GUIDELINES FOR REGISTRARS

International Aerobatic Club, Inc.

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

2015

INTRODUCTION

These guidelines are provided for the use of contest directors and registrars to help standardize one of the most important, but often neglected jobs, at each IAC sanctioned contest - that of the contest registrar. Please also refer to the IAC Official Contest Rules Book, section 1.10 for additional guidance.

The registrar is the focal point for all "paper flow" at the event, and for that reason has a significant effect on how well or how poorly the event functions. The registrar is usually one of the first people the pilot comes in contact with. It is the registrar's responsibility to see the pilot has all the required paperwork and it is in proper order.

Organization is essential to this job to make sure all requirements as set down in the IAC "Official Contest Rules" are met and the contest is not delayed because of paperwork problems. It is suggested that the registrar have an assistant. The registrar is an important link between the competitors, the contest director and the chief judge.

IAC recommends these guidelines be provided to registrars at each sanctioned contest. For that reason, this booklet is included in the Contest Director's Packet and reviewed well in advance of the event.

ORGANIZING THE REGISTRATION AREA

Location of the registration area is very important. Take into account these factors:

- Location should be on the airport, convenient to where the competitors are arriving. Nobody likes to walk too far after a long flight to the contest site.

- Keep it out of the wind! A lot of paper is being handled here and there is nothing more irritating than having it fly all over the place.

- **Registration is generally the center of activity during pilot arrival and registration. Later on in the process, the registrar should have a location away from the center of activity when such things as clipboards for judges are being organized. During this time, too many people in the area disrupt the work of the registrar.**

- Location should be dry and comfortable. Registrars are going to spend many hours here and the contest director should make sure these volunteers are properly cared for.

- Provide enough space for two to four 8-foot tables to be set up, depending on the size of the contest and space available. No amount of space is too much.

- **Don't leave extra blank forms out and available as they may grow legs and your chapter will have provided free forms to competitors for use at subsequent contests.**

SUPPLIES NEEDED BY THE REGISTRAR

Here are some of the supplies that will be needed by the registrar during the contest:

- **Clipboards**: A total of 10-14 are suggested for each flight or you may use one set and send out the required paperwork for the next flight to be placed on the clipboards by the Chief Judge assistants. If using

a set for each flight the registrar will need double this amount to begin setting up subsequent flight program clipboards while another flight is in progress. Here is the breakdown:

Official	Clipboards
Tech Inspectors	1
Chief Judge	1
Judges (depends on #)	3 5 7
Assistant Judges	optional
Registrar	Optional
Contest Director	1
Starter	1
Boundary Judges	2 4
TOTALS	**10 12 14**

The judges' clipboards (including chief judge) should be legal size as they are easier to write on out on the judge's line. The others can be regular size.

- **Paperclips:** Two boxes are required - one box of small and one of large.
- **1" Binder Clips: can be used to hold paperwork to clipboards or gather paperwork together for the score runner.**
- **Pencils:** Optional: a dozen. These are not to be used on the judge's line. Only pens are acceptable for use there.
- **Pens:** Three to four dozen are required. These are used in both registration and on the judge's line. It is recommended that the pens be tied with string to the clipboards so they don't disappear and you find yourself out of pens at a critical moment.
- **Stapler and Staples:** Be sure you have plenty of extra staples. You always seem to run out at the wrong time.
- **Correction Fluid/Tape:** Used by the competitors to correct their forms.   There are several different products out -- one for regular typing corrections and one for correcting "pen and pencil" errors. Get both -- they work very well.
- **Magic Markers and Poster Board:** It is a good idea for a registrar to have a few of these on hand because you will find yourself making signs to help guide competitors through registration and sometimes to post scores. **Pre-planning and printing signage will reduce the need for markers, but they are always nice to have on hand.**
- **Rubber Bands (optional):** For use in holding paperwork ends on the clipboards during windy conditions.
- **Manilla folders:** All contests need to make score sheets available to the competitors – All their Form A's and Chief Judge penalty sheets after the computer room has finished with them. Each *folder for the flight programs should be identified by category (Primary, Sportsman, Intermediate, Advanced, Unlimited) placed in a central location and available for review by competitors. Competitor's can have their scores after Official Results and final standings are posted, and the protest period has expired.
- **Tape:** All contests need to display the flight program current results. The Scoring Director will print out the current standings and post it in a prominent area for viewing. *This may also be the location for the score sheets in their manilla folders.

- **Copy Paper:** IAC also suggests the paperwork specified for a particular category be copied on different color paper. This makes them readily identifiable and we have also found pastel colored paper is much easier on the judges' eyes.

  The colors, for IAC standardization, are as follows:
  Primary   PINK
  Sportsman   BLUE
  Intermediate   GREEN
  Advanced   IVORY
  Unlimited   GOLDENROD

Whether or not you use different color paper for the various power categories, if you have **glider** categories it is a must. Otherwise, there could be considerable confusion as their rules are significantly different.

- **File Folders:** Letter size ... for all competitors and a few extras. Color-coding (as above for paper) can help you easily recognize each category.

PLANNING FOR PAPERWORK REQUIREMENTS

Master contest forms, suitable for reproduction, are provided in the Contest Director's Packet. Make sure you are using the forms for the current year. A description of each form can be found in the last section of this guideline.

The registrar is responsible for collecting paperwork from the competitors who should come armed with much of their own. With the use of the online contest Registration system there are a number of forms that can be printed in advance by the Registrar;

>   Official Contest Entry Form
>   Volunteer Sign up Sheet
>   Order of Flight Worksheet
>   Official Technical Inspection Form

However, it is wise for the registrar to have on hand extras of each of the various forms. Competitors are not required to provide copies of the Known compulsory score sheets (Forms A/B/C) for their category.

KNOWNS

Master forms for all categories are included in the Contest Director's Packet .   Each competitor's information will need to be included on Form A's.   The registration team can use small address labels to affix the pilot name to the Chief Judge and grading Judge forms that will be used on the judge line. Or one of the registration team can utilize a copier during registration to make the appropriate number of copies .

UNKNOWNS

Unknowns are handled somewhat differently.   PDF files of the Unknown - Forms A, B and C – for each category above Sportsman are emailed to the contest director by IAC Headquarters about two weeks before the event, to insure program integrity.depending on the equipment available, the registrar should obtain either hardcopies of the Unknowns from the contest director for copying, or the PDF files for direct printing of the required copies. Once copied/printed, the registrar and assistants, must put competitor names on the Unknown Form A's prior to assembly on the grading judges' clipboards.

The Unknown copies made for the competitors should be put in envelopes and sealed until the registrar is ready to distribute them. Remember the Unknown Forms A, B, and C must be distributed to competitors not later than 12 hours prior to the time the flight is scheduled. Registrars should coordinate the release of the Unknown forms with the contest director and secure his approval prior to their release.

<u>REQUIRED COPIES</u>

Known/Unknown Score sheets (Form A):

- 1 Copy for the Chief Judging Team

- 1 Copy for each competitor, per Judging Team.

- 1 Copy (Unknown Only) for each competitor

Known/Unknown Flimsies (Forms B and C):

Flimsies – Forms B and C should be printed on separate sheets of paper.
- 1 copy for each pilot (for Unknown only)
- 1 copy for the chief judge
- 1 copy for the chief assistant (Optional)
- 1 copy for each grading judge
- 1 copy for each assistant judge
- 1 copy for each boundary judge
- 1 copy for each deadline judge

FREE PROGRAMS
The Registrar must check to make sure each competitors sequence has been signed off by a current IAC Judge. The competitor should to come to the contest with enough copies of his/her Free program ready to give to the registrar. His/Her name should appear on all copies. He needs the following copies;

A forms: enough for the Chief Judge and all grading judges as well as the boundary judges. (recommendation is to bring at least 5 to 7 depending on how many judges will be used)

B/C forms: enough copies for the Chief judge table, all grading judges and their assistants as well as the boundary judges. (recommendation is to provide 14 each of the B & C forms.)

MAKING COMPETITOR PACKETS IN ADVANCE
It is a good idea to have packets of all the paperwork that will be needed for a competitor to register in the event he did not pre-register. Place one of each of the following type of information in each packet: (Numbers are based on 5 grading judges.)

Packets: Primary (Pink), Sportsman(Blue), Intermediate (Green), Advanced (Ivory), and Unlimited (Goldenrod)

1	Official Technical Inspection Form
1	Order of Flight worksheet (1/2 sheet)
1	Volunteer Sign Up sheet (1/2 sheet)
1	Official Contest Entry form

REGISTERING THE COMPETITOR

Create a welcoming environment by setting up the registration table with chairs set up across the table from the Registrar or Assistant Registrar– it helps make the competitor more comfortable. Welcome the competitor to the contest.

The Assistant Registrar or the Registrar *(depends on how you are staffed)*
The assistant registrar can do the following for you before you actually sit down with the competitor and go through the Registration Checklist:

If registration is handling any additional duties – lunch signup, sale of banquet tickets, etc., the assistant registrar will accomplish this now.

Step-by-step Instructions
All registration items must be complete prior to actual competition flights. Follow these simple instructions as competitors come in to register:

- Have the competitor read and sign the waiver prior to any practice flights.
- Give the competitor a pre-made packet to fill out if he did not pre-register. If he pre-registered, then you will already have the paperwork ready for him/her in a folder labeled with his/her name to review and sign the Official Contest Entry form.
- Have the competitor complete the application (fill in all information if not pre-registered).
- Check the IAC Card to make sure competitor is a current member of IAC and double check IAC number to be used in scoring program.
- Have competitor fill out Order of Flight worksheet (1/2 page form) if not pre-registered.
- Have competitor fill out Volunteer Sign-up sheet (1/2 page form) if not pre-registered. Pass these along to the Volunteer Coordinator after the competitor has finished the registration process. Collect the competitor's Freestyle A/B/C forms (if he is in a category that requires a Freestyle to be flown) and review them to make sure they are signed by a judge.
- Ask if he/she will compete for Grassroots Medal. If so have the competitor sign up on Sign-Up sheet.
- Ask if they are competing in the Collegiate Awards. If so fill out appropriate paperwork.

Place all forms in folder and send folder and competitor to Registrar for the final check. If you are working alone in Registration, you will keep the competitor with you and continue onto the next step.

Registrar: then the registrar takes the competitor folder from the competitor and reviews it very carefully to make sure all forms are properly filled in and complete. This is one of the most important aspects of the registrar's job – making sure everything is OK at this point! As each form has been determined to be acceptable, that block on the Registration Checklist is checked.

1. Signing of the Waiver
IAC contests are required to have airspace waivers that are issued by FAA to waive certain Federal Aviation Regulations. **Each competitor/participant in the event must sign this waiver** on forms usually provided by FAA. The contest director should provide you with this document prior to the beginning of registration. It is a good idea for the registrar to maintain physical possession of the waiver and it is also good practice for the signing of the waiver to occur in the registrar's presence at the time he/she sits down with the competitor for the final checklist. Check it off the Registration Checklist when the competitor signs the waiver.

At the end of registration give the signed waiver back to the contest director to see signatures are properly sent back to the local FAA office in accordance with their instructions.

2. Check IAC Membership

It is the Registrar's responsibility to ensure each competitor is an IAC Member or holds a valid FAI Sporting License. **All current IAC members are stored in the Scoring program, therefore you can easily have the scoring director verify a member if they are unsure. This is where it is critical that the scoring program be loaded no earlier than a week before the contest to ensure that the most current membership roster is being accessed.**

IF A PILOT SHOWS UP WHO IS NOT AN IAC MEMBER, CALL EAA MEMBERSHIP SERVICES AT 1-800-843-3612 TO OBTAIN A VALID IAC NUMBER. OFFICE HOURS ARE MONDAY-FRIDAY 8 AM–6 PM CENTRAL TIME SATURDAY 8 AM–4 PM CENTRAL TIME. IN THE CASE OF AN INTERNATIONAL PILOT WHO HOLDS A VALID FAI SPORTING LICENSE, PLEASE CALL THE IAC OFFICE AT 920-426-6574 FOR SPECIFIC INSTRUCTIONS.

3. Handling Newcomers

I know each and every one of us can well remember the first aerobatic contest we attended and how we might have felt a bit "out in the cold". The IAC "Buddy System" is a solution to this problem. The registrar should assign each first timer an experienced ******"Buddy" who can spend some time with him and familiarize him with contest procedures, the aerobatic box, how the starting line is run, and the necessary briefings. He/She also might critique his/her flights and help him/her improve his/her flying. Be sure to do this at the time of initial registration of this newcomer. You will make a long time friend of IAC and aerobatics at this time!

** A "Buddy" list should be developed prior to the contest by asking seasoned competitors if they would like to serve this function. Don't put someone on the spot. The Registrar can refer to this list when the newcomer checks in.

4. Common concerns

Here are some concerns the registrar should be prepared for:

- *First Time Competitor***:** The fact that a competitor is competing for the first time is significant for a couple of reasons. One, the pilot is therefore qualified for certain awards such as the "Highest Scoring First Time Sportsman Competitor". This award is required under the rules. Also, the contest director decides whether or not a competitor's entry is accepted. He/She may, however, consult with other pilots or judges who are familiar with this "first time" competitor. In any event, the registrar should not complete the registration process on this competitor until the decision has been made.

- *Insurance:* Many times, competitors arrive without evidence of insurance coverage. The Tech inspector will let you know if this is the case. The registrar should not check off the "Tech Form" block until such evidence arrives. It is usually done in the form of an email from the insurance company or agent. This is acceptable proof. Do not, under any circumstances, permit a competitor to fly without proof of insurance! You are endangering your chapter, yourself, and IAC.

- *Free Programs:* Some Sportsman, and every pilot in the Intermediate, Advanced or Unlimited category will have a Free program with him/her upon arrival. **Check to be sure that all Forms A, B and C have been signed off by an IAC Judge in accordance with the current rules.** If not, the pilot must get the sequence signed by a current judge. Do not check off the "Frees" block until this is done.

- *Chapter:* You have a block on the Registration Checklist for "chapter number". Many competitors belong to more than one chapter. Scoring programs will need this information for the calculation of the Chapter Team Trophy so competitors must designate one chapter as their primary one if they are vying for a team trophy. (note – not all chapters have a team trophy, check to see if your chapter does.) This should also be reflected on the Official Contest Entry Form.

Finishing Up with Registration

Now the file has been completely gone over by the registrar, it looks good, and all of the blocks on the Registration Checklist have been checked. If you have some that are "pending" awaiting the completion of certain items, we suggest that you stand these up vertically in the box the files will be placed in, so they stand out as awaiting further action.

Thus, as each competitor checks through, his or her file is placed with other folders for his/her category. They should initially be organized alphabetically. A box works fine for the file folders or an expanding-pockets portfolio. Whatever works best for the individual is fine as long as you have them all in one place, easy to find.

DRAWING FOR ORDER OF FLIGHT

The Order of Flight is just that – the order in which a pilot will fly in his category. Once registration of all competitors is complete for a particular category, the order of flight can be drawn. It is suggested only one flight program for each category is drawn at a time. In other words, do not have successive drawings for each category to determine the order or flight for the entire contest, as changes are often made just before those flights and it also bunches up too much work at one time. How efficient registration is at this time will have an effect on how quickly the contest gets underway!

Here's how you do it, if everything goes perfect

1. Pull the "Order of Flight Forms" from each competitor's folder for that category.
2. Determine the number of pilots for that category.
3. The Registration team will throw them all in a "hat" and each category will be drawn out one at a time. The Order of Flight may also be determined by the IAC-approved scoring program.
   If drawing from a "Hat" Put the number in the appropriate blank at the bottom of the form (where it says Known; Unknown; Free; 4-Minute).
4. Paper-clip all of the forms together for later use in subsequent drawings. Do not put them back in the competitor files. Retain them in a separate file, labeled " Order of Flight Forms".

When it's not perfect

It's not a perfect world, except maybe in Unlimited where usually the pilots are flying their own plane, they are never a 1st time competitor, and have aircraft which can get up from the starting line to the box quickly. The Registrar may need to change the order of flight to accommodate the following things:

- If a pilot is sharing an aircraft there should be a minimum of 3 planes between him and the pilot he is sharing it with.
- 1st time competitors should never be asked to be the first one up.

- Slow planes will take longer to get to the box so try not to put them first
- The pilots cannot fly in the same order in all category flights.
- It's not fair for the same pilot to fly first and/or last each flight.
- The 1st and 2nd pilots in Primary and Sportsman should be somewhat experienced because they are asked to "fly the Lines" for the judging line. (By the time a pilot is in Intermediate this will not be a consideration, as they will have flown a few contests by this time.)

Once all the forms have been drawn and the order of flight written on the "Order of Flight" form, the order of flight can be copied, and distributed to the appropriate contest officials and posted for the competitors to see.   The Contest Director will need the names of all the pilots, preferably in "Order of Flight" for each roll call.

THE FOUR-MINUTE FREE PROGRAM
The 4-Minute Free Program (Unlimited) is an optional contest flight. As a result, the registrar must check with the CD to see whether this flight is planned for the contest or not.

- For this flight, each judging position uses a grading judge only, without an Assistant or Caller. There are no boundary judges used.
- A special "4-Minute Free Program Form is used without any Forms A,B or C. The registrar must enter the competitors' names on each 4-Minute Free Program Form used.
- The chief judge must also have an order of flight plus one 4-Minute Free Program Form for each competitor, as this form doubles as the penalty worksheet.
- The starter only gets an order of flight for the 4-Minute Free.

Start Assembling Clipboards
The next item on the agenda is to start assembling clipboards. Here is a recommended method for a **Known** program:

- Either the assistant registrar or registrar calls out the competitor's name from the order of flight that has just been determined.
- Another person pulls out that competitor's paperwork for that particular flight program.
- This paperwork is then laid out, upside down in five separate piles (if you are using five grading judges).
- After all of the paperwork has been pulled and put in the piles, the order of flight will again be called out and each pile checked to make sure the contestants are in the proper order.
- Each of the five piles is put on a clipboard with two copies of the Known Form B/C's on the very top (for the judge and assistant).
- The chief judge clipboard is, of course, slightly different. Enough "Chief Judge's Penalty Form and Final Computation Worksheets" are pulled and put on the chief judge's clipboard. Before they are placed on the clipboard, the appropriate blanks at the top are filled out. On the very top is placed a copy of the order of flight and one Form A (optional – ask the Chief Judge if they prefer having it) and two Form B/C's of the Known program.
- Boundary judges also have clipboards that must be assembled at this time. On this clipboard are:
    ○ Adequate "Boundary/Deadline Judge Worksheets"

- ◦ A Known Form B/C, an Order of Flight
- ◦ "Guidelines for Boundary Judges". The guidelines will give the boundary judge instructions on the procedures to be followed for this specific job. Note that no boundary judges are used for the Primary category.

The starter has his own clipboard on which the following are placed:
- ◦ Order of Flight
- ◦ One copy of each of the B/C forms (optional)
- ◦ "Guidelines on Contest Communications".

SETTING UP CLIPBOARDS

Known & Unknown Flights

Chief Judge Team (one clipboard) send out a couple of extra empty ones

Form	Number Needed
Volunteer Log	1 only for the flight
Order of Flight	1 only for the flight
Form A	1 only for the flight (Optional)
Flimsy B/C	2 each for the flight
Penalty Sheet	1 for each competitor

Each Grading Judge Team (one clipboard each)

Form	Number Needed
Form A	1 for each competitor
Flimsy B & C	2 of each for the entire flight

Other Officials (One clipboard each)

No.	Type Official	# needed	#needed
2	Boundary Judges (1 each)	1 = Order of Flight	1= B&C's
1	Deadline Judge	1 = Order of Flight	1= B&C's

Free Flights

Chief Judge Team (one clipboard)

Form	Number Needed
Volunteer Log	1 only for the flight
Order of Flight	1 only for the flight
Form A	1 for each competitor
Flimsy B/C	2 for each competitor
Penalty Sheet	1 for each competitor

Flimsy B & C should appear on top of Form A when putting the clipboard together.

Each Grading Judge Team (one clipboard each)

Form	Number Needed
Form A	1 for each competitor
Flimsy B & C	2 for each competitor

Other Officials (One clipboard each)

No	Type Official	# needed	#needed
2	Boundary Judges (1 each)	1 = Order of Flight	1= B&C's for each competitor
1	Deadline Judge	1 = Order of Flight	1= B&C's for each competitor

CLIPBOARDS FOR SUBSEQUENT PROGRAMS

They are assembled in the same fashion as the Knowns with regards to order of flight. They do differ in some key respects, however.   For **Free programs**:

Check with the Chief judge first, because there are a couple of different methods for their clipboards;

1. Method A: The chief judge should get two clipboards for the Free programs. One clipboard has the "Chief Judge's Penalty Form and Final Computation Worksheets" and an order of flight. The other clipboard contains the Free program Forms A, B, and C for each competitor in proper order. Even though the chief does not grade figures, he/she often has to refer to the *Aresti Aerobatic Catalogue* numbers on Form A if there are any questions on the figures.

   Method A: The Chief Judge have just one clipboard that has a "Chief Judge Penalty Form" on top of each Form A for every competitor, so they are all encompassed in one clipboard with no need to consult a different source (2nd clipboard).

2. The starter receives an Order of Flight and "Guidelines for Contest Communications". Free Forms B/C are optional so he can monitor flight progress and time the launch of the next aircraft.

3. The grading judges' clipboards contain one Form A and two Forms B/C for each competitor.

DURING AND AFTER THE CONTEST

Once the contest begins, the registrar must insure the judges receive all the paperwork they need in a timely manner. Even during the contest the registrar is going to be very busy assembling clipboards and making sure they are delivered to the chief judge after the pilot briefing and later to the judging line. When a previous category is finished, you should be sure to get your clipboards back so you can start assembling the next category. It is a constant cycle. Some contests try to get by on just one set of clipboards, but this is one expense we recommend you make ... more than one set makes it so much easier on your registration staff.

The registrar should also retain in the files the original copies of the orders of flight and a copy of the Official Results & Final Standings. This documentation has a way of disappearing and it makes subsequent work much easier if it is on hand. If you are the only one who possesses the necessary papers, you will be a godsend to the contest director and the chapter. The contest documents must be kept on file for one year.

We have also found once the heat of the contest is over, the registrar is the only one who can be relied upon to have a complete set of the final results for each flight and the standings for the overall contest. The registrar must make sure the Scoring Director delivers a separate copy to him/her for their files. During the contest the Scoring Director or their assistants post copies, not originals, for the contestants to review.

Another bit of advice ... put your chapter's name on all of your chapter property. Clipboards also have a way of disappearing, not only during the contest, but during the time they are stored, as well as things like chairs and other materials. All of the contest supplies should be kept in one location year around and this place should be secure. It is much easier for new registrars to go to one location to get what can be re-used from year to year. Sometimes, when this is not done, nobody knows where it all went. Certain supplies like pencils and paper can be used for many contests before they are exhausted. This saves your chapter money in the long haul.

EXPLANATION OF FORMS

We will take a few minutes to explain each form that is presented in the Registrar's section of the Contest Directors Packet. Please take a few moments to get familiar with the forms.

Official Contest Entry Form [Tab 3-Form 01]
The Official Contest Entry Form must be filled out completely, either in person or online during pre-registration, with the Registrar checking specifically to make sure the competitor is a current IAC member, has the appropriate licenses, and insurance. Please ask the competitor for the appropriate paperwork. Make sure the form is signed and dated for acceptance.

Official Technical Inspection Form [Tab 3-Form 02]
The Technical Inspection form MUST BE COMPLETED PRIOR TO REGISTRATION BEING FINISHED. It is the Registrar's job to make sure that the technical inspection committee has completed this form. If a competitor does not have this form, a blank can be obtained from registration. Another option that works very well is to provide the technical committee with a supply of these forms and clipboards, so the competitor can just go directly to them.

Order of Flight Worksheet Form [Tab 3-Form 03]
Enough of these forms must be reproduced to provide one for each competitor. The competitors fill this out upon arrival at registration if they did not pre-register. It is the first form asked for on the Registration Checklist, and serves as an introduction of the competitor to the registrar. The registrar later uses this form for the drawing of the "Flight Order". A number is "pulled out of a hat" for each category, and is recorded on the bottom of the form by the registrar.

Note that the form has spaces where a pilot can indicate if another pilot is flying the same aircraft or if they are acting as a safety pilot for another competitor. This allows the flight order to be altered to accommodate this. The "Order of Flight Worksheet" can then be arranged in the proper order for that particular flight program and used to type up the flight order for posting. The original copies of the Flight Orders are retained in the contest files by the registrar. The following contest officials receive copies of the final Flight Order form for each flight program after it is typed up from the forms:

- Chief Judge
- Contest Director
- Starter
- Scorer
- Boundary Judges
- Announcer (if applicable)
- One for posting on site

Volunteer Sing-Up Sheet [Tab 3 – Form 04]
Each competitor must fill out a Volunteer Sign Up sheet to let you know where he/she will be able to help. Once completed you will want to give these to the Volunteer Coordinator.

Grass Roots Flight Medal Sign-Up Sheet [Tab 3-F05]
The Grass Roots Flight Medal is presented to the highest scoring pilot in any category, flying an aircraft with 180 hp or less, or more than 180 hp if the 75% cruise speed is less than 125 mph.

Competitors **must** sign this form prior to the flying of the contest to be considered for the award, and by doing so, are affirming that their aircraft meets the award requirements. If the pilot does not register prior to flying, the pilot will not be competing for the award.   The Grass Roots Flight Medal Sign-Up Sheet should be displayed at registration so that all competitors with qualified aircraft may have a chance to sign-up for the medal.
At the end of the contest, the Registrar should verify with the Scoring Director the winner of this award by obtaining the total % PPL and entering that score on the sheet next to each competitor's name.A copy of the sign up sheet may then be delivered to the contest director so that he can make the award presentation at the awards banquet. The original is sent to HQ with other required wrap up paperwork.

Protest Form[Tab 3 – Form 06]
This form is used when a protest is filed. If a protest is filed the competitor files this form with the Contest Jury Chairperson along with a fee, which will be returned if the protest is upheld. **All protests must be forwarded to IAC Headquarters.**

Competitor's Hometown Release [Tab 3-Form 07]
This is an optional form to be given to each competitor upon registration. He/she may fill out the form and submit it to his/her local newspaper and/or television news.

Contest PR Sheet [Tab 3 – Form 08]
This is an optional form for the regional contest. It is used at the US Nationals to collect biographical and aircraft information on each competitor that may be of interest to the press and which helps anyone who is writing articles or taking photos at the contest.

Chief Judge Penalty [Tab 3 – Form 09]
This form is vital to the chief judge and his assistants. One form for each competitor is provided to the Chief Judge to record all penalty points for that competitor. This form, along with each judge's Form A, is sent to the computing room for score calculation.

Boundary/Deadline Judge Worksheet [Tab 3-Form 10]
Each boundary judge is provided enough of these for the flight program (usually only one or two forms are required per boundary judge per flight). On it, the competitors' names can be listed, the boundary(s) he or she is covering, and the number of "outs". This form comes in very handy if there is any breakdown in radio communication or if the score computing room has any questions as to the penalty points that should be applied. They are kept on record in the event of protests.

4-Minute Free Program/Chief Judge Penalty Worksheet [Tab 3 – Form 11]
This form is used only for the Unlimited 4-Minute Free flight. The same form is used by both the grading and Chief judge. One grading sheet per judge is used for each competitor's flight.

For example: Five Unlimited competitors have entered the contest. There are five grading judges. Therefore, 1 form per competitor (5) for each of the (5) grading judges, plus one form for the Chief Judge, or (5 x 5) + 1 = 26 Grading Sheets would be required.

FAI Sporting License Application [Tab 3 – Form 12]

As of 2008, Advanced and Unlimited competitors are not required to possess an FAI Sporting License to compete in IAC sanctioned competitions. However, all Advanced and Unlimited competitors are required to have a FAI Sporting License in their possession **prior** to entering a FAI-sponsored **(World)** competition. A form is enclosed for the convenience of a competitor who is planning to compete in a future FAI competition.

Flight Order [Tab 3 – Form 13]

Once registration of all competitors is complete for a particular category, the order of flight can be drawn.

It is suggested only one flight program for each category be drawn at a time. This is because changes are often made just before those flights and it also bunches up too much work at one time. How effective and efficient registration is at this time will have an effect on how quickly the contest gets underway! For complete instructions, see "DRAWING FOR ORDER OF FLIGHT" section of this guide.

Collegiate Level Award Program-Individual or Team [Tab 3 – Form 14]

To participate in the Collegiate Program, the pilot must be a college student – either full time or part time. The pilot must complete the Collegiate Award Registration form at each competition flown in order to be eligible for the award.

Registrar's Checklist [Tab 3 – Form 15]

This form is the registrar's "bible" and helps them take the competitor through the registration process to be sure all requirements are met. The registrar sits down with the competitor when he or she is ready and "X's" off each block of this checklist as the forms are turned into the registrar fully completed. Make sure the form is properly and completely filled out before placing "X". The final block at the right hand side of this checklist is "completed" and this is not checked off until all of the other blocks have been checked off and all information provided. Thus, a registrar can tell at a quick glance if someone has not completed registration. **Registration must be completed before a competitor is permitted to fly in the contest.**

Free Program Score Sheet (Form A) and Flimsies (Forms B and C) [Tab 3 – Forms not numbered]

Free program Forms A, B, and C are provided by each competitor in all categories except Primary, and Sportsman when the competitor chooses to fly the Known compulsory a second time. It is wise for the registrar to have a supply of extra blank Forms A, B, and C on hand in the event a competitor turns up without a Free or with an illegal Free that needs to be re-done prior to completion of registration.

The approving judge's signatures must appear on both score sheets (Form A) and flimsies (Form B/C's) and the date the Free was reviewed and signed off must be included. **Due to the changes in Chapter 6 of the IAC Rule Book, Free Program Design, all Advanced and Unlimited Free Programs must have a sign-off year of 2008 or later.** Anytime the sequence is changed, the judge must sign all three forms. Prior to a contest, it is the competitor's responsibility to have his or her three (3) Free Program Forms checked for compliance with these rules, signed, and dated by a current Judge who must provide their IAC member number on the Form A.

As an added layer to insure compliance with the IAC contest rules, the registrar should ascertain these requirements are met at the time the forms are turned in.

It is the **competitor's responsibility** to provide enough of the Free program Forms A, B, and C to meet your contest's requirements. The necessary number will change depending on the number of judges used. **The IAC "Official Contest Rules" also require the competitor provide one extra copy of his score sheet (Form A) and flimsy (Form B/C), over and above what is required by the judges, so the contest officials can make them "available for review" by other competitors.** All competitors have the right to look over their fellow competitor's Free programs. They can be posted or kept in a folder and checked out by a competitor. Either is acceptable though the latter method is preferred as these also have a tendency to "grow legs".

If five judges and a chief judge are used, then the competitor would have to provide you with eight copies of his Free program score sheet (Form A) and 14 copies of the flimsies (Forms B and C). This is just the same as the Known.

IAC Aerobatic Achievement Awards
Achievement Award applications are included in your paperwork. All application forms – Primary through Unlimited power (smooth or stars) and all glider categories are included. These should be made available to competitors who wish to apply. The competitor is then responsible for sending their application to IAC Headquarters at the address on the bottom of the form.

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A FINAL WORD

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We wish you the best of luck with your event and if you are a first time registrar, we hope this booklet will be helpful. Of course, we realize as you gain experience, you will have your own way of doing things, but the key is organization and if you have it, you will be successful no matter how you accomplish the details.

FORMS REQUIRED CHECKLIST

Form	No. of Pilots	Multiply by	No. of Judges	Chief Judge	Others	Total Forms
All Known Score sheets (Form A)		X		1	N/A	
All Known Flimsies (Form B/C)	N/A	X	2 per judge	2	See page 5	
Free Program Score sheets (Forms A) & Flimsies (Forms B/C)	To be provided by competitor in sufficient quantity to cover your needs.					
All Unknown Score sheets (Form A)	See Note Below	X		1	N/A	
All Unknown Flimsies (Forms B/C)	See Note Below	X	2 per judge	2	See page 5	
Unlimited Final Free Grade Summary	N/A	N/A		N/A	N/A	
Chief Judge Penalty Form		X	# of flights scheduled	N/A	N/A	
IAC Official Contest Entry Form		N/A	N/A	N/A	N/A	
Order of Flight Worksheet		N/A	N/A	N/A	N/A	
Order of Flight	1 per flight program					
Registrar Checklist	2 per category sufficient					
Boundary/Deadline Judge Worksheets	1 per flight program usually sufficient X number of boundary judges					

Note: For the Unknowns ONLY, one complete set of forms (A/B/C) must also be made for distribution to each pilot.