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.

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.