

DUTIES OF NATIONAL STAFF JUDGES

I. Quartermaster

- A. Check out all NIFA and loaned equipment to the judging staff as needed.
 - 1. Navigation turn-point
 - a. binoculars
 - b. transceiver or receiver
 - c. stop watch
 - d. canvas for letter/symbol - [three sections]
 - e. clip board
 - f. ice chest - [one large or three individual]
 - g. thermos - [one large or three individual]
 - h. compass
 - i. trash bag
 - j. folding chairs - [one per judge or assistant]
 - k. pen or pencil - [one per judge or assistant]
 - l. cellular phone
 - 2. Navigation starter
 - a. transceiver
 - b. clip board
 - c. pen or pencil - [one per judge or assistant]
 - d. stop watch
 - e. folding chair - [one per judge or assistant]
 - 3. Navigation check pilot
 - a. stop watch
 - b. clip board
 - c. pen or pencil as requested
 - d. "check pilot report" form
 - 4. Navigation check in judge
 - a. box for storing contestant packets until they can be turned in to the Navigation Judge

5. Landing events
 - a. transceivers
 - (1) Chief Judge
 - (2) Power-Off Judge
 - (3) Short-Field Judge
 - (4) Staging
 - (5) Associate Chief Judge
 - (6) E-Card - Landing technique judge
 - b. clip board
 - (1) all technique judges - [one each]
 - (2) Power-Off Judge
 - (3) Short-Field Judge
 - (4) Staging
 - (5) Associate Chief Judge
 - c. pen or pencil - [as requested]
 - d. parabolic microphone
 - (1) technique card-D judge
 - (2) technique card-E judge
 - (3) technique card-F judge
 - (4) technique card-G judge
6. Message Drop
 - a. clip board - [one to each target judge]
 - b. tape measures - [one to each target judge]
 - c. pen or pencil - [as requested]
 - d. grease pencil - [for judge in tower]
7. Pre-flight
 - a. clip board - [one to each judge]
 - b. stop watch
 - c. folding chair
 - d. thermos
 - e. pen or pencil - [as requested]

8. Simulator
 - a. clip board
 - b. pen or pencil - [as requested]
9. SCAN
 - a. timer/stop watch - [one per judge, monitor, or assistant]
 - b. pen or pencil - [as requested]
 - c. scoring form
10. Manual Flight Computer
 - a. stop watch - [one per judge, monitor, or assistant]
 - b. pen or pencil - [as requested]
11. Electronic Flight Computer
 - a. stop watch - [one per judge, monitor, or assistant]
 - b. pen or pencil - [as requested]
12. Aircraft Recognition
 - a. clip board - [judge]
 - b. pen or pencil - [as requested]

- B. Check in all NIFA equipment checked out by the judging staff.
- C. Attend judges school.
- D. Have a secure area (closet, room, or footlocker) for equipment to be checked out and in.

II. Navigation Dispatcher

- A. Release each contestant's navigation planning packet to the contestant at the appropriate time. The packets are obtained from the Navigation Judge.
- B. Attend judges school.

III. Navigation Starter

- A. Monitor the release interval of all navigation aircraft. The minimum interval between take-offs is five (5) minutes when using three (3) routes and dispatched in the order of route A, B, C, A, B, C, etc.; and seven (7) minutes when using two (2) routes and dispatched in the order of route A, B, A, B, etc.
- B. Record time-off of all navigation aircraft on a "time-off log" form.
- C. Turn in the "time-off log" to the navigation judge.
- D. Attend the navigation judges briefing.
- E. Attend judges school.

IV. Navigation Turn Point Judges

- A. Attend the navigation judges briefing.

- B. Be completely familiar with the rules which apply to the Navigation event.
- C. Confirm location and directions to the assigned turn point, telephone, and restroom.
- D. Set-up the letter as per instructions.
- E. Check-out all necessary equipment and supplies.
- F. Return all checked out equipment and unused supplies.
- G. Police the turn point area before leaving.
- H. Return all scoring forms to the Navigation Judge.
- I. Attend judges school.
- J. Take a copy of the "Permission to Use Land" form, if one is required by the land owner.

V. Navigation Check Pilot

- A. Attend the navigation judges briefing.
- B. Be completely familiar with the rules which apply to the Navigation event.
- C. Perform duties of check pilot as specified in the navigation rules section of the NIFA Rulebook, Rules for Intercollegiate SAFECONS.
- D. Turn in the "Check Pilot Report" form to the Navigation Judge.
- E. Check-out all necessary equipment.
- F. Check-in all checked out equipment.
- G. Attend Judges School.

VI. Navigation Fuel Judge

- A. Attend the navigation judges briefing.
- B. Be completely familiar with the rules of the Navigation event which apply to fueling.
- C. Verify that all safety precautions for refueling are met before the refueling process begins.
- D. Be sure that during refueling, by the contestants, that the fuel quantity gauge on the fuel truck is covered. After the each contestant has completed refueling, record the quantity of fuel pumped into the aircraft on the refueling log.
- E. Release the aircraft.
- F. Provide escort for contestants to the isolation area, if one is being used.
- G. Return all scoring information to the Navigation Judge.
- H. Attend judges school.
- I. Do not use two separate fuel trucks for refueling.
- J. Check out clip board, pen or pencil.

VII. Navigation Check-In Judge

- A. Attend the navigation judges briefing.

- B. Collect all contestant papers.
- C. Police each contestant's aircraft for information left in the cockpit regarding turn point letters/symbols, etc.
- D. Determine if the aircraft will be flown in another heat.
- E. Turn in all contestant packets to the Navigation Judge ASAP.
- F. Attend judges school.

VIII. Assistant Pre-flight Inspection Judge

- A. Be completely familiar with the rules which apply to the Pre-flight event.
- B. Observe and assist the Pre-flight Inspection Judge.
- C. Attend judges school.

IX. Assistant Staging Officer

- A. Observe and assist the Staging Judge.
- B. Attend judges school.

X. Assistant Scorekeeper

- A. Observe and assist the Scorekeeper.
- B. Attend judges school.

XI. Technique Judge

- A. Attend judges school.
- B. Be completely familiar with the rules which apply to the Landing Event.
- C. Be completely familiar with the judging criteria for his/her specific technique card.
- D. Should use the practice landings for explanation of penalties and safety observations to the trainee technique judge assigned to that position.

XII. Line Judge

- A. Observe touchdowns of aircraft in the landing events)
- B. Attend judges school.
- C. Be completely familiar with the rules which apply to the Landing Event.
- D. Watch for:
 1. Where the aircraft wheels touchdown. The distance is marked from the target line to where both main wheels touch and remain in contact with the runway.
 - a. In the event of crosswind conditions only the upwind main wheel is used for determining distance from the target line or downwind wheel if distance is short and farther from target line. Once both mains are down, both must remain in contact with the runway and if either the upwind or downwind wheel comes up, you now have another distance to measure.
 - b. Bouncing. The farthest point on the runway where the main wheels remain in contact with the runway.

2. Remember that landing event judges are in close proximity to active runways. Remain observant and never turn your back to the runway.

XIII. Loening Judge

- A. Review all applications and substantiating evidence submitted by schools competing for the Loening trophy. **(see forms appendix)**.
- B. Be completely familiar with the rules which apply to the Loening Award selection process.

XIV. Men's Achievement Judge

- A. Be completely familiar with the rules which apply to the Men's Achievement Award.
- B. Conduct the interviews.
- C. Obtain the question bank from the NIFA Executive Director.
 1. Each question selected from the question bank for use at the SAFECON must be asked to all applicants.
- D. Rank order the applicants and submit to the scorekeeper as soon as the interviews are completed.

XV. Women's Achievement Judge

- A. Be completely familiar with the rules which apply to the Women's Achievement Award.
- B. Conduct the interviews.
- C. Obtain the question bank from the NIFA Executive Director.
 1. Each question selected from the question bank for use at the SAFECON must be asked to all applicants.
- D. Rank order the applicants and submit to the scorekeeper as soon as the interviews are completed.

XVI. Collegiate Aviation Progress Judge

(NOTE: Currently, there are no known published guidelines for awarding this award. The judges committee requires the assistance of the NIFA Council in identifying what the award is for and establishing selection criteria.)

XVII. Safety Officer

- A. Be completely familiar with all recommended safety policies, practices, and procedures accepted for use by the NIFA Council.
- B. Should not be assigned other duties. He/she must be free to observe at all times.
- C. Informally interview at least one flying member from each team on an unannounced basis.
- D. Observe taxi and flight operations
- E. Inspect tie-down areas, especially at night.
- F. Observe fueling procedures.
- G. Look for adequate numbers of personnel to safely move aircraft.
- H. Seek reports from other judges.
- I. The safety judge should provide copies of his/her evaluations of each team to the safety

award sponsor's selection committee (if one is established) for their use in determining the winner of the Safety Award.

- J. See the forms section for Safety Evaluation forms.