

# NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION



Office of the  
Executive Director

July 18, 2009

Dear Regional Host and Chief Judge:

Enclosed are the following documents which you will need for both 'preparation for' and 'operation of' your regional SAFECON.

**Prospective/Active  
Member Schools List:**

You can find a list of NIFA member schools in your region on our web site at [http://www.nifa.us/member\\_schools.htm](http://www.nifa.us/member_schools.htm). However, **every accredited institution of higher learning in your region should be contacted regarding their possible interest in participating in your regional competition.** This office does not have either the manpower or time to contact all colleges and universities in the United States. It is up to the regional hosts to accomplish this task. Not contacting every school in your region may possibly hold your regional membership at a less than optimum level. Those regions who do conduct inquiries at all regional institutions of higher learning may earn additional invitations to nationals for their regions.

Visit <http://www.utexas.edu/world/univ/state/> for a listing of all colleges and universities by state.

Visit NIFA <http://www.utexas.edu/world/comcol/state/> for a listing of all community colleges by state.

**NIFA membership is not restricted to only those institutions which have aviation education programs.** A flight club from a school which does not have any aviation training programs at all, can qualify for membership under NIFA by-laws. However, the club must be recognized as an official student organization of the institution. Local Fixed Base Operators at airports where such schools are located can usually tell you who to contact from the club. Remember, the more schools you have may increase the number of invitations to nationals extended to your region the following year.

**Regional Judge Contact List:** This is a **CONFIDENTIAL** listing of all NIFA approved judges who reside in your region. **RESTRICT ACCESS TO THE LIST TO ONLY THOSE PERSONS WHO HAVE A SAFECON RELATED PURPOSE FOR USING THE INFORMATION. DESTROY THIS CD IMMEDIATELY FOLLOWING YOUR SAFECON.** The chief judge should work with the host school in recruiting sufficient judges to run your SAFECON. It is the host schools responsibility to send a letter to each judge on the regional judges list, inviting them to serve as a judge at your

regional. This letter must be sent as early as possible so that the judges will be able to schedule time off from work. In the letter, you will need to also provide hotel information for the judges.

**Business Meeting Agenda:** This is a guide for conducting the regional business meeting. It is not a requirement that you use this format, but is highly recommended. **At the completion of your SAFECON, you MUST send a copy of the minutes from your business meeting to my office at the address shown at the bottom of each page of this letter.**

### **Regional Banquet Program**

**Format:** This is a recommended (not required) format for the order of awards which should appear in the awards banquet program. This order has evolved over several years to allow for adequate time for the winners pictures to be taken, before possibly being called again as a winner. IF you are running events not listed in this format, be careful where you insert them. Always take into account preserving the surprise of the top pilot and team awards.

### **Regional SAFECON Contestant Registration**

**Form:** **This form is used only if you are not the online registration / scoring program.**

It is not necessary to duplicate and use the form unless you revert to manual scoring.

Every contestant must complete the online registration or one of these forms **before** being allowed to compete. Within two weeks of the completion of your SAFECON, the forms must be mailed to my office at the address indicated below.  
**[May Require Duplication]**

### **Preflight Inspection Event Scoring Form:**

Use this form for scoring the Preflight Inspection Event.  
**[Requires Duplication]**

### **Contestant Checkpoint Report Form:**

**This form is used only if you are not using GPS scoring for the navigation event.**

This form is used by each contestant in the Navigation Event. The copies of the form should be turned over to the Chief Judge upon his/her arrival. **[Requires Duplication]**

### **Judges Checkpoint Report Form:**

**This form is used only if you are not using GPS scoring for the navigation event.**

This form is used by each group of checkpoint judges in the Navigation Event. Give this form to the Chief Judge upon his/her arrival. **[Requires Duplication]**

**Navigation Time-Off Log:** This form is used by one of the judges in the Navigation Event. Give this form to the Chief Judge upon his/her arrival. **[Requires Duplication]**

**Turn Point Captain's Checklist:** **This form is used only if you are not using GPS scoring for the navigation event.**

This form tells Navigation turn point captains how to properly set up the symbol at a navigation turn point. **[Requires Duplication]**

**Message Drop Form:** This is the form that each dropmaster must complete and insert in each of his/her message drop containers. **[Requires Duplication. The forms are printed so that when duplexed on a copy machine you will get four (4) doubled sided forms per page. These will then need to be trimmed.]**

**Scorecard Masters:** These are the master copies of the scorecards used for the landing events. You will need one complete set (cards A-G) for each contestant from each team, for each of the landing events. Scorecard sets (1 of each card A-G) can be purchased from my office for \$0.40/set. However, if you choose to have your own cards printed, be sure to print each card on a different color of card stock. The "A" card must be printed on white card stock. I also advise printing a few extra sets, someone always manages to lose them or leave them at the hotel. **[Requires Duplication]**

**Judge Assignment Forms:** This set of forms should be given to the chief judge upon arrival at your regional SAFECON. The chief judge will be responsible for distributing the individual event forms to the event judges for completion. The event judges will turn the completed forms in to the scorekeeper along with the contestants scoring forms. This will help the scorekeeper to know who to contact about questions on the scoring forms, should any arise. The scorekeeper is to include all of the judge assignment forms in the materials to be returned to the NIFA headquarters office at the conclusion of your SAFECON.

**Judge Application:** This form is to be completed **ONLY by persons new to NIFA judging or those whose names do not appear on your regional list of judges.** Completed forms should be included in the materials you return to the NIFA headquarters office at the conclusion of your SAFECON. **[Requires Duplication]**

**Navigation Event Flight  
Planning & Computer**

**Entry Form:** This is a two part carbonless form required for the Navigation event. I have provided a set of masters as a .pdf file. A sufficient number of actual two-part carbonless forms for your competition will be sent to you at a later date. The masters are only in case you loose the forms I send to you later. When the forms arrive, If you see that you will need additional forms, please let me know.

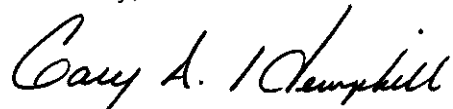
**In the event you did not use the NIFA online scoring program, two complete sets of results from your SAFECON must be submitted to my office immediately following your SAFECON. One set should be faxed to 318-325-6156, or scanned and emailed to [nifahq@hotmail.com](mailto:nifahq@hotmail.com). The second set should be included in the materials you return to the NIFA headquarters office at the conclusion of your SAFECON.**

There are several documents found only on the enclosed CD-ROM (i.e. regional checklist). Be sure to print them for your use. Since regions vary in size from four schools to ten schools, the quantities listed in the checklist must be adjusted to fit your region.

At the conclusion of your SAFECON, please email to me **the name of next year's host school for your region along with a contact person's name, phone number and email address**

If you have any questions about the forms or procedures, please do not hesitate to contact me at the phone number or address shown at the bottom of this page. If you cannot reach me at the phone number listed below, please call me on my cell phone at 662-402-0106.

Sincerely,



Gary A. Hemphill  
NIFA Executive Director