

Young Eagle Rally Procedures – Updated 4/27/2022

Pre-Event Volunteer Duties

Month Before event:

YE Coordinator accomplishes or delegates the following:

- **Advise airport operator/manager of date & details**
- Facebook administrator: add event to Facebook page.
- YE Day coordinator add event on YEDAY.ORG website. Note: Do not allow participant form printing.
- Solicit pilots & ground volunteers (email, at meetings, etc)
- Encourage all pilots and ground volunteers to use the YEDay system to sign up. This only needs to be done once, not for each event.
- Apply for Event Insurance. Can be done on the YEDay.org event page, or by calling EAA headquarters. YE Coordinator usually handles this task.

Week before event:

- Hang banners, check supplies, check bins to eliminate confusion when setting up site
- Email the pilot briefing route to all pilots registered for the event.

Day before event - YE Day Coordinator (or DESIGNEE) prepares for the event.

- **Prepare the Clipboards**
 - Attach a page of labels to a clipboard for each pilot.
 - Put one label on the clipboard top right so we can see the pilot's name.
 - Put a "1" or "3" sticker on the top left, indicating # of seats. Use this sticker to manually write any individual pilot preferences, for example "prefers older kids", "prefers smaller kids".
 - Prepare a clipboard for "REGISTRATION" that will contain registration forms for kids who have not been presented to the dispatcher.
 - Prepare a "DISPATCH" clipboard for forms the dispatcher has picked up from registration and is working with.
 - Prepare a clipboard for "COMPLETED REGISTRATION FORMS" that will remain at the certificate printing station.
 - Prepare a clipboard with the ground crew and pilot sign in sheets.
- **Prints the pre-registration materials:**
 - Print out the pre-event list of Volunteers, Pilots and kids.
 - Print Pilot Labels for all pilots registered for the event.
 - Print Number labels for the kids.
 - Print blank ground crew and pilot sign-in sheets.
- **Review volunteer list: Estimate ground staffing count and persons for KEY positions**
 - Make contacts if appropriate
 - ADMIN & TENT volunteers
 - DISPATCH & FLIGHT BOSS
 - ESCORTS (ground safety persons)

Day of Event Set-up

YE COORDINATOR or DESIGNEE directs the following:

- **Assure that volunteers know set-up duties**
- Set up the tents
- Using fence stakes and yellow tape, cordon off area to be used, per diagram.
- Set up Tables and chairs per diagram
- Set up chairs for the waiting area
- Bring out the white cooler for drinks
- Purchase ice, soft drinks, water and fill cooler
- Bring out coffee pot and supplies. Make coffee prior to event.
- Purchase donuts or other morning snacks
- Set out DONATION jars for coffee and lunch
- Order and pick up sandwiches for lunch for volunteers and pilots
- Make electrical connections
- Set up computers printers, tests network connection
- Sets out registration materials

Event Day - YE TENT ADMINISTRATOR

- May be the YE EVENT COORDINATOR or DESIGNEE
- Makes sure there are volunteers assigned to the following:
 - Registration (3)
 - Certificate Print (1 or 2)
 - Log book table (1)
- Makes sure all tent volunteers are familiar with ICE procedures and location of checklist
- Make sure all ground crew and pilots sign in with dispatcher.
- If a pilot shows up who is not pre-registered, do the following:
 - If the pilot is already in the YEDay.org system, just assign him to the event. If not, have him use the iPad to sign up in the system. Then assign him to the event.
 - Make sure the plane he is flying is the one indicated on his registration. If not, correct it in YEDAY.org by clicking on the pilot's name under "Pilot" tab.
 - Insert a page of 30/page labels into the Epson printer and using the YEDay system pilot tab, print a sheet of labels for the new pilot.
 - Prepare a clipboard for the new pilot.

Event Day - Registration Table:

- Greets the kid and parent and ask if they have pre-registered.
 - Yes - Check their name on the YEDay.org "check in" tab. Print their registration form. Parent signs and returns the form.
 - No – Give the parent an ipad or point them to a laptop to fill out the online registration. If they are unable, assist them.
 - When finished with online registration, parent goes back to registration table and now answers "yes" and gets checked in as above.
- When signed form is returned, asks parents of siblings if their kids want to ride together or separately. If together, paperclip the registration forms together.
- Puts a numbered sticker on each kid, and records the same number on the top of the appropriate registration form.

- Put the registration form on the “REGISTRATION” clipboard that will be at the end of the registration table. Newest ones go on the bottom.
- Directs the parents and kids to the designated holding area to wait for their flight.

Event Day – Assign kids to pilot and print Certificate

- Reviews pilot sign-in sheet. Checks that all pilots are in the YEDay.org system, signed up for the event, with the correct aircraft name and N number.
 - If not, correct it.
 - If pilot missing, add pilot along with appropriate information.
 - Prepare a clipboard for any pilots who don’t have one. **Print a page of pilot labels for the new pilot and append to his clipboard.**
- Receives the Pilot clipboard with the signed registration form(s) from the dispatcher/runner.
- Puts pilot label on each registration form.
- **Uses the YEDay.org system, assign kids to pilot tab, to assign the kid or kids to the pilot.**
- Prints the Young Eagle Flight Certificate for the kid(s), using the pre-printed certificates received from HQ. **(note: if you run out of pre-printed certificates, change the YEDay.org Assign kids tab to indicate no pre-printed forms. The entire certificate will print on plain paper.)**
- Puts them on the PILOT clipboard.
- Delivers the PILOT clipboard with the certificate(s) to the Log Book Table.
- Puts the completed registration form(s) on a “FLIGHTS COMPLETED” clipboard (will be audited and mailed to EAA during post-event duties).

Event Day - Log Book Table

- Ensures that each pilot has signed in and has a clipboard with stickers.
- Presents pilot clipboards to pilots prepared to fly.
- Waits for pilots to return with the kids he has flown.
- Gets pilot to sign certificates and Log Books
- Kids Leave
- Ask the pilot if he is ready for another flight. See pilot info above.

- **Event Day - FLIGHT BOSS**
- **Prepares for and conducts Pilot Briefing**
 - Checks the airport regarding airport operating rules, NOTAMS procedures, and presents these to the Pilots
 - Lays out and presents to the Pilots the course to be flown for the YE event
 - Advises Pilots where they are to make position reports and the frequency to be used
 - Advises the Pilots that upon picking up event riders they are to walk them to their airplane and assist in boarding.
 - Advises the Pilots to assure an escort accompanies the group to the airplane if any group member will not be flying so that such members will be escorted across the ramp when returning
 - Advises the Pilots that following flight they are to walk riders to the Certificate and Logbook signing table, make rider Logbook entries, and sign the rider Certificate
 - Advises the Pilots to notify the Dispatcher when ready for another flight, and remain within sight and speaking distance of the Dispatcher until picking up new riders or until released by the Dispatcher.
- Checks weather and opens YE flight activity
- Has access to VHF portable, monitors traffic and YE position reports
- Reports and oversees aircraft emergencies or changes necessary to assure safe operation during the YE event.
- Is familiar with ICE procedures and location of checklist
- Organizes the ESCORTS, equips them with vests, armbands or other ID for visual reference
- Binds and gags unruly pilots

Event Day - DISPATCHER

- Attends the Pilot Briefing and meets all Pilots
 - Advises the Pilots of the Dispatcher's assigned location during the YE event and notes that this is where Pilots are to sign for and pick up riders
 - Receives all of the completed rider registration forms from the registration table, selects and gathers riders (grouping when necessary), and presents the riders and rider registration forms to the pilots for their signatures before releasing the riders to the pilots
 - Announce YE participants ID numbers when ready to assign them to a pilot.
 - Delivers (by ESCORT if necessary) the individual pilot clipboards containing the registration forms signed by the pilots to the Certificate Print Station
 - Bounds and gags unruly riders and their parents
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Event Day - Pilot

- Picks up their pilot clipboard at the Logbook Table and takes it to the dispatcher for kid assignment.
- Accepts the YE participant(s) and signs their registration form(s).
- Walks the kid to the aircraft. Note: if a parent is accompanying the kid to the aircraft, the pilot locates an ESCORT to attend.
- Pilot flies the briefed route as noted in the pilot briefing.
- After returning, walks the kid(s) to the logbook table.
- Signs the Young Eagle Flight Certificate and makes the logbook entry.
- Notifies the Dispatcher when ready for another flight, and remains within sight and speaking distance of the Dispatcher until picking up new riders or until released by the Dispatcher.
- If finished for the day, leaves the clipboard with the Log Book Table and lets dispatch know.

Note, if taking a break between flights, the Pilot clipboard is to remain on the Logbook Table.

ESCORT:

- Escorts non-flying personnel (parents / guardians) on the ramp.
- Remain on call at entrances to the ramp.
- Wears bright vest or armband for visual reference

Post-Event Duties:

Tear down

- Fold and return all chairs to hangar
- Take down tents and tables
- Put away all registration materials.
- Take down computers and printers and store for next event.

Post Event Paperwork Duties:

- Gather all completed registration forms.
- Print pilot stickers for any pilots who didn't have them, and attach them to the forms missing pilot stickers.
- Sort the forms by pilot. **Within pilot, sort pre-registered forms from hand-written ones and paper clip both groups together. Note: should not have any hand-written ones. It would be an exception if we did.**
- Keep track on a spreadsheet of Number of kids by pilot by event. This will be useful at summer's end.
- Mail the forms to EAA Headquarters using the address on the registration forms.
- Scan and archive the ground crew and pilot sign in sheets for future reference.
- Check on paper supplies (registration forms, Flight Certificates and Logbooks and reorder more from EAA Headquarters if necessary. Forms can also be ordered using the YEDay.org page.
- If more blank labels are needed, purchase them from Office Depot prior to next event.