



EVENT DIRECTOR TRAINING

BACKGROUND

- ▶ Top Gun Has Monthly Flying Competitions.
- ▶ Event Director is Responsible for Safety and Management of Flight Operations
- ▶ Development of Skill Set is Required to Serve
- ▶ Board Appoints Event Director on a Monthly Basis
- ▶ Training is Required

COURSE OBJECTIVES

- ▶ Become Familiar With ED Responsibilities
- ▶ Review of the Waiver Responsibilities
- ▶ Review the Operations Manual Responsibilities
- ▶ Review the Rules
- ▶ Develop Team Building of the Staff
- ▶ Understand the Work Flow and How To
- ▶ Basic Task Calling

EVENT DIRECTOR RESPONSIBILITIES

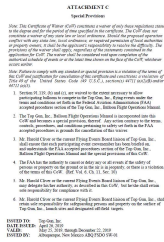
- ▶ Management of Club Flight Operations
- ▶ Compliance with Controlling Documents
- ▶ Staff Coordination
- ▶ Ultimate Go - No Go Decision
- ▶ Task Calling
- ▶ Pre Event, Post Event Paperwork

WAIVER RESPONSIBILITIES

► Source Documents



Waiver



Waiver
Special
Provisions



Operations
Manual



Competition
Rules

WAIVER RESPONSIBILITIES

- Protect the Waiver - What is at Risk
- Special Provisions Requirements
- Understanding Compliance of Source Documents
- Understanding Relationship with FAA
- Understanding Relationship with Top Gun Board
- Understanding Relationship with Club Members
- Review of Waiver Required Documents
- Review of Pilot Related Documents

SPECIAL PROVISION REQUIREMENTS

- ▶ Top Gun Final Authority
- ▶ Responsible Party from FAA viewpoint
- ▶ Safety
- ▶ Filing a Notice to Airman
- ▶ Pilot Acknowledgement of Waiver Responsibility
- ▶ Known Control Point Establishment
- ▶ Flight Briefing

SPECIAL PROVISION REQUIREMENTS

- ▶ Flight Planning Completed 24 Hours in Advance
- ▶ Harold Cliver Will Coordinate FAA Notification
- ▶ Approval of Flight Planning
- ▶ Certification and Gathering Post Flight Requirements
- ▶ Insure Pilots are Cleared to Fly to include:
 - Pilot Certificate, Flight Review, Currency
 - Balloon Documents (A/W, Annual, Reg, Insurance)
 - Signs the Waiver and Attendance Roster

TOP GUN FINAL AUTHORITY

5. Mr. Harold Cliver or the current Flying Events Board liaison of Top Gun, Inc., may delegate his/her authority, as described in this CoW, but he/she shall retain sole responsibility for compliance with it.

- ▶ Responsibility May be delegated
- ▶ FAA Accountability Does Not Pass to Event Director
- ▶ All FAA Correspondence goes Through Harold Cliver
- ▶ Reasons Why

OPERATIONS MANUAL RESPONSIBILITIES

A. Duties of Personnel

The President of Top Gun may delegate the duties described below to other qualified persons. While the President may delegate his/her authority to others, he/she shall retain responsibility for the overall safety of the event and compliance with the Federal Aviation Regulations and the Special Provisions of the Certificate of Waiver.

1. Event Director:

An overall operational charge of the Top Gun monthly flight operations and is responsible for good management and the smooth and safe running of all club flight operations. In addition, they shall coordinate the training activities for the assignment assigned by the club president. The Event Director will be available for coordination with the FAA during times of oversight and surveillance. The Event Director is responsible for briefing the participating pilots for the items as outlined in Section IV – Flight Operations as contained in this manual.

OPERATIONS MANUAL RESPONSIBILITIES

- ▶ FAA Oversight and Surveillance Responsibilities
- ▶ Understanding your Role
- ▶ What you should do
- ▶ What you should not do
- ▶ Understanding Chain of Command
- ▶ Emergency Procedures

OPERATIONS MANUAL RESPONSIBILITIES

▶ Briefing Requirements

G. Briefings

The Event Director will include the following information in the briefing prior to flight activities:

- Weather conditions for the day's flight,
- Any restrictions that may apply as a result of landowners, airspace, etc.
- Means of communication for recall
- Task Data for the training flight operations
- Safety information and updates as required
- Review of the Waiver requirements
- Control Point Location
- Key Personnel
- Key Personnel Contact details

RULES

- ▶ Individual to Our Club
- ▶ Based of the International AX-MER Model Rules
- ▶ Top Gun Rules are the Only Rules Used
- ▶ Top Gun Club Scores interface with BFA HACD
- ▶ Responsibilities of Staff Positions under the Rules

ATTACHMENT 02
**TOP GUN
 COMPETITION
 BALLOON CLUB**



2019 RULES

RULES

I. 5 PERSONNEL

Flight Operations Liason	Harold Cliver
Event Director	Per Board Approval
Safety Officer	Per Board Approval
Scoring Officer	Per Board Approval

II.13 LOCATION OF OFFICIAL NOTICE BOARD (5.11)

Shall be provided at the Briefing.

RULES

CHAPTER 4 - ORGANIZATION OFFICIALS

4.1 EVENT DIRECTOR

- 4.1.1 The Event Director will be in overall charge of balloon operations of the event. He may have an assistant director and technical officials to assist him.
- 4.1.2 The Event Director is responsible for the good management, smooth, and safe running of the event. He shall make operational decisions in accordance with the rules of the Event. He may penalize or disqualify a competitor for misconduct or infringement of the rules. He shall attend meetings of the jury and give evidence if requested.
- 4.1.3 in the rules the word "Director" may be used instead of "Event Director."
- 4.1.4 the responsibility of the Event Director is limited to competition operations, and does not include any other activity within the event not related to competition operations.

13.6 FARs

It is the responsibility of competitors to follow the requirements of the Federal Aviation Regulations and any waiver for the event. In all cases involving air traffic rules and air safety, the Director or his delegated official will act in consultation with the FAA Monitor if present.

STAFF TEAM BUILDING

- ▶ Safety Officer
- ▶ Scoring Officer
- ▶ Measuring Teams
- ▶ Delegating responsibilities
- ▶ Seek Input
- ▶ Staying Within Team Capabilities

FACTORS FOR SUCCESS

- ▶ It Is a Learning Process
- ▶ Seek Help from Experienced Predecessors
- ▶ Making Mistakes
- ▶ Understanding Club Mission - Education
- ▶ Starting Simple
- ▶ Understanding the Jury Roles

WORK FLOW - HOW TO

- ▶ FAA Liason - Harold Cliver Contact
- ▶ Flight Plan Development and Timing
- ▶ Scoring and Measuring Team Inclusion
- ▶ Club Secretary Coordination
- ▶ Monitor the Event
- ▶ Post Event Paperwork to FAA Liason

CALLING TASK

- ▶ Becoming A Hero or a Heel
- ▶ Pick Take Off Point or Fly In Point - Not Both
- ▶ Remember the audience - Mixed Skill Level
- ▶ Club Purpose
- ▶ Don't lose the fun

SUMMARY

- ▶ Depend on Others - No I in TEAM
- ▶ Ask Questions
- ▶ Continue to Train
- ▶ Getting Comfortable Does not Happen Overnight
- ▶ Don't forget the FUN
- ▶ Keep Smiling and Good Luck