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# **FLYING NZ Guidelines Human Resource Management Competition Policies and Procedures**

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**[www.flyingnz.co.nz](http://www.flyingnz.co.nz)**

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**#Note: Royal New Zealand Aero Club Inc (RNZAC) Operating as Flying NZ.**

## 1. INTRODUCTION

This document sets out the Human Resource Management policies and procedures for the Flying New Zealand Regional Rallies and National Championships.

All parts of this document are supplementary to applicable documents namely: Complete Competition Rules, Planning, Organisation and Responsibilities of the Host Club and Flying NZ, Guidelines for Ground and Air Judging, Emergency Plan and Safety, Policy and Risk Assessment.

It also contains the job descriptions for the key positions within the Regional Rallies and National Championships.

## 2. HUMAN RESOURCE MANAGEMENT

Human resource management is designed to improve the capacity of Flying NZ to achieve its goals as well as providing a rewarding environment where those who work for the organisation on a voluntary basis can perform their best.

## 3. EXECUTIVE COMMITTEE

3.1. The Executive Committee has primary responsibility for ensuring that Flying NZ Regional Rallies and National Championships proceed smoothly and efficiently. The Executive Committee must:

3.1.1. Assume direct responsibility for approval of nominated persons for the Regional Rallies and the appointment of officials for the National Championships for the following:

3.1.1.1. Event Director

3.1.1.2. Officer in Charge of Flying

3.1.1.3. Chief Air Judge

3.1.1.4. Chief Ground Judge

3.1.1.5. Safety Officer

3.1.1.6. 2 Stewards

3.1.1.7. Chief Aerobatics Judge at the National Competitions

3.1.2. Monitor and assess performance of those appointed and, if necessary, replace or reassign the appointees.

3.1.3. Approve, monitor, and where necessary change the host club's overall human resource strategies OR

3.1.4. Approve, or, where necessary, change, all job descriptions for key positions for Regional Rallies and National Championships.

### 3.2. FLYING NZ EXECUTIVE SECRETARY

The Flying NZ Executive Secretary shall be responsible for:

3.2.1. Contacting the Regional Rally winners who have not registered for the National Championships to determine their availability.

3.2.2. Effect replacements from other placegetters if winners are not available.

- 3.2.3. Provide a standard entry form via the Website for all competitors and supporters to register.
- 3.2.4. Act as Chief Scorer with the assistance of two additional Scorers. In this position be responsible for:
  - 3.2.4.1. The collection of score sheets.
  - 3.2.4.2. Checking addition of scores.
  - 3.2.4.3. Recording the final score for each competitor.
  - 3.2.4.4. Determining the winner and placegetters in each competition.
  - 3.2.4.5. Prepare Certificates for the Regional Rally 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Placing
  - 3.2.4.6. Prepare Certificates for the National Championships 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Placing, arrange for Plaques and Trophies to be engraved for the winner of each Competition.

#### **4. EVENT DIRECTOR**

- 4.1. The Event Director shall:
  - 4.1.1. Audit and review the plans and procedures being developed for the safe running of the Regional Rallies and National Championships.
  - 4.1.2. Audit and advise on the Safety plan being developed and be a member of the Safety Committee.
  - 4.1.3. On the advice of the Stewards, penalise or disqualify any competitor for misconduct or failure to obey the rules.
  - 4.1.4. Adjudicate on any disputes or protests between competitors and/ or between officials.
  - 4.1.5. Receive any formal protests made by competitors and call a meeting of the Appeals Committee for determining the merit of such protests.
  - 4.1.6. Hear any complaints brought forward to the Event Director that is not within the powers of the Appeals Committee to resolve.

#### **5. OFFICER IN CHARGE OF FLYING**

The Officer in Charge of Flying shall be the local Chief Flying Instructor or a senior instructor who has a good knowledge and experience of flying in the general locality of the Regional Rally or National Championships and shall:

- 5.1. Advise on local flying conditions and restrictions to the Chief Air Judge.
- 5.2. Advise on local airport conditions and restrictions to the Chief Ground Judge.
- 5.3. In consultation with the Chief Air Judge, Chief Ground Judge and Event Director, determine when the local weather conditions are fit for the commencement and/or continuation of specific Championships.
- 5.4. 5.1 and 5.2 are included in the Competition Briefing Document that is presented at the formal briefings by the Chief Air Judge or Chief Ground Judge, to the competitors prior to the commencement of the competitions.

#### **6. CHIEF AIR JUDGE**

The Chief Air Judge shall:

- 6.1. Determine the qualifications and suitability of the available judges, as supplied by the Flying NZ Executive Secretary, to judge specific competitions. This should be done not less than twelve days prior to the Rally Competition or the National Championships.
- 6.2. Allocate judges to the various competitions, taking into consideration the competitors status to act as pilot in command and the currency in aircraft type of

the judge. Advise the judges of the competitions that they will be judging not less than seven days prior to the competitions.

- 6.3. Refer judges to the Flying NZ website to access the Competition Rule Book that relates to the current season and the competition/s that they will be judging.
- 6.4. In association with the Officer in Charge of Flying, brief the Air Judges on the conditions, circuit pattern, abnormalities, procedures to be adopted and any other flying matters relevant to the day's competitions as contained in the Competition Briefing Document.
- 6.5. Ensure that air marking sheets named and a copy of the rules are included and clipboards are prepared, in sufficient supply and that judges are familiar with their use.
- 6.6. At the competitor briefing, brief the competitors on the conditions, circuit pattern, abnormalities, procedures to be adopted and any other flying matters relevant to the day's competitions as contained in the Competition Briefing Document.
- 6.7. In consultation with the Officer in Charge of Flying, Chief Ground Judge and Event Director, determine when the local weather conditions are fit for the commencement and/ or continuation of specific competitions.

## **7. AIR JUDGES**

- 7.1. If an Air Judge is assuming Pilot in Command responsibilities during a competition flight, the following items shall be checked prior to the commencement of the event:
  - 7.1.1. Aircraft Maintenance Release, Release to Service, Techlog
  - 7.1.2. Conditions of Hire – Insurance – It is essential to obtain an assurance that full cover is maintained if an aircraft is to be used by pilots or judges other than those from the club that owns the aircraft.
  - 7.1.3. Confirm the Pilot in Command Form- PinC/FNZ01 has been completed at the Competitor Briefing
  - 7.1.4. Type Rating – Currency on Type.
  - 7.1.5. COMPETITION SPECIFIC ITEMS.

Before the competitor commences a flight, the Air Judge shall check:

- 7.1.5.1. Pilot licence and medical validity of the competitor (Note: Many FLYING NZ Regional Rally and National Championships that involve an air judge have dispensed with the requirement that the competitor holds a licence and/or medical certificate. Reference should be made to the appropriate section in the "General Conditions" section of the official rules.
  - 7.1.5.2. Ratings for Aerobatics.
  - 7.1.5.3. Radio: If suitably qualified, the Air Judge shall assume control of all radio work during competition events.
  - 7.1.5.4. If acting as pilot in Command, assume responsibility for the safe air navigation of the aircraft during competitions.
- 7.1.6. Pilot in Command:
    - 7.1.6.1. The Air Judge shall assume control of the aircraft when it is considered that the continued safe conduct of the flight is threatened in any way.
  - 7.1.7. Marking Sheets:
    - 7.1.7.1. The Air Judge should become familiar with the marking sheet for the competition prior to the date of the Regional Rally or the

## National Championships.

### 8. CHIEF GROUND JUDGE

The Chief Ground Judge is responsible for the overall management of the landing grid and shall:

- 8.1. In consultation with the Officer in Charge of Flying, Chief Air Judge and Event Director, determine when the local weather conditions are fit for the commencement or continuation of specific competitions.
- 8.2. Ensure that the landing grid is marked out correctly, clearly defined for competitors and that the fence is of regulation height.
- 8.3. Reposition the line judges if numbers are insufficient to make the appointments outlined in the rules.
- 8.4. Make the necessary appointments of landing grid personnel if not already done.
- 8.5. Ensure that all personnel are fully briefed on their responsibilities and how to carry out their duties efficiently and effectively.
- 8.6. Ensure that all judges are alert and carrying out their duties efficiently throughout the day. Rotating of duties/positions can assist in this matter.
- 8.7. Ensure that scores are recorded correctly.
- 8.8. Ensure that score sheets are dispatched to the Chief Scorer at regular intervals.
- 8.9. Make decisions in collaboration with the bounce/rebound judge regarding the type of landing carried out.
- 8.10. Make decisions as to whether crosswind landing techniques were required in view of the wind conditions pertaining at the time such a landing was observed.
- 8.11. Take sole responsibility for answering queries or recording protests concerning landing grid operations.
- 8.12. Ensure that ground marking sheets and clipboards are in sufficient supply and that judges are familiar with their use.

### 9. ASSISTANT GROUND JUDGE

- 9.1.1. Shall assist the Chief Ground Judge in the efficient operation of the landing grid.
- 9.1.2. Are responsible for assisting the Chief Ground Judge to determine whether incorrect landings, bounces or rebounds have taken place and that these are reported and the appropriate penalties imposed.
- 9.1.3. Shall observe the windsock/wind indicator when the competitor's aircraft is on short final in order to determine whether crosswind-landing techniques are valid at the time of landing.
- 9.1.4. If necessary, deputise for the Chief Ground Judge.
- 9.1.5. Ensure that line judges and spectators at the grid observe safety requirements.

### 10. LANDING GRID SCORER- The Assistant Ground judge may also assume this position.

- 10.1. Holds the score sheets for those competitors in the circuit and records landing scores and penalties.
- 10.2. In conjunction with the Assistant Ground Judge keeps track of competing aircraft and informs the Chief Ground Judge of their position especially those on final approach.
- 10.3. Assists in the regular despatch of score sheets to the Chief Scorer.

**11. TRAFFIC OBSERVER -The Chief or Assistant Ground Judge may also assume this position.**

- 11.1. Monitors the radio frequency in use.
- 11.2. Notifies the Chief Ground Judge of the aircraft in the circuit and whether they are landing competition competitors.
- 11.3. Maintains a watch for any possible conflicting traffic and broadcasts advice to the aircraft concerned.

**12. LINE JUDGES**

- 12.1. Shall indicate with their arm(s) the box (es) or line(s) on which point(s) of touchdown occurred. 12 Line Judges are required.

**13. FENCE JUDGE**

- 13.1. Shall indicate if any part of the aircraft touched or passed through the top of the fence line.

**14. SAFETY OFFICER**

- 14.1. Ensures that all safety precautions as outlined in the Safety Briefing are observed at all times – i.e.
- 14.2. Ground Judges:
  - 14.2.1. Will wear 'hi-viz' jackets when on duty.
  - 14.2.2. Will remain no closer than 10 metres from the edge of the grid.
  - 14.2.3. Will be standing when an aircraft approaches the grid and completes a landing.
  - 14.2.4. Will maintain a 'listening watch' on aircraft movements through the use of a VHF receiver/scanner.
  - 14.2.5. Will be warned of approaching aircraft through the use of a whistle or other sound device when the aircraft is on late final.
- 14.3. Spectators:
  - 14.3.1. Must not enter 'no-go' areas – landing grid judges' area, life raft/bombing area.
  - 14.3.2. Must obey the instructions of all officials.
  - 14.3.3. May not pass beyond the safety barrier(s).

**15. LIFE RAFT AND BOMBING COMPETITIONS**

These competitions are judged by the Chief Ground Judge with the Assistant Ground Judge.

- 15.1. Ensures that the life raft/bombing grid area is correctly measured and defined.
- 15.2. Controls the assistant life raft/bombing grid judges.
- 15.3. Records scores.
- 15.4. Ensures that assistant judges and spectators observe safety precautions.
- 15.5. Assists in the regular despatch of score sheets to the Chief Scorer.

**16. STEWARDS**

At National Championships, at least two Stewards, one of whom shall be Chief Steward, will be appointed by the Flying New Zealand Executive. The principal functions of the Stewards will be to:

- 16.1. Watch over the conduct of the event and report to the Event Director any unfairness or infringement of the Regulations or behaviour prejudicial to the safety of other competitors or the public, or in any way prejudices the event.

- 16.2. Advise on interpretation of the Rules and Regulations; investigate protests and report their findings to the Event Director and advise him regarding any penalties to be imposed.
- 16.3. In exceptional circumstances take such action as is necessary to ensure the safety of competitors and the public.

**17. APPEALS COMMITTEE**

- 17.1. The Appeals Committee can comprise five officers however a minimum of three shall be chosen from the following officers:
  - 17.1.1. Instructor Council Member, Officer in Charge of Flying, Chief Air Judge, the Regional Representative or any other approved appointee.
  - 17.1.2. These persons must have an appropriate working knowledge of the FLYING NZ Competition Rules.
- 17.2. The Appeals Committee shall be appointed as follows:
  - 17.2.1. Regional Rallies – in conjunction with the Host Club, Regional Representative and Flying NZ
  - 17.2.2. National Championships - by the Flying New Zealand Executive