



GUIDELINES FOR VOLUNTEER COORDINATORS

International Aerobatic Club, Inc.

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

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IMPORTANCE OF THE JOB – MAKE A DIFFERENCE!

Each IAC contest held throughout the year must have a volunteer coordinator. IAC is a volunteer organization and it does take some effort on the part of the management team of every contest to make sure those volunteers are properly utilized. Indeed, you will find most people are simply waiting to be asked to work and there is almost always a positive response to your request.

The importance of the volunteer coordinator's job cannot be overemphasized. You will be the person responsible for asking people to do the jobs listed on the IAC Volunteer Log Sheet. For the successful contest each position on this sheet should be filled. You should also attend every briefing to make sure everyone is there. It is a busy time, but also a rewarding one, since you will get to know everyone quicker and better than anyone else.

The purpose of these guidelines is to give you a few ideas on how to carry out the Volunteer Coordinator responsibilities, to make it easier, more efficient and more fun. Good luck!

GO TO THE OFFICIAL CONTEST RULE BOOK

Consult **Rule 1.8** - the job description for the Volunteer Coordinator. **“The goal of the Volunteer Coordinator is to have obtained consent of volunteers to fill each and every contest position prior to the first pilot briefing”**. The list that follows describes in very general terms what you are responsible for.

First, familiarize yourself with the IAC “Official Contest Rules”. This is the “bible” by which each and every IAC sanctioned contest is conducted.

Read Chapter 1 of the Rule Book. It deals with **job descriptions** for each contest position and you should pay particular attention to these. This will put you in touch with what each person does at the contest, so you know if you are getting the best person who is qualified to perform the duties of their volunteer position.

What this really means is that for the first day of the contest, you need to have everything in place. At the minimum, the first category should be fully staffed before that first briefing. As a last ditch effort, you may be able to fill a few positions at the briefing itself. Once pilots are aware that things will not get underway without their cooperation, a few volunteers always come forward.

JUDGES LINE

Rule 2.6 in the IAC Official Contest Rules book states

- Judges will be selected from the current IAC approved list of judges.
- Judges who do not appear on the IAC Approved List of Judges, including International (CIVA) Judges and Judges of other aerobatic organizations recognized by IAC, may judge at IAC sanctioned contests. (provisions for these judges may be found in Rule 2.6.(c))

Relatives of competitors are NOT allowed to judge in those categories in which their family members are flying. These rules have been in place for over two decades. Remember appearances must be kept, and oftentimes discussions can take place on the line that tend to be blunt and no one should be constrained by the presence of a family member. This is the reason for it and you should be sure to observe it.



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THE LOG SHEET

When you begin your duties, this is where the Volunteer Log Sheet (included with the Contest Director's packet) comes in. It will be your working document for filling all of the positions. Familiarize yourself with this and make sure every one of those blocks is filled.

Give a copy of your completed Volunteer Log Sheet to the Registrar. The Registrar provides the Chief Judge with a copy for his/her clipboard that goes to the judging line. The Chief Judge will verify that everyone is in place based on the Volunteer Log Sheet.

It is important that the Volunteer Coordinator is present on the judging line each time new judges rotate into place to check that the people you have lined up for the various positions are the ones who are actually in place. This is very important, particularly with judges and assistants, as their activity on the judging line is recorded later as "credit" toward certification or currency.

Being on the judge line during changes also makes you visible to these key volunteers and shows your interest. Your Volunteer Log Sheet will be used to help you to fill slots that are vacant for one reason or another.

After any replacements on the judge's line have been accomplished, return the corrected Volunteer Log Sheet to the Scoring Director.

SOURCES FOR VOLUNTEERS

Contained in the Contest Director's Packet is another form that will be very important to you and which is used during registration, the Volunteer Sign Up Sheet. Each competitor must fill out a Volunteer Sign Up sheet to let you know where he/she will be able to help.

It is recommended that you to station yourself at registration to talk to each pilot individually about the jobs you need filled. Pilots usually bring friends and family, so this can be a good source to obtain needed volunteers.

A word of caution, the use of spouses and significant others in support roles such as Assistant Judge or Recorder on the judge line while their partner is flying is highly discouraged.

Wandering the ramp to find volunteers can fill out your volunteer roster in a pinch, but it is usually hit-and-miss so registration is your best location. Of course, as we mentioned earlier, pilot briefings are your last resort. You may find volunteers for subsequent categories. Be sure to attend all briefings.

Using pilots on the judge line – There are often a large contingent of judges within the competitor group and are the best source for finding judges. Be sure to coordinate with the Registrar and their judging schedule with the Order of Flight so they are not moving straight from the sitting on the judge line to jumping into their airplane and flying immediately.

POSTING THE VOLUNTEER LOG SHEETS

Once the duties on the Log Sheet have been assigned and filled in, remember to post them, in a prominent location (more than one location is highly advised). This should be done at least 2 categories in advance; preferably all duties should be posted by end of day for the next flying day. These sheets are used as announcements for the volunteers in case you have not been able to inform them in person, as well as a reminder for the volunteer as to what positions they have committed to fill. Please believe it is easy to forget what you signed up for.



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MOBILIZING THE TROOPS

One of the chronic problems at all contests is getting everyone to move into position at the appropriate time. Few have a sense of urgency about this except you. This is where a loudspeaker or bullhorn comes in handy to announce a rendezvous point for everyone to gather.

About a half-hour before the category is over, get your boundary judges together and start the transport process. These positions are always the slowest to fill at changeover time and they should get your attention first. Be aware of the time needed to transport them all over the local area. It takes more time than you think. It is recommended that you appoint a Boundary Judge Coordinator to assist with these changeovers.

Judges, assistants, recorders, and the others on the line come next. You will need to take charge of this operation. During the preplanning stage of the contest, you may want to work with the Contest Director to make arrangements for transportation if the judge line is a long distance from the contest briefing area. As VC you may want to assign a few people as drivers which can help you get the volunteers moving into position. Let the volunteers know the sense of urgency in getting into position so the contest can begin.

Volunteer job cautions - While the contest environment can be quite fast paced, exciting and fun, the volunteers, especially those new to the sport, should be given an honest overview of what they are signing up for. As the VC, it is your job to fill all of the volunteer positions and fill those position with able bodied individuals.

The volunteer needs to be briefed on how to do their job accurately. On the judging line and at the boundaries they are to be given bug spray, sunscreen, water and a snack. If severe conditions arise, assure the boundary judges in particular, that they will be quickly retrieved and if an emergency should occur they may use their radio to contact someone for assistance.

FINAL THOUGHTS

Helpful supplies;

Office: ink pens, large rubber bands, tape

Boundary and judge line: bug spray and sun screen, flares (for chief judge table), help coordinate chairs and shade during contest pre-planning.

Refreshments – a task that often falls on the Volunteer Coordinator is the organization of refreshments for the competitors and volunteers. The Volunteer Coordinator may want to appoint a Refreshment Coordinator to keep track of the following;

Prepare and Replenish snacks out at the judges line

Prepare and Replenish Boundary judge coolers and snacks

Keeping the coolers clean,

Making sure there are coolers of iced bottles of water,

Trash bags are available and stocked for trash cans in the vicinity of coolers and snacks.

As stated at the beginning of this guide, the Volunteer Coordinator is a very important position and the smooth operation of the contest often rests on their ability to ensure the volunteers are in their positions. You should be prepared to run locate a replacement for the wandering cats who did not show, keep candy bars and a first aid kit handy and always wear a smile.



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Volunteer Coordinator CHECKLIST Volunteer Log Sheet

- Contest name appears on form
- Dates of contest appear on form
- Chapter hosting contest appears on form
- Verify Judges are qualified by selecting them from the Current IAC approved judge's list.
- Chief Judge IAC number
- Assistants to chief judge names
- Assistant to the Chief Judge IAC number
- Judge's full name
- Judge's IAC number
- Assistant judge's name
- Assistant judge's IAC number
- Volunteer Log Sheet posted in a prominent location

Volunteer Log Sheet – copy given to Registrar for Chief judge clipboard

HELPFUL HINTS:

1. *Keep up with the form. Do it by category throughout the day.*
2. *As you sign up the judge and assistant for the category, their IAC number should be on the Volunteer form that they fill out, however you may have to ask them for their IAC number(s).*
3. *Please type or print clearly. Get the proper spelling so each person gets the proper credit.*
4. *Check the judge line during the contest to verify that there are no last minute changes with volunteers. If changes have occurred, amend the volunteer log sheet before giving a copy to the Scoring Director.*
5. *After the Scoring Director uses this information in the scoring program it will be appearing on the IAC website, so it needs to be accurate and to ensure that the volunteers receive accurate credit for their judging.*