

NIFA Regional SAFECON Planning Checklist

Revision 2
September 20, 2013

This document is meant to provide assistance to schools in preparing to host a Regional SAFECON. It is a scaled down version of the National Planning Checklist and is meant to provide a basic guideline that is comprehensive and yet easy to follow. Due to the variety of resource, facility and staffing circumstances that exist, the document means to leave sufficient latitude to schools in how they adapt to their own unique constraints in putting on a SAFECON.

The checklist itself is broken down into general areas under which are listed the key items that pertain to that section/event. In an effort to keep the checklist manageable, items that may be used during multiple events have only been listed once (i.e., tables and chairs, power cords, etc.).

Individual items are listed in **boldface type** followed by a **minimum number**, if specified. Items for which the amount is dependent on the number of judges, contestants, etc. are signified with two asterisks (e.g., [******])

NIFA Regional SAFECON Planning Checklist

TABLE OF CONTENTS

PLANNING TIMELINE	3
DOCUMENTATION	5
REGISTRATION / INFORMATION / COMMUNICATIONS / GENERAL ADMINISTRATION...	6
WELCOME / GENERAL CONTESTANT / EVENT BRIEFINGS	8
NAVIGATION PLANNING.....	8
JUDGES / SCORING AREA	8
TEAM GATHERING AREA	8
LANDING EVENTS.....	9
NAVIGATION EVENT	10
MESSAGE DROP EVENT	11
GROUND TRAINER EVENT.....	11
AIRCRAFT PREFLIGHT EVENT	12
WRITTEN TEST EVENTS (SCAN, AIRCRAFT REC., COMPUTER ACCURACY)	13
APPENDIX.....	14
GROUND TRAINER PRACTICE / EVENT SIGN-UP SHEET	16
AIRCRAFT PREFLIGHT EVENT SIGN-UP SHEET	17
LANDING PRACTICE SIGN-UP SHEET	18

NIFA Regional SAFECON Planning Checklist

PLANNING TIMELINE

AT BUSINESS MEETING OF YEAR PRIOR TO SAFECON:

- 1) Select following year's host school and dates, if able; coordinate with school, NIFA and local organizations to avoid conflicts with other potential events
- 2) Determine events for SAFECON
- 3) Select a Chief Judge
- 4) Coordinate 'hand-down" of material and equipment to next host school.

6-12 MONTHS PRIOR TO SAFECON:

- 1) Identify airport at which to conduct SAFECON
- 2) Conduct informational discussions with airport authority at host airport
- 3) Identify expenses / plan budget
 - a. Determine expenses
 - b. Determine food costs (competitors, judges, volunteers)
 - c. Determine trophy costs
 - d. Determine social event/banquet costs
- 4) Set entry/registration fees adequate to cover expenses
- 5) Arrange for banquet speaker (optional)
- 6) Negotiate room prices and block out hotel rooms at local hotels
- 7) Design and publish regional website as information portal
- 8) Locate facility for banquet (if applicable)
- 9) Start to line-up sponsors (if applicable)
- 10) Select student officers for SAFECON (if applicable)

3-6 MONTHS PRIOR TO SAFECON:

- 1) Arrange a site visit at the Host School's proposed venue with Chief Judge and NIFA Council Rep
- 2) Develop schedule of events in conjunction with Chief Judge and NIFA Council Rep
- 3) Identify pre-flight aircraft and suitable location for holding event
- 4) Identify location for general briefings
 - a. Arrange for tables and chairs
 - b. Arrange for PA system
 - c. Arrange for internet access
 - d. Arrange for communications center (Comm Desk, bulletin board, mailboxes, as appropriate, web site, etc.)
- 5) Identify rooms suitable for testing
 - a. Seating capacity; tables/desks and chairs
 - b. Projection capability
 - c. Audio capability

NIFA Regional SAFECON Planning Checklist

1-3 MONTHS PRIOR TO SAFECON:

- 1) Create event sign-up sheets
- 2) Evaluate and make proper signage, as necessary, to be used for the SAFECON
- 3) Order trophies/plaques, if necessary – number of trophies will be determined by events being conducted
 - a. 1st, 2nd and 3rd typically get trophies/plaques, medallions and certificates
 - b. 4th and 5th typically get medallions and certificates
 - c. 6th thru 20th typically get certificates

2-4 WEEKS PRIOR TO SAFECON:

- 1) Ensure teams have paid annual NIFA membership dues and are eligible to compete
- 2) Ensure team, competitor and volunteer registrations are complete in Expedien
- 3) Coordinate with Chief Judge to ensure tests and landing cards are printed or have been shipped from NIFA
- 4) Pick-up trophies/plaques and ensure the faceplates/engraving are accurate
- 5) Notify FAA/local flight schools to issue NOTAM, raise awareness of increased flight activity during SAFECON

0-2 WEEKS PRIOR TO SAFECON:

- 1) Confirm headcount for banquet/social event(s), as applicable (coordinate with Chief Judge)
- 2) Confirm all supplies and materials are on hand
- 3) Review all assignments and checklists to ensure that there are no outstanding items that need to be addressed.
- 4) Coordinate with Chief Judge and NIFA Council Rep to confirm all personnel and aircraft registration changes have been made in Expedien.
- 5) Coordinate with airport operations/manager to arrange for striping of runway(s) for landing events

NIFA Regional SAFECON Planning Checklist

DOCUMENTATION

Document Checklist

Each team should be prepared to provide the following items when prior to or when they arrive at the SAFECON.

- 1) Copies of pilot certificate and medical for each competitor, as appropriate
- 2) Proof of, or statement certifying, last inspections performed on the competition aircraft
- 3) Insurance documents
- 4) Copy of Safety Management System (SMS) or Safety Policy, etc. (required by some regions as part of the Regional Competition Safety Award)

NIFA Regional SAFECON Planning Checklist

REGISTRATION / INFORMATION / COMMUNICATIONS / GENERAL ADMINISTRATION		
Item	Responsibility	Status
Table(s) [**] Contestant registration, judge registration, ID pictures, and event sign-ups		
Extension cords / surge protector strips [**] Sufficient to cover the electronics, computer and charging needs of judges and teams.		
ID Badges [**] Generated from Expedien. Ensure photo guidelines are followed.		
Cash box / receipt book [**]		
Banquet tickets [**] [IF DESIRED]		
Social event tickets [**] [IF DESIRED]		
Office Supplies [**] <ul style="list-style-type: none"> • Manila envelopes (10"x13") – used for general ops and Nav Event • Pens (Black/blue and red, for scoring) • Pencils / pencil sharpener • Stapler(s) / staples • Tape • Sharpie Markers • Scrap paper 		
Clipboards [**] Sufficient for all judges/volunteers to conduct the SAFECON.		
Event sign-up sheets [**] See samples of Ground Trainer and Aircraft Preflight Event sign-up sheets in Appendix.		
Registration packets [**] [IF DESIRED] Local map and information (restaurants, etc.) souvenirs, official program		
Copy machine [1] Access to copy machine for low-volume copying		
Computer(s) with internet access [2] For scoring, nav downloads and other administrative tasks		
Printer [1] For scoring and other administrative tasks		
Handheld transceiver [1] For monitoring air traffic at the airport and to communicate with competition aircraft, if necessary, at non-towered airports.		
FM walkie-talkies [**]		

NIFA Regional SAFECON Planning Checklist

<p>Utilized by judges in coordinating the event; number required will vary based on number of judges and events being conducted. Ensure sufficient batteries and interoperability.</p>		
<p>Communications center [n/a] In the past, a bulletin board that served as a central source for disseminating information to participants and judges. Depending on capability and resources, consider utilizing a web site or other means of electronic/social media for disseminating information.</p>		

NIFA Regional SAFECON Planning Checklist

REG. / INFO. / COMM. / GENERAL ADMIN. (CONTINUED)		
Item	Responsibility	Status
<p>Awards (Trophies, plaques, medallions, certificates) [**] Trophies/plaques are generally awarded for the top 3 positions. Medallions and certificates awarded for places beyond that are normally supplied by NIFA National HQ. Determination of how many trophies are awarded will be determined by host school.</p>		
<p>Ground transportation (on airport) [**] There needs to be a means to move judges to/from their positions, particularly for the landing events. A large van works well for this. Additionally, one or more golf carts may facilitate key personnel in managing the event more effectively. Needs to be coordinated with airport operations/management.</p>		
<p>Judges meals [**] There should be a supply of drinks and snacks for the judges throughout the event. Additionally accommodation should be made for providing breakfast (if not available at their hotels) and lunch for the judges, especially if they are unable to take a break from their duties. An assortment of water, juice, and soda, as well as snack bars, fruit, crackers, etc. should be available to the judges, typically in the judges' lounge/scoring room.</p>		

NIFA Regional SAFECON Planning Checklist

WELCOME / GENERAL CONTESTANT / EVENT BRIEFINGS		
Item	Responsibility	Status
Room / Hangar [1] Suitable for all contestants, coaches, advisors and judges.		
Computer / projector / spare bulb / screen [1] Suitable for displaying briefing items. Ensure that all required cables are on hand to be able to hook computer/laptop up to projector.		
Public address system [1]		
Landing event score cards [**] Generally distributed to the teams at the General Contestant Briefing. Minimum of ten (10) sets per team if they will have five (5) contestants in each landing event.		
Landing event heat sheets [**] May also be distributed at the event briefing.		
Navigation Event Heat Assignment Sheets [**] May also be distributed at the event briefing.		
Message Drop Event heat sheets [**] May also be distributed at the event briefing.		
NAVIGATION PLANNING		
Room [1] A quiet, isolated room large enough to accommodate all of the contestants (pilots) to be seated at once, as well as a table and two chairs for the Planning Room Judges. There should be sufficient numbers of tables and chairs to allow each competitor enough room to complete their planning.		
Computer with internet access and printer [1] Located near planning room to allow contestants to access and print weather and winds prior to planning.		
JUDGES / SCORING AREA		
Room [1] Judges/scorers need a private room for scoring/admin. Room should be equipped with sufficient electrical outlets, internet access and enough tables and chairs to allow the judges/scorers to complete their required tasks. The room may also serve as a judges' lounge; ideally there would be separate areas for scoring and a judges' lounge.		
TEAM GATHERING AREA		
Room/Hangar [1] There should be a designated area where teams can congregate and store their belongings when they are not taking part in an event. Space should have sufficient tables and chairs for all team members, coaches and advisors. Ideally, the space will have internet access and power outlets available, and will be lit/suitable for use in a variety of weather and light conditions.		

NIFA Regional SAFECON Planning Checklist

LANDING EVENTS		
Item	Responsibility	Status
Line marker machine [1] Spread line marker for accuracy landings. Borrow from athletic or intramural departments .		
Line marker [**] Plus-5 Athletic Field Marker or rock dust. Can be obtained from a local building supply or school athletic or intramural departments. Sufficient for the size and number of runways to be striped.		
Distance markers [30] [IF DESIRED AND AVAILABLE] Distance signs placed opposite the judges along the landing box, generally at 10 foot increments, to assist in determining landing distances.		
Folding chairs [**] Seating for judges at the seven card positions, line judges and spares.		
Clipboards [8] Sufficient number for seven card positions and event judge. Clipboards should contain landing penalty descriptions for the card being judged. Clipboards that have built-in storage work very well for this.		
Traffic cones, orange [**] Tall orange cones can be used to help identify the target line when placed on each side of the runway. Additional cones may be used to specify aircraft start and shutdown areas.		
Crosswind judging indicator(s) [**] Flags should be placed in the vicinity of the landing box to help the judges determine whether a crosswind exists.		
Fire extinguisher(s) [2] For aircraft-start box and refueling area. The fuel truck should have its own extinguisher.		
First Aid kit [1] Band-aids, cortisone cream, insect repellent, sunscreen, etc.		
File box [1] [IF DESIRED] Used to keep landing heat cards organized		

NIFA Regional SAFECON Planning Checklist

NAVIGATION EVENT		
Item	Responsibility	Status
<p>Fuel truck [1] A single fuel truck should be dedicated to refueling all navigation event aircraft. The truck should be positioned so that all aircraft are refueled in the same spot, to ensure consistency in measurement. Ideally, contestants will be able to fuel their own aircraft.</p>		
<p>Step ladder [1] To assist in fueling aircraft.</p>		
<p>GPS scoring units [**] Supplied by NIFA National HQ. Sufficient to provide multiple sets of primary and secondary units that are cycled between competition aircraft.</p>		
<p>“AA” Batteries for GPS units [4x number of contestants] Each contestant is dispatched with two (2) GPS units, each of which requires two (2) “AA” batteries. Fresh batteries are put in each unit prior to dispatch.</p>		
<p>GPS case security tape and labels [**] Supplied by NIFA National HQ. Used to ensure the integrity of the GPS cases once installed in the aircraft during the competition.</p>		
<p>Navigation scoring sheets [**] Supplied by NIFA National HQ. 2-part carbonless forms for students to record planning information.</p>		
<p>Navigation planning envelope labels [**] Supplied by NIFA National HQ. Affixed to the envelope containing the planning material of each competing crew.</p>		
<p>Navigation dispatch sheet [1] Used by event judge to monitor flow of the event. Used to record dispatch order and times, aircraft tail numbers, contestant IDs.</p>		
<p>Safety goggles [**] For eye protection during refueling</p>		

NIFA Regional SAFECON Planning Checklist

MESSAGE DROP EVENT		
Item	Responsibility	Status
Scale [1] Scale should measure in one-tenth ounce increments. Available for contestants to use prior to the event and for the judges to use once the event has begun.		
Targets [2] Suitable targets may include, but are not limited to, 55 gallon drums painted in a high visibility color, strips of canvas arranged in an 'X', tarps, circles of traffic cones, etc. One target is placed at each end of the run. Their locations should be communicated to the contestants before the event begins (e.g., adjacent to the VASI box or a particular taxiway, etc.)		
Line marker [**] [IF DESIRED] Circles may be drawn at 50 and 100 feet to assist the judges in measuring distance from the targets.		
Tape measures / measuring devices [**] Ideally a minimum of two (2) 100' tape measures located at each target. Alternately, or in conjunction with the tape measures, other devices such as laser range finders or measuring wheels may be used, depending on resources and staffing.		
Altitude sighting device [2] [IF DESIRED AND AVAILABLE] Used at each target to determine aircraft altitude. In their absence a test-run of an aircraft at 200' AGL may assist the judges in determining a valid sight picture.		

GROUND TRAINER EVENT		
Item	Responsibility	Status
Ground trainer [1]		
Computer scoring program [1] Self-scoring program compatible with ground trainer. If not available, event must be manually scored.		
Ground trainer event pattern [**] Supplied by NIFA National HQ. Pattern may be distributed to contestants at the general contestant briefing. Alternately, individual regions may choose to allow contestants only a specified amount of time (e.g., one to two hours) to study the pattern prior to their competition time. A clean copy is provided to each contestant when they begin the event.		
Ground trainer scoring sheets [**] Necessary if event is to be manually scored. Sample score sheet is available in the NIFA Judges Manual.		
Remote screens [2-3] If the event is to be manually scored, it is ideal to have repeater screens for the judges to monitor; this mitigates the distraction they may cause from being next to the contestant during the event.		

NIFA Regional SAFECON Planning Checklist

AIRCRAFT PREFLIGHT EVENT		
Item	Responsibility	Status
<p>Hangar [1] Aircraft used in the event must be isolated from the remainder of the competition activities. Should be enclosed and secure but with sufficient lighting to allow for a normal preflight inspection. Lighting may be turned off if students have been briefed that they are going to be conducting a night preflight. A suitable isolation area must be provided for all competing teammates to wait until each of that team's competitors has finished preflight.</p>		
<p>Preflight aircraft [1] Aircraft that meets the criteria set forth in the NIFA Rulebook. If possible, should be made available to teams for inspection prior to the competition and prior to its being "bugged". Type of aircraft should be communicated to teams in advance to allow them to obtain a representative copy of the POH.</p>		
<p>A&P Mechanic [1] The host school/organizer is to arrange for an A&P mechanic to "bug" the aircraft according to a list of discrepancies provided by the event judge. It is recommend that an inspection be made with the airplane owner before bugging to make sure owner does not claim any damage due to NIFA that is not warranted. If the A&P is affiliated with the host school, he/she needs to be briefed not to discuss any information about the event with anyone other than the Chief Judge or Event Judge. This prevents any undue advantage for the host school. The A&P shall return the aircraft to its original state at the completion of the competition.</p>		
<p>Aircraft Preflight scoring forms [**] Sample score sheet is available in the NIFA Judges Manual.</p>		
<p>Stopwatch [1] For use by the judges in administering the event.</p>		

NIFA Regional SAFECON Planning Checklist

WRITTEN TEST EVENTS (SCAN, AIRCRAFT REC., COMPUTER ACCURACY)		
Item	Responsibility	Status
<p>Projection screen [1] Screen needs to be sized and positioned appropriately for the number of contestants taking the exam. AIRCRAFT RECOGNITION NOTE: The screen must be clearly viewable by all contestants. If there is no facility suitable to administering the exam to everyone at once, consideration should be given to breaking the group down and administering the test multiple times.</p>		
<p>Computer [1] Suitable for running the Aircraft Recognition test file supplied by NIFA National HQ.</p>		
<p>Projector / Spare Bulb [1] Suitable for use with the computer to display the Aircraft Rec DVD and/or a computer-based timer.</p>		
<p>Tests & Answer sheets [**] Supplied by NIFA National HQ. Directions for test control, distribution and collection will be provided with the exams.</p>		
<p>Aircraft Recognition Exam CD/DVD [1] Supplied by NIFA National HQ.</p>		
<p>Tables / chairs [**] Seating sufficient for the number of contestants. Take into account that, especially with the SCAN test, contestants need some table space to spread out their materials. If possible, contestants should not be seated next to someone from the same school.</p>		
<p>Pens / pencils [**] In the event that the contestants ignore your numerous reminders to bring their own.</p>		

NIFA Regional SAFECON Planning Checklist

APPENDIX

