

# DUTIES OF NATIONAL SENIOR JUDGES

## I. Senior Chief Judge

- A. Act as chairman of the NIFA Council Judges committee.
- B. Provide a list of qualified NIFA judges to the senior judges for use in selecting staff judges, monitors, and assistants for SAFECON.
- C. Be available for consultation with SAFECON judging staffs.

## II. Chief Judge

- A. Submit a list of national senior judges for SAFECON to the Judges Committee for approval.
  - 1. A list of qualified judges can be obtained from the NIFA Senior Chief Judge or from the NIFA National Headquarters Office.
  - 2. The list is due in the NIFA National Headquarter's office no later than September 15th.
- B. Approve the selection of all National staff judges as submitted by the senior judging staff.
- C. Submit to the Executive Director all material for the first judges mailing no later than November 15th. The material will be mailed by the Executive Director between December 15th and January 15th.
- D. Monitor the progress of the senior judging staff in their planning activities for the following:
  - 1. Navigation event
    - a. selection of routes.
    - b. working with local air traffic control.
  - 2. Landing events
    - a. conflict between standard pattern and traffic.
  - 3. Ground Events
- E. Attend ALL judges committee meetings (at own expense).
- F. Attend ALL executive committee meetings (at own expense).
- G. Conduct the judges school (see briefing outlines section).
- H. Arrive at SAFECON the Thursday prior to competition. During this period the Chief Judge will, with the assistance of the Safety Judge, establish a presence at the airport. Also during this period, the Chief Judge will review preparations for SAFECON with the SAFECON staff.
  - 1. Review checklist with host school personnel
  - 2. Include the Associate Chief Judge in all discussions, meetings, and decisions as soon as he/she arrives on site.
- I. Conduct the advisor's meeting.

- J. Complete a review of his/her activities during SAFECON and present to the executive committee within thirty days of the completion of SAFECON.
- K. Conduct the general contestants briefing.
- L. Call an Advisor's meeting to approve changes to the published schedule.
- M. Conduct daily judges meetings.
- N. See that each senior judge and his/her staff judges perform their assigned duties as specified.
- O. Resolve all protests. **[see protest procedures section]**.
- P. Attend all social functions unless judging duties preclude attending.
- Q. Confer with the Chief Scorekeeper at the conclusion of the last SAFECON event to verify that all results are complete and **ALL TIES BROKEN**.
- R. Announce the event winners at the awards banquet.
- S. Meet with the Executive Director prior to the awards banquet to review the banquet program and setup.
- T. Keep the Associate Chief judge properly informed so that he/she can replace the chief judge if the chief judge is unable to continue as chief judge.
- U. Ensure that all scoring and other necessary forms are printed and ready for distribution.
  - 1. Navigation form
  - 2. Landing scorecard
  - 3. Message drop
  - 4. Simulator patterns
  - 5. Heat assignments
- V. Obtain all test material from the Executive Director.
- W. 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.
  - 1. The pictures should be marked for cropping if necessary
  - 2. The biographies should be between 100 and 300 words.
  - 3. This information is due no later than January 15th.

### **III. Associate Chief Judge:**

- A. Procure necessary weather data and deliver to Chief Judge on a daily basis.
- B. Perform all duties assigned by the Chief Judge.
- C. Attend the mid-winter Executive Committee meeting.
- D. Become completely familiar with the duties and responsibilities of the Associate Chief Judge position.
- E. Attend judges school.

- F. Arrive at the SAFECON site the Thursday prior to SAFECON to assist the Chief Judge in reviewing preparations.
- G. Make heat assignments for each flight event.
  - 1. Based on information concerning the:
    - a. number of contestants from each school for each flight event, and
    - b. the number of schools competing.
  - 2. Reverse the order of schools between the Power Off and Short Field events.
  - 3. The order of schools is determined by the order in which the schools register for the SAFECON.
  - 4. Have ready for distribution at the general contestant briefing all heat assignment sheets.
  - 5. The navigation heats should be based on planned airspeed.
- H. Have the flight simulator pattern ready for distribution to the contestants (Its is important to ensure that all contestants have completed their simulator practice before receiving the simulator pattern).

**IV. Chief Navigation Judge:**

- A. Complete all planning of primary and alternate navigation routes no later than 60 days prior to SAFECON.
  - 1. Chart route(s); then fly and drive. (Obtain written permission for turnpoint judges to be placed on private property)
  - 2. Take and have developed aerial and ground photos of the turnpoints.
    - a. Photographs of checkpoints should be taken when the terrain will have the same appearance as during the period of SAFECON
  - 3. Provide turnpoint captains with a copy of a sectional indicating the route and checkpoint to which they have been assigned, scoring forms, copy of heat assignments, projected aircraft, ID numbers, aircraft colors, and a list of frequencies and phone numbers for the navigation event.
  - 4. Provide turnpoint captains with a copy of a road map indicating how to drive to their checkpoint.
  - 5. Have the turnpoint coordinates checked by a least two (2) other people.
  - 6. Have the turnpoint coordinates printed for each route. These are to be distributed to the contestants, by routes, at the Navigation Contestants Briefing.
  - 7. Assign judges to navigation positions:
    - a. turnpoint captains
    - b. observers
    - c. timers
  - 8. Have timers set (obtain from the Executive Director)
  - 9. Have compasses checked (obtain from the Executive Director)
  - 10. Have canvas rolls counted & sorted by checkpoint (obtain from the Executive

Director)

11. Have contestant envelopes prepared:
  - a. Flight Planning & Computer Entry form
  - b. Route Turnpoint Coordinates form
  - c. Turnpoint Symbol Reporting form
12. Obtain a hand-held transceiver for each turnpoint which does not have access to a telephone. If possible, all turnpoints should be issued a hand-held receiver and a cellular telephone.
13. Arrange with the host school to provide folding chairs for the turnpoint judges to take to the turnpoint.
14. Obtain at least one (1) pair of binoculars for each turnpoint. (some are available from the Executive Director)
15. Arrange with the host school to provide lunches for the turnpoint judges and their assistants.
  - a. Cold sandwich without any type of dressing.
  - b. Condiments in non-perishable packets:
    - (1) Mustard
    - (2) Mayonnaise
    - (3) Salt & pepper
  - c. Fruit (fresh)
  - d. Chips
  - e. Soft Drinks (2)
  - f. Cookies or candy bar
  - g. Napkins (2)
  - h. Paper cup
16. Have the host school provide a one (1) gallon jug of water for each turnpoint.
17. Provide each turnpoint with a large trash bag.
18. Provide each turnpoint with one styrofoam ice chest to hold lunches and water.
19. Arrange for drivers for ground vehicles, and for pilots for aircraft, needed to take judges to their turnpoints.
20. Arrange for a fuel truck to be used for refueling. Have the pump checked for accuracy thirty to sixty days prior to SAFECON.
21. Prepare the Navigation Sequencing/Timing Reports form for each turnpoint.
22. Arrange for an isolation area at the airport, if needed.
23. Prepare a list of frequencies and phone numbers to be used for the Navigation event. Be sure to include turnpoint phone numbers.

24. Have a sample canvas letter or symbol anchored on the ground between the runway and the downwind leg on practice days for contestants to observe.
  25. Provide three copies of the Navigation Briefing (without the blanks filled in) to each team as part of their registration packet.
  26. Obtain written permission if possible, from land owners/public officials to place a turn-point on their's, or public property. This must be completed early in order to have the navigation routes ready by the 60 day deadline specified in item 1. Make copies of authorizations for all turn point judges.
- B. Be completely familiar with the rules which apply to the navigation event.
  - C. Conduct the Navigation event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.
  - D. Conduct the following Navigation briefings.
    1. judges
    2. contestants
  - E. Compile and submit all navigation scoring data to the scorekeeper.
  - F. Arrive at SAFECON at least two days prior to the start of SAFECON in order to double check, re-drive (if necessary), re-fly, and meet with tower personnel.
  - G. Verify that each contestant completes his/her pre-flight planning and that the planned data is within safety limits.
    1. safety limits include checking for
      - a. misplanned routes which cross legs
      - b. planned wrong direction of flight
  - H. Attend judges school.
  - I. Obtain a copy of the navigation heat assignments from the Associate Chief Judge.
  - J. Navigation Route Planning
    1. Try, If possible, to plan and fly the routes approximately three months prior to SAFECON.
      - a. Use only checkpoints that are identified on the sectional chart. It is suggest to look for where creeks or rivers cross highways on the chart, as there is almost always a bridge or railroad bridge. Fire towers are represented by symbols and are extremely hard to see except when coming straight at them. Cemeteries are also sometimes marked on charts, as well as churches. When you select a small town, try and pick out some feature that is prominent or has an odd color to help identify it. Also when selecting a small town, it is recommended to have other small towns in the vicinity so as to increase the degree of difficulty. Road intersections also work, but be very careful that the road is not used heavily as the noise makes it difficult to hear approaching aircraft. Sometimes a county map will show roads not indicated on the aviation chart, even though you can select the point on the aviation chart. County maps also help greatly when you are trying to direct Gate Captains to their turn point.
      - b. When you have more than one route, such as on a National, be SURE there is enough separation between routes to minimize airspace conflicts. Remember, not everyone will stay exactly on course. Also be aware of any HIGH OBSTACLES or towers along the routes. Keep at least 5-6 miles separation from these if at all possible. You can also mention unusual things such as these

in your briefing.

2. After you have selected your routes and flown them to see if they will work, you will need to drive each route. Sometimes, what looks good from the air just will not work on the ground. Fences, mud, swamp, and very rough terrain can cause problems. If possible, always have an airport either as a turn point on the far side of the navigation route, or at least somewhere in the area available for emergency use. It also helps to get your judges out to a far area. Try very hard to keep multiple routes about the same distances and with the same number of checkpoints. If you use an airport as a checkpoint on one route, try and put an airport on each of the other routes. The same goes for small towns, water towers and etc, whenever possible.
  - a. When driving the routes, county maps are of great use. Make a lot of notes and take pictures of turn points and other helpful items. To help get people to their check point quickly and without error, make mileage marks on your notes from intersections, stores and etc. Remember your gate captains have not been able to see their checkpoint from the air, and must rely completely on your directions. It is also helpful to take a picture of where symbol should be laid on the ground. **BE SURE- TO GET PERMISSION FROM THE PROPERTY OWNER.** They generally are very happy to work with you. Also, it is advisable to get a phone number that can be used to contact your gate captain. Remember when selecting checkpoints that people are there for many hours. Restroom use, needs to be kept in mind. Be sure to carry a compass with you when you drive the routes so you can see where your inbound courses will be coming.
  - b. **FLYING THE ROUTES:** Take pictures of your tumpoints from the air. Be sure to have someone making notes about your tumpoints, as afterwards all towns and etc sometimes begin to look alike when you try to match them with your photos.
3. Making up directions and Gate Captains Envelopes.
  - a. Have a copy of the route with inbound arrows and inbound courses, They will need to have this information to correctly lay out the letter or symbol. Have a photo as to where you want the symbol laid and mark it on the photo with black or white colors. Any additional photos you have taken will also help. Be sure to put route and gate or turnpoint number at the top of the envelope and instruction sheet.
  - b. They will need, a timing sheet, preferably along with the schedule of aircraft, color nav #, and etc that you have made up the night before. ( See Staging Information)
  - c. A check list sheet as per judges manual
  - d. A complete set of instructions on how to get to their point. Roadmaps, with the driving route highlighted makes getting there easier.
  - e. The day of the navigation event, be sure the Quartermaster has a list of everyone going out and to what gate, so that the equipment, canvas, and lunches can be distributed. Go over what you want very carefully with the Quartermaster, as how things go that morning, so goes your nav event. Suggest that you have the gate # or turnpoint number marked on each checkpoint's envelope along with the amount of canvass needed and the checkpoint captain's name.
  - f. After the event is over, have a designated place for all Gate Captains to check in. After the Quartermaster checks in the equipment, you can debrief the judges. Be sure you have the hotel, room number or where the gate captain can be reached in case of questions later.
4. The Contestants Envelopes:
  - a. You need to make a route list showing the latitude and longitude of the tumpoints. It is also helpful to have a description of what the contestants need to look for.

EXAMPLE:

ROUTE B: Fly 1500 AGL

Turnpoint #1 34o 30' 5 North Town ( green bldg./red roof)  
90o 14' .2 West

Turnpoint #5 35o 15' .7 North Road Intersection  
91o 45'.4 West

(FINISH)

1. Always put "FINISH" on final checkpoint or wherever route stops.
  - b. Be sure to list altitude changes unless the route is to be flown at one altitude.
  - c. Be sure to have someone double-check your latitude and longitude numbers and ALWAYS have someone proof read after you have typed the information sheet. Put the route letter at top of each latitude and longitude contestant information sheet.
  - d. Navigation "Flight Planning & Computer Entry Forms" are available from NIFA hdq. for your regional events. The cost is minimal and they are carbonless duplicate sheets. If you need a sheet describing symbols and letters for checkpoints, it can be found in the Judges Manual.
  - e. It is suggested that you recruit several people to help you stuff each envelope and mark the Route (A, B or C ) on the front. Have someone check each envelope to see that all is in it that should be. A couple of large cardboard boxes will be of great use to store them in until they are needed
  - f. After the Flight Planning session, have each contestant put everything back in the envelope and turn it in. We generally keep out the first 10 going out so we can get those checked and on their way- ( SEE Dispatching)
  - g. Have your dispatching people ready to look flight planning information of the first ten contestants on the staging list.. At this point for some reason things always get really confused. You need to be on hand to see that this gets going to your satisfaction. It is suggested that after you get the first few out, you can then check to be sure the judge recording the time-off of each contestant is set up and ready with the correct instructions.
5. Dispatching.-
- a. It has been found, that having a several transparencies with courses drawn on them, helps greatly when checking routes. In addition, you will need at least two people working in Dispatching. Check each route, if there is not a gross error, let them fly. If they have made a gross error or will be a safety problem, let them re-plan the route and sign a non-scoring sheet along with their advisor (see judges manual). Flying the route will be good practice.
- You need to have both the pilot and the observer sign-out the their route packet. This is needed later if you have only one or two routes and allow three contestants from each team to fly.
6. Staging:
- a. Sometimes you are lucky enough to have a scorekeeper or staging judge who will do it for you. Be SURE!... CHECK! ... RE-CHECK!...
  - b. **BE SURE THAT REGISTRATION RECORDS EACH NAVIGATION AIRCRAFT'S TYPE AND FLIGHT PLAN AIRSPEED.** The appropriate form can be found in the Judges Manual. It is a must that you know which aircraft are flying and which ones, if any, are going to be used a second time. You then stage the aircraft according to the speed they turned in to fly the nav. Do not let team mates

follow each other. If an aircraft flies more than once it has to be in the first group going out in its speed class- Sometimes you have to build in a break time to allow for an aircraft flown earlier to get refueled and ready to go again. This especially becomes important during regional SAFECONS, when you do not have as many schools participating,

c. The Take Off Judge can easily time all routes going out.

7. Fuel Recovery:

- a. If you have enough personnel, you will need one person to meet the return nav aircraft. Each contestants should be given five minutes to complete his/her paperwork. Place the completed paperwork in a couple of large deep boxes.. Next, have the contestant refuel his/her aircraft. Contestants must not be allowed to see the fuel pump meter. If an isolation area is being used, you will need to have escorts available to escort the contestants to the area.
- b. Fuel Recovery has been a real problem area in days past. It is suggested that you brief that; everyone will fuel at a designated spot. Do not let them draw a line or etc. Wherever they stop the aircraft is where it will be fueled. You need to stand very firm on this or it will get out of hand.

8. Isolation Room:

- a. If you do not run enough routes you sometimes need to keep team isolated until their teammates have taken off on their route. **BE SURE NOT TO RELEASE ANYONE TO EARLY!** You need a copy of the Staging Schedule and make each contestant sign in and out. It is nice to have some type of entertainment or movies or etc. in this room.

9. Scoring.

- a. The Chief Navigation Judge must always help in scoring the navigation event. In addition, he or she will need a couple of helpers. The scoring forms in this event must be compared against the sign out sheets from the dispatching area to help get them into order and lessen the chance of error.

**V. Power On Judge**

- A. Be completely familiar with the rules which apply to the Power On event.
- B. Appoint technique judges.
  1. A list of recommended technique judges can be obtained from the Senior Chief Judge or the Executive Director
- C. Conduct landing briefing.
- D. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.
- E. Review scoring data with the Scorekeeper as necessary.
- F. Issue the scoring forms to the team advisors.
  1. The forms should be distributed at the general contestant briefing. A set of scoring forms for each contestant from each team must be given to each team captain.
  2. The Power On judge can obtain the scoring forms from the Vice President of Competition prior to the briefing
  3. Heat assignment sheets should be distributed at the same time the scoring forms are distributed.

- G. Attend judges school.
- H. Obtain a copy of heat assignments from the Associate Chief Judge.

**VI. Power Off Judge**

- A. Be completely familiar with the rules which apply to the Power Off event.
- B. Appoint technique judges.
  - 1. A list of recommended technique judges can be obtained from the Senior Chief Judge or the Executive Director
- C. Conduct the landing briefing.
- D. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.
- E. Review scoring data with Scorekeeper as necessary.
- F. Issue the scoring forms to the team advisors.
  - 1. The forms should be distributed at the general contestant briefing. A set of scoring forms for each contestant from each team must be given to each team captain.
  - 2. The Power Off judge can obtain the scoring forms from the Vice President of Competition prior to the briefing.
  - 3. Heat assignment sheets should be distributed at the same time the scoring forms are distributed.
- G. Attend judges school.
- H. Obtain a copy of heat assignments from the Associate Chief Judge.

**VII. Message Drop Judge**

- A. Be completely familiar with the rules which apply to the message drop event.
- B. Determine the placement of the targets.
- C. Issue the scoring forms to the team advisors.
  - 1. The Message Drop judge can obtain the scoring forms from the Vice President of Competition.
- D. Establish a judging position in the tower.
  - 1. The same person must be in this judging position for the entire event.
    - a. This judge must make an effort to maintain the same seated or standing position in the tower to assure minimum deviation in "line-of-sight".
    - b. With the consent and aid of the tower personnel, a grease line should be placed on the tower cab window at the position which is indicated by the flight path of a demonstration aircraft.
- E. Review scoring data and deliver to the Scorekeeper.
- F. Appoint measuring crews for each target.
- G. Conduct the event.
- H. Attend judges school.

- I. Obtain a copy of heat assignments from the Associate Chief Judge.
- J. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**VIII. Staging Officer**

- A. Ensure the proper and timely sequencing of the contestants in all flying events.
- B. Conduct a briefing with the pilots of each heat which deals with start-up, hand signals, traffic flow, shut-down, and radio communications.
- C. Meet with the tower to establish radio communication procedures prior to the general contestant briefing.
- D. Monitor overall traffic flow for each flight event. The staging judge will remain in contact with the tower at **ALL** times.
  - 1. competition
  - 2. transient
  - 3. air carrier
- E. Attend judges school.
- F. Conduct a staging portion of the general contestant briefing
  - 1. radio communications procedures
  - 2. aircraft ground movement procedures
  - 3. distribute to each pilot, navigation safety pilot, and dropmaster a sheet detailing items covered in the staging briefing such as radio communication procedures, hand signals, use of aircraft lights, etc.
- G. Obtain copies of all heat assignments from the Associate Chief Judge.
- H. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**IX. Safety Judge**

- A. Observe contestant activities throughout SAFECON.
- B. Interview each team captain or his/her representative concerning team safety programs, policies, and/or procedures.
- C. Confer with the sponsors of the Safety Event concerning selection of the winners of the Safety Event.
- D. Attend judges school.
- E. Know where emergency equipment is located on the field or the closest facility to the field, hours of operation, level of service available, and phone numbers of all emergency facilities.
- F. The Safety Officer will make himself/herself immediately available to the Chief Judge and the Executive Director in case of any accident or incident.
- G. Obtain a copy of all heat assignments from the Associate Chief Judge.
- H. Arrive at SAFECON the Thursday prior to competition to assist the Chief Judge, the Associate Chief Judge, and the Executive Director in establishing a presence at the

airport.

**X. SCAN Judge**

- A. Be completely familiar with the rules which apply to the SCAN event.
- B. Follow the prepared script for test administration.
- C. Appoint test monitors to assist in the administration of the exam.
  - 1. Obtain your test monitors from the judges attending SAFECON.
- D. Instruct the test monitors in the proper procedures for monitoring exams. The ratio between contestants and monitors should not exceed 10 to 1.
- E. Must be prepared to administer the test with a minimum of one hours notice.
- F. Ensure that the facilities and/or equipment needed for the exam are adequate and available. All equipment should be checked to see that it is in proper working order.
- G. Call roll of teams entered in the event to assure proper seating arrangements. Be aware of the number of contestants allowed from each school.
  - 1. Team members must not be allowed to sit at the same table or adjacent tables.
- H. Grade the exam.
- I. Break all ties by the approved method.
- J. Review the results and deliver to the Scorekeeper.
- K. Attend judges school.
- L. Obtain the test material from the Chief Judge
- M. Contestants may use as many flight computers as they desire.
- N. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**XI. Manual Flight Computer Judge**

- A. Be completely familiar with the rules which apply to the Manual Flight Computer Event.
- B. Follow the prepared script for test administration.
- C. Appoint test monitors to assist in administration of the exam.
  - 1. Obtain your test monitors from the judges attending SAFECON.
- D. Instruct the test monitors in the proper procedures for monitoring exams. The ratio between contestants and monitors should not exceed 10 to 1.
- E. Must be prepared to administer the test with a minimum of one hours notice.
- F. Ensure the that the facilities and/or equipment needed for the exam are adequate and available. All equipment should be checked to see that it is in proper working order.
- G. Call roll of teams entered in the event to assure proper seating arrangements. Be aware of the number of contestants allowed from each school.
  - 1. Team members must not be allowed to sit at the same table or adjacent tables.
- H. Grade the exam.

- I. Break all ties.
- J. Review the results and deliver to the Scorekeeper.
- K. Attend judges school.
- L. Obtain the test material from the Chief Judge
- M. Contestants may use as many manual flight computers as they desire.
- N. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**XII. Electronic Flight Computer Judge**

- A. Be completely familiar with the rules which apply to the Electronic Flight Computer Event.
- B. Follow the prepared script for test administration.
- C. Appoint test monitors to assist in administration of the exam.
  - 1. Obtain your test monitors from the judges attending SAFECON.
- D. Instruct the test monitors in the proper procedures for monitoring exams. The ratio between contestants and monitors should not exceed 10 to 1.
- E. Must be prepared to administer the test with a minimum of one hours notice.
- F. Ensure the that the facilities and/or equipment needed for the exam are adequate and available. All equipment should be checked to see that it is in proper working order.
- G. Call roll of teams entered in the event to assure proper seating arrangements. Be aware of the number of contestants allowed from each school.
  - 1. Team members must not be allowed to sit at the same table or adjacent tables.
- H. Grade the exam.
- I. Break all ties.
- J. Review the results and deliver to the Scorekeeper.
- K. Attend judges school.
- L. Obtain the test material from the Chief Judge
- M. Contestants may use as many electronic flight computers as they desire, provided they meet with Advisory Circular 60-11A. **ALL MEMORY STORAGE MUST BE CLEARED PRIOR TO THE START OF THE EVENT BY THE TEST MONITORS.**
- N. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**XIII. Aircraft Recognition Event Judge**

- A. Be completely familiar with the rules which apply to the Aircraft Recognition Event.
- B. Follow the prepared script for test administration.
- C. Appoint test monitors to assist in administration of the exam.
  - 1. obtain your test monitors from the judges attending SAFECON
- D. Instruct the test monitors in the proper procedures for monitoring exams. The ratio

between contestants and monitors should not exceed 10 to 1.

- E. Must be prepared to administer the test with a minimum of one hour notice.
- F. Ensure that the facilities and/or equipment needed for the exam are adequate and available. All equipment should be checked to see that it is in proper working order.
- G. Call roll of teams attending to assure proper seating arrangements. Be aware of the number of contestants allowed from each school
  - 1. Team members must not be allowed to sit at the same table or adjacent tables. If the type of seating used is chairs with arm tables, team members must not be allowed to sit next to each other.
  - 2. The roll of schools will be called outside of the room being used for the exam. Each time a team's name is called, one competitor from that team will be allowed entry into the testing room to make his/her selection of remaining available seats.
- H. Grade the exam.
- I. Break all ties.
  - 1. A set of tie-breaking slides and tests can be obtained from the Chief Judge.
    - a. All contestants involved in a tie should be notified of their need to attend a tie-breaking test.
    - b. Re-schedule a room suitable for the tie-breaking test. Preferably at the airport.
      - (1) adequate viewing angles for each contestant.
      - (2) lighting that can be dimmed.
      - (3) tables and chairs preferred, but chairs with arm tables acceptable.
    - c. Be sure all necessary equipment is available for the tie-breaking test.
      - (1) projector
      - (2) synchronized cassette player
      - (3) projection screen
- J. Review the results and deliver to the Scorekeeper.
- K. Attend the judges school.
- L. Obtain the test material from the Chief Judge
- M. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

#### **XIV. Simulator Event Judge**

- A. Be completely familiar with the rules which apply to the Simulator event.
- B. Ensure that the facilities and/or equipment needed for the event are adequate and available. All equipment should be checked to see that it is in proper working order.
- C. Responsible for scheduling contestants for the event. In addition know how many contestants from each school are allowed to compete
- D. Break all ties.

- E. Review the results and deliver to the Scorekeeper.
- F. Attend the judges school.
- G. Distribute simulator pattern to teams at the conclusion of the general contestants briefing. The original copy can be obtained from the simulator sponsor representative, for copying. The contestants must have completed their practice on the simulator before they can receive their copy.
- H. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**XV. Pre-flight Inspection Event Judge**

- A. Be completely familiar with the rules which apply to the Pre-flight Inspection event.
- B. Appoint assistants from a list of qualified available judges which can be obtained from the judges committee, the Senior Chief Judge, or the Executive Director.
- C. Instruct the assistants in the proper procedures for conducting the event.
- D. Ensure that the facilities and/or equipment needed for the event are adequate and available. All equipment should be checked to see that it is in proper working order.
- E. Ensure proper scheduling of the contestants.
  - 1. Be aware of the number of contestants allowed from each school.
  - 2. Contestants from the same school must be scheduled back to back
- F. Break all ties.
- G. Meet with mechanic to bug the aircraft. Ensure that existing discrepancies are accounted for or are repaired prior to bugging the aircraft.
- H. Produce the scoring form.
- I. Review the results and deliver to the Scorekeeper.
- J. Attend judges school.
- K. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.

**XVI. Scorekeeper**

- A. Enter all school and contestant data in the scoring computers.
- B. Ensure that the facilities and equipment needed are adequate.
  - 1. For recommended equipment see checklist.
- C. Ensure that the scorekeeping room is secure and private.
- D. Enter all scoring data.
- E. Ensure that all ties in the ground events are broken in accordance with the rules for each event.
- F. Tabulate the results and meet with the Executive Director and the Chief Judge in preparation for announcement of the winners at the awards banquet.
- G. Prepare a copy of the final standings for each team and sponsor.

- H. Deliver team results packets to the Executive Director for distribution.
- I. Attend judges school.
- J. Verify entered contestant names and their gender with team advisor or captain before start of competition .
- K. Prepare a complete hardcopy set of results showing all placings of all contestants in all events, all team rankings, and all other awards to be included in the awards banquet program for the executive director, chief judge, and associate chief judge. A copy (on disk) of the scoring data (backed up from the scoring program) must also be given to the executive director before leaving SAFECON.

**XVII. IFR Simulated Flight Judge**

- A. Be completely familiar with the rules which apply to the Simulator event.
- B. Ensure that the facilities and/or equipment needed for the event are adequate and available. All equipment should be checked to see that it is in proper working order.
- C. Responsible for scheduling contestants for the event. In addition know how many contestants from each school are allowed to compete
- D. Break all ties.
- E. Review the results and deliver to the Scorekeeper.
- F. Attend the judges school.
- G. Distribute simulator pattern to teams at the conclusion of the general contestants briefing. The original copy can be obtained from the simulator sponsor representative, for copying. The contestants must have completed their practice on the simulator before they can receive their copy.
- H. Conduct the event in accordance with the rules as specified in the NIFA Rulebook, Rules for Intercollegiate SAFECONS.