

# NATIONAL INTERCOLLEGIATE FLYING ASSOCIATION



August 8, 2009

Office of the  
**Executive Director**

Dear Regional Host Advisor:

In this restricted section of the NIFA web site you will find various SAFECON resources required to run a NIFA competition.. All of the forms and most of the files are in Adobe Acrobat format (.pdf). Several of the files require a graphics program to open. The remaining files are in Microsoft Word or Microsoft Excel. If you do not have Adobe Acrobat Reader on you computer, you should download the latest version of the program from [www.adobe.com](http://www.adobe.com). It is a free download.

Once you have Adobe Acrobat Reader on your machine, you will be able to access the .pdf files. Because many of the files are in Adobe PDF file format, the files are viewable and printable (on any printer) as they were originally designed. They can not be changed unless you have Adobe Acrobat Professional 7.0 or higher. Be sure to uncheck the "fit on page" box in your printer window when printing the Message Drop forms.

The judges contact list on the CD-ROM is an Excel file and is continually updated as information is received. Those judges who have responded to our request for updated contact information are classified as "Active". Those judges whose requests for information was returned as undeliverable are list as "Inactive". Those judges who we have not yet heard from do not have any remarks in the status column.

In the judges Excel file, the last eight (8) columns reflect the judging experience of each judge as well as their willingness to become a regional or national chief judge. When selecting a regional chief judge for your competition, you should select a judge who has a "Y" in at least one of the events listed in each of the three categories listed below:

1. Power Off or Short Field Landings Chief Judge
2. Regional or National NAV Chief Judge
3. Regional or National Scorekeeper

If a judge has a "Y" in either the Regional Chief Judge or National Chief Judge columns, they do not have to meet the experience requirements of the three categories above.

If you do not have any judges in your region who meet the criteria for becoming a chief judge, you may select another judge for approval by the judges committee. Under the forms heading on the CD-ROM you will find the appropriate form for requesting approval.

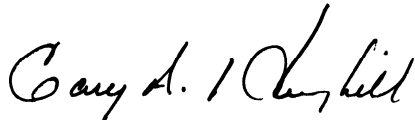
Be sure to open and read the "**Regional Host Letter**" in the "Miscellaneous" folder for additional specific instructions pertaining to the files on this CD-ROM and your responsibility as the regional host advisor.

NIFA maintains an insurance policy which automatically offers limited liability coverage to all regional host schools, the regional officers and advisor, all airports used in conjunction with a NIFA regional SAFECON during competition, and all judges who participate in a regional SAFECON. Neither your school or airport authority needs to request being added as an additional insured as the insurance includes this coverage specifically.

If your airport authority does insist on being listed specifically, there may be an additional charge and the request must be made no later than 60 days prior to your regional.

If you have any questions, please do not hesitate to contact me. My office and the NIFA Council and Judges are here to assist you in whatever way we can in conducting a **SAFE, FAIR, and ENJOYABLE SAFECON.**

Sincerely,

A handwritten signature in black ink that reads "Gary A. Hemphill". The signature is written in a cursive style with a large, stylized initial "G".

Gary A. Hemphill  
NIFA Executive Director

Encl.

P.S. The directory "Judges Instructions" contains unfinished instructions. Completed instructions will be provided as soon as they are finished. Also, a manual for the scoring program is being developed and will be sent out this summer. You will not need it before fall.