FAI

FAI COMMISSION INTERNATIONALE DE VOL LIBRE

Fédération Aéronautique Internationale

Terms of Reference (TOR) CIVL Jury & Steward Coordinator

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Terms of Reference
CIVL Jury & Steward Coordinator

- Keep the Jury & Steward (J&S) database up to date

- Maintain a CIVL Officials mailing list for communicating with the J&S volunteers in the database

- Send application forms to potential J&S volunteers

- Communicate with the Jury & Steward volunteers:
  1. Send letters to the people in the database to find volunteers for J & S duties in the next year(s)
  2. Inform those appointed and those not appointed as jurors & stewards for the following year's competitions
  3. Inform the appointed officials about travel and other organisational arrangements
  4. Ensure stewards or jury presidents who are training new recruits are prepared, and that feedback forms are completed afterwards

- Communicate with the CIVL Bureau:
  - Send the CIVL Bureau a list of those available for upcoming Jury & Steward positions, including trainees, together with recommendations, before the October Bureau meeting
  - Ensure treasurer is in copy of communications regarding expenses for trainees and possible advances to officials from bid/team fees
  - Highlight any suggested changes to Jury & Steward Handbook and checklists

- Communicate with the competition organisers:
  1. Confirm with the organisers of practice competitions who is the CIVL appointed steward(s)
  2. Confirm to Cat 1 competition organisers who are their CIVL appointed J&S officials
  3. Communicate with the competition organisers about the travel and other arrangements for these officials
  4. After the event(s) ask for any feedback from organisers on performance or behaviour of CIVL Officials

- Write a J&S coordinator report about the activities of the past year for the plenary meeting (to include ideas for promotion for new recruits, feedback on trainees, ideas on further training requirements or opportunities)

- Pass information to website content coordinator as necessary