

- 2) Rule changes may be submitted by any member to the Rules Committee Chairman. These proposals must be submitted to the Rules Chairman no later than the deadline published in the Foreword of the current *IAC Official Contest Rules*. This date will also be posted on the IAC website.
- 3) Each proposed rule change shall include:
 - a. Name and contact information for the proposing member;
 - b. A synopsis of the proposed change;
 - c. A reference to all current rules affected by the change;
 - d. The proposed change itself;
 - e. The rationale behind the requested rule change
- 4) All proposed rule changes will be reviewed by the IAC Rules Committee.
- 5) All Proposed rules changes approved by the Rules Committee will be posted on the IAC website for member comment.
- 6) Final approval will be made by the IAC Board of Directors at the Fall Board meeting.
- 7) Approved rule changes go into effect on January 1 of the calendar year following Board approval (see flow chart).

B. Rule Changes as a Result of the CIVA Delegate's Report

- 1) The Rules Committee will evaluate CIVA approved rule changes and make recommendation to the IAC Board of Directors whether or not to adopt those changes into IAC competition.
- 2) CIVA changes to the Aresti Aerobatic Catalogue (Condensed) will be automatically adopted by IAC on January 1 of the calendar year following CIVA approval.

C. Proposed Known Sequences

- 1) Proposed Known sequences may be submitted by any member to the Rules Committee Chairman no later than the



Policy and Procedures

Number: 221

Date: 26 April 2008 Revision: 26

Subject: Rules Program

deadline published in the Foreword of the current *IAC Official Contest Rules*. This date will also be posted on the IAC website.

- 2) Sportsman and Intermediate Proposed Known Sequences
 - a. Proposed power Sportsman Known sequences shall be flyable by aircraft without inverted fuel or oil systems, in the class of 115hp Citabrias.
 - b. Proposed power Intermediate Known sequences shall be flyable by aircraft in the class of Great Lakes.
- 3) The Rules Committee will review all proposed Sportsman and Intermediate sequences and select a candidates from each category based on: adherence to the Aresti System and IAC Official Contest Rules; appropriate level of difficulty for the category; safety; and flyability by the baseline aircraft.
- 4) The Rules Committee Chairman will ensure that copies of the Primary Known (if changed from the previous year) and Sportsman and Intermediate (power and glider) proposed Known sequence submissions are provided to the Known Sequence Committee for review. The Known Sequence Committee shall consist of not fewer than three IAC members, with representatives from both power and glider competition, chosen for their knowledge of competition aircraft, sequence construction, and overall competition experience.

The Committee will review each sequence and provide a report of their nonbinding recommendations to the IAC Board in sufficient time for consideration prior to the Fall Board meeting. This report will also be posted on the IAC website for member review.
- 5) Advanced and Unlimited Proposed Known Sequences
 - a. The Rules Committee will review the approved CIVA compulsory sequences for the Advanced and Unlimited Power and Glider Unlimited categories to determine if the sequences are suitable for IAC sanctioned competition.
 - b. The Committee will take into consideration that the Advanced category sequence must be flyable by aircraft in the class of a Pitts S2B.



Policy and Procedures

Number: 221

Date: 26 April 2008 Revision: 26

Subject: Rules Program

- 6) The candidate Sportsman and Intermediate Known sequences (Power and Glider) chosen by the Committee, and all sequences proposed as candidates for the CIVA Advanced and Unlimited (Power and Glider) Knowns will be posted on the IAC website for member comment.
- 7) At the Fall Board meeting the Board may take only one of three actions:
 - a. Approve a Known sequence without change for use in the upcoming competition year
 - b. Reject candidate sequences in their entirety; or
 - c. Return a sequence to the Rules Committee with recommendations. Should a sequence be returned to committee, the Rules Chairman will respond within 10 days to the Executive Committee, who will be empowered by the Board of Directors to accept or reject the changes.
- 8) Approved Known sequences shall become effective on January 1 of the calendar year following Board approval.

D. Unknown Sequences

The Rules Chairman is responsible for providing IAC headquarters with Unknown sequences to be used at IAC-sanctioned competitions. These Unknowns must be flyable by the respective category's according to the *IAC Official Contest Rules*.

The Rules Chairman may or may not compose and draw these sequences and is authorized to seek as many knowledgeable and experienced IAC members baseline aircraft and legal to perform these duties as may be necessary.

This section does not apply to Advanced and Unlimited Unknowns for IAC Championship events, which will be devised as outlined in *IAC Policy and Procedures Manual*, Section 500.

E. Additional Duties



Policy and Procedures

Number: 221

Date: 26 April 2008 Revision: 26

Subject: Rules Program

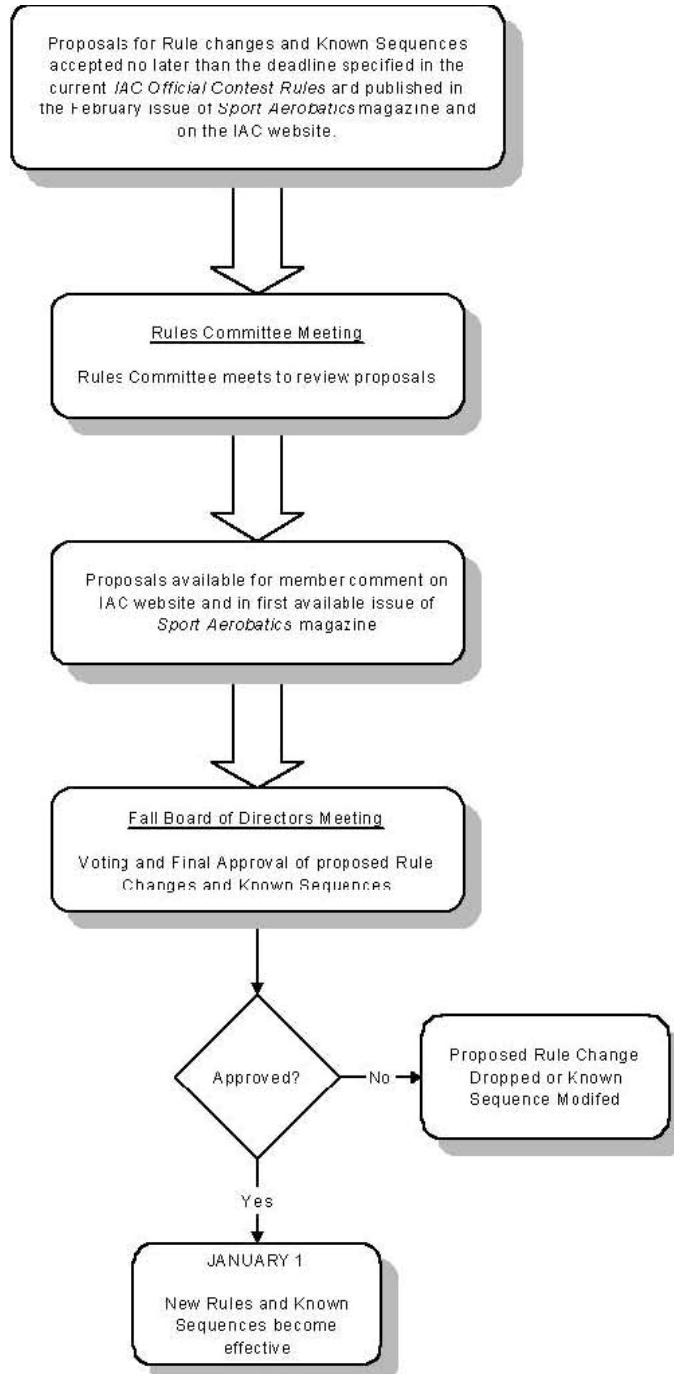
1) The Rules Chairman shall provide all Board-approved rule changes to the IAC *Official Contest Rules* book editorial sub-committee for inclusion in the IAC *Official Contest Rules*.

2) The Rules Chairman will coordinate with the Judges Program Chairman to recommend changes to the content of the Judges' Schools and Judges Certification Program to reflect any new or changed rules.



Policy and Procedures
Number: 221
Date: 26 April 2008 Revision: 26
Subject: Rules Program

4. Flow Chart





Policy and Procedures

Number: 222

Date: 21 April 2006 Revision: 24

Subject: Scoring Program

1. General

The purpose of the Scoring Program is to develop computer software for use in scoring IAC-sanctioned contests.

2. Program Administration

The Scoring Program is administered by the Scoring Program Chairman. The Chairman should have intimate knowledge of computer programming, and contest procedures. The chairman is responsible for the development and annual revision of the scoring program. All new revisions are to be sent to IAC Headquarters for distribution to IAC-sanctioned contests.

3. Approved Software

The CIVA ACMS scoring software is formally approved for use at the US National Aerobatic Championships. IAC developed software (currently known as JASPER) is approved for use at IAC sanctioned Regional contests. New software packages developed by CIVA or at the behest of CIVA will be evaluated by the Scoring Program Chairman, and must be approved by the IAC Board prior to use at any IAC-sanctioned contest.



Policy and Procedures
Number: 223
Date: 26 April 2008 Revision: 26
Subject: Safety Program

1. General

The Safety Program is administered by the Safety Committee, which is comprised of a chairperson, the Chairperson of the Aerobatic Instruction Committee, and the chairpersons of the following safety sub-committees:

Aerobatic Mishap Review,

Human Factors Program,

Technical Safety Program.

The IAC Board of Directors, in accordance with Section 200 of this Manual, will appoint these sub-committees and their Chairs.

The Chairperson of the Safety Committee is appointed by the IAC Board of Directors in accordance with Section 200 of this Manual.

The scope and responsibilities of these sub-committees are defined in the following Sections of this Manual:

Aerobatic Mishap Review: Section 223A

Human Factors: Section 223C

Technical Safety Section 223D



Policy and Procedures

Number: 223A

Date: 7 November 2002 Revision: 21

Subject: Aerobatic Mishap Review

1. General

The Aerobatic Mishap Review Program was established to lend assistance to the National Transportation and Safety Board (NTSB) in investigations of aerobatic accidents. Since the IAC has intimate knowledge of aerobatics and aerobatic aircraft, its assistance may be relevant in such matters. The program also exists to compile statistics on aerobatic mishaps and give advice to the IAC Board of Directors and general membership from information learned during the review of aerobatic accident investigations.

2. Program Administration

The Aerobatic Mishap Review Committee, which is a subcommittee of the IAC Safety Committee, administers the Aerobatic Mishap Review Committee. The Aerobatic Mishap Review Committee and its Chairperson are appointed by the IAC Board of Directors in accordance with Section 200 of this Manual. The Aerobatic Mishap Review Committee Chairman works closely with the Safety Committee Chairman.

3. Program Procedures

- A.) All aerobatic accidents that occur in association with an IAC Sanctioned event will be reported to IAC Headquarters immediately by the Contest Director or other IAC Official supervising the event.
- B.) Upon report of a fatal aerobatic accident, IAC headquarters will immediately inform the Aerobatic Mishap Review Committee Chairman.
- C.) The Aerobatic Mishap Review Committee Chairman will contact a committee member in the vicinity of the accident.
- D.) The committee member will contact the accident investigator and offer assistance in the accident investigation.
- E.) The Aerobatic Mishap Review Committee Chairman will compile statistics on aerobatic mishaps and give an annual report to the IAC Board of Directors.



Policy and Procedures
Number: 223C
Date: 7 November 2002 Revision: 21
Subject: Human Factors Program

1. General

The purpose of the Human Factors Program is to inform the membership of human factors applicable to the sport of aerobatics, to identify human factors problems in the sport including the physiological aspects of aerobatic flying, and to determine an appropriate solution through applied technology for the problems.

2. Program Administration

The Human Factors Committee, which is a subcommittee of the IAC Safety Committee, administers the Human Factors Program. The Human Factors Committee Chairman works closely with the Safety Committee Chairman. Since the scope of the Human Factors Program is limited by financial considerations and personnel/time factors, the role of the Chairman must be mainly that of a writer/reporter.

The Chairman may disseminate information on human factors to the general public and non-aerobatic pilots as he sees fit through presentations to interested groups.

It is the responsibility of the Chairman to maintain the IAC Human Factors files and to maintain the records of the Program's operating costs as budgeted annually by the IAC Finance Committee.

3. Program Policy

- A.) Membership contributions to the Human Factors Chairman concerning the types of human problems being experienced will remain anonymous and confidential and used only for the betterment of the sport in order to promote an open exchange of ideas without possible reprisal or abuse.
- B.) The Chairman will carefully verify all information submitted before presenting it to the membership.



Policy and Procedures
Number: 223D
Date: 26 April 2008 Revision: 26
Subject: Technical Safety Program

1. General

The IAC Technical Safety Program is concerned with items of a technical and/or safety related nature that apply to aerobatics and aerobatic aircraft. The Technical Safety Program has been presented to IAC members as a clearinghouse where members are encouraged to submit ideas, problems, and solutions and where members can also make personal inquiries for information about specific problem areas.

The program also attempts to collate all input it receives and to disseminate this information as broadly as possibly mainly through articles in Sport Aerobatics or on the IAC Website

2. Program Administration

The Technical Safety Program is administered by the Technical Safety Committee which is a subcommittee of the IAC Safety Committee. The Technical Safety Committee Chairman works closely with the Safety Committee Chairman.

The broad definition of the function of this IAC program gives the Chairman much latitude in determining direction and action. However, historically, the program has concentrated mainly, though not entirely, on areas of maintenance and modification of aerobatic airplanes. Since the scope of the Technical Safety Program is limited by financial considerations and personnel/time factors, the role of the Chairman must be mainly that of a writer/reporter.

In that position, the Chairman must stress that many reports are the personal opinions and observations of the IAC member who submitted the initial report to the committee and the Chairman must make every attempt to establish the correctness of input information, e.g. by cross-checking with the applicable manufacturers if a failed part is the subject.

It is also the responsibility of the Chairman to maintain the IAC "malfunction and defect" files and to maintain records of the Technical Safety Program's operating costs.

The President may call upon the Technical Safety Chairman to help prepare documents, correspondence, and articles that are needed from time to time in the normal course of business. For example, the Technical Safety Chairman may prepare, for the President's signature, IAC official responses to Federal



Policy and Procedures
Number: 223D
Date: 26 April 2008 Revision: 26
Subject: Technical Safety Program

Aviation Administration Notices of Proposed Rule Making.

The Chairman may also help disseminate information on aerobatic safety by participation in aviation workshops and seminars. His participation in such seminars must be approved by the IAC President if his position as Technical Safety Chairman is the basis for such participation.

3. Program Policy

- a. The Chairman will refrain from publishing any statements or remarks either of his own personal prejudices or that of other persons that might be considered derogatory in nature to individual parties, manufacturers, or organizations. Statements of fact, as can best be determined, must be the cardinal IAC Technical Safety policy.
- b. In the attempt to promote an open forum and an open exchange of ideas without possible reprisal or abuse anonymity in all Technical Safety articles is extended to the member who furnishes the initial information/input. In this same vein, all personal information in the IAC Technical Safety files is considered confidential. The only exception to this policy is the use of the names of individuals who are employed by or represent aviation-related companies who supply information for Technical Safety reports, e.g. engineers at airframe manufacturers who express company policy or procedures concerning some aircraft operation.



Policy and Procedures

Number: 224

Date: 7 November 2002 Revision: 21

Subject: Special Events Program

1. General

IAC participates in several special events annually including but not limited to the Air Venture Fly-in in Oshkosh, Wisconsin, the Sun 'n Fun Fly-in in Lakeland, Florida, other regional Fly-ins, and aviation events.

2. Program Administration

A chairperson is appointed by the IAC Board of Directors, in accordance with Section 200 of this Manual, to manage each special event. IAC headquarters works closely with these chairmen to oversee event coordination of exhibit setup and takedown, merchandise sales, membership retention and recruitment activities, sponsorship, volunteer assignments, special attractions, banquet arrangements, and general event administration. The annual budget for these events is established annually by the IAC Finance Committee and approved by the IAC Board of Directors.



Policy and Procedures

Number: 225

Date: 26 October 2006 Revision 23

Subject: University Program

1. General

The University Program was established to increase the interest level of college age pilots in aerobatics, aerobatic competition, and the International Aerobatic Club (IAC).

2. Program Administration

The University Program Committee is responsible for the University Program. IAC Headquarters staff works closely with the committee to implement administrative procedures to manage the program.

Currently, the program consists largely of the IAC Collegiate National Championship Award Program to include Power and Glider Aerobatics. Details of the Collegiate Award Program are outlined in the *Awards Administration Handbook* available from the Awards Administration Committee Chairman, IAC Headquarters, or on the IAC website. Additional questions may also be directed to the University Program Committee Chairman.



Policy and Procedures
Number: 226
Date: 21 April 2008 Revision: 26
Subject: Regional Championship Series

1. General

The purpose of this section is to outline the policies and procedures for establishment of a Regional Championship Series. This series will be independent of the other Championships awarded by the IAC.

2. Program Administration

a.) Chairman:

The Regional Championship Series Program is administered by the Regional Championship Series Program Chairman. The Chairman will be responsible for collating entry and standings information, for determining the final results and for providing those results for publication in a timely fashion after the close of the Competition Year.

b.) Regions:

The Regions for which Championships will be awarded will be the same Regions used to determine representation on the IAC Board of Directors.

c.) Championship Procedures

- 1) The Region in which a Contests' scores are included will be based upon the location of the contest.
- 2) Contest which occur in Canada, and which are sanctioned by Aerobatics Canada may be included in this program if requested by the Contest Director or organizer. They will be assigned to an appropriate region in consultation with the contest organizers.
- 3) A series will consist of 3 Contests at minimum. (In the NW Region, 2 out of a possible 3 contests must be flown). The scores from the US National Aerobatic Championship may be used as a "wildcard" for purposes of meeting this requirement.
- 4) The average of the best 3 Contest Scores flown in the region will be used. If more than three Contests are flown by a competitor, the highest scores will be used. This format will not only enable pilots to improve their score by attending more contests, but should also encourage more participation at Chapter contests.
- 5) A Competitor's scores at the US National Aerobatic Championships may be used as a "wildcard" and may serve as one of the three Contest scores referenced in subsection 2,



Policy and Procedures

Number: 226

Date: 21 April 2008 Revision: 26

Subject: Regional Championship Series

above. The scores at the US Nationals may be used in **any** or **all** of the Regions in which a Competitor is participating in the Championship series.

- 6) The IAC will award first, second and third place titles and trophies in all categories in each region. Titles given will identify the series champion in each respective region – Mid-America Regional Series Champion, South West Regional Series Champion, North East Regional Series Champion, etc.
- 7) A competitor must be a member of a Chapter that holds a contest in the region he/she declares for. (Note: this means a competitor may compete for the Regional Series Champion title in more than one region **IF** they belong to a Chapter in each region in which they will be competing).



Policy and Procedures
Number: 301
Date: 16 May 2014 Revision: 23
Subject: Letters of Agreement

1. General

The IAC may enter into Letters of Agreement with other organizations in order to carry out its responsibilities of managing, promoting, and sanctioning the sport of aerobatics in the United States.

These Letters of Agreement establish the relationship that IAC has with other corporations and organizations so that the responsibilities of each are clearly defined and understood by all concerned.

2. Letters of Agreement in Effect

The IAC currently has Letters of Agreement with the following:

- Section 302: National Aeronautic Association
- Section 303: Unlimited Aerobatics USA
- Section 304: Experimental Aircraft Association
- Section 305: IAC Support for Unlimited Team Development
- Section 306: IAC Support for Unlimited Glider Team Development
- Section 307: USA Advanced Aerobatic Team, Inc. Letter of Agreement

These Letters of Agreement are included in this Section for reference.



Policy and Procedures

Number: 302

Date: 5 May 1982

Subject: NAA/IAC Letter of Agreement

1. Policy

The Agreement between the National Aeronautic Association and the International Aerobatic Club is attached.

AGREEMENT BETWEEN THE NATIONAL AERONAUTIC ASSOCIATION

AND

THE INTERNATIONAL AEROBATIC CLUB

SECTION 1 – General: This agreement is between the National Aeronautic Association of the U.S. A., a nonprofit corporation with executive offices in Washington, D.C., hereinafter referred to as the NAA, and the International Aerobatic Club, a nonprofit corporation with executive offices in Hales Corners, Wisconsin, hereinafter referred to as the IAC.

SECTION II – Purpose: The purpose of this agreement is to define the relationship between the NAA and IAC, as a Division of NAA, and to set forth the responsibilities and obligations of each to the other.

SECTION III – Conditions: The NAA and IAC do hereby agree to the conditions set forth as follows:

A. The IAC is an organization engaged in an aviation activity that is the responsibility of a Permanent Committee of the Federation Aeronautique Internationale, hereinafter referred to as the FAI, specifically the International Aerobatics Committee (CIVA), as defined in the FAI statutes (This committee is responsible for examining matters relating to aerobatics and to the drafting of rules governing World Championships in this specialized field). Therefore, the NAA designates the IAC as a Division of NAA to function as the FAI Representative in the United States for the sport aviation activity in which it is primarily engaged as provided for in ARTICLE III, Section 3(a) of the NAA By-Laws.

B. As a Division of the NAA, the IAC shall be the sole authority in the United States to administer the applicable provisions of the FAI Sporting Code in accordance with the FAI Statutes relating to aerobatics. Under the general supervision of the NAA, in accordance with the NAA's responsibilities as the overall representative of the FAI in the United States, the IAC shall carry out the following responsibilities relating to aerobatics:

- 1 Sanctioning, supervising, and documenting official competitions and record attempts in the United States.
- 2 Developing, promoting, and aiding aerobatic activities in the United States.
- 3 Sending qualified representatives to meetings of the CIVA as required and when so designated by the NAA, including the sending of representatives to the FAI General Conferences and NAA meetings when required or so requested.

4 Selection, training, and participation of all teams representing the United States in all FAI international aerobatic competitions and World championships.

C. The NAA agrees to include on its Board of Directors one ex-officio member nominated by the IAC Board of Directors. Said ex-officio member shall be entitled to the same rights and privileges as other members of the Board, including voting.

D. The IAC agrees to include on its Board of Directors one Director-at-large nominated by the NAA. Said Director-at-large shall be entitled to the same rights and privileges as other members of the Board, including voting.

E. As a Division of the NAA, the IAC shall remain autonomous, shall retain its present identity, shall operate under its own Board of Directors and By-Laws, shall determine and control its own budget, and shall collect and disburse its own funds including those collected from its own members, gifts from individuals and organizations, and income from advertising and other revenues from its publications.

F. The IAC shall indicate on its letterhead and its publications its affiliation with NAA as follows: "A Division of the National Aeronautic Association," and shall further indicate on its letterhead or in its publication a statement to the effect that as a Division of the NAA it is the sole representative in the United States of the FAI for aerobatics.

G. The NAA shall indicate on its letterhead and in its publications the affiliation of the IAC as a Division of the NAA.

H. Where appropriate, IAC shall make available to NAA detailed financial statements, which shall include the disposition of all funds that NAA has appropriate to IAC. Similarly NAA shall make available to IAC detailed financial statements, which shall include a report on all funds that NAA has appropriated to other Divisions of NAA.

I. On request of NAA, IAC shall provide NAA once each calendar year a roster of the membership of IAC to include the name and address of each member. IAC further agrees to provide such additional and similar rosters of membership as may be requested by NAA, and NAA agrees to reimburse IAC for the administrative costs thereof.

SECTION IV – Affiliation Fees: The IAC shall pay to the NAA annually an affiliation fee. The Executive Committee of the NAA shall determine the fee after considering recommendations of the NAA Finance Committee. At least six months' notice shall be given before any fee increases are implemented.

SECTION V – Effective Date and Duration: This agreement shall become effective upon acceptance by the President of the NAA and the President of the IAC and shall supersede any and all previous agreements between the NAA and the IAC. This agreement shall continue in effect until revised, amended or terminated by mutual agreement, or terminated by action of either party. Unilateral termination shall require six months' notice unless both parties agree to waive the time requirement.

SECTION VI – Liability: This agreement shall not, in any way whatsoever, make either party liable for the debts or obligations of the other. NAA and FAI shall be held harmless as to any liability arising from IAC sponsored activities. IAC agrees to issue a certificate of insurance or policy endorsement attesting to the fact that NAA and FAI are named as co-insured or otherwise protected by insurance by any liability arising from IAC sponsored activities.

ACCEPTED FOR NAA, BY:	signed Clifton von Kann PRESIDENT	5/5/82 DATE
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ACCEPTED FOR IAC, BY:	signed Michael Heuer PRESIDENT	5/5/82 DATE
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Policy and Procedures

Number: 303

Date: 21 April 2006 Revision: 22

Subject: Unlimited Aerobatics USA Letter of Agreement

1. Policy

The Agreement between Unlimited Aerobatics USA and the International Aerobatic Club is attached.

**AGREEMENT BETWEEN THE
INTERNATIONAL AEROBATIC CLUB, INC.
and the
UNLIMITED AEROBATICS USA, INC.**

SECTION – 1 GENERAL: This agreement is between the International Aerobatics Club, Inc., a non-profit corporation with executive offices in Oshkosh, Wisconsin, hereinafter referred to as the IAC, and the Unlimited Aerobatics USA, Inc., a non-profit corporation with executive offices in Atherton, California, hereinafter referred to as UAUSA.

SECTION II – PURPOSE: The purpose of this agreement is to define the relationship between the IAC and UAUSA and to set forth the responsibilities and obligations of each to the other.

- A. IAC is an organization engaged in an aviation activity that is the responsibility of an air sports commission of the Federation Aeronautique Internationale, hereinafter referred to as the FAI, specifically the International Aerobatics Commission (CIVA), as defined in FAI statutes. The National Aeronautic Association, hereinafter referred to as NAA, has designated IAC as a Division of NAA to function as the FAI representative in the United States for the sport aviation activity in which it is primarily engaged.
- B. As a division of the NAA, IAC shall be the sole authority in the United States to administer the applicable provisions of the FAI Sporting Code in accordance with the FAI statutes relating to aerobatics. IAC shall carry out the following responsibilities:
 - 1 Sanctioning, supervising and documenting official competitions and record attempts in the United States.
 - 2 Developing, promoting and aiding aerobatic activities in the United States.
 - 3 Sending qualified representatives to meetings of CIVA as required and when so designated by NAA, including the sending of representatives to the FAI General Conferences and NAA meetings when required or so requested.
 - 4 Selection and participation of all teams representing the United States in all FAI international aerobatic competitions and world championships.

C. IAC and UAUSA agree that UAUSA will be delegated full responsibility for the administration, management, promotion, and funding of the United States Unlimited Aerobatic Team. It is further agreed that:

1 The selection and method of selection of the U.S. Unlimited Team pilots will be the responsibility of the IAC.

2 The UAUSA Board will select team managers a minimum of nine months prior to the Team competing in a world championship.

3 The selection of the team managers shall be made by the UAUSA Board of Directors. If two-thirds of the IAC Board of Directors objects to the selection of a particular team manager, an alternate selection will be made by the UAUSA Board of Directors and the IAC Board of Directors in joint session.

D. UAUSA agrees that one member of its Board of Directors will be the current president of the IAC, or other representative chosen from and by the IAC Board, whose term on the UAUSA Board will expire concurrently with his term on the IAC Board of Directors.

SECTION IV – DUES: No financial responsibilities of one organization to the other, and vice versa, are contemplated by this agreement, except that the IAC will invoice UAUSA for a percentage of the FAI Participation Fee for the Unlimited Team participation at the FAI World Championships.

SECTION V – EFFECTIVE DATE: This agreement will become effective upon acceptance by the president of the IAC and the president of UAUSA and shall supersede any and all previous agreements between IAC and the United States Aerobatic Foundation (USAF). This agreement shall continue in effect until revised, amended, or terminated by mutual agreement, or terminated by action of either party. Unilateral termination shall require thirty days notice unless both parties agree to waive the time requirement.

SECTION VI – POLICIES AND PROCEDURES: UAUSA shall remain autonomous, retain its present identity, shall operate under its own board of directors and bylaws, shall determine and control its own budget, and shall collect and disburse its own funds.

SECTION VII – LIABILITY: This agreement shall not, in any way whatsoever, make either party liable for the debts or obligations of the other. IAC shall be held harmless as to any liability arising from UAUSA sponsored activities and vice versa.

ACCEPTED FOR IAC, BY: _____
PRESIDENT DATE _____

ACCEPTED FOR UAUSA, BY: _____
PRESIDENT DATE _____



Policy and Procedures

Number: 304

Date: 2 May 1987

Subject: EAA/IAC Letter of Agreement

1. Policy

The Agreement between the Experimental Aircraft Association and the International Aerobatic Club is attached.

LETTER OF AGREEMENT BETWEEN
THE EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.
AND THE EAA ANTIQUE AND CLASSIC DIVISION, INC.,
THE INTERNATIONAL AEROBATIC CLUB, INC. AND
THE WARBIRDS OF AMERICA, INC.

The following constitutes a Letter of Agreement between the EXPERIMENTAL AIRCRAFT ASSOCIATION, INC., a nonprofit, nonstock Wisconsin corporation (EAA) and its three divisions known as the EAA Antique and Classic Division, Inc., the International Aerobatic Club, Inc. and the Warbirds of America, Inc. (divisions).

Section I – Purpose: This Letter of Agreement is intended to define the relationship between EAA and its divisions and to establish the rights, responsibilities and obligations of each to each other. EAA’s divisions are the EAA Antique and Classic Division, Inc., the International Aerobatic Club, Inc., and the Warbirds of America, Inc.

Section II – Definition: “Division” shall mean the relationship created by this Letter of Agreement. All EAA divisions were created by EAA in order to satisfy the needs and desires of members who wish to specialize in or focus their attention upon a particular aspect of aviation. The general policies and procedures of each division shall be determined by its own Board of Directors, provided that such policies and procedures shall be consistent at all times with the policies and procedures for EAA divisions as determined by the EAA Board of Directors. Once established and implemented, this Letter of Agreement may be terminated as to any division by the consent of a majority of the EAA Board of Directors and a two-thirds meeting, or a special meeting called for that purpose, in person or represented by proxy.

Section III – Identification: At all times, each division must clearly identify itself as a division of the EXPERIMENTAL AIRCRAFT ASSOCIATION, INC. On all stationary, in all publications, brochures and publicity releases, the division must be identified by an accompanying statement to the effect that, the organization is a “division of the EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.” The word “EAA” or EAA’s logo must be prominently displayed on all letterheads, logos, promotional materials, etc. No substantial changes will be permitted in logos, symbols, letterheads, etc., without the express written permission of the EAA Board of Directors or the EAA Executive Committee.

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Section IV – Independence: Other than the matters set forth in this Agreement, the EAA divisions shall act as independent organizations and

corporations under Wisconsin law.

Section V -Board of Directors: The President of each EAA division shall serve on the Board of Directors of the EAA. The EAA Board may appoint a representative to serve on the Board of each of the EAA divisions.

Section VI – Minutes of the Division Meetings: Minutes of the meetings of the division Board of Directors or division general membership shall be sent to the President of EAA, the Senior Vice President of EAA, and the EAA Controller within a reasonable time of any such meeting.

Section VII – Financial Reports: Eaa shall promptly provide its divisions with whatever accounting services that may be deemed necessary and appropriate.

Section VIII – Policies and Philosophies: EAA shall assist and promote each of its divisions, and each of EAA's divisions shall assist and promote EAA. The divisions shall work with EAA and not be in conflict with EAA policies.

Section IX – Fiscal Responsibility: Each party is entirely responsible for its own debts or liabilities.

Any EAA division may be disbanded by mutual agreement of the EAA Board of Directors and the division Board of Directors. If a division is disbanded, all funds, assets and properties owned by the division shall revert to the EAA Aviation Foundation, Inc. An EAA division may not sever its relationship with EAA without the express written consent of the EAA Board of Directors and without a vote of two-thirds majority of the division members present at the division annual meeting, or a special meeting called for that purpose, in person or represented by proxy.

Section X – Insurance: The EAA shall have the authority to obtain general liability insurance, officers and directors liability insurance, and any other types of insurance that it shall see fit to obtain from time to time for the protection of EAA and each of its divisions. EAA shall be allowed to charge the divisions for their fair share of the premiums for such insurance. The EAA, after consulting with any of its divisions, may decide from time to time that it is more beneficial for that division to obtain such insurance separately. In that event, EAA shall be named as an additional insured on all such policies. The parties hereto acknowledge that there is a substantial liability exposure on the part of

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both parties because of activities which are engaged in by both parties. Therefore, every effort must be made to cover that liability exposure with adequate insurance. Copies of any and all insurance policies must be filed with the EAA Insurance Coordinator at EAA Headquarters.

Section XI – Affiliation: A division may not affiliate itself with any other organization without the written permission of the EAA Board of Directors or the

EAA Executive Committee. Under no circumstances shall any EAA division co-mingle its assets with a non-EAA organization without the written permission of the EAA Board of Directors or the EAA Executive Committee. Under no circumstances will any division enter into any agreements with non-EAA organizations outside of the policies established by the EAA Board of Directors. If the EAA Board of Directors or the EAA Executive Committee shall allow a division by issuing its written permission to affiliate itself or co-mingle its assets with a non-EAA organization, it shall still be understood that in the event that the EAA policies as established from time to time conflict with the policies of such affiliated organization, the policies of the EAA shall be first and foremost and shall control in every situation.

Section XII – Fund Raising: Any fund raising activities with the divisions or their affiliated organization (as approved by the EAA Board of Directors) must comply with the policies of the EAA and the EAA Aviation Foundation, Inc. No fund raising can be undertaken without the written permission of the EAA Board of Directors or the EAA Executive Committee.

Section XIII – Administrative Services: The EAA shall provide such administrative services as the EAA divisions might need from time to time. The EAA shall be allowed to charge its divisions for the cost of such services. The services herein referred to are to include but shall not be limited to the following: Business services, preparation of checks and deposits, maintenance of membership lists, preparation and mailing of statements for membership dues, preparation of financial statements, purchasing of merchandise, sale of merchandise, inventory and warehousing of merchandise, purchase and housing of office furniture and equipment, publication services or newsletters or magazines or public relations, or any other such activities agreed to by the EAA and its divisions from time to time. Except for letterhead stationery which is paid for by the division, the EAA shall provide the division with general office supplies at no expense to the division. EAA shall not charge the division for the efforts of its executives, the use of its buildings, or the normal services of its computer operations (except for special programming.)

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In order to assist and encourage the divisions to utilize the EAA Aviation Center, EAA shall, without charge, serve the divisions by making appropriate meeting arrangements at the Aviation Center, providing motel and travel arrangements if necessary and the use, without charge, of general office supplies and copying machines. Unless previously agreed to by the EAA Board of Directors or the EAA Executive Committee, the cost of the actual lodging or travel shall be borne by the appropriate division. If requested by the division, EAA shall also make arrangements with appropriate caterers; however, the division will be charged for the actual catering activities.

Section XIV – Employees: EAA divisions shall not hire any employees without consulting with EAA. It is the intention of the agreeing parties that if any employees hired use EAA Aviation facilities for office space, then they will be regular EAA employees, and the parties hereto would work out an agreement as to

the supervision, direction, location and control of such employees.

Section XV – Participation In the EAA Convention: It is expected that each EAA division shall fully participate in each annual EAA International Fly-in and Convention and other EAA activities deemed appropriate by the EAA Board of Directors.

Section XVI – Dues: No EAA division shall be required to pay dues to the EAA.

Section XVII – Membership: Each EAA division member must be a member in good standing of the EAA.

Section XVIII – Amendment: This Agreement may be amended, as to any division, at any time with the approval of the Board of Directors of EAA and such division.

ACCEPTED FOR EXPERIMENTAL AIRCRAFT ASSOCIATION, INC., BY:

signed PAUL POBEREZNY
President

5-9-87
Date

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ACCEPTED FOR EAA ANTIQUE AND CLASSIC DIVISION, INC., BY:

signed M.C. “Kelly” Viets Vice
President

May 2, 1987 Date

ACCEPTED FOR INTERNATIONAL AEROBATIC CLUB, INC., BY:

signed Michael Heuer President

4/11/87 Date

ACCEPTED BY WARBIRDS OF AMERICA, INC., BY:

signed John T. Baugh
President

April 6, 1987 Date



Policy and Procedures

Number: 305

Date: 26 April 2006 Revision: 22

Subject: IAC Support for Unlimited Team Development

1. General

To ensure year-to-year continuity of support/sponsorship for the US Unlimited Aerobatic Team Development, the IAC will offer regular assistance and benefits to the Unlimited Aerobatics USA Inc.

2. Policy

The following assistance and benefits will be regularly offered:

- 1) A bi-monthly column in *Sport Aerobatics Magazine* entitled "USA Aerobatic Team Update", to be authored by the president of Unlimited Aerobatics USA Inc.
- 2.) Full-page color advertisement in *Sport Aerobatics Magazine*, free of charge, space available, for the purpose of thanking sponsors of the Unlimited Aerobatic Team, and soliciting additional donations.
- 3.) A link on the IAC website to the Unlimited Team website.
- 4.) An area at the IAC store at AirVenture for US Unlimited Team merchandise.
- 5.) Insertion of the US Team merchandise brochure, as supplied to IAC from UAUSA, in all IAC mail order shipments and new member (or member renewal) information packs.



Policy and Procedures

Number: 306

Date: 26 October 2006 Revision: 23

**Subject: IAC Support for Unlimited Glider
Team Development**

1. General

The IAC will develop a policy to provide assistance in the development of sponsorship/support for the US Glider Aerobatic Team, when an organization formed to develop such support exists.

2. Policy

To be determined.



Policy and Procedures

Number: 307

Date: November 1, 2012

**Subject: USA Advanced Aerobatic Team, Inc.
Letter of Agreement**

1. Policy:

The Agreement, signed Sept. 25, 2011 by IAC, between the USA Advanced Aerobatic Team, Inc. and the International Aerobatic Club is attached.

**AGREEMENT BETWEEN THE
INTERNATIONAL AEROBATIC CLUB, INC.
and the
USA ADVANCED AEROBATIC TEAM, INC.**

SECTION I - GENERAL

This agreement is between the International Aerobatics Club, Inc., a non-profit corporation with executive offices in Oshkosh, Wisconsin, hereinafter referred to as the IAC, and the USA Advanced Aerobatic Team, Inc., a nonprofit corporation with executive offices in Scottsdale, Arizona, hereinafter referred to as USAAT.

SECTION II - PURPOSE

The purpose of this agreement is to define the relationship between the IAC and USAAT and to set forth the responsibilities and obligations of each to the other.

- A. IAC is an organization engaged in an aviation activity that is the responsibility of an air sports commission of the Federation Aeronautique Internationale, hereinafter referred to as the (FAI), specifically the International Aerobatics Commission (CIVA), as defined in FAI statutes. The National Aeronautic Association, hereinafter referred to as NAA, has designated IAC as a Division of NAA to function as the FAI representative in the United States for the sport aviation activity in which it is primarily engaged.
- B. As a division of the NAA, IAC shall be the sole authority in the United States to administer the applicable provisions of the FAI Sporting Code in accordance with the FAI statutes relating to aerobatics. IAC shall carry out the following responsibilities:
1. Sanctioning, supervising and documenting official competitions and record attempts in the United States.
 2. Developing, promoting and aiding aerobatic activities in the United States.
 3. Sending qualified representatives to meetings of CIVA as required and when so designated by NAA, including the sending of representatives to the FAI General Conferences and NAA meetings when required or so requested.
 4. Selection and participation of all teams representing the United States in all FAI international aerobatic competitions and world championships.

- C. IAC and USAAT agree that USAAT will be delegated full responsibility for the administration, management, promotion, and funding of the United States Advanced Aerobatic Team. It is further agreed that:
1. The selection and method of selection of the U.S. Advanced Team pilots will be the responsibility of the IAC.
 2. The USAAT Board will select team managers a minimum of six months prior to the Team competing in a world championship.
 3. The selection of the team managers shall be made by the USAAT Board of Directors and shall be ratified by a simple majority of team members selected to that year's team. If two-thirds of the IAC Board of Directors objects to the selection of a particular team manager, an alternate selection will be made by the USAAT Board of Directors and the IAC Board of Directors in joint session.
- D. USAAT agrees that one member of its Board of Directors will be the current president of the IAC, or other representative chosen from and by the IAC Board, whose term on the USAAT Board will expire concurrently with his term on the IAC Board of Directors.

SECTION IV - DUES

No financial responsibilities of one organization to the other, and vice versa, are contemplated by this agreement. Any dues or fees associated with participation in a FAI sanctioned event will be paid directly by the USAAT.

SECTION V - EFFECTIVE DATE

This agreement will become effective upon acceptance by the president of the IAC and the president of USAAT. This agreement shall continue in effect until revised, amended, or terminated by mutual agreement, or terminated by action of either party. Unilateral termination shall require thirty days notice unless both parties agree to waive the time requirement.

SECTION VI - POLICIES AND PROCEDURES

USAAT shall remain autonomous, retain its present identity, shall operate under its own board of directors and bylaws, shall determine and control its own budget, and shall collect and disburse its own funds.

SECTION VII - LIABILITY

This agreement shall not, in any way whatsoever, make either party liable for the debts or obligations of the other. IAC shall be held harmless as to any liability arising from USAAT sponsored activities and vice versa.

ACCEPTED FOR IAC, BY: Ray S. [Signature] 9/25/2011
PRESIDENT DATE

ACCEPTED FOR USAAT, BY: [Signature] 9.26.2011
PRESIDENT DATE



Policy and Procedures

Number: 401

Date: 26 April 2008 Revision: 26

Subject: IAC Officers

1. General

IAC officers are elected members of the Board of Directors. They are responsible for the operations of the organization. The job descriptions and responsibilities of staff are included in:

P&P Section 401A: IAC President

P&P Section 401B: IAC Secretary

P&P Section 401C: IAC Treasurer



Policy and Procedures

Number: 401A

Date: 26 April 2008 Revision: 26

Subject: IAC President

1. Policy

The President is an elected officer of the International Aerobatic Club. He is chairman of the Board of Directors and the Chief Executive and Operating Officer of the corporation. Therefore, he is responsible for the operations of the organization.

2. Duties and Responsibilities

a. The responsibilities of the IAC President are outlined in the *IAC Bylaws*.

b. Additional duties include:

- 1) Serves as a member of the Board of Directors of the Experimental Aircraft Association.
- 2) Is a member of the Board of Directors of Unlimited Aerobatics USA.
- 3) Is a member of the following IAC permanent committees: a) Contest Sanctioning (P&P Section 206) b) Finance (P&P Section 207) c) Rules (P&P Section 221)
- 4) Appoints and removes all committee chairmen of IAC programs except for Chapter Relations, CIVA delegates, EAA Chapter Relations staff, EAA Corporate Risk Management staff, Historian, NAFI staff, and NAA delegate. Use of EAA staff to administer IAC programs requires full Board action, as well as the appointment and removal of the delegates and Historian.
- 5) Supervises the work of the IAC Executive Director.
- 6) Sets the agenda for each meeting of the Board in accordance with the *IAC Bylaws*.
- 7) Writes "President's Forum" for *Sport Aerobatics* magazine.
- 8) Is the publisher of *Sport Aerobatics* magazine. The publisher is responsible for overseeing the publication of the magazine to insure that it meets IAC standards for quality and content.
- 9) Is the official spokesman for IAC and responsible for representing the organization at various functions, speaking engagements, seminars, banquets, and awards ceremonies. This will be at the President's discretion.



Policy and Procedures
Number: 401B
Date: 26 April 2008 Revision: 26
Subject: IAC Secretary

1. Policy

The Secretary is an elected officer of the International Aerobatic Club. He/she is responsible for the organization's correspondence, maintenance of its records and minutes, execution of its agreements and contracts, and serves as its Official Parliamentarian.

2. Duties and Responsibilities

A.) The responsibilities of the IAC Secretary are outlined in the *IAC Bylaws*.

B.) Additional duties include:

- 1.) Negotiation and execution, with the IAC President, of agreements and contracts with other corporations and organizations.
- 2.) Maintaining a list of those committees, committee members, and committee chairpersons of the IAC that require appointment or reappointment.
- 3.) Maintaining a list of those Sections of the *IAC Policy and Procedure Manual* which are due for Board of Directors Review due to the five-year review cycle.
- 4.) Maintaining and establishing orderly procedure at IAC General Meetings and meetings of the Board of Directors. The general reference for these proceedings will be the IAC Corporate Bylaws and Robert's Rules of Order.
- 5.) Serving notices and developing with the IAC President agendas for meetings of the Board of Directors and Executive Committee.
- 6.) Assisting IAC Committee chairpersons and IAC Members in developing petitions to the IAC Board of Directors.



Policy and Procedures
Number: 401C
Date: 26 April 2008 Revision: 26
Subject: IAC Treasurer

1. Policy

The Treasurer is an elected officer of the International Aerobatic Club. The Treasurer shall be an Officer of the corporation.

2. Duties and Responsibilities

A.) The responsibilities of the IAC Treasurer are outlined in the *IAC Bylaws*.

B.) Additional duties include:

- 1.) Chair the Finance Committee.
- 2.) Oversee the accounting and finance functions of IAC
- 3.) Ensure that the processes and controls are sufficient to support the IAC business
- 4.) Ensure that regular reports and forecasts are available to the Board of Directors and Executive staff.



Policy and Procedures

Number: 402

Date: 19 November 2001 Revision: 20

Subject: IAC Headquarters Staff

1. General

IAC Headquarters staff oversees all facets of the day-to-day operations of the International Aerobatic Club. The job descriptions and responsibilities of staff are included in:

P&P Section 402A: Executive Director

P&P Section 402B: Program Administrator

P&P Section 402C: Administrative Assistant



Policy and Procedures

Number: 402A

Date: 19 November 2001 Revision: 20

Subject: Executive Director

1. Policy

- a. The Executive Director of the International Aerobatic Club is appointed by the IAC Board of Directors.
- b. The Executive Director can only be appointed or removed by a majority vote of the IAC Board of Directors.
- c. The Executive Director is under the general supervision of the IAC President and the EAA Executive Vice President.
- d. Annual job performance reviews will be performed by the IAC President in conjunction with the EAA Executive Vice President.
- e. Salary reviews will be completed by the IAC President within the guidelines of the administrative budget set annually by the IAC Finance Committee.
- f. As a division of the Experimental Aircraft Association (EAA), the Executive Director is considered a paid employee of EAA and may participate in EAA employee benefit programs such as health insurance, retirement planning, employee discounts, etc. However, IAC administrative costs are allocated directly from the IAC operating budget.

2. Duties and Responsibilities

The Executive Director Job Description is attached. The IAC Board of Directors has final approval of the job description.

EAA

Job Description

Job Title: International Aerobatic Club (IAC) Executive Director

Reports To: IAC Board of Directors

Status: Full-time (Exempt)

Revision Date: December 6, 2000

SUMMARY

- Plans, organizes and directs the activities of the IAC headquarters staff.
- Manages all facets of the IAC budget.
- Manages all IAC committees and coordinates the volunteer efforts of these committees.
- Responsible for contest management, event management, sponsorship development, merchandising, web site development and marketing of IAC programs and initiatives.
- Serves as the Managing Editor of Sport Aerobatics magazine.
- Makes decisions and implements operational plans within the framework of IAC policy as approved by the Board of Directors.
- Provides the principal liaison between the IAC and the EAA on behalf of the IAC with regard to administration of services provided to IAC by the EAA.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. VOLUNTEER COORDINATION

- Manage all IAC committees assisting them to achieve their goals. Be an active member on select committees as defined in the IAC Policy and Procedure Manual or as deemed necessary.
- Provide support to all IAC Contest Directors assisting them to achieve successful contests.
- Embrace volunteerism by encouraging, enabling and recognizing volunteer efforts in support of IAC headquarters responsibilities.

2. FINANCIAL

- Prepare the annual budget in coordination with the Finance Committee.
 - Manage all facets of the annual budget.
 - Review financial statements of all subsidiaries on a monthly basis explaining budget variances. Provide monthly statements to the Finance Committee and quarterly statements to the Board of Directors.
 - Work with Committees to keep income and expenses in line with annual budget.
 - Find new and innovative ways to reduce the overhead costs of managing the IAC while continually improving the support to committees and members.
- Manage all IAC assets including the Pavilion on the EAA Air Venture grounds and provide for its security at all times.
- Serve as the contact for IAC insurance provider and negotiate the annual insurance program.

3. SPORT AEROBATICS INTERFACE

- Manage the day-to-day interface with the Editor as "Managing Editor" of *Sport Aerobatics*
- Provide IAC headquarters support to the Editor of *Sport Aerobatics*
- Oversee IAC staff's administration of display and classified advertising accounts.
- Write a monthly update column

4. **MARKETING / MEMBERSHIP DEVELOPMENT**

- Develop an annual membership marketing program aimed at retaining existing members and recruiting new members.
- Evaluate existing membership programs and work with the IAC Board to develop additional member programs and benefits.
- Work with the EAA Membership Department on new member and member renewal process.
- Arrange for ad placement in appropriate publications.
- Write copy for marketing materials and work with the EAA Marketing and Photo Departments on design.
- Work with IAC Member Promotions Committee on implementation of plan.
- Coordinate media coverage of IAC events and programs.

5. **SPECIAL EVENT MANAGEMENT**

- Plan, implement and execute IAC Championship events that will attract corporate sponsors.
 - Determine event layout, budgeting, and staff and volunteer duties.
 - Oversee the staff or volunteer coordination of merchandise sales, award orders, and general event administration (ie. registration, invoicing, banquet, etc.)
 - Work with the FAA, EAA Government Relations Dept., airport manager and other appropriate agencies in planning and implementing the event.
- Plan the IAC Annual Meeting and facilitate the Board of Director election process.
- Manage IAC staff and volunteer responsibilities at Air Venture and Sun-'n-Fun fly-ins.
- Manage IAC staff coordination of regional contests, recreational rallies and the judges programs.
- Assist the Recreational Aerobatics Committee in the development of the IAC's Recreational Aerobatic Program.

6. **CORPORATE SPONSORSHIP DEVELOPMENT**

- Manage and build relationships with corporate partners. Establish new corporate sponsor relationships, and maximize revenue from existing corporate accounts.
- Determine corporate sponsorship levels.
- Analyze market research and demographics to target potential corporate sponsors.
- Design and plan the implementation of events that will attract corporate sponsors.
- Create and present mutually beneficial sponsorship proposals.
- Coordinate the development of advertising and public service announcements in various media including television, print, radio, and internet.

7. **WEB SITE DEVELOPMENT AND MAINTENANCE**

- Develop and maintain the IAC website. Coordinate e-commerce, discussion forums, and other "Members Only" activities with the EAA Web Development Department.

8. **ADMINISTRATIVE**

- Supervise IAC headquarters personnel
- Provide support to all IAC members by answering questions and locating resources
- Coordinate all logistics for meetings of the Board of Directors and the Executive Committee and other committees and functions as appropriate
- Develop Board agendas in cooperation with the President and the Executive Committee
- Coordinate minute-taking of all Board and Executive Committee meetings with the IAC Secretary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional written and oral communication skills. Accomplished writing experience and marketing/public relations activities are an important prerequisite to this position.
- Self-starter with management experience and strong administrative skills.
- Highly developed interpersonal skills, ability to work closely with and direct effort with volunteers, staff, members and public.
- Computer proficiency in Windows 2000 including Word, Excel, Access, FrontPage, PowerPoint, Outlook and the Internet.

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university; at least five years experience in office/business or similar environment; or an equivalent combination of education and experience.



Policy and Procedures

Number: 402B

Date: 19 November 2001 Revision: 20

Subject: Program Administrator

1. Policy

- a. The Program Administrator of the International Aerobatic Club is under the direct supervision of the IAC Executive Director.
- b. Annual job performance and salary reviews will be performed by the IAC Executive Director within the guidelines of the administrative budget set annually by the IAC Finance Committee.
- c. As a division of the Experimental Aircraft Association (EAA), the Program Administrator is considered a paid employee of EAA and may participate in EAA employee benefit programs such as health insurance, retirement planning, employee discounts, etc. However, IAC administrative costs are allocated directly from the IAC operating budget.

2. Duties and Responsibilities

The Program Administrator Job Description is attached.

EAA

Job Description

Job Title: Program Administrator

Department: International Aerobatic Club

Reports to: Executive Director, IAC

Status: Full Time (Exempt)

Revision Date: December 7, 2000

SUMMARY

- Responsible for the program administration of the IAC Contest Program and Recreational Aerobatic Program.
- Coordinates IAC special events under the direction of the IAC Executive Director.
- Management of display and classified advertising in *Sport Aerobatics Magazine*.
- Administers the IAC merchandise program.

CONTEST ADMINISTRATION

- Responsible for management of IAC-sanctioned contest program.
- Work with IAC staff and committee members to review, revise and produce contest letters, forms, guidelines, and scoring software for the current contest season, based on IAC rules and policy. Purchase supplies and assemble contest director's packet for each season. Send to each contest when sanctioned.
- Work with Rules Committee and IAC staff to maintain Unknown files. Distribute appropriate unknowns to each contest as directed by IAC rules and policy.
- Handle all contest inquiries and correspondence. Responsible for contest notice in magazine calendar and on the web-site.
- Maintain contest files with all documentation required by IAC rules and policy. Coordinate with insurance company. Work with sanction and contest management committee as necessary.
- Work with accounting to process payments received and generate invoices and refunds. Provide reports to accounting as necessary.
- Responsible for verification of official contest scores per IAC rules and policy. Work with contest director and rules committee as necessary.
- Generate contest results and calendar listings for magazine and IAC web-site.
- Verify contest judges information.
- Submit copy of contest scoring disk to awards committee for pilot standing reports. Assist committee as necessary. Enter pilot performance data in IAC database.
- Maintain grass roots flight medal winners and collegiate award databases. Submit information to awards committee and magazine editor as needed.

RECREATIONAL AEROBATIC PROGRAM ADMINISTRATION

- Handle rally inquiries and correspondence.
- Work with rally sanction committee and insurance company to sanction the rallies.
- Maintain rally files with all documentation required by IAC rally guidelines.
- Work with accounting to process payments received and generate invoices and refunds.
- Generate reports and calendar listings for magazine and IAC web-site.

MERCHANDISE PROGRAM

- Administer the IAC merchandise program under the direction of the IAC Executive Director – to include but not limited to the following:
- Insure IAC has new, exciting and marketable merchandise.
- Preparation of purchase orders to order merchandise.

- Make sure inventory levels are appropriate.

SPECIAL EVENTS COORDINATION

- Championship Events - to include but not limited to the following:
 - Solicitation of advertisers and preparation of Program Book.
 - Assist in sales of merchandise by packaging sales inventory and shipping to destination. Prepare list to ensure the merchandise is properly tracked in the inventory system and accounting has a report of inventory that has been sent. Count returned merchandise and report to accounting to properly return merchandise to inventory.
 - Preparation of award banquet – Prepare banquet awards book and banquet tickets.
 - Assist Executive Director with obtaining sponsorships for each event.
 - Record sponsors and amount of sponsorship. Ensure each sponsor receives proper recognition, invoice sponsors, and facilitate the thanking of the sponsor.
 - Work with the Awards Chairman and trophy suppliers to assure the proper awards are ready to be presented at the Awards Banquet.
 - Mail unclaimed awards to recipient of award.
- AirVenture - to include but not limited to the following:
 - Responsible for assisting in design of merchandise area.
 - Responsible for picking up start-up cash for sales areas each day.
 - Responsible to ensure cash register is properly manned with a competently trained person each day.
 - Responsible for sales area being stocked, neat and clean and ready for the public each day.
 - Responsible for close down of each cash register each evening and to prepare sales reports for EAA accounting each evening.
 - Assist IAC Staff to ensure all needs are met for her area of responsibility.
- Sun 'n Fun – to include but not limited to the following:
 - Assist in sales of merchandise by packaging sales inventory and shipping to destination.
 - Prepare list to ensure the merchandise is properly tracked in the inventory system and accounting has a report of inventory that has been sent.
 - Count returned merchandise and report to accounting to properly return merchandise to inventory.

SPORT AEROBATICS MAGAZINE - ADVERTISING

- Responsible for management of display and classified advertising in Sport Aerobatics Magazine.
Help solve advertising problems with advertisers.
- Work with EAA Editor and Chief and Sport Aerobatics Editor to ensure advertising reports are complete and on time and ad materials reach the Graphics coordinator by deadline.
- Prepare reports to IAC Officers regarding status of display advertising.

ADMINISTRATIVE

- Assist Executive Director and IAC Staff with purchase of inventory and office items for contests and recreational rallies.
- Assist Executive Director and IAC Staff with budgeting for contests and recreational rallies.
- Assist in providing support to all IAC members by answering questions and locating resources.

QUALIFICATIONS

- Strong written, verbal and organizational skills, including the ability to manage multiple tasks simultaneously.
- Ability to work independently, work under pressure of deadlines, handle multiple priorities and pay close attention to detail.
- Supervisory skills.

- Ability to deal effectively, tactfully and pleasantly with all IAC and US Aerobatic Foundation staff, members, customers, and the EAA Aviation Foundation, EAA and its divisions.
- Strong, accurate typing skills (70 wpm), transcribing and related skills.
- Working knowledge of Windows 2000, Office 2000 including Word, Excel, Access Publisher, PowerPoint, Outlook and the Internet.

EDUCATION and/or EXPERIENCE

- Some college, technical school training or equivalent work experience required.
- Two or more years of secretarial or related EAA experience preferred.
- Interest in aviation a plus.



Policy and Procedures

Number: 402C

Date: 19 November 2001 Revision: 20

Subject: Administrative Assistant

1. Policy

- a. The Administrative Assistant of the International Aerobatic Club is under the direct supervision of the IAC Executive Director.
- b. Annual job performance and salary reviews will be performed by the IAC Executive Director within the guidelines of the administrative budget set annually by the IAC Finance Committee.
- c. As a division of the Experimental Aircraft Association (EAA), the Administrative Assistant is considered a paid employee of EAA and may participate in EAA employee benefit programs such as health insurance, retirement planning, employee discounts, etc. However, IAC administrative costs are allocated directly from the IAC operating budget.

2. Duties and Responsibilities

The Administrative Assistant Job Description is attached.

EAA Job Description

Job Title: Administrative Assistant
Department: International Aerobatic Club
Reports to: Executive Director, IAC
Status: Part-Time (20-25 hours)
Revision Date: December 7, 2000

SUMMARY

Responsible for coordinating all facets of the IAC Judges Program including judges schools, judges revalidation and currency testing, maintenance of judges' records and polling of judges for IAC Championship events.

Administration of membership and general inquiry information requests.

Responsible for day-to-day accounting procedures.

Provide administrative support to the Executive Director and Program Administrator.

JUDGES PROGRAM COORDINATION

Judges School Program

Work with judges school committee chair and IAC staff to review, revise and produce information letters and forms for the current school season, based on IAC rules and policy. Work with judges school committee chair, IAC staff, warehouse manager and print shop manager to produce and assemble school materials for each season.

- Handle school inquiries and correspondence.
-
- Work with judges school committee chair for dates and locations of scheduled schools. Generate calendar listings for magazine and IAC web-site.
-
- Maintain school files.
-
- Responsible to contact each school host for materials needed and work with warehouse manager to have them packaged and shipped to arrive during the week before the school.
-
- Work with school host after completion of school to have unused materials returned and collect income.
-
- Work with accounting to process payments received and generate invoices and refunds.
-
- Compile financial data for judges school summary sheet and distribute.
-
- Enter school attendees in IAC judges database.

Judges Certification Program

Responsible for coordination of IAC judges' school certification program.

- Design and update of Judges record, and all pertinent reports.

-
- Work with Judges Certification Chair to send the annual letter, Revalidation and Currency test, and judge's records to each current judge.
- Maintain judge's records and enter all changes in judge's status as advised by judging chair. Update and produce current judges list as required.
- Handle all judge inquiries and correspondence.

Judges Polling and Record-Keeping

Assist in National Judges selection for IAC Championship events by preparing invitation mailing to National Judges.

- Prepare poll and mail to competitors of IAC Championship events for their choice of Judge.
- Enter regional and national contest judges information into judges database.

ACCOUNTING

Responsible to work with accounting department, IAC Treasurer and Executive Director for all IAC accounts receivable and accounts payable.

- Check invoices for accuracy, code and enter requisitions and purchase orders.

MEMBERSHIP ADMINISTRATION

- Handle correspondence and other communication with IAC members, vendors and other contacts.
- Provide support to all IAC members by answering questions and locating resources.
- Responsible for communication to IAC Chapter Presidents for the following items:
- Notification of dates of the IAC Board of Directors meetings and deadlines to contact director with concerns or agenda items for the meeting.
- Sending IAC Board of Director minutes.
- Sending a monthly list of new members

ADMINISTRATIVE

- Responsible for management of IAC Policy and Procedures Manual and IAC Bylaws.
- Work with Executive Director, IAC Board of Directors and committee members to review, revise and produce the IAC Policy and Procedures manual and the Bylaws.
- Responsible for maintenance of the IAC Directory Aerobatic Schools
- Each year contact all schools on the list to update and correct the information in listing.

- Throughout the year handle the addition of new schools to the list.
- Ensure the design of the list is clear, and the list contains the information needed.
- Assist Executive Director and IAC Staff with purchase of inventory and office items for judges schools.
- Assist Executive Director and IAC Staff with budgeting for judges schools.
- Assist at AirVenture and other IAC events, as necessary.
- Provide clerical support to Executive Director and IAC Staff, including: filing, photocopying, assembling of meeting materials and faxing.
- Provide receptionist support to the EAA Receptionist as required.
- Miscellaneous duties as arise.

QUALIFICATIONS

- Strong, accurate typing skills (45 wpm), transcribing and related skills.
- Working knowledge of Windows 2000, including Word, Excel, Access, Front Page, Publisher, Outlook and the Internet.
- Strong written, verbal and organizational skills, including the ability to manage multiple tasks simultaneously.
- Ability to deal effectively, tactfully and pleasantly with IAC staff, members, customers, and the EAA Aviation Foundation, EAA and its divisions.

EDUCATION and/or EXPERIENCE

- Some college, technical school training or equivalent work experience required. Two or more years of secretarial or related EAA experience preferred.
- Interest in aviation a plus.



Policy and Procedures

Number: 403

Date: 19 November 2001 Revision: 20

Subject: EAA Administrative Services

1. Policy

The EAA will provide administrative services to IAC in accordance with the Letter of Agreement between the two organizations found in P&P Section 304. The types of services provided to the IAC as a Division of EAA, and charges to the Division for these services are established in the attached *EAA Administrative Services and Charges to Divisions/NAFI Budget Planning Policy and Procedures*.



Policy and Procedures

Number: 403

Date: 19 November 2001 Revision: 20

Subject: EAA Administrative Services



Policy and Procedures
Number: 501
Date: 21 April 2007 Revision: 24
Subject: IAC Championships

1. General

IAC Championship events are defined as events involving direct expenditure of club funds, that are run in the name of the International Aerobatic Club, and that involve the awarding of prestigious and significant titles in the aerobatic community.

2. Policy

The IAC Board of Directors has the authority to establish the following areas of control for all IAC Championship events:

- a. Approval of Contest Director: The appointment of all IAC Championship Event contest directors will be made by the IAC Board of Directors in ample time to perform his/her responsibilities. The contest directors may be asked to make periodic reports to the Board on event planning. The President will act as the liaison between the Board and the contest directors.
- b. Budget: The IAC Finance Committee has the authority to allocate funds for IAC Championship events as part of the annual budgeting process. The contest directors of IAC Championship events are expected to observe these budgetary limits and report any extraordinary anticipated expenses to the IAC Executive Director.
- c. Contest Juries: The Contest Jury will be selected in accordance with IAC Policy and Procedure 505.
- d. Contest Staff:
 - 1) The contest directors for all IAC Championship events have the authority to select contest officials. Approval of any selection is not required by the IAC Board of Directors.
 - 2) Contest Director, Chief Judges, and Volunteer Coordinator will be compensated for their participation at each competition. This compensation will consist of either a prepaid single-occupancy room at the headquarters motel for the duration of the competition, or a payment equivalent to the single room rate at the designated headquarters motel for the duration of the competition at the sole discretion of the IAC Board of Directors.
- e. Dates and Location: The IAC Board of Directors has the authority to establish the dates and locations for all IAC Championship events.
- f. Establishment of Supplemental Rules/Regulations and Policies: The IAC Board



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of Directors has the authority to establish supplemental rules and regulations to the *IAC Official Contest Rules* and supplemental policies for IAC Championship events.

g. Event Administration:

- 1) The contest directors for all IAC Championship events will be responsible for overall contest administration including all duties and responsibilities delegated to contest staff.
- 2) IAC Headquarters will be responsible for administration of all special events and activities peripheral to the administration of the contest itself including all duties and responsibilities delegated to event staff.
- 3) A sample organizational structure is attached as a guideline only. IAC Board of Directors approval is not needed to modify this organizational structure where the change does not alter the intent of any existing rule or policy.

h. Judges: Judges will be selected for each category of competitions in the following manner:

- 1) All current IAC National Judges will be invited to participate no less than 90 days prior to the start of the Championship.
 - a) Judges who provide an affirmative response of plans to attend and willingness to judge the U.S Team Selection category for the entire contest no later than 75 days prior to the start of the Championship will be placed on a ballot of "U.S. Team Selection Judges" as follows:
 - (1) Judges who will also be competing in another category in the Championship will not be placed on the ballot if their category is scheduled to fly immediately following the Team Selection category unless they specifically indicate they will be available to judge prior to flying in the next scheduled category. A competition schedule will be made available when the Judges are invited to participate.
 - (2) Judges names will be organized on the ballot according to the IAC Region in which they reside.
 - (3) The ballot will be provided to all pilots declaring for a spot on the U.S. Team (Advanced-Power, Unlimited-Power, Unlimited Glider) who have completed the pre-registration paperwork, including the required entry fee no later than 45 days prior to the start of the Championship. The ballot will instruct the U.S. Team aspirants to vote for no more than



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two judges in each IAC Region.

- (4) Completed ballots will be forwarded via e-mail to the Volunteer Coordinator at the end of the pre-registration process.
- (5) The Volunteer Coordinator will count all ballots received by the deadline and then rank the team selection according to the number of votes received. In the event of a tie, the tie will be broken by the date of each judge's response and then by a random draw conducted by the Volunteer Coordinator. Any ballot with votes for more than two judges in any region or any "write-in" votes will result in the votes for that region on that ballot being discarded.
- (6) The Volunteer Coordinator will contact each Judge, starting with the highest ranking, giving each Judge an opportunity to accept or decline judging the category until there are seven confirmed Judges for each U.S. Team Selection Category.

In the event that a judge who had initially accepted the invitation to judge is unable to fulfill his/her responsibilities at the contest site, the next highest ranked judge present at the competition will be asked to judge. All judges present will be asked in rank order to substitute before any unranked judge will be used as a replacement.

- b) Judges who provide an affirmative response of plans to attend and willingness to judge at least one category for the entire Championship, including those who respond after the deadline for inclusion on the U.S. Team Selection Judge ballot, will be selected by the Volunteer Coordinator to judge the remaining categories as follows:
 - (1) Judges will be selected for each category based on Regional location, the individual judge's preference, and experience.
 - (2) Judges who will also be competing in another category in the Championship will not be selected to judge the category scheduled to fly immediately prior to their category unless they specifically indicate they will be available to judge prior to flying in the next scheduled category. A competition schedule will be made available when the Judges are invited to participate.
- c) All Judges will be notified of their selection no later than 40



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days prior to the start of the Championship.

- 2) The contest director will receive a copy of the confirmed list of Judges for the Championship.
- 3) The Contest Director will schedule a Judge Refresher Course on the *IAC Official Contest Rules*, judging criteria, and specific procedures related to judging at the U.S. National Championships. This Judge Refresher Course will be conducted by the IAC Judge Program Chairman or their designee immediately prior to the start of the Championship. All judges who will be judging the Championship will be required to attend.



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Subject: US National Aerobatic Championships

1. General

IAC, through its Letter of Agreement with the National Aeronautic Association, is responsible for the U.S. National Aerobatic Championships.

2. Policy:

a. Supplemental Policies:

- 1) As stated in IAC Policy and Procedures Manual Section 501, the IAC Board of Directors has the authority to approve the Contest Director, contest juries, and the budget for the U.S. National Aerobatic Championships.
- 2) The IAC Board of Directors also has the authority to establish supplemental rules and regulations to the *IAC Official Contest Rules* book for all IAC Championship events including the U.S. National Aerobatic Championships.

b. Participation:

- 1) Entry is open to all IAC members or members of other National Aero Clubs. The Primary Category, although not a “National Championship” category, may be flown if there are at least two entrants.
- 2) Only those pilots who pre-register three months in advance of the Championship will receive advance publicity on their participation in the event. Pilots choosing not to pre-register will not participate in the promotional and media visibility. Pilots must pre-register before being assigned a practice slot. Refunds will be given if competitor is unable to attend.

c. National Titles and Awards:

- 1) U.S. National titles, trophies, and special awards will only be awarded to pilots of U.S. citizenship. Individual Flight Medals are not restricted. This does not preclude the creation and awarding of special trophies specifically for non-U.S. citizen competitors at the U.S. Nationals.
- 2) Scores of non-U.S. citizens will not count toward the Chapter team trophy.



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3) The following non-gender specific championship titles will be awarded:

- a) U.S. Sportsman Aerobatic Champion
- b) U.S. Intermediate Aerobatic Champion
- c) U.S. Advanced Aerobatic Champion
- d) U.S. National Aerobatic Champion (Unlimited category)
- e) U.S. Sportsman Glider Aerobatic Champion
- f) U.S. Intermediate Glider Aerobatic Champion
- g) U.S. Advanced Glider Aerobatic Champion
- h) U.S. National Glider Aerobatic Champion (Unlimited category)

4) In the event the U. S. National Glider Aerobatic Championships is flown at a location other than the U.S. National Aerobatic Championships, as determined by the IAC Board of Directors, the "U.S. National Glider Aerobatic Champion" title will be awarded at that competition.

5) The scores for a competitor at the U.S. Nationals who is participating in the Regional Championship Series may be used as a "wildcard" in the Regional Championship Series. If the competitor is competing in more than one Region, the scores may be used in all of the regions in which a competitor is participating.

d. General Briefing, Flight Programs and Orders of Flight:

1) The Contest Director will schedule a general briefing for all pilots and judges at the beginning of the Championship. This briefing will include:

- a) General contest information and schedule
- b) All information required in Chapter 4 of the *IAC Official Contest* except for 'Flight Program specific' information such as subparagraphs (d), (e), and (m) through (p), which will be briefed at the individual Program briefings conducted by the Chief Judge of the category or their designee.
- c) Drawing for order of flight for the Known Program for each category in accordance with subparagraph 2.d.4 below. The order of flight for all scheduled flight programs may also be drawn at this time.

2) All flight programs as defined in the *IAC Official Contest Rules* will be scheduled to be flown. If flight programs are scheduled in addition to those called for in the *IAC Official Contest Rules*, then these extra flight programs will



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be sacrificed first in the event of weather delays and cancellations. Generally, no category will be given preference. In the event of weather problems, the contest officials will make every effort to see that all categories are treated equally. However, the overall first priority of the U.S. Nationals is to select the U.S. National Champion (Unlimited category), second, the U.S. National Champion in all other categories, and third, to select the U. S. Aerobatic Team(s) and the Contest Director, with input out of the Contest Jury, may change the order of contest categories, if required to meet these contest goals. Regardless, the first program scheduled will be the Known for the Team selection category. The order of flight programs for each category will be scheduled in the following order:

- a) Known
 - b) Free
 - c) Unknown I
 - d) Unknown II (team selection & Glider Unlimited categories only)
 - e) The Unlimited 4-Minute Freestyle Program will be the last Program scheduled to fly at the Championship (i.e., only after all other category flight programs have been flown).
- 3) As stated in the *IAC Official Contest Rules*, Warm-up flights may be scheduled for all Programs in each category, if circumstances allow.
- 4) A random order of flight will be generated by computer or by competitor-drawn lottery for each flight program, except if otherwise provided herein.
- 5) For the Advanced and Unlimited (Power and Glider) categories, an “Unknown I Program Figure Submission” meeting will be scheduled to occur after the conclusion of all contest flying on the day the Known Program for that category has been completed. Additionally, an “Unknown II Program Figure Submission” meeting for U.S. Team selection categories will be scheduled to occur after the conclusion of all contest flying on the day the Unknown I program in that category has been completed. Unknown Programs for the Advanced and Unlimited (Power and Glider) categories will be drawn using the procedures defined in subparagraph 2.e below. Unknown Programs for all other categories will be supplied to the Contest Director by IAC Headquarters. Each figure submission meeting will be attended by a quorum of the Contest Jury.
- 6) In order to be named the “U.S. National Aerobatic Champion” (Unlimited category), Unlimited competitors will be required to fly all



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compulsory flights flown at the Championship, except the 4-Minute Freestyle Program.

7) The 4-Minute Freestyle Program:

- a) The 4-Minute Freestyle Program will be conducted as a separate Trophy event, as outlined in the *IAC Official Contest Rules*.
- b) Competitors eligible to participate in the 4-Minute Freestyle Program are, in order of preference:
 - 1) Unlimited Power and Glider Category competitors, in rank percentile order of standing after all compulsory competition flights; then
 - 2) Advanced Power and Glider Category competitors who meet the requirements of rule 5.6.1, in rank percentile order of standing after all compulsory competition flights
- c) The top 10 eligible competitors will be invited to participate in the 4-Minute Freestyle flight. Should any of those competitors decline to participate, the next highest ranked eligible pilots will be invited, until there are 10 competitors or all eligible pilots have been invited.
- d) If sufficient time allows, and with the concurrence of the Contest Director, the Contest Jury may allow up to five additional competitors to fly the 4-Minute Freestyle Program.
- e) The order of flight for the 4-Minute Freestyle Program will be a random order generated by computer or, with the agreement of the competitors, the order of flight will be the same as that for the previously completed program.
- f) The IAC Board of Directors has the authority to require competitors participating in the 4-Minute Freestyle flight to:
 1. be accessible for media interviews, public introductions and public autographs
 2. allow the installation of cameras inside and outside the competitor's aircraft
 3. wear flight suits at all times when in front of a public audience



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e. Unknown Program Sequences for Advanced and Unlimited Categories:

- 1) Each competitor flying in the program will be invited to submit one Unknown Program figure, in rank order of the provisional accumulated overall results, until 10 figures are submitted. Only competitors attending the program's figure submission meeting are eligible to submit a figure.
- 2) If fewer than 10 figures have been submitted after each eligible competitor has been invited to submit one, additional figures will be selected by the Jury until a total of 10 figures have been submitted or selected.
- 3) Unknown Program figures must be chosen from the *IAC Official Contest Rules*, Appendix 3 (Power) or Appendix 4 (Glider), with the intent of composing Power Unknown Programs in identical fashion as in CIVA Regulations (Note: *The IAC Official Contest Rules* Appendices 3 and 4 figures are identical to those for Unknown Programs for CIVA Regulations.) Therefore, there is no maximum total program K-factor limit for Power Unknown programs. Unlimited Glider Unknown programs will have a minimum total of 175K and a maximum total of 190K, except this limit may be exceeded by 3K as needed to compose a suitable program. Submitted figures for both Power and Glider will be subject to the figure K-factor limits listed in table 1 below. Additionally, Power Unknown programs will be subject to the family limitations listed in table 2 below. Repetition of any catalog number, except rolls in Glider Unknowns, is not allowed within a flight program. A catalog number used in Unknown I may be used in Unknown II, but repetition of a complete figure from Unknown I is not allowed in Unknown II. A submitted figure will only be accepted after the Contest Jury has determined that the figure is legal for Unknowns in the category.



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Table 1: Unknown Figure K-factor Limits

<u>Category</u>	<u>Program</u>	<u>Minimum K</u>	<u>Maximum K</u>
Advanced	Unknown I	15	35
	Unknown II (1)	15	40
Unlimited Power	Unknown I & II (1)	22	No limit
Unlimited Glider	Unknown I & II (1)	No Limit	35

Notes: (1) Unknown II is only flown by Team Selection Categories

Table 2: Power Unknown Figure Family Limitations (1)

<u>Family</u>	<u>Advanced</u>	<u>Unlimited</u>
1.1.6 to 1.1.11		Maximum of two from columns 3 and 4
1.2.3, 1.2.4	Maximum of one only from columns 3 and 4	
7.8.1 to 7.8.8	Maximum of one figure only	
8.4.1 to 8.4.4 8.4.15 to 8.4.18 8.5.1, 8.5.2, 8.6.1, 8.6.2		Maximum of two from columns 3 and 4
9.9	Minimum of two and maximum of four (2)	Maximum of four (2), (3)
9.10	None allowed	Maximum of four (2), (3)
9.11 to 9.12	Maximum of one figure	

Notes: (1) There are no Unlimited Glider family limitations

(2) No more than one snap roll (Family 9.9 or 9.10) per figure

(3) Total number of figures from 9.9 to 9.10 not to exceed six, at least one of which must be vertically climbing.

4) The Contest Director shall provide copies of the list of 10 figures to all competitors in the category as soon as possible after the close of the Unknown figure selection meeting.



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- 5) Any pilot or group of pilots flying this Flight Program may submit to the Contest Jury not more than one Unknown Program composed of those 10 figures. Each figure may begin on either axis, regardless of how it was drawn by the submitter.
- 6) At least one linking figure, up to a maximum of four, must be included in each sequence. These linking figures may contain repetitions despite the provisions of section (3), above. The K factors of the linking figure(s) shall be modified so that they share equally an aggregate of 24K. Sequences will consist of no more than 14 figures.
- 7) Sequence proposals must be submitted in writing or via computer file. At a minimum, a Form B or C must be submitted along with the catalog numbers and K-factors for each linking figure. The Contest Director shall determine the deadline for submitting proposed sequences.
- 8) All proposed sequences must be checked by the Contest Jury for legality only and, if necessary, corrected by the submitter and re-checked by the Jury at least 14 hours before the start of the Flight Program. Any proposed sequence that the Jury determines is illegal after the submitter has been afforded an opportunity to correct it shall not be flown.
- 9) The Contest Jury shall publish all of the sequences proposed by the competing pilots.
- 10) At least 12 hours before the start of the Flight Program, each competitor will notify the Contest Director of which of the proposed sequences he/she will fly.
- 11) At least 1 hour before the start of the Flight Program, the Contest Director shall post a list of the Free Unknown Programs chosen by each competing pilot.



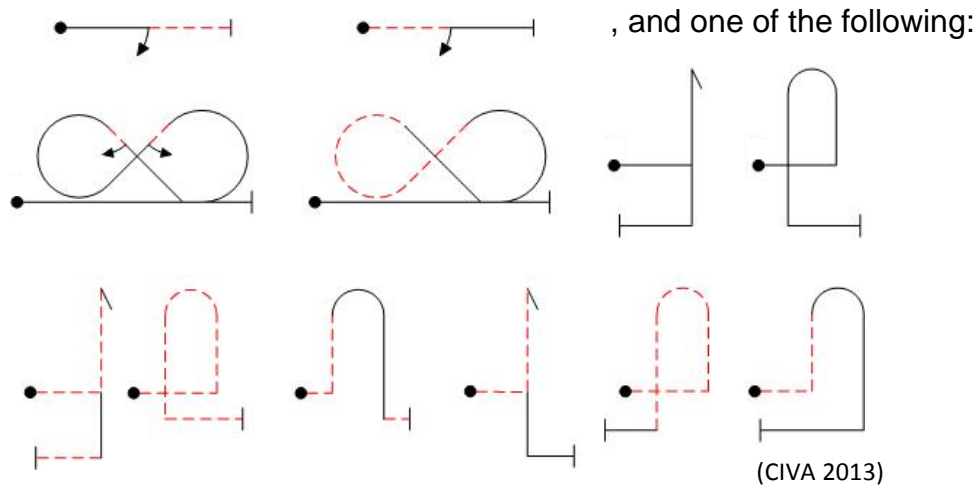
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f. Optional Safety Maneuvers:

At each flight program briefing, the Chief Judge of each team selection category shall inform competitors whether Optional Safety Maneuvers may be flown. Optional Safety Maneuvers shall be permitted except if the Contest Director elects otherwise because time is of the essence. The option to fly such maneuvers shall never be added or withdrawn once a flight program is underway.

If Optional Safety Maneuvers are permitted and a pilot chooses to fly them, he or she must do so before signaling (“wing-dipping”) at the start of the competition flight.

If flown, these figures may only be flown once, in any order unless a figure starting inverted is used (see below), and continuously on the same axis. They must be flown inside the aerobatic box. If these Optional Safety Maneuvers are flown but not in the prescribed manner, the competitor will receive a penalty of 30 points.



When flown, a figure from family 5 or 8 that starts inverted shall be inserted after the first half roll. In that case, if the figure is one that finishes positive, the second half roll is not flown.

g. Selection of Judges: Judges will be selected using IAC Policy 501 section 2.h.

h. U. S. Team Selection: IAC policy regarding the selection of pilot members of the U. S. Aerobatic Team can be found in IAC Policy and Procedures Manual 504, "Selection of U. S. Aerobatic Team". This policy should be studied by Contest Directors when setting up the competition schedule of events.

i. Protest Fees: A fee of \$50 per grievance will be submitted with each protest.



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j. Contest Director's Handbook:

The "Contest Director's Handbook" will be updated by the Contest Director every year. All Contest Directors are expected to keep this book, which includes extensive checklists, updated and to return it to IAC Headquarters.

k. Post-contest Reports:

The following Officials are requested to submit reports covering their areas of responsibility to the IAC Board of Directors at the board meeting that immediately follows the conclusion of the U.S. National Aerobatic Championships:

- 1) Contest Director
- 2) Jury Chairman
- 3) Chief Judge of each Category



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Subject: Selection of U. S. Aerobatic Teams

1. **Mission:** The mission of the U. S. Aerobatic Team selection process will be to field a Team of pilots who can and will win the World Champion Team and individual World Champion titles.

2. **Policy:**
 - a. Member Comment Period: When any proposed changes are made to P&P section 504, there will be a two-month member comment period before the IAC Board of Directors casts a final vote to approve the proposed policy changes. IAC members should direct their comments to the IAC Director assigned to their region.

 - b. Delegation of Authority:
 - 1) In accordance with its Letter of Agreement with the National Aeronautic Association found in IAC Policy and Procedures Manual Section 302, IAC is responsible for the selection of the U.S. Aerobatic Teams and for U.S. participation in World Aerobatic Championship events.

 - 2) Through a Letter of Agreement with Unlimited Aerobatics USA, Inc. found in IAC Policy and Procedures Manual Section 303, IAC has delegated part of this authority for the U.S. Unlimited Power Aerobatic Team. IAC will select team members through the IAC team selection process. Unlimited Aerobatics USA, Inc. is a separate entity that will then be responsible to train the U.S. Unlimited Power Team and to manage, administer, and raise funds for the U.S. Unlimited Power Team. Once a pilot has been chosen through the IAC team selection process and enters the training program, he or she will be considered a “member” of that U.S. Aerobatic Team until the next team is chosen.

 - 3) Through a Letter of Agreement with the USA Advanced Aerobatic Team, Inc. found in IAC Policy and Procedures Manual Section 307, IAC has delegated part of this authority for the U.S Advanced Power Aerobatic Team. IAC will select team members through the IAC team selection process. USA Advanced Aerobatic Team, Inc. is a separate entity that will then be responsible to train the U.S. Advanced Power Team and to manage, administer, and raise funds for the U.S. Advanced Power Team. Once a pilot has been chosen through the IAC team selection process and enters the training program, he or she will be considered a “member” of that U.S. Aerobatic Team until the next team is chosen.



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c. IAC Team Selection Process:

1) Unlimited Power Team Eligibility Requirements

- a) To be eligible for membership on the U.S. Unlimited Power Aerobatic Team, a pilot must be a registered Unlimited Power competitor at the U.S. National Aerobatic Championships. The pilot must declare intent to try out for the Team and must sign the Team contract (if such a contract exists) in advance of the first flight at the U.S. National Aerobatic Championships.
- b) The pilot must be eligible, including citizenship or residency requirements at the time of the first flight, for issuance of an FAI Sporting License issued by the National Aeronautic Association.
- c) The two highest scoring U.S. Unlimited Power Team members who placed in the overall top ten at the most recent World Aerobatic Championships (WAC) will automatically be selected as the first members of the next Unlimited Power Team as long as CIVA has gender specific aerobatic teams. If both men and women place in the top ten at WAC, one man and one woman will be chosen. They will not be required to attend the U.S. Nationals for Team Selection. These pilots must commit to take these team positions, and so notify the IAC President in writing, by January 1st of the year for the selection of the next team. If he/she elects to take one of these positions then he/she will agree to attend and fly in the European Championships during the selection year. If this is not accomplished then he/she will forfeit his/her place on the team.
- d) The combined results of the following flights listed below will determine a pilot's eligibility for the U.S. Aerobatic Unlimited Power Team.
 - (1) Known Program
 - (2) Unknown I Program*
 - (3) Free Program
 - (4) Unknown II Program*



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*Unknown Programs will be composed according to IAC Policy and Procedures Manual Section 503.2

- e) Whatever flights are actually completed at the end of the U. S. National Aerobatic Championships will determine a pilot's qualification for the U. S. Unlimited Power Team. However, at least one Known flight and at least one Unknown flight must be flown. This means a minimum of two flights (1 Known, 1 Unknown) must be flown before the selection process is considered complete.
- f) Pilots must achieve a minimum of 70% of the points possible on the total of all flown flights to be eligible for the team. This 70% is determined after scores have been computed by the CIVA supplied scoring software and after all penalties have been applied.
- g) After the combined results are compiled, equal numbers of men and women adding up to the total team size allowed by current CIVA regulations will be selected by IAC in rank order within gender category as qualified for the U.S. Unlimited Power Aerobatic Team. In the event of changes in CIVA regulations eliminating gender specific teams, the maximum will be the number of pilots allowed by CIVA regulations irrespective of gender.
- h) In the event that too few pilots of either gender qualify to make up half of the team, qualifying pilots may be added to the team in rank order, up to the maximum number of pilots of either gender allowed by CIVA regulations. (Note: in 2013, the maximum team size allowed by CIVA regulations is 12 pilots, with no more than 8 pilots of either gender).
- i) In the event that a member of the Team is unable to participate in the World Aerobatic Championships, a pilot(s) may be added to the Team, provided that pilot(s) meets all of the eligibility qualifications previously specified in this section, and that pilot(s) ranks next in the team selection order of finish at the U. S. National Aerobatic Championships, subject to the current CIVA allowed maximum number of pilots of either gender

2) Advanced Power Team Eligibility Requirements:

- a) To be eligible for membership on the U.S. Advanced Power Aerobatic Team, a pilot must be a registered Advanced Power competitor at the U.S. National Aerobatic Championships. The pilot



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must declare intent to try out for the Team and must sign the Team contract (if such a contract exists) in advance of the first flight at the U.S. National Aerobatic Championships.

- b) The pilot must be eligible, including citizenship or residency requirements at the time of the first flight, for issuance of an FAI Sporting License issued by the National Aeronautic Association.
- c) Pilots competing for Team positions may fly any aircraft, unless that aircraft's operating limitations prohibit required maneuvers for the Advanced Power Category.
- d) The combined results of the following flights at the U.S. Nationals will determine a pilot's eligibility for the U.S. Advanced Power Aerobatic Team.

(1) Known Program

(2) Unknown I Program*

(3) Free Program

(4) Unknown II Program*

*Unknown Programs will be composed according to IAC Policy and Procedures Manual Section 503.2

- e) Whatever flights are actually completed at the end of the competition will determine a pilot's qualification for the U. S. Advanced Power Team. However, a minimum of two flights (1 Known, 1 Unknown) must be flown before the selection process is considered complete.
 - f) After the results are compiled, eight (8) pilots will be selected by IAC in rank order as qualified for the U.S. Advanced Power Aerobatic Team.
- 3) Glider Team Eligibility Requirements
- a) To be eligible for membership on the U.S. Unlimited Glider Aerobatic Team or on the U.S. Advanced Glider Aerobatic Team a pilot must be a registered Unlimited Glider or Advanced Glider, respectively, competitor at the U.S. National Aerobatic



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Championships, or, at the discretion of the Board of Directors of the International Aerobatic Club, at another IAC-sanctioned contest designated by the Board to serve as the Glider Team Selection Contest. If an alternative contest is designated by the Board of Directors, then all of the specifications of this section will pertain to that contest in lieu of the U. S. National Aerobatic Championships. The pilot must declare intent to try out for the Team and must sign the Team contract (if such a contract exists) in advance of the first flight.

- b) The pilot must be eligible, including citizenship or residency requirements at the time of the first flight, for issuance of an FAI Sporting License issued by the National Aeronautic Association.
- c) For Advanced Glider, the pilot must also meet the eligibility requirements of FAI/CIVA Sporting Code Section 6 Part 2 paragraph 1.2.4.2 regarding previous Unlimited World Glider Championship experience.
- d) The results of the following flights flown at the U.S. National Aerobatic Championships will determine a pilot's eligibility for membership on the U.S. Unlimited Glider Aerobatic Team or on the U.S. Advanced Glider Aerobatic Team:
 - (1) Known Program
 - (2) Unknown Program (Unknown I)
 - (3) Free Program
 - (4) Second Unknown Program (Unknown II)
- e) Whatever flights are actually completed at the end of the competition will determine a pilot's qualification for the respective U. S. Glider Team. However, a minimum of two flights (1 Known, 1 Unknown) must be flown before the selection process is considered complete.
- f) After completion of the flights listed above, a number of glider pilots not exceeding that stated in FAI/CIVA Section 6 Part 2 paragraph 1.2.4.1 a), or a number specified by the World contest organizer, will be selected by IAC in rank order as qualified for the respective U.S. Glider Team.



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4) Judges:

- a) Judges will be selected using the method in IAC Policy 501.
- b) Judge Performance Reports produced by the scoring software in use for all Team Selection Flights conducted at the US National Aerobatic Championships may be published at the discretion of the Contest Jury

5) Protests and the Use of Video during U.S. Team Selection Events:

- a) Video recordings will be made of all flight programs in power Team Selection competitions. The cost of the video recordings will be paid entirely from entry fees pilots declaring for the team. Entry fees for pilots will be raised accordingly. All videos will be sent to IAC Headquarters after the competition results are official. Unless requested in advance by a majority of glider pilots registered for Team Selection, video recording will not be provided for glider team selection flight programs.
- b) The contest organizers, with assistance from IAC Headquarters, are responsible for acquiring the services of qualified videographers with quality equipment, and providing a shaded viewing area on each judging line location with a monitor or monitors of adequate size to allow clear viewing by the number of judges expected. Although not required, it is recommended that the video service be requested to use a frame-indexed playback machine to allow easy forwarding within a sequence to the figure in question. The contest organizers will also create a volunteer position, to be staffed by an IAC member with judging credentials (no requirement to be on the current judges list) whose job it will be to:
 - (1) educate (if necessary) the video crew on basic techniques necessary for videotaping aerobatic flight (e.g., not to pan the camera during the slide portion of a tailslide);
 - (2) assist the camera operator with tracking the aircraft by foreshadowing the expected aircraft track (up, down, left, right); and



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- (3) alert the video crew to potential zero grades so that a tape index of the suspect figure may be noted.
- c) All videos will be considered official and can be used by the panel of Judges when there is disagreement over zero marks and by the Contest Jury to assist in the resolution of protests.
- d) When difficulties occur in interpreting the correct application of a zero mark, the Chief Judge may call for a conference with the panel of Judges at the next possible break such that the issue may be discussed without any pilot holding in the air or with the engine running on the ground. The competitor's score sheets shall be retained by the Chief Judge until the final decision is made at the next possible break.
- e) During Team selection flights, the official video shall be available only to the panel of Judges, including the Chief Judge, during a conference and to members of the Contest Jury during a Jury proceeding to resolve a protest.
- f) Any judge may request to review the video, including the Chief Judge. The Chief Judge will supervise the use of video for review. Video review may be used to help determine *matters of fact*, but not *matters of perception*. Examples of *matters of fact* are:
- (1) the extent of rotation in a spin ($1 \frac{1}{4}$ vs. $1 \frac{3}{4}$, etc.)
 - (2) the direction of multiple rotational elements (opposite or same direction)
 - (3) the direction or number of rolls in a rolling turn,
 - (4) the character of snap rolls (positive or negative),
 - (5) the omission or addition of a figure element (i.e., missing or added hesitation), etc.
- g) Under no circumstances will video be used for conferences or an individual judge's review for issues concerning *matters of perception*, and instead, the majority view shall be determined by the grades given by the judges in real time. Examples of *matters of perception* are:
- (1) the extent of a heading error,



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- (2) whether a tailslide slid backwards the required amount,
 - (3) whether autorotation existed (did not snap or did not spin),
 - (4) early exit of autorotation in a snap or spin.
- h) The benefit of the doubt must always fall to the competitor. When the Chief Judge determines that the time is right to review the video, only the Chief Judge, Grading Judges, and members of the Contest Jury will be allowed to review the video. For each request for video review, the following procedure will be administered by the Chief Judge and monitored by a member of the Contest Jury. The Chief Judge will:
- (1) Determine what specific issue is being challenged, consulting with the requesting Judge, if necessary, and then make a determination if the issue is clearly a *matter of fact*.
 - (2) If the issue is clearly a matter of fact, inform the panel of Judges what factual issue is specifically being reviewed, remind the Judges that there is to be no discussion among the Judges regarding the quality of the figure or grades given for any pilot on any maneuver, return the score sheets to each Judge, and instruct the Judges that they may do one of three things after reviewing video of the figure in question:
 - (a) They may leave their score sheet as originally marked, or
 - (b) They may revise their mark downward to “zero”, or
 - (c) They may revise their zero mark upward to a “C” (Conference Average), indicating the judge agrees as a result of the conference that the figure deserves a non-zero grade. The numeric value of a “C” mark will be computed by the Chief Judge (unless this is performed automatically by the scoring program) prior to resolving any “A” or zero marks in accordance with section 7.3.7 of IAC Official Contest Rules.
 - (3) instruct the videographer to play the video of the maneuver in question and ensure that there is in fact no discussion or debate among the grading judges while viewing the video.



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- (4) after each Judge has reviewed the video of the maneuver in question, the Chief Judge will poll the Judges to see if any would like to revise their score for the figure in question in one of the three ways described above, again restricting any discussion of the matter.
 - (5) once each Judge is satisfied with their score, collect each score sheet and resolve the resulting scores according to IAC Official Contest Rules in effect for the event.
- i) The above procedure must be rigidly enforced to reduce the chance of bias or peer pressure causing a judge to, consciously or not, modify his/her judging technique partway through a flight.
 - j) Protests: The video may be viewed by the competitor, under the supervision of the Contest Jury, only after filing a protest. Only the figure(s) under protest may be viewed. The Jury Chair shall:
 - (1) take reasonable steps to shield the identity of the pilot being viewed on video from the members of the jury.
 - (2) Additionally, in the case of a protest involving a mechanical or "hard" zero, the Jury members shall not be given the original zero/nonzero marks from the judging line. The purpose of both steps is to minimize any perception of bias, conscious or not, by members of the Jury.



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Date: 26 April 2008 Revision: 26

Subject: Management of U. S. Aerobatic Teams

1. Purpose:

The purpose of this Section is to delineate the policies and procedures relevant to the management of the US Aerobatic Teams, which are selected in accordance with Section 504. Pursuant to the Letter of Agreement between the IAC and Unlimited Aerobatics USA (UAUSA) (Section 303A), execution of many of the procedures involved with the management of the US Unlimited Aerobatic Team will be the responsibility of UAUSA. This document will delineate the roles of both the IAC and UAUSA. This document will not be construed to limit UAUSA from developing internal policies for the management of the US Unlimited Aerobatic Team.

2. Applicability

Unless otherwise specified, all parts of this document apply to all US Aerobatic Teams (Unlimited, Advanced, and Glider). Some procedures may become the responsibility of UAUSA for the US Unlimited Aerobatic Team

3. Policy

a. Delegation of Authority

- i) In accordance with its Letter of Agreement with the National Aeronautic Association found in IAC Policy and Procedures Manual Section 302, IAC is responsible for the selection of the U.S. Aerobatic Teams and for U.S. participation in World Aerobatic Championship events.
- ii) Through a Letter of Agreement with the Unlimited Aerobatics USA found in IAC Policy and Procedures Manual Section 303A, IAC has delegated part of this authority as it relates to the Unlimited Aerobatic Team. IAC will select the Unlimited Aerobatic Team members through the IAC team selection process, and UAUSA will then be responsible to train these team members and to manage, administer, and raise funds for the teams. Once a pilot has been chosen through the IAC team selection process and enters the UAUSA training program, he or she will be considered a "member" of the U.S. Unlimited Aerobatic Team until the next team is chosen.

b. Eligibility for Participation

Selection of members of the US Aerobatic Teams is outlined in Section 504.



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It is the responsibility of the individual members of the US Aerobatic teams to maintain their eligibility to participate in the Aerobatic championship event relevant to the Team for which they were selected. This will include:

- i) Applicable pilot certificate(s)
- ii) Applicable medical certificate(s)
- iii) Currency requirements (including Flight Review, if applicable)
- iv) Applicable certificate endorsements

c. Code of Conduct

Members of the US Aerobatic Teams are expected to conduct themselves at all times as representatives of the IAC and of the United States. They will be expected to abide by the Code of Conduct (Section 100) promulgated for the Board of Directors and Officers of the IAC. UAUSA may promulgate an additional code of conduct for Unlimited Team members.

d. Removal and Discipline

Members of the US Aerobatic Teams are subject to disciplinary actions up to and including removal from the Team. The responsibility for this discipline lies with the IAC Board of Directors. In the case of the Unlimited Team, in consultation with UAUSA, following the procedures outlined in the UAUSA Code of Conduct and Grievance Procedures. Procedures for disciplinary actions are outlined under the Procedures section, below.

4. Procedures

a. Disciplinary Actions

The following disciplinary actions may be taken by the Team Manager. These actions may be reviewed by the IAC Board of Directors at the request of the Team Member, and may be overruled by the IAC Board of Directors:

- i) Temporary suspension (up to 1 month)
- ii) Removal from list of performers in scheduled activities
- iii) Removal from list practice or critique list for those practice and critique sessions
- iv) Removal from Order of Flight, and thus from participation in a competition flight



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b. Disciplinary Actions taken at Championship Events

The Team Manager has the final authority for disciplinary actions taken at Championship Events and the practice session(s) which immediately precede these events. The Team Manager is permitted to take any disciplinary action, up to and including permanent removal from the US Aerobatic Team. In the event that a team member is removed by the Team Manager under this subsection, the Team Manager will notify the President of the IAC (and, in the case of the Unlimited Team, the President of UAUSA) as soon as practical and in any case within 48 hours.

Disciplinary Actions taken at a Championship Event (or at the practice sessions which immediately precede it) are not subject to appeal, with the exception that removal from the Team may be appealed AFTER the completion of the Championship event using the appeal procedure outlined in subsection c (iii), below. This appeal will only affect the team member's future eligibility for team selection, and will not be construed in any way as to supersede the Team Manager's determination.

c. Removal from the Team

i) Removal from the Team

The following are grounds for removal from membership in the US Aerobatic Team:

- 1.) Failure to maintain eligibility criteria as outlined above.
- 2.) Conviction of a felony
- 3.) Medical Incapacitation which is either permanent, or the duration of which will prevent participation in the relevant competition
- 4.) Failure to obtain/maintain a US Passport (when the relevant competition is held outside the US)
- 5.) Violation of the standards of conduct set out for US Aerobatic Team members

ii) Procedures for Removing a Member of the US Aerobatic Team prior to a Championship Event

Team members who fail to maintain eligibility criteria, are convicted of a felony, are unable to obtain or maintain a US Passport (if



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required to participate in the relevant competition), or become medically incapacitated either permanently, or with a duration which will preclude their participation in the World Aerobatic Championship for which they were selected are expected to notify the Team Manager immediately. Failure to do so will be considered, in itself, a violation of the standards of conduct for US Aerobatic Team members.

When any of the relevant conditions apply, or when the Team Manager considers that a violation of the standards of conduct for the US Aerobatic Team has occurred, the Team Manager shall:

- 1.) Notify the President of the IAC of Request for a Removal Action
- 2.) If the Team Member is a member of the US Unlimited Aerobatic Team, similarly notify the President of UAUSA
- 3.) Notify the Team Member that a Removal Action has been initiated
- 4.) Submit to the President of the IAC, within seven days, a formal written statement outlining the events and conditions which necessitated removal of the Team Member. This statement will include all pertinent information, the names and contact information for any material witnesses, and any supporting documentation which the Team Manager is in possession of which is relevant to the complaint. This statement will be provided to the Team Member within seven (7) days

Upon initiation of a Removal Action, the Team Member will be immediately suspended from the formal activities of the relevant US Team, including, but not limited to fund-raising activities, team training camps, coaching activities and competitive flights. If the Team Member against whom the Removal Action has been initiated is a member of the US Unlimited Aerobatic Team, the UAUSA Grievance Procedures shall be applicable and will supersede these procedures. The President of the IAC will notify the members of the Board of Directors of the IAC within seven (7) days, and will establish a Review Committee which will consist of at least three IAC members, none of whom may be members, alternates or competitors for selection for the relevant Team, and at least one of whom will be an IAC member who has competed in the relevant category within the current or past competition year. The President of the IAC will



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appoint one member of this committee to serve as the Chair. This committee will be named within fifteen (15) days of the Request for Initiation of a Removal Action. The affected Team member will be notified of the names of the committee members, and the name and contact information for the Chair of the Committee within seven (7) days, and is permitted to submit to the Chair of the Committee a written response to the statement from the Team Manager, and may submit any supporting documentation which the Team Member feels is relevant. This response must be received by the Chair of the Committee within fifteen (15) days of the notification of the Team Member. All communication between the Team Member and the Committee will be solely through the Chair of the Committee. The Chair will be responsible for transmitting the original Request for Removal Action and the Team Member's response to the other members of the Committee within seven (7) days of their receipt.

After the Chair has received response from the Team Member, or after fifteen (15) days have elapsed from the notification of the Team Member of the formation of the Committee, the Committee will schedule a meeting to discuss and determine the merits of the Request for Removal Action. This meeting will occur not more than thirty (30) days after the Committee's appointment, and may be conducted either in person, in a location to be determined by the Chair, or, via teleconference. At the conclusion of the meeting, the Committee will issue a finding either:

- 1.) The Request is without merit, in which case the Team Member will be reinstated to full participation in the relevant US Aerobatic Team, and to any financial support which has been provided retroactive to the date of the Request for Removal Action, OR,
- 2.) The Request has merit, in which case the President of the IAC will formally remove the Team Member from the US Aerobatic Team, and place the next alternate to the Team in that place.

In either case, the Team Member will be notified in writing of the determination of the Committee within three (3) days.

- iii.) Appeal of Removal from an Aerobatic Team



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If the Committee finds that the Request has merit, the Team Member may appeal this determination to the IAC Board of Directors. This appeal must be in writing, and must be received by the President of the IAC within sixty (60) days of the decision of the Committee.

If an appeal is made by the Team Member, a hearing will be scheduled at the next regular meeting of the IAC Board of Directors. This hearing will include the entire Board of Directors of the IAC convened in Executive Session, with the President of the IAC serving as Chair. The Team Member and the Team Manager will attend, and will be asked to provide statements. The Team Member is permitted counsel at this hearing. Written statements from material witnesses and other evidence may be presented at this hearing, and such statements and evidence will be provided to the President of the IAC not less than fifteen (15) days before the Board Meeting. The Team Member will remain suspended from Team Activities until the hearing is convened. At the conclusion of the hearing, the Board of Directors will vote upon their determination. Directors and/or Officers of the IAC who are also members of the relevant US Aerobatic Team will be expected to recuse themselves. The determination of the Board of Directors will be either:

- 1.) to overrule the decision of the Committee, in which case the Team Member will be reinstated to the relevant US Aerobatic Team, and the alternate removed, OR,
- 2.) to uphold the decision of the Committee, in which case the alternate will remain in place on the relevant US Aerobatic Team, and the Team Member permanently removed.

This determination will be final, and will not be subject to further appeal.

In the event that the relevant World Aerobatic Championship occurs before the next regularly scheduled meeting of the Board of Directors of the IAC, the President of the IAC will call a Special Meeting of the Board of Directors, as provided for in the IAC Bylaws.

- iv.) Future Eligibility of Removed Team Members



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Subject: Management of U. S. Aerobatic Teams

Team Members removed from a US Aerobatic Team by this process will not be eligible for selection to or participation on ANY US Aerobatic Team for the current and immediately subsequent team selection. This statement will NOT be construed to imply that a Team Member who resigns from a US Aerobatic Team for any reason will be ineligible for selection or participation.



Policy and Procedures

Number: 506

Date: 10 January 2013 Revision: 25

Subject: Contest Juries at IAC Championship Events

General:

A Contest Jury is appointed for all IAC Championship Events such as the U.S. National Aerobatic Championships to assure these events are properly monitored and supervised, held in strict accordance with the *IAC Official Contest Rules*, and to insure greater supervision of this event.

Policy:

- a. The Jury will consist of a Chairman, who will be approved by the Executive Committee of the IAC Board of Directors, plus at least 5 members selected by the Contest Director in consultation with the Jury Chairman. One or more alternates will be chosen in the event a member cannot serve.
- b. All contest Jury members will be selected by the Contest Director in consultation with the Jury Chairman.
- c. In every US Nationals, the Chairman of the IAC Safety committee will be the 6th member of the Jury. Should the Safety Chairman not be present one of his Committee members will be selected by him to serve in his absence.
- d. The IAC Executive Committee has the authority to approve or reject any Jury Member on the list provided by the Contest Director.
- e. In the selection of Jury members, the Contest Director shall take into account the following:
 1. Experience of candidates. If possible, at least one member should have Advanced category experience and one additional member with Unlimited category experience.
 2. Contest background.
 3. Knowledge of rules and precedents.
 4. Stature within the sport of aerobatics.
 5. The Jury Chairman may not be the Contest Director.
- f. Any action to be taken by the Contest Jury requires a quorum of three Contest Jury members. Therefore, at least three Jury members must be available at all times during the "working hours" of the contest.
- g. If a Jury member determines that the contest is being run in violation of *IAC Official Contest Rules* he/she will contact the Contest Director and the category Chief Judge and advise him/her of the problem. If the problem is not corrected, the Jury member will consult with the remainder of the Jury. The Jury is authorized to stop the contest until the deviation is corrected or resolved. The contest can then proceed with the permission of the Contest Jury.
- h. The Contest Jury is authorized to hear protests from contest participants. Protests will be conducted in accordance with 3.17 of the *IAC Official Contest Rules*. Exceptions to this policy are those rules referencing the Contest Director. For IAC Championship events, the Chairman of the Jury will receive all protests and will preside over the meetings of the Jury.



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Date: 10 January 2013 Revision: 25

Subject: Contest Juries at IAC Championship Events

Duties and Responsibilities:

a. Areas of responsibility of Jury members will be as follows:

- 1) Flight line operations.
- 2) Weather
- 3) Computer Room
- 4) Boundary Judges
- 5) Judges Line

b. Jury Member Duties will be as follows:

1. Each Jury member will be assigned one of these areas on a daily basis with rotation to occur at a time set by the Chairman of the Jury. Generally, this will take place at mid-day depending on the progress of the contest.
2. Jury members will be expected to monitor all aspects of the area they are assigned during their duty period to make sure it is run in accordance with the rules and in keeping with good contest practice.
3. Discrepancies will be brought to the attention of the Chairman of the Jury who will discuss them with the Jury at the debriefing session held at the end of each flying day, if necessary, or who will discuss them with the Contest Director or other applicable officials.
4. Jury members are expected to answer questions, if asked, at their duty areas.
5. Jury members assigned to "flight line operations" will attend any pilot briefings held during that period that would affect the contest operation during their time on duty.
6. Interpreting the general rules, the judging rules, and the general regulations of the contest.
7. Participating in Jury selection of Unknown sequences in accordance with IAC Policy and Procedures Manual Section 503.2.

Facilities:

The Contest Directors of these events will be responsible for providing the necessary facilities for the Contest Jury to complete its work, including office space for meetings, and any technical support it might require.



Policy and Procedures

Number: 601

Date: 26 April 2008 Revision: 26

Subject: *Sport Aerobatics* Magazine

1. General

The official IAC monthly publication, *Sport Aerobatics* magazine, is the principal method of communication with the membership regarding news, technical information, and other articles of interest to aerobatic devotees. It is considered the top priority of the organization as it is the principal benefit of membership.

2. Policy

a. Distribution

- 1) One copy of *Sport Aerobatics* magazine is distributed to current members of IAC each month as a part of their membership benefits.
- 2) *Sport Aerobatics* magazine is also distributed to Federal Aviation Administration (FAA) offices, state aviation commissions, and other persons on a complimentary basis. This complimentary list will be reviewed and updated by IAC Headquarters annually.

b. Content

- 1) The pages of the magazine are offered as a clearinghouse of information and a forum for the exchange of opinions and ideas. Each reader is responsible for evaluating this material on an individual basis and utilizing it accordingly.
- 2) IAC will make every effort to present material of wide interest and assistance to the majority of members and readers.
- 3) IAC does not assume responsibility for the accuracy of the material presented by the authors of the articles published.
- 4) IAC does not guarantee or endorse any product offered through advertising appearing within the pages of the publication. The officers and directors invite constructive criticism and welcome any reports of inferior merchandise or services obtained through such advertising so that corrective measures can be pursued.
- 5) The IAC Board of Directors has the authority to approve the number of pages of the magazine when it approves the IAC Annual Budget. The general guideline for advertising is that it not exceed approximately 30% of the magazine's content.

c. Editor

- 1) The Editor will be a paid, contracted position.
- 2) The Editor reports to the IAC Executive Director.
- 3) Contract reviews will be completed by the IAC President within the guidelines of the publishing budget set annually by the Finance Committee.
- 4) The Editor can only be appointed or removed by a majority vote of the IAC Board of Directors.



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Date: 26 April 2008 Revision: 26

Subject: *Sport Aerobatics* Magazine

- 5) The IAC Board of Directors gives authority to the Editor of *Sport Aerobatics* magazine to review articles written by contributing authors and edit or refrain from printing these materials.

d. Publisher

- 1) The IAC Board of Directors gives authority to the current IAC President to be the Publisher of *Sport Aerobatics* magazine. The Publisher is responsible for:
 - a) Overseeing the magazine to insure that it complies with IAC policies, contains articles that are appropriate to the organization and membership
 - b) Supervising the work of the Managing Editor on a day-to-day basis.
 - c) The Publisher is not responsible for the preparation of the magazine for printing.
 - d) He/She will call in corrections and suggestions to the Editor or Managing Editor as soon as possible after receipt of each proof.

e. Managing Editor

- 1) The IAC Board of Directors has the authority to appoint the Managing Editor. The Board may appoint the Executive Director to carry out these duties. If the Managing Editor is not the Executive Director, the Managing Editor will report to the Executive Director.
- 2) The Managing Editor is responsible for:
 - a) administrative aspects involved with magazine production
 - b) financial aspects involved with magazine production
 - c) ensuring the magazine is in conformance with the IAC budget.

f. Advertising

- 1) Advertising in *Sport Aerobatics* magazine is overseen by IAC Headquarters staff.
- 2) Advertisers and agencies assume liability for all content of advertisements printed including text, representation, and illustrations. They assume all responsibility for any claims arising therefrom made against the Publisher.
- 3) The Managing Editor and Publisher reserve the right to reject any advertising or to request changes in copy, with or without giving a reason.
- 4) Advertising rates are approved by the Board of Directors or its duly elected Executive Committee. These rates are subject to change without notice as considered necessary by the Board.



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Subject: *Sport Aerobatics* Magazine

- 5) Details regarding payment, rates and other advertising policies are found in the attached Advertising Rate Card. All rates are net and not subject to agency commission.
- 6) The Advertising Rate Card will be reviewed by the Managing Editor and President annually and rates set as part of the annual Finance Committee budgeting process.
- 7) Advertising Complaint Policy
 - a) All complaints regarding incorrect or misleading advertisements in *Sport Aerobatics* will be investigated by the Managing Editor for accuracy and truthfulness, and written documentation of the investigation's outcome sent to both the complainant and the advertiser. In the event the advertisement conveys inaccurate information, the Managing Editor will halt any future placement of the ad in *Sport Aerobatics*, and request a new ad be submitted by the advertiser.
 - b) All complaints regarding unsatisfactory business dealings with *Sport Aerobatics* advertisers will be documented in writing and filed for future reference. The Managing Editor will suggest the member work out their difficulty directly with the advertiser, and/or report their difficulty to the Better Business Bureau. No direct action will be taken by the IAC on such matters.

g. Timing of Publication

The Editor will ensure that the magazine is mailed by the end of the month preceding the month that appears on the cover. The Editor will adjust submission dates of materials to the printer accordingly in order to accomplish this goal.

h. Quantities

The Executive Director is authorized to decide how many magazines will be ordered each month in coordination with the printer and the EAA purchasing department. A minimum number of magazines, over and above the amount required for the mailing, will be ordered to handle anticipated needs in the next few months. The object of this program is to ensure that IAC does not have excess inventory of magazines. The Editor will also discuss these quantities with the Publisher periodically to keep him/her up-to-date.

i. Reprints

To maintain control of how the content of the magazine is used, the reprint policy is as follows:

- 1) All requests for reprints must be approved by the Executive Director
- 2) Reprints can be made of the cover but a tab must be added on the cover which indicates it is a reprint. IAC



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will make the determination on where that tab will be placed.

- 3) A machine copy proof of the cover with the tab will be reviewed by the Editor before printing.
- 4) All reprints will be done through the publishing company.
- 5) All costs will be borne by the requester.

j. Photo Ownership/Publications Author's and Photographer's Agreement

Photo Ownership When an EAA photographer is used for photographs for *Sport Aerobatics* magazine at major sport aviation events, which are attended by staff and/or employees, the following policy applies:

- a) All requests for photo assignments will be made in writing by the Editor.
- b) Once the assignment has been fulfilled, those photos specifically commissioned by the editor will be considered his or her property for use exclusively in *Sport Aerobatics*.
- c) IAC will sustain all the costs associated with the production of these photos.
- d) When the Editor has completed the selection of photos for use in *Sport Aerobatics*, the photos may be released for use by other EAA publications.

k. IAC Publications Author's and Photographer's Agreement

All guest authors and photographers of IAC Publications, including but not limited to *Sport Aerobatics* Magazine and the IAC website, will sign an IAC Publications Author's and Photographer's Agreement. The agreement will clearly identify the item(s) submitted for use in IAC Publications, and clarifies the terms under which IAC may use the item(s). The agreement also warrants that the item(s) submitted:

- 1) does not contain defamatory or libelous content or invades the right of privacy of any person,
- 2) is the author's or photographer's original work(s) and has not been previously published, and
- 3) does not infringe the copyright of any other right of any person. If payment for use of the article is required, the amount will be clearly documented on the agreement and the author's social security number must be supplied before payment is given.

The IAC Publication's Author's and Photographer's Agreement may be modified or updated at any time upon review and with the approval of *Sport Aerobatics* Publisher. (**Note:** See attached IAC Publications Author's and Photographer's Agreement.)



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IAC PUBLICATIONS AUTHOR'S AND PHOTOGRAPHER'S AGREEMENT

DATE:

Author or Photographer

Name
 Address
 City

State Zip

Social Security Number (necessary if payment requested for use of item(s)): _____

This Agreement is made on this date between the above named Author or Photographer and IAC Publications, P.O. Box 3086, Oshkosh, WI 54903-3086.

1 The Author or Photographer has submitted or agrees to submit item(s) listed on Page 2 of this agreement for publication in IAC Publications.

2 On acceptance of these item(s) by IAC Publications, the Author or Photographer, grants to IAC Publications the following rights to the item(s): a) First and Exclusive One-Time international magazine publication rights and electronic/digital rights in IAC Publications commencing from the date of this letter and ending 90 days after the first publication of the item(s); b) The non-exclusive right to republish the item(s) on paper or electronically/digitally in IAC Publications; c) The non-exclusive right to republish the item(s) on paper or electronically/digitally in IAC-affiliated Publications (ie. IAC Chapter newsletters) with approval of the IAC Publications Publisher; c) The right to use the name and any portion of the item(s) and the name, biography, and likeness of the Author or Photographer in connection with the publication, advertising, and promotion of the items.

3 The Author or Photographer represents and warrants that: a) Nothing in the item(s) is defamatory, libelous, or invades the right of privacy of any person; b) He or She is the sole author or photographer of the item(s); c) the item(s) are original and have not previously been published in any form; d) No part of the item(s) infringes the copyright of any other right of any person.

4 The Author or Photographer agrees that: a) IAC Publications shall have the right to edit, abridge, or augment the Item(s); b) Publication of the Item(s) shall be solely at the discretion of IAC Publications; c) IAC Publications will receive suitable credit as the place of original or prior publication of the item(s) upon exercise by the author or photographer of any of the retained rights in the item(s).

5 Upon publication of the item(s), the Author or Photographer will receive three (3) complimentary copies of the article in which the item appeared from the IAC.

6 **APPLICABLE ONLY IF PAYMENT REQUIRED FOR ITEM(S) USE:** Payment in the sum listed with item(s) submitted or to be submitted on Page 2 of this agreement will be made to the Author or Photographer listed above upon use of the item(s). The Author's or Photographer's social security number must be listed upon in order to receive payment.

Sign and return the accompanying copy of this Agreement to confirm the foregoing understanding.

IAC Publications Publisher:

 Signature Date

Author or Photographer:	
Signature	Date



Policy and Procedures

Number: 602

Date: 26 April 2008 Revision: 26

Subject: Other Manuals and Procedures

1. General

The publications that IAC makes available for distribution and/or sale to the membership vary from year to year. All such publications deal with the sport of aerobatics in various ways.

2. Policy

- a. IAC Headquarters staff is responsible for the purchase, reorder, pricing, and warehousing of new publications within the funding guidelines allocated annually by the Finance Committee.
- b. IAC may undertake to publish and sell books under its own logo. Currently, the IAC publishes the *IAC Official Contest Rules*. Additional publishing ventures of this type must be approved by the IAC Board of Directors as they involve a considerable investment.



Policy and Procedures

Number: 603

Date: 26 April 2008 Revision: 26

Subject: IAC Logo Usage

1. General

IAC Chapters are entitled to use the IAC Name and IAC Logo in conjunction with printed materials, such as Chapter newsletters, business cards, posters, brochures and other Chapter printed promotional materials for non-commercial use. The IAC Name and Logo are registered and protected for the benefit of the entire membership, and it is absolutely necessary that all IAC Chapters follow these usage rules on printed materials to help protect the IAC Name and Logo.

2. Policy

a. Non-Commercial Printed and Digital/Electronic Informative Materials Only

- 1) All logos must be shown with the Trademark TM symbol.
- 2) Changing a color is a trademark violation. The colors shown and provided are the only colors authorized. The Pantone colors for the IAC logo are Blue PMS 286 and Red PMS 485. Black and white use of the IAC logo is permissible.
- 3) Moving, subtracting and adding elements or text to the logo (including to the white space around the logo) is a trademark violation. There must be a “White space” left clear around the logo. The space on all sides of the logo must be equal to the height of the “I” in the IAC logo.
- 4) The elements of the logo cannot be split apart. The elements of the IAC logo, the loop, the emblem, and the text, cannot be used separately.
- 5) An IAC logo request and release form must be filled out and sent to: IAC, P.O. Box 3065, Oshkosh, WI 54903-3065, or faxed to 920-426-6560; or You may also download the IAC logo from EAA Chapters website at: <https://secure.eaa.org/members/form-chapter-logos.html>. If possible, an illustration or photo of how the logo is being used should accompany the request form.

b. Merchandise Only (NOTE: The IAC logo may only be used on Official IAC Club Merchandise; Chapters may not use the IAC logo on Chapter apparel or other products. Chapter interested in creating Chapter merchandise may participate in the EAA/Division Chapter Identity Program at: https://secure.eaa.org/chapters/chapters_logos.html)

- 1) Logos used on official IAC merchandise may appear in two different varieties.
 - a. The first, and preferred use, singles out the IAC, airplane and loop from the background emblem and text. Changing the color of the logo in this format is allowable and does not constitute a trademark violation. Additional text, which further identifies the logo such as “International Aerobatics” or “International Aerobatics Club”, may accompany the logo in this format.



Policy and Procedures

Number: 603

Date: 26 April 2008 Revision: 26

Subject: IAC Logo Usage

- b. The secondary use of the logo for merchandise is the official IAC logo and emblem. When used, the IAC logo usage rules for printed and digital/electronic promotional materials apply.



Policy and Procedures
Number: 603
Date: 26 April 2008 Revision: 26
Subject: IAC Logo Usage

IAC LOGO USAGE REQUEST & RELEASE FORM LOGO USAGE:

_____ Printed and/or digital/electronic promotional materials _____ Merchandise _____

Please list and describe how you intend to use the IAC logo, include a date if it is a publication. If possible please provide an illustration or photograph of the item.

DIGITAL LOGO REQUEST Computer Type: _____
 Macintosh **Preferred File Format:** _____ eps _____
 tiff **Color:** _____ b&w **HARDCOPY REQUEST** _____
 b&w _____ color **CONTACT INFORMATION:**

_____ IBM Compatible PC _____
 jpeg _____ bmp _____ color _____
 Approximate Size:

Name:

Company:

Address:

Phone

Street

City

State

Zip

Fax:

E-mail:

Contact:

Signature Date

Authorizing IAC Agent:

Signature Date

The IAC logo is a registered trademark of the International Aerobatic Club. By signing this release you are agreeing to use the IAC logo within the rules attached to this release.



Policy and Procedures

Number: 604

Date: 7 November 2002 Revision: 21

Subject: World Wide Web/Internet

1. General

The purpose of the IAC website is to provide information about IAC and its programs to the general public and to the IAC membership.

2. Program Administration

The IAC website is developed and maintained by IAC Headquarters staff under direction from the IAC Executive Director. The EAA Web Development Department may provide periodic assistance, as necessary.

3. Policy

- a. As a division of EAA, the IAC website is hosted by EAA.
- b. The IAC retains all rights to the content of the website, its design, trademarks, logos, and merchandise. The website designer retains no rights to reproduce or reuse the design of the site.
- c. The IAC authorizes the release of the following information to the general public:
 - 1) Articles on how to begin aerobatics
 - 2) A listing of aerobatic schools
 - 3) Information on IAC's programs
 - 4) Calendar of events
 - 5) IAC and aviation news
 - 6) One "teaser" article from the current month of *Sport Aerobatics*
 - 7) *Sport Aerobatics* magazine advertising information
 - 8) Aviation images for download
 - 9) Aerobatic merchandise on-line store
- d. IAC authorizes the release of the following information to the IAC membership only:
 - 1) Proposed Known and Known sequences
 - 2) Contest entry forms
 - 3) Proposed and accepted rule changes
 - 4) Regional and national judges list
 - 5) Contest results
 - 6) Archived *Sport Aerobatics* magazine articles
 - 7) Board of Directors and committee members contact information
 - 8) IAC Board meeting minutes
 - 9) *IAC Bylaws*
 - 10) *IAC Policy and Procedures Manual*
 - 11) Member discussion board



Policy and Procedures
Number: 701
Date: April 7, 2013
Revision: 1
Subject: IAC Open Champion Titles

1. General

- a) The purpose of this section is to outline the policies and procedures for granting IAC Open Champion titles.

2. The Titles

- a) The eligible competitors claim and may display the title, "IAC Open <Year> <Category> Champion, <East/West>." For example, "IAC Open 2013 Unlimited Champion, East."

3. Administration

- a) IAC designates two regional contests each year as host contests to grant IAC Open Champion (East or West) titles, according to the following procedure:
- 1) IAC Director region representatives solicit and present candidate regional contests interested in hosting the title at the IAC Board of Directors meeting held in the Fall.
 - 2) The Board of Directors designate for the following year two candidate contests favoring the following criteria:
 - One contest is West of the Mississippi River.
 - One contest is East of the Mississippi River.
 - The region has not hosted the title in the prior year.
 - The two contests selected are not both in the two central regions (Mid-America or South-Central). Put another way, at least one of the contests is in one of the coastal regions.
 - The contest is not located within 200nm of the site of the U.S. National Aerobatic Championships in the same year.
 - Otherwise by attributes impressing the board to nearly unanimous favor or consensus.
 - Otherwise by random selection.

b) Title eligibility

- 1) Each host contest will award title to the highest placing IAC member competitor in each category. (This will in all cases be the first place finisher as long as IAC



Policy and Procedures
Number: 701
Date: April 7, 2013
Revision: 1
Subject: IAC Open Champion Titles

membership is a requirement for competing at an IAC sanctioned contest.)

c) Awards

- 1) IAC National may provide trophies, plaques or medals (awards) and will notify the host contests at least two months in advance if it will do so.
- 2) If IAC National does not provide awards, the host contest will provide distinctive first place awards appropriately inscribed. These may double as the first place awards for the host contest, and may also be so inscribed.
- 3) Each award will be inscribed following the pattern, "IAC Open <Year> <Category> Champion, <East/West>"
- 4) There is only one IAC Open Champion from each contest in each category. Any further placing awards are normal regional contest awards. (There are no IAC Open Champion runner-ups.)

d) Contest Administration

- 1) IAC National will promote and sanction host contests for the IAC Open Champion title for the given year.
- 2) IAC National will have no role in organizing or operating host contests beyond its usual roles for any other regional contest.
- 3) With the following exceptions, the host contests will run as any other regional contest, administered and operated as usual and customary and according to their IAC regional contest sanction:
 - In the Advanced and Unlimited categories the host contest will use IAC National judges in preference to Regional judges, and endeavor to recruit IAC National judges to attend the contest for that purpose.
 - At the contest director's discretion, time and resources permitting, Advanced and Unlimited may fly a second Unknown program constructed according to the sequence construction procedure of P&P 503. The procedure may be abbreviated by having competitors draw and submit sequences a short time following figure submission.
 - Contest organizers may schedule the contest with four flights for Advanced and Unlimited. The contest should be scheduled with the minimum of three flights.