Policy and Procedures
Number: 206
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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.

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

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.

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.