

# THE NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION



## *Judges Manual*

The recommendations contained in this manual do not replace good judgment and sound decision-making by the judges on scene at the competition. These recommendations have been used at various regional and national competitions and/or have been deemed by the NIFA Judges Committee to be a best practice. While adherence to the guidance of this manual will likely provide a safe and smooth operating SAFECON, adaptation of these procedures may be necessary given the conditions at individual locations.

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## **Guiding Principles**

Judges are expected to conduct themselves in an appropriate manner which reflects positively on NIFA and to set an example to our competitors. The NIFA Judge's charge is to act in an ethical and responsible manner at all times. The integrity of NIFA rests in the integrity and conduct of its judges. Accordingly, NIFA judges are expected to:

- Place aviation safety as their first and highest priority at all times.
- Be free of obligation to any interest other than the impartial and fair judging of all NIFA competitions.
- Hold and maintain the basic tenets of judging which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion, and tactfulness.
- NIFA Judges shall master both rules of the NIFA SAFECON necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.
- Uphold the honor and dignity of NIFA in all interactions with student competitors, coaches, advisors, school administrators, colleagues, and the public.
- Display and execute superior communication skills, both verbal and non-verbal.
- Recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team that can compromise the perceived impartiality of judging must be avoided.
- Not wear clothing articles with school names or monikers of any competing NIFA school to maintain the perception of impartiality.
- Work with each other, the NIFA Senior Judging staff and the NIFA Council in a constructive and cooperative manner.
- Resist every temptation and outside pressure to use one's position as a judge to benefit oneself.
- Not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
- NIFA Judges shall accept responsibility for all actions.
- Judges shall exercise discretion in their consumption of alcoholic beverages, always bearing in mind the duty to uphold a positive image of NIFA and the responsibility to provide a positive role model for the contestants. At no time shall a judge, and no judge shall permit another, to perform any duties for NIFA while under the influence of alcohol.
- No judge shall use any controlled substance, as defined by federal statute, while at an NIFA sanctioned event. This includes, but is not limited to marijuana, whether legal for recreational or medical use.

## **Requirements and Selection of Judges**

### **Requirements to become a National Chief Judge**

- In order to be eligible to serve as a NIFA National Chief Judge, an individual must have served in the capacity of the Navigation Event Judge, Landing Event Judge and Associate Chief Judge as well as having been a Regional Chief Judge.

### **Requirements to become a Regional Chief Judge**

- In order to serve as a Regional Chief Judge, an individual should have served in the capacity of the Navigation Event Judge and Landing Event Judge. Exceptions to this policy can be made by the NIFA Council Regional representative if there is a shortage of qualified judges that are willing to assume the responsibility. In that case, an experienced judge with lesser qualifications is permitted if there are former chief judges in attendance at the Regional SAFECON that can serve in an advisory capacity. If there are no former chief judges available in the Region, it may require a former chief judge from outside the Region to fill the position of chief judge or serve in an advisory role. However, the authority of the assigned chief judge shall not be abrogated.

### **Selection of Judges**

- Not all events are contested at all competitions; therefore some listed judging positions may go unfilled. Additionally, due to staffing at some of the regional competitions there may be insufficient staff to fill all the positions. In this case, the same person may hold more than one judging position.
- The selection of the Chief Judge and Associate Chief Judge for the national competition will be made by the NIFA judges committee during the fall Council meeting and approved by Council.
- The selection of the Short Field, Power-off and Navigation Event Judges will be made during the mid- winter Council meeting.
- The judges for the regional competition will be selected by the Regional Chief Judge for that region. For this reason, it is very important to make sure that the judging records are updated after each SAFECON.
- It is highly recommended that an electronic SAFECON judge assignment spreadsheet or other posting be used and distributed to participating judges well in advance of a SAFECON. This is an excellent proven method to make sure the desires of judges, the judge's qualifications, their experience, and their time available are taken into account. An example is included in [Appendix A](#). This advanced assignment system should allow time for judge preparation and orientation. Event judges can then better prepare their judges assigned for the event
- A verified copy of the final electronic judge assignments shall be forwarded to the Senior Chief Judge after each SAFECON for entry into the Judge History Database. Event judges shall submit a list of judges that participated in the event to the chief judge. The chief judge will then revise the Judge Assignment Spreadsheet as necessary to ensure an accurate accounting of all judge participation for forwarding to the Senior Chief Judge.

### **Judge Experience Levels and Recognition Awards**

#### **Assistant Judge** (Level 1)

- This level judge assists the event judge at SAFECON

#### Event Judge (Level 2)

- This level judge is in charge of running a SAFECON event as directed by the chief judge

#### Regional Chief Judge (Level 3)

- This level judge is responsible for the conduct of a Regional SAFECON

#### National Chief Judge (Level 4)

- This level judge is responsible for the conduct of the National SAFECON

#### Senior Chief Judge (Level 5)

- This level judge is elected by the NIFA Council based on a high level of NIFA experience and significant contributions to the organization and operation of NIFA

#### Judge Progression & Recognition Awards

- The Judges Committee of the NIFA Council will make every effort to qualify judges for higher levels of responsibility, if the judge desires.
- Judges will be awarded recognition pins with stars commensurate with the highest level judging position that individual has held at NIFA. These awards will be given at the awards banquets (or other public setting) for both Regional and National SAFECON's.

### **Duties & Responsibilities of Judging Positions**

#### **Senior Chief Judge**

- The Senior Chief Judge will oversee the NIFA Judges committee and will provide guidance and advice in the selection of judges and the operation of the SAFECON. The duties are as follows:
  - Act as chairman of the NIFA Council Judges committee.
  - Provide a list of qualified NIFA judges to the senior judging staff for use in selecting the staff judges, timekeepers, monitors, and assistants for the SAFECON and assist the National Chief Judge in assignment and registration of judges.
  - Ensure the Judges Manual is up-to-date.
  - Act as manager of the Judge History database,
  - Ensure the Judge History Database is updated after each SAFECON
  - Ensure judges receive appropriate recognition for their service by managing the Judge Experience Levels and Recognition Awards as detailed on page 5.
  - Approve regional chief judge appointments.
  - Attend, at least, one Regional SAFECON per year
  - Be available for consultation and discussion with the SAFECON judging staffs.

#### **Chief Judge**

- The Chief Judge has the responsibility to professionally prepare for and run the operational aspects of the SAFECON. Safety is his/her paramount responsibility while ensuring that judges are properly trained and organized to fairly and accurately judge the contest. The host school has the responsibility to prepare the venue to ensure the facilities and administrative requirements are sufficient to provide a comfortable and workable environment for the sponsors, contestants and judges. The chief judge should work closely with the host school staff to ensure a successful SAFECON.

- Even though the duties listed below are directed more at the chief judge at the national SAFECON, regional chief judges should follow as closely as possible to all applicable duties and modify as required to have an effective and safe regional SAFECON. The duties of the chief judge are as follows:
  - Together with the Senior Chief Judge, submit a list of possible national senior judges for SAFECON to the Judges Committee for consideration. A list of qualified judges can be obtained from the NIFA Senior Chief Judge.
  - Selection of possible national senior judges should be based on experience as well as the need of a chief judge candidate to progress through required judging positions.
  - The list of potential senior judges should be developed by the previous year's associate chief judge, assuming he/she will be this year's chief judge, and the senior chief judge. The list will be discussed by the Judges Committee at the fall Council meeting and the Judges Committee will recommend the persons to fill the chief and associate chief judge positions to Council for approval. Before the mid-winter Council meeting, senior judges will be contacted to determine availability for key judging positions, at a minimum. Potential senior judge assignments will be discussed and agreed upon by the Judges Committee. The senior chief judge and chief judge will then start the process of judge assignment.
  - Approve the selection of all National staff judges as submitted by the senior judging staff and the senior chief judge.
  - Judges should be contacted well in advance by best means to determine their availability to participate in Regional and National SAFECONs
  - Check the lessons-learned from the previous SAFECON and make applicable changes. The lessons-learned from the previous National SAFECON are in [Appendix B](#). Regional chief judges should pass down to their next year successor the lessons-learned from that Regional SAFECON that is particular to that Region. Any lesson-learned that concerns all SAFECONs should be passed to the Senior Chief Judge for inclusion in the lessons-learned Appendix and, if appropriate, included in a revision to the Judges Manual or a proposed rule change.
  - Monitor the progress of the senior judging staff in their planning activities for the following
    - Navigation event:
      - Selection of routes.
      - Working with local air traffic control.
  - Landing events:
    - Conflict between standard pattern and traffic
    - Ensure a Google Earth landing pattern, or similar diagram is made and distributed to the teams well in advance of the SAFECON, Guides on the parameters of an acceptable pattern and how to depict on Google Earth are included in [Appendix C](#) and [Appendix C1](#)
  - Ground Events
  - Ensure a pre-arrival briefing is distributed to all teams, at least, a month before the start of SAFECON. The suggested items to include are in [Appendix D](#).
  - Attend all NIFA Council Judges and Executive Committee meetings. Since the committees usually meet at the same time, committees should address chief judge specific items separately from other issues and then coordinate committee attendance times so the chief judge can conduct necessary business in both committees.
  - Assisted by the senior chief judge, send SAFECON registration requests to all judges who have indicated that they will be attending SAFECON through the Expedien program.
  - Verify SAFECON event setup in the Expedien program.
  - Conduct the judge's school.
  - Arrive at SAFECON the Thursday prior to competition. During this period the Chief Judge will establish a presence at the airport. Also during this period, the Chief Judge will review preparations for SAFECON with the executive director and SAFECON staff.
  - Review checklist with host school personnel.
  - Include the Associate Chief Judge in all discussions, meetings, and decisions as soon as he/she arrives.
  - Conduct the advisor's meeting.
  - Conduct a new team orientation

- Conduct the general contestant briefing.
- Call advisor's meetings as needed to approve changes to the published schedule.
- Conduct daily judges meetings.
- Ensure that each senior and staff judge is performing his/her duties as specified.
- Resolve all protests.
- Attend all social functions unless judging duties interfere.
- Hold a Lessons-Learned session with event judges and advisors. This is more practically held at a regional SAFECON where the group size is more manageable.
- Confer with Chief Scorekeeper at conclusion of each event and again verify after the last SAFECON event to ensure that all results are complete and all ties are broken. (when appropriate)
- Announce the event winners at the awards banquet.
- Meet with the Director of Corporate Relations and the Director of Corporate Development prior to the awards banquet to review the banquet program and setup.
- Keep the Associate Chief Judge properly informed so that he/she can replace the Chief Judge if the Chief Judge is unable continue.
- Ensure that all necessary forms are printed and ready for distribution:
  - Navigation form.
  - Landing Scorecards.
  - Message Drop forms.
  - Simulator patterns.
  - Heat assignment sheets.
- Judging Assignments sheet record for this SAFECON. Ensure that each event judge accurately records the task that all judges assigned to the event performed. This information will then be used to do a final update to the Judges Assignments which shall be forwarded to the Senior Chief Judge in order to update the Judge History database.
- Obtain or ensure all testing material is on site and sufficient copies have been made.
- Obtain the pictures and biographies of each member of the senior judging staff and send them to the host school for publication in the official program.
  - The pictures should be marked for cropping if necessary.
  - Biographies should be between 100 and 300 words.
  - This information is due no later than January 15th.

### **Associate Chief Judge**

- In addition to being familiar with the duties of the Chief Judge, in the event the Chief Judge is unable to attend for the entire SAFECON, the Associate Chief Judge must also be responsible for the following:
  - Procure relevant weather information on a daily basis and deliver it to the Chief Judge.
  - Perform all duties assigned by the Chief Judge.
  - Attend the mid-winter NIFA Council meeting.
  - Attend Judge's School.
  - Ensure the contestant initial safety briefings are completed before team members can fly.
  - Ensure that all practice and event sign-up sheets are posted at the communications desk.
  - Arrive at SAFECON the Thursday prior to competition to assist the Chief Judge in reviewing preparations.
  - Make heat assignment sheets for all flight events based on:
    - Number of schools attending.
    - Number of contestants from each school competing in each flight event.
    - Flight planning true airspeed (TAS) for the navigation heat assignment sheet.
    - Have all heat assignment sheets ready for distribution at the general contestant briefing.
    - Have all landing scorecards ready for distribution at the general contestant briefing.
    - Have all message drop scorecards ready for distribution at the general contestant briefing.
    - Have the simulator pattern ready for distribution at the general contestant briefing. (Ensure all schools have completed their practice before distributing any simulator patterns.)
  - Have heat sheets available ready for distribution at the general contestant briefing. This duty can be delegated to other senior judges if required, but heat sheets must be done by



the general contestant briefing to allow for contestant to fill out score cards and for advisors to more accurately make event contestant assignments. The heat sheet templates are depicted in [Appendix E](#), and [Appendix F](#).

- Ensure the competition materials are given to the teams after the banquet. A list of the desired materials is included in Appendix F1

## Navigation Judge

- The Navigation Judge must be completely familiar with the rules of the event and must also be familiar with all of the duties of the various judging positions associated with the navigation event.
- Plan route(s) in compliance with NIFA rules. A minimum of 3 routes should be used for nationals, and preferably for regionals, unless precluded by operational restrictions such as terrain, large bodies of water or airspace. When planning multiple routes, try and ensure all routes share similar characteristics with regards to number of legs, length of legs, and total length.
- Google Earth is an excellent tool in planning, but, if practicable, each checkpoint or secret checkpoint should be driven or flown in order to verify accurate coordinates and confirm whether the checkpoint still has the same geographic characteristics.
- Check to make sure that no other similar geographic point, than the one selected, is within the turn point radius to be used for the event.
- Have latitude/longitude coordinates verified by at least two other judges.
- Conduct briefings
  - Judges
  - Contestants
- Obtain heat sheet from Associate Chief or Chief Judge
- Check FAA NOTAMS for possible GPS outages or interference.
- Initialize and setup all GPS units no later than the day prior to the event referencing the setup procedures contained in this manual. (Preferably two or three days prior as this could take some time)
- Locate and designate only one area for refueling aircraft after returning from their flight. This location cannot be changed once the first aircraft has refueled, and all subsequent aircraft must refuel in the exact same location and orientation. It is suggested to mark a line on the ramp to stop the nose wheel on to eliminate any variation from one school to the next.
- Locate and evaluate a suitable planning room for the contestants.
- Locate an isolation area in the event there are insufficient routes to prevent multiple students from the same school from flying the same route. This area may also be needed in the event the aircraft need to be recalled due to weather or other reasons.
- Locate a room for downloading GPS scoring data. A minimum of two computers capable of downloading data will be needed, four computers for nationals.
- Prepare all planning envelopes to include:
  - Route list to include:
    - List and give a description of all checkpoints. Checkpoint descriptions may be in the form of latitude/longitude, a picture of the sectional with the points already depicted, a description with an arrow pointing to the check point on a copy of the sectional, or other methods as approved by the judges committee. Photos of secret checkpoints can be included at the discretion of the chief judge.
    - Altitude for the route of flight
    - Any special notes for the route of flight
  - Flight Planning & Computer Entry Form
  - Scanner to make PDF of contestant's completed planning form before going out to the aircraft.
  - Also make sure students record symbols in the location and orientation they were seen on the sectional chart
  - Tag for students name and ID number to be attached to GPS bag upon arrival at aircraft.
  - NAV planning envelope contestant/route labels.
- Provide a copy of the navigation briefing. An example briefing is included in [Appendix G](#). This form can be modified as desired by the navigation judge
- Verify all GPS unit initiation and setup
- Verify all scoring data is accurate and complete with the scorekeeper.

## Short Field Approach and Landing & Power Off Landing Judge

The duties and responsibilities for these positions have been combined as they are identical.

- Complete Judging Assignment Form and submit to the scorekeeper along with the landing cards at the conclusion of the event.
- Be completely familiar with the rules that pertain to the respective event.
- Be completely familiar with the current Landing Penalty Descriptions contained in [Appendix H](#) and ensure the Landing Technique (Card) Judges are trained and competent to assess these penalties in an accurate, fair and consistent manner. Meet separately with Card Judges and review penalty descriptions. In particular, clarify how the D and E Card Judges will inform the Landing Event Judge of Excessively Wide flown airplanes in order to give a go-around or order a full stop to that airplane. Also, discuss how a determination of a decision to give another landing for the airplane following an Excessively Wide airplane.
- Appoint Landing Technique (Card) Judges
- A list of recommended technique judges can be obtained from the Senior Chief Judge or Chief Judge.
- A guide to positioning Card Judges at locations around the landing pattern is indicated in [Diagram 1](#).
- Construct a Google Earth traffic pattern depicting the maximum landing pattern leg parameters and distribute to the teams.
- Ensure copies are made of the Landing Cards (Appendix R) for distribution to the Card Judges. Care should be taken to keep cards organized and shielded in case of rain. There are two sets of cards available. One set does not have the contestant ID and the second set does have the ID. The Cards without the ID are easier to prepare, but with that comes a possibility of miss-scoring a contestant if there are not adequate numbers of judges available or communications to remote judges is marginal. If the Landing Judge does not believe Cards can be matched accurately with airplanes/contestants, the cards with the ID should be used.
- Appoint Line Supervisor Judges
- A list of recommended supervisors can be obtained from the Senior Chief Judge, or Chief Judge.
- Attend Judge's School
- After the event, conduct a card review with card judges to verify accuracy of penalties given.
- Obtain and return all equipment necessary to conduct the event from the quartermaster.
- Conduct the briefing for the respective event
- Conduct the event in accordance with NIFA Rules and Landing Penalty Descriptions.
- Monitor winds in the landing area to ensure winds are within limits to conduct the event. A crosswind limit chart is provided in [Diagram 2](#). If possible, a calibrated anemometer, positioned in the vicinity of the landing area should be used to determine the winds. Also, monitor the crosswind component. Flags should be placed in the landing area for Line Supervisors to determine if crosswind rules should apply.
- Mark target box on runway as depicted in [Diagram 3](#).
- In the event a landing is made that could have possibly damaged an airplane (e.g. tail strike), inform the staging and the safety judge that the airplane must be inspected and determined to be airworthy before it is used in another flight event.
- If not done by the Associate Chief Judge, distribute the landing scorecards, if scorecards with contestant ID are used, and heat sheets at the general contestant briefing. Heat sheets (heat sheet templates are located in Appendix E for the landing event and in Appendix F for the navigation event) can be obtained from the Associate Chief or Chief Judge, if needed.
- Verify all scoring data is accurate and complete with the scorekeeper.

## Message Drop Judge

- Be completely familiar with the rules for the Message Drop event.
- Determine the placement of the targets.
- Obtain and return all equipment necessary to conduct the event from the quartermaster.
- Clipboards & pencils
- Rangefinders
- Scale
- Surveyor flags (100 per target)
- Measuring tapes (100 ft. tape per target)
- Transceiver and GRMS radio
- If not done by the Associate Chief Judge, distribute the message drop [Score Sheet 1](#) and Landing Event heat sheets (Appendix E) at the general contestant briefing.
- The scorecards can be obtained from the Vice President of Competition, if needed.
- Heat sheets can be obtained from the Associate Chief or Chief Judge, if needed.
- Appoint measuring crews for each target:
- Target Captain
- Ensure distances are consistently measured and recorded on both heat sheet and score sheet. Coordinate, as needed, amongst crew at the target. Ensure all scorecards are returned to their respective container after recording distance.
- Altitude Measurer
- If using laser rangefinders, try and laze each aircraft to determine compliance with minimum altitude. Remember to account for height of person using rangefinder when determining aircraft height, also verify what units of measurement the laser rangefinder uses.
- Distance Measurer
- Accurately and consistently records distance from where message container lands. Do not catch container, allow it to hit the ground.
- Locate an area for weighing and measuring of each message container as they are retrieved from the targets.
- Appoint crews to weigh and measure each message container after being retrieved from the targets.
- Attend Judge's School
- Conduct the briefing for the Message Drop event.
- Conduct the Message Drop event in accordance with NIFA rules.
- Verify all scoring data is accurate and complete with the scorekeeper.

## Staging Officer

- Ensure the proper and timely sequencing of the contestants in all flying events.
- Conduct a briefing with the pilots of each event covering start-up, hand signals, traffic flow, shut-down, radio communications, and any other pertinent information.
- Meet, or have a designee meet, with the local Air Traffic Control Tower to establish radio communication and preferred taxi routings prior to the general contestant briefing and, if possible, give this information to the Chief Judge for addition to the pre-arrival briefing and/or include in a required briefing to each team upon arrival at SAFECON before any practice or contest flights are flown.
- Monitor overall traffic flow for each flight event and adjust as needed.
- Be aware of all scheduled airline operations for each day that could affect the competition flight events and plan accordingly. Maintain, or have a designee maintain, communication with the ATCT at all times through transceiver and cell phone as needed.
- Attend Judge's School
- Conduct a staging briefing during the general contestant briefing to include:
- Radio communication procedures.
- Aircraft staging and taxi procedures.
- Provide handout, if desired, covering pertinent items such as frequencies, radio calls, use of lights,

etc.

- Obtain copies of all heat assignments from the Chief or Associate Chief Judge
- Conduct all events in accordance with NIFA rules.

### **Competition Safety Judge**

- Be completely familiar with all recommended safety policies, practices, and procedures accepted for use by the NIFA Council.
- The Competition Safety Judge, if practicable, should not be assigned other duties.
- Seek reports from other judges.
- Observe contestant activities throughout the SAFECON.
- Interview each team captain or designee concerning team safety programs, policies, and procedures.
- If there is a serious safety-of-flight disqualification in a landing event, the safety judge shall meet with the advisor/coach of the disqualified contestant. If this contestant is scheduled to fly in another landing event a determination between event judge, safety judge and chief judge, should be made on whether or not to allow the contestant to participate in the events.
- Score each team in the elements contained in [Score Sheet 2](#).
- Confer with the sponsors of the Competition Safety Event and the American Airlines Safety Award judges concerning selection of the winners of the Competition Safety award.
- Review and revise if necessary the listing of the safety items that will be judged in the Chief Judges pre-arrival briefing. An example in contained in [Appendix D](#).
- Attend Judge's School.
- Confer with the Safety Officer and become familiar with emergency equipment location on the field, or the closest facilities, to include services available, hours of operation, and contact information.
- Be immediately available to the Chief Judge and the Executive Director in case of any accident or incident.
- Obtain a copy of all heat sheets from the Associate Chief or Chief Judge.
- Arrive at SAFECON at the beginning of official scheduled flight practice to supervise the safety of the evolution. If attendance at this time is not possible then a judge that is in attendance should be designated interim Competition Safety Judge. Often this position can be assumed by the Practice Staging Judge. Practice sessions, particularly at Regionals, tend to be less supervised and structured. Safety judge presence at this time is most important.
- At Regional SAFECONs, a Safety Judge should be appointed to focus attention of the competitors on safety. If a Safety Award is given usually there is a limited amount of judges to duplicate what is done at the National SAFECON. [Appendix I](#) discusses a recommended method to use if an award is given.

### **SCAN Judge**

- Be completely familiar with the rules for the SCAN event.
- If needed, locate suitable facilities for administering the event.
- Ensure all needed equipment is functioning and that the official timer, if one is used, can be seen throughout the room.
- Brief that if individual timers are used, they should be on silent alert so as not to distract other contestants
- Follow the prepared script for administering the test.
- Obtain adequate test monitors to assist in administering the test and recording completion times on the answer sheets for contestants who finish before time has expired. As a guideline, the ratio of contestants to monitors should not exceed 10:1.
- Must be prepared to administer the test at any time with a minimum of one hour notice.
- Call roll of all teams to ensure that each team is present for the test and verify seating locations:
- Be aware of the maximum number of contestants allowed from each school.
- Do not allow students from the same school to sit next to each other or sit at adjacent tables.
- Attend Judge's School.
- Obtain the test material from the Chief Judge.
- Contestants may use as many flight computers as they desire.

- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Manual Flight Computer Judge**

- Be completely familiar with the rules for the Computer Accuracy Event.
- If needed, locate suitable facilities for administering the event.
- Ensure all needed equipment is functioning and that the official timer, if one is used, can be seen throughout the room.
- Brief that if individual timers are used, they should be on silent alert so as not to distract other contestants
- Follow the prepared script for administering the test.
- Obtain adequate test monitors to assist in administering the test and recording completion times on the answer sheets for contestants who finish before time has expired. As a guideline, the ratio of contestants to monitors should not exceed 10:1.
- Must be prepared to administer the test at any time with a minimum of one hour notice.
- Call roll of all teams to ensure that each team is present for the test and verify seating locations:
- Be aware of the maximum number of contestants allowed from each school.
- Do not allow students from the same school to sit next to each other or sit at adjacent tables.
- Attend Judge's School.
- Obtain the test material from the Chief Judge.
- Contestants may use as many manual flight computers as they desire.
- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Electronic Flight Computer Judge**

- Be completely familiar with the rules for the Electronic Flight Computer event.
- If needed, locate suitable facilities for administering the event.
- Ensure all needed equipment is functioning and that the official timer, if one is used, can be seen throughout the room.
- Brief that if individual timers are used, they should be on silent alert so as not to distract other contestants
- Follow the prepared script for administering the test.
- Obtain adequate test monitors to assist in administering the test and recording completion times on the answer sheets for contestants who finish before time has expired. As a guideline, the ratio of contestants to monitors should not exceed 10:1.
- Must be prepared to administer the test at any time with a minimum of one hour notice.
- Call roll of all teams to ensure that each team is present for the test and verify seating locations:
- Be aware of the maximum number of contestants allowed from each school.
- Do not allow students from the same school to sit next to each other or sit at adjacent tables.
- Attend Judge's School.
- Obtain the test material from the Chief Judge.
- Contestants may use as many electronic flight computers as they desire, provided they meet with Advisory Circular 60-11C.
- All memory storage must be cleared prior to the start of the event by the test monitors.
- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Aircraft Recognition Judge**

- Be completely familiar with the rules for the Aircraft Recognition event.
- If needed, locate suitable facilities for administering the event.

- Ensure all needed equipment is functioning and that the projection screen can be seen throughout the room. Do this well in advance of the event, so any difficulties can be resolved early and not interfere with starting the event on-time.
- A computer capable of running Microsoft PowerPoint is necessary to administer the test. The computer must have the ability to output audio and video signals to properly conduct the test.
- The test presentation must be tested to ensure it runs smoothly on the computer and that the audio and video can be heard and seen throughout the room.
- Follow the prepared script for administering the test.
- Obtain adequate test monitors to assist in administering the test.
- Must be prepared to administer the test at any time with a minimum of one hour notice.
- Call roll of all teams to ensure that each team is present for the test and verify seating locations:
- Be aware of the maximum number of contestants allowed from each school.
- Do not allow students from the same school to sit next to each other or sit at adjacent tables.
- Roll call will be made outside the testing room. Each time a school's name is called, one contestant from that school will be permitted to enter the room and select one of the remaining seats, subject to the restrictions listed above.
- Attend Judge's School.
- Obtain the test material from the Chief Judge.
- Contestants may use as many flight computers as they desire.
- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- The tiebreaker test can be obtained from the Chief Judge.
- All contestants involved in a tie will attend the same tiebreaker test, regardless of what position they are tied for.
- Procure adequate facilities for a tiebreaker.
- Viewing angles
- Lighting that can be dimmed
- Tables and chairs
- Computer, projector, and screen
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Ground Trainer Event Judge**

- Be completely familiar with the rules for the Simulator event.
- Ensure that the facilities and the simulator are adequate, available, and functioning properly.
- Load the pattern into the scoring program in the simulator. If manually scoring the event, [Score Sheet 3](#) can be used to score the event. Manual scoring usually requires 3 judges to view scoring parameters.
- Schedule the contestants for the event, being aware of how many contestants from each school are allowed to compete.
- Attend Judge's School.
- If not done by the Associate Chief Judge, distribute the simulator pattern to each school at the general contestant briefing. All contestants must have completed their practice before they can receive their copy.
- Conduct the event in accordance with NIFA rules.
- If required, break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **IFR Simulated Flight Judge**

- Be completely familiar with the rules for the IFR Simulated Flight event.
- Ensure that the facilities and the simulator are adequate, available, and functioning properly.
- Load the pattern into the scoring program in the simulator if able. If manually scoring the event, reference the appropriate appendix at the end of the Judge's Manual for forms and techniques.
- Schedule the contestants for the event, being aware of how many contestants from each school are allowed to compete.

- Attend Judge's School.
- If not done by the Associate Chief Judge, distribute the simulator pattern to each school at the general contestant briefing. All contestants must have completed their practice before they can receive their copy.
- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Pre-flight Inspection Judge**

- Be completely familiar with the rules for the Pre-flight Inspection event.
- Appoint assistant judges. A list of qualified judges may be obtained from the Judge's Committee, the Senior Chief Judge, or the Executive Director.
- Instruct the assistant judges in the proper procedures for conducting the event.
- Aircraft may be placed on display for all contestants, or a limited group of contestants, to view, prior to being bugged, at the discretion of the chief judge.
- Locate an isolated area to conduct the event. The area should not be able to be seen or heard by other contestants.
- Schedule the contestants for the event, being aware of how many contestants from each school are allowed to compete. All contestants from the same school must be scheduled back to back.
- Since each contestant is allowed 15 minutes for the event, it is suggested to allow a minimum of 20 minutes per contestant so the judging staff may reset and clean up the aircraft after each contestant.
- The aircraft must be returned to the same configuration for the beginning of each contestant.
- Meet with the mechanic to bug the aircraft. With the owner of the airplane, ensure that existing discrepancies are repaired or accounted for prior to bugging the aircraft.
- Produce a list of the discrepancies to be attached to the NIFA scoring form found in [Score Sheet 4](#), and use [Score Sheet 4A](#) to grade contestant technique
- Attend Judge's School.
- Conduct the event in accordance with NIFA rules.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **CRM/LOFT Judge**

- Must have experience operating in a multi-crew flight deck environment, either civilian or military.
- Be completely familiar with the rules for the CRM/LOFT event.
- Develop a scenario for use in the event and create a briefing packet for the contestants that will include all charts, manuals, and approach plates that may be needed by the contestants. Only official NOS charting material may be used.
- Appoint assistant judges. A list of qualified judges may be obtained from the Judge's Committee, the Senior Chief Judge, or Chief Judge.
- Instruct the assistant judges in the proper procedures for conducting the event.
- Locate an isolated area to conduct the event. The area should not be able to be seen or heard by other contestants.
- Ensure a NIFA judge, or sponsor representative, who is qualified to operate the simulator, is present at all times during contestant practice.
- Conduct the event in accordance with NIFA rules.
- Break all ties by the approved method.
- Verify all scoring data is accurate and complete with the scorekeeper.

### **Loening Judge**

- Encourage all schools to participate.
- Review all applications and substantiating evidence submitted by schools competing for the Loening Trophy. Be completely familiar with the rules which apply to the Loening Award selection process. The criteria for judging this event is in [Appendix J](#).
- Conduct interviews for all schools interested in competing in the event.

- Complete all scoring forms and submit to the scorekeeper.

### **Men's/Women's Achievement Judge**

- Be completely familiar with the rules which apply to the Men's Achievement Award. The application and criteria for judging this event is in [Appendix K](#). The score sheet for this event is [Score Sheet 5](#). An example of the announcement of the procedures for conducting the interviews at a particular SAFECON is addressed in [Appendix L](#).
- Conduct the interviews
- Rank the applicants and submit to the scorekeeper as soon as the interviews are completed.

### **Collegiate Aviation Progress Judge**

- Be completely familiar with the scoring formula for the Collegiate Aviation Progress Award included in [Appendix M](#).
- Compile the required data from the NIFA web site and scorekeeper to determine the winner.
- Submit the final rankings to the scorekeeper.

### **Coach of the Year Event Judge**

- Be completely familiar with the rules which apply to the Coach of the Year Award
- Read all team submissions and score using the criteria for judging this event is in [Appendix N](#).
- Select the winner and submit to the scorekeeper.

### **CFI Event Judge**

- Be completely familiar with the rules which apply the CFI Event.
- Interview all applicants using the criteria for judging this event in [Score Sheet 6](#).
- Select the winner and submit to the scorekeeper

### **American Airlines Safety Award Judge**

- Be completely familiar with the rules which apply to the American Airlines Safety Award.
- Interview all team applicants using the criteria for judging this event in [Score Sheet 7](#).
- Select the winner and submit to the scorekeeper

### **Scorekeeper**

- Be capable of entering and registering contestants, advisors, coaches, schools, aircraft, judges, volunteers, and any others into the NIFA scoring program if not already accomplished by the contestant, advisor, etc...
- Ensure that the facilities and equipment are adequate and functioning.
- For recommended equipment, contact the Executive Director.
- Ensure that the scoring room is private and secure.
- Enter all scoring data.
- Ensure that all ties in the ground events are broken, if appropriate, in accordance with the rules for each event.
- Tabulate the results and meet with the Executive Director and the Chief Judge in preparation for the announcement of the winners at the awards banquet.
- Prepare a copy of the final standings for each team and sponsor.
- Deliver the team results packets to the Executive Director for distribution.
- Attend Judges School.
- Verify entered contestant names, spelling, and gender with each team advisor or captain prior to start of competition.
- Obtain a copy of the banquet script from either the Director of Corporate Relations or the Chief Judge.
- Prepare an adequate hardcopy of results to the Chief Judge for use during the awards



presentation.

- Comply with the NIFA document retention policy as specified in Appendix N1

### **Navigation GPS Initialization and Setup Judge**

The detailed information on GPS Initiation and Setup are in [Appendix O](#).

### **Navigation Dispatcher/Flight Planning Judge**

- Evaluate suitability of flight planning rooms. Efforts should be made to ensure that contestant movements and planning time management do not distract contestants during their planning process. To accomplish this, the best practice is to have several planning rooms available.
- Appoint several assistants to aid in processing the contestants' paperwork and checking flight planning.
- Brief each student on the amount of time allowed for planning.
- Stress the Navigation Event Flight Planning & Computer Entry Form MUST be completely filled out within the allotted time. Stress the fact that a disqualification shall be given for inaccurate and incomplete flight planning data. Check points must be plotted to within 2 nm. and route plotted on the chart must match overlay of route. A 200 point penalty may be given for other incomplete information.
- To ensure the contestant understands the elements of the briefing, have them sign a Navigation Event Instruction Sheet. Appendix G) is an example which each navigation judge can tailor to their situation or desires
- Verify accuracy of students planning checking for:
  - Incorrectly planned routes with crossed legs.
  - Routes planned in the wrong direction.
  - Using transparencies with the route drawn on them makes this process very easy.
- Issue GPS bag tags (with attached contestant ID label) to each contestant once they have successfully completed the planning phase of the event.
- Attend Judge's School & Navigation Judge's briefing.

### **Navigation GPS Installation Judge**

- Responsible for installing and securing GPS units in accordance with instructions located in [Appendix O](#).
- Appoint enough assistants to work in teams of two.
- No judge should ever install both units in one airplane without crosschecking the setup of the GPS units with another judge. This is why teams of two are required.
- Record GPS number and initials of installing judge on the heat sheet. Use only one heat sheet for each team of judges.
- The head judge must coordinate the order in which aircraft will receive GPS units based on time of departure from the heat sheet.
- If an aircraft has had the GPS units installed and then fails to start for any reason, the GPS units must be retrieved, even if that aircraft will fly later in the day. Do not leave GPS units in the aircraft if the aircraft does not fly as scheduled.
- Check FAA NOTAMS for possible GPS outages or interference.
- Ensure contestant ID bag tag is attached to GPS unit when contestant arrives at aircraft.
- Save all heat sheets until completion of the event in case of any GPS failures.
- Attend Judge's School & Navigation Judge's briefing.

### **Navigation GPS Recovery Judge**

- Responsible for recovering the GPS units and all of the contestants' flight planning paperwork upon return from the navigation route.
- Appoint several assistants to aid in recovering and transporting paperwork and GPS units.
- Ensure all suction cups on GPS antennas are retrieved from the aircraft and reattached to the antenna bracket.

- Verify no evidence of tampering with the seal on the GPS container.
- Deliver the paperwork and GPS units to the GPS download room.
- As GPS units are downloaded and readied for use again, deliver these refreshed units to the GPS Install Judge for installation in later heats.
- Attend Judge's School & Navigation Judge's briefing.

### **Navigation GPS Download Judge**

- Responsible for downloading and verifying integrity of GPS data in accordance with instructions located in [Appendix O](#).
- Appoint enough assistants to work in teams of two, each judge having their own computer. One judge should download the primary data and the other should download the secondary data from each bag.
- Verify no evidence of tampering with the seal on the GPS.
- After successfully downloading and saving the GPS data, clear the memory, install new batteries if required, and ready the GPS for being sent back to the GPS Install Judge for use in later heats.
- Attend Judge's School & Navigation Judge's briefing.

### **Navigation Checkpoint Judge (if symbols used)**

- Responsible for maintaining symbol at designated checkpoint.
- Appoint an assistant.
- Obtain driving directions from Chief Navigation Judge
- Leave contact information with Chief Navigation Judge and do not leave checkpoint until advised all aircraft have finished.
- Obtain chairs, non-perishable food, drinks, clipboard, and heat sheet from Chief Navigation Judge.
- Attend Judge's School & Navigation Judge's briefing.

### **Navigation Fueling Judge**

- Be completely familiar with the rules of the Navigation event which apply to fueling.
- Verify that the fuel truck has been calibrated and error factor applied to each contestant's refueling quantity. If more than one fuel truck is used for refueling, both trucks must be calibrated and a "differential calibration" determined and applied.
- Verify that all safety precautions for refueling are met before the refueling process begins.
- Ensure that the same fuel truck is used throughout the duration of the event and that all refueling is accomplished in the one, designated location.
- The contestants will refuel their own aircraft. Be sure that the fuel quantity gauge on the fuel truck is covered. After each contestant has completed refueling, record the quantity of fuel pumped into the aircraft on the refueling log.
- Release the aircraft.
- Provide escort for contestants to the isolation area, if one is being used.
- Return all scoring information to the Navigation Judge.
- Attend Judge's School & Navigation Judge's briefing.

### **Landing Technique (Card) Judge & Observer**

- Be completely familiar with the rules which apply to the Landing Event.
- Be completely familiar with the judging criteria for his/her specific technique card and have a copy of their card Landing Penalty Descriptions with them at their judging location. [Appendix H](#) details the Landing Penalty Descriptions
- The Technique Judge should discuss each landing with the observer to explain the penalties and any other safety observations.
- The Technique Judge and Observer MUST be able to judge for the entire duration of the landing event. Different personnel may be used between the Short Field Approach and Landing event and

the Power Off Landing event, but the personnel assigned to one event must judge that event in its' entirety for consistency.

- Attend Judge's School.

### **Line Judge**

- Be completely familiar with the rules which apply to the landing event.
- Always remain vigilant and alert as the line judges are in very close proximity to the runway. Only sit in between heats, never when aircraft are in the air. Never turn your back to the runway.
- More experienced judges should intersperse with newer line judges to help pass on what the new judges should be looking for throughout the event.
- Observe the touchdown of aircraft in the landing event. The line judge is only responsible for the portion of the landing box in front of and slightly too each side of the judge. Ideally, each line judge should only need to watch approximately 10 feet of runway. This would entail 30 judges.
- Watch for when the main wheels touch down. If one of the main wheels is down in front of you, simply raise your hand. If a wheel is not down in front of you, do not raise your hand. A supervisor will come around to get the distance score from the judge whose hand is down and the adjoining judge whose hand is up.
- Attend Judge's School.

### **Line Supervisor Judge**

- Responsible for overseeing approximately 100 feet of the landing box and ensuring accurate distance scores within that area.
- Ideally, 3 supervisors will be needed.
- Standing a few yards behind the line judges allows a better position to oversee the operations in the area you are responsible for.
- After each landing in your area, approach the two judges next to each other, one whose hand is down and the other whose hand is up. In theory, the aircraft landed between these two judges and they will confer and give you a distance score. Relay this score to the judge holding the A card.
- Additionally, each Line Supervisor will be responsible for determining if the landing is to be scored as a normal or crosswind landing.
- You are responsible for ensuring consistency and accuracy within your area of responsibility. Help the new line judges with what they are looking for throughout the event, as time and duties permit.
- Attend Judge's School.

### **Test Monitor**

- Responsible for ensuring a fair testing environment for the contestants.
- May be required to record completion time and initials on the answer sheet of contestants who finish a timed event before the allotted time has expired. In this case, it is extremely important to record the seconds first, then the minutes as ties are broken on the basis of faster completion time. Writing the time from right to left in the mm:ss format is important.
- The ratio of contestants to monitors should not exceed 10:1.

### **Safety Officer**

- The Safety Officer is responsible for managing and preparing for any Crisis Response in accordance with the current Crisis Response document enclosed as [Appendix P](#).
- He/she should be NIFA representative

#### Assistant Safety Officer

- The Assistant Safety Officer shall assist the Safety Officer
- The Safety Officer should be a member, or associated with, the host airport in order to establish local facilities, equipment and personnel to best respond to any crisis
- In any crisis situation provide required information to the Safety Officer.

## **Communications Desk Manager/ Quartermaster**

- The Communications Desk manager will provide necessary information to the teams for smooth operation of the SAFECON. A Guide is provided in [Appendix Q.](#)

## **Penalties**

### **Landing Events Penalties**

- Since this event requires the utmost in judge attention to accurate, fair, and consistent application of the landing penalties, it is imperative that all landing card judges are knowledgeable with the current published landing penalties included in [Appendix H.](#)
- Judges will be positioned around the pattern to give the best vantage point to judge their card. A diagram is provided in [Diagram 1.](#)
- The penalties will be assessed on the landing cards in [Appendix R.](#) Particular care must be taken when filling out these cards since they are machine read. No comments should be made on the card except in the spaces noted and comments made should not be offensive to anyone reading the cards. These cards are returned to the teams.

### **Navigation Event Penalties**

The navigation penalties are included in [Appendix S.](#)

## **Briefing Outlines**

- Briefing Outline Requirements
- All events should have a briefing outline
- There are several good examples of power point briefings in [resources available online](#) that can be modified for use.

### **Judge's School Briefing**

- Welcome and introductions of Executive Director, Chief Judge, and Associate Chief Judge.
- Thank Judge's for volunteering their time and money.
- Verify all judges have registered in the NIFA Scoring Program.
- If not, have designee register judges as they enter the room or during the briefing.
- Pass out NIFA Charitable Contribution Forms for judges to track expenses for tax purposes.
- Have the Safety Officer review accident response policy and other safety items.
- Review SAFECON proposed schedule with emphasis on flexibility and possibility of change.
- Introduce the senior judges from the Judging Staff form and list the events that will be competed at the SAFECON.
- If any judging positions are still vacant, fill these positions from the judges attending judge's school.
- Review any rule changes in the last year.
- Inform all about the use of and what is included in the Chief Judge web site which includes current judging assignments and how changes will be communicated
- Answer any questions.

### **General Contestant Briefing**

- The following is a recommended outline for the General Contestant's Briefing. It can be adapted for both regional and national use.
- See [resources available online](#)

### **Navigation (Navigation Judge)**

- See [resources available online](#)

#### Navigation Briefing (Day of Event)

- Roll Call
- Brief weather forecast for the day.
- Each contestant is responsible for procuring their own weather/flight planning information for use in planning.
- Cover contingency plans if needed for marginal weather.
- Point out location of planning room and re-emphasize need to report 5 minutes prior to scheduled time.
- Answer any questions.

### **Landings Events Briefings**

#### Judges

- Ensure all of the judges that have been assigned a task are present at the briefing.
- The Judges should be briefed the morning of the event before the contestants. Each judging position should be quickly reviewed and any questions answered.
- No sitting on the line while aircraft are in the air, be alert at all times and wear safety vest for visibility
- Each Technique (Card) Judge must be given the following supplies at this time.
- Landing Cards
- Clipboard
- Heat sheet
- Landing Penalty Descriptions for the Card being judged.
- Black Sharpie pen
- Pen/pencil
- Walkie-talkie
- Plastic bag or waterproof box to keep cards dry
- No comments on the cards themselves, put comments on heat sheet or scratch paper.
- Review how to judge the touchdown for both normal and crosswind technique.
- Identify the Line Supervisors
- Review the day's weather forecast and any contingency plans should they be needed.

#### Contestants

- Roll Call.
- Brief weather forecast for the day.
- Cover contingency plans if needed for marginal weather.
- For crosswinds, land the airplane with the longitudinal axis down the runway with no drift. The judges will determine when crosswind rules are used for scoring Stress making safe landings and flying a proper pattern. "A good landing starts with a good pattern"
- Review takeoff spacing of 25 seconds with flexibility for adjustment due to dissimilar performing airplanes in the same heat, and keeping the pattern within the parameters of the depicted landing patterns on the Chief Judge web site.
- Review planned runway, left or right traffic pattern, pattern altitude, planned taxi routing, and run up location.

### **SCAN Briefings**

#### Judges

- Review timekeeping with test monitors, record the seconds first, then minutes off the official clock. In the event of a tie, faster completion time takes precedence, so the seconds matter.

- If time expires before contestant has finished, write "FT" for full time.
- Place initials next to time or FT.
- Have contestant place all materials back in envelope except answer sheet.
- Turn answer sheet over after recording time and initials.
- Contestants from the same school may not sit next to each other or in such proximity to each other that they may be able to collaborate.
- Review permitted materials, no programmable calculators.
- All non-essential materials must be placed on the floor.

### Contestants

- Roll call (be sure to have the members of each team called raise their hands so you can be sure that team members are not sitting next to each other)
- Advise contestants that they are not to open the test packet until told to do so.
- Point out the location of the official clock.
- Advise contestants that the only equipment permitted for use during this test is:
- Manual or non-programmable electronic flight computer(s).
- Plotter(s)
- Pens and/or pencils
- Before distributing the tests, explain the following to the contestants:
- All answers are equally weighted (of same value).
- The final score for a contestant will be based on the total number of correct answers.
- If a tie exists, the tie will be broken by the contestant with the shortest completion time. If a tie still exists after comparing completion times, the tie will be broken by administering several tie- breaking problems. (This must be done because the judge's trophy considers the ranking of all contestants).
- When a contestant finishes the test before time has expired, he/she is to immediately raise their hand so that a test monitor can record the time on the test packet. The test monitor will then have the contestant place all work inside the envelope and hand it to the test monitor.
- All contestants who finish before time is called are to remain seated quietly until the event is completed.
- All answers must be indicated on the answer sheet.
- "When time is called, put your pen or pencil down. If you are seen writing after time is called, your test will not be scored. If anyone in the room does not fully understand, please raise your hand." (if anyone does raise their hand, repeat the statement)
- Ask if there are any questions. If none, continue with the briefing.
- Remind the contestants "DO NOT OPEN THE TEST ENVELOPES UNTIL TOLD TO DO SO!"
- Pass out the sealed tests and have the contestants complete the information requested on the front.
- When all contestants have completed the information, tell them to begin and start the clock.
- Time remaining should be announced with 10, 5, and 1 minutes remaining.

## **Manual Flight Computer Briefings**

### Judges

- Review timekeeping with test monitors, record the seconds first, then minutes off the official clock. In the event of a tie, faster completion time takes precedence, so the seconds matter.
- If time expires before contestant has finished, write "FT" for full time.
- Place initials next to time or FT.
- Have contestant place all materials back in envelope except answer sheet.
- Turn answer sheet over after recording time and initials.
- Contestants from the same school may not sit next to each other or in such proximity to each other that they may be able to collaborate.

- Review permitted materials.
- All non-essential materials must be placed on the floor.

### Contestants

- Roll call (be sure to have the members of each team called raise their hands so you can be sure that team members are not sitting next to each other)
- Advise contestants that they are not to open the test packet until told to do so.
- Point out the location of the official clock.
- Advise contestants that the only equipment permitted for use during this test is:
- Manual flight computer(s) which are unaltered.
- Pens and/or pencils
- Before distributing the tests, explain the following to the contestants:
- All answers are equally weighted (of same value).
- The final score for a contestant will be based on the total number of correct answers.
- If a tie exists, the tie will be broken by the contestant with the shortest completion time. If a tie still exists after comparing completion times, the tie will be broken by administering several tie- breaking problems. (This must be done because the judge's trophy considers the ranking of all contestants).
- When a contestant finishes the test before time has expired, he/she is to immediately raise their hand so that a test monitor can record the time on the test packet. The test monitor will then have the contestant place all work inside the envelope and hand it to the test monitor.
- All contestants who finish before time is called are to remain seated quietly until the event is completed.
- All answers must be indicated on the answer sheet.
- "When time is called, put your pen or pencil down. If you are seen writing after time is called, your test will not be scored. If anyone in the room does not fully understand, please raise your hand." (if anyone does raise their hand, repeat the statement)
- Ask if there are any questions. If none, continue with the briefing.
- Remind the contestants "DO NOT OPEN THE TEST ENVELOPES UNTIL TOLD TO DO SO!"
- Pass out the sealed tests and have the contestants complete the information requested on the front.
- When all contestants have completed the information, tell them to begin and start the clock.
- Time remaining should be announced with 10, 5, and 1 minutes remaining.

## **Aircraft Identification Briefings**




### Judges

- Ensure equipment has been checked and that the test runs properly.
- Ensure contestants are not attempting to look at anyone else's test.
- All non-essential materials must be placed on the floor.

### Contestants

- Call roll from outside the testing room. Call the roll five times, each time a school is called, allow only one contestant from that school to enter the room and select any seat they want.
- Contestants from the same school may not sit next to each other or in such proximity to each other that they may be able to collaborate.
- After everyone has entered the room and been seated, call the roll one last time to ensure each school has five contestants and they are not seated next to each other or in such proximity to each other that they may be able to collaborate.
- Instruct students to not open the test packets until told to do so.
- Distribute the test packets and instruct the students to fill out their name, school, and contestant ID number on the cover sheet.



- Click the  symbol to begin the PowerPoint and read the instructions as they scroll on the screen. The PowerPoint will automatically pause reaching the “If you have any questions...” screen.
- After all questions are answered, click the  symbol to continue. The PowerPoint will then show a sample slide and automatically pause reaching the “If you have any final questions...” screen.
- After all final questions are answered; click the  symbol to start the test. The test will now run automatically.
- At the conclusion of the test, the screen will flash and beep repeatedly.

### **Preflight Inspection Briefing**

- Inform the contestants of the scenario for the event day or night.
- Inform the contestants if they are allowed to operate electrical systems or not.
- Inform the contestants of where to dump any sumped fuel.
- Inform the contestants of any potential hazards due to tight space in the hangar or other obstructions.
- Answer any last minute questions.

### **Accident Response**

- At no time will any judge respond to any questions asked by individuals or organizations concerning any accident/incident involving SAFECOM contestants, judges, observers, spectators, or equipment. All such questions are to be referred to the Safety Officer, or NIFA Executive Director. The Safety Officer and Assistant Safety Officer will be responsible for implementing the Crisis Response for which a guide is provided in [Appendix P](#).

### **Protest Procedures**

- All protests must be made directly to the Chief Judge by the team’s registered coach or advisor in accordance with Appendix U instructions

### **Appendices**

- [Appendix A](#) Judge Assignment Spreadsheet
- [Appendix B](#) Lesson-Learned from previous National SAFECOM
- [Appendix C](#) Landing Pattern Google Earth Parameters
- [Appendix C1](#) Landing Pattern Google Earth Depiction
- [Appendix D](#) Pre-Arrival Briefing Example
- [Appendix E](#) Landing/Message Drop Heat Sheet Templates
- [Appendix F](#) Navigation Heat Sheet Templates
- Appendix F1 Competition Materials to be returned
- [Appendix G](#) Navigation Event Briefing Example
- [Appendix H](#) Landing Event Penalty Descriptions
- [Appendix I](#) Regional Safety Award
- [Appendix J](#) Loening Trophy Criteria for Judging
- [Appendix K](#) Men’s/Women’s Achievement Criteria for Judging
- [Appendix L](#) Men’s/Women’s Achievement Procedures for Conducting Interviews
- [Appendix M](#) Collegiate Aviation progress Award Scoring Formula
- [Appendix N](#) Coach of the Year Scoring Criteria
- [Appendix O](#) GPS Initialization, Setup and download Instructions
- [Appendix P](#) Crisis Response Tool
- [Appendix Q](#) Communications Desk Operating Procedures
- [Appendix R](#) Landing Score Cards



- [Appendix S](#) Navigation Event penalties
- [Appendix T](#) Power Point Briefing Examples
- [Appendix U](#) Protest Procedures

### **Score Sheets**

- [Score Sheet 1](#) Message Drop
- [Score Sheet 2](#) Competition Safety Award
- [Score Sheet 3](#) Ground Trainer Manual Scoring
- [Score Sheet 4](#) Preflight Event Scoring Form
- [Score Sheet 4A](#) Preflight Event Technique Scoring
- [Score Sheet 5](#) Men's/Women's Achievement
- [Score Sheet 6](#) CFI Event
- [Score Sheet 7](#) American Airlines Safety Award
- [Score Sheet 8](#) Navigation Event Planning Form

### **Diagrams**

- [Diagram 1](#) Landing Event Card Judge Positioning
- [Diagram 2](#) Crosswind Limit Chard
- [Diagram 3](#) Landing Event Target Box