

Young Eagle Rally Guidelines

1. First time Young Eagle (YE) pilots will need to work ground crew at their first YE Rally in order to learn our YE process. (until the procedures are understood)
2. First time ground volunteers will need to have orientation and work with another experienced volunteer at their first rally.
3. All pilots, escorts, and any available ground crew must attend pilot briefing before flying kids. If arriving after initial briefing, pilots must see the air boss for briefing.
4. Keep in mind that the YE and their parents are our guests, make sure they feel welcome and answer their questions. If you don't know the answer, find one of the coordinators.

Positions

Set up and tear down

- Set up banner next to Ludwig Rd on the Sunday before the YE Rally
- Assist YE Coordinators to set up tables, chairs, poles, ropes, etc
- Hang banners on Hangar 2 and on fences
- Put up flags and windsocks along fence
- After Rally is over, put everything away

Registration

- Greet YE and parents
- Instruct parents on how to complete registration form
- Make sure form is complete and legible, top section of front and all four lines on back, parent's signature is required
- Check birth date, must be ages 8 – 17
- Attach ½ of ticket to registration form, hand the other ½ of the ticket to parent and instruct them to keep it
- Print YE name on name tag and hand it to YE, instruct them to put it on their shirt
- Answer any questions
- Direct YE to Ground School Instructor
- If we are unable to fly due to weather or other reasons, have parents complete a registration form and let them know a pilot will contact them later for a flight.

Ground school instructor

- Explain how an airplane flies: including lift and thrust, how control surfaces work (aileron, flaps, stabilator/elevator, rudder), and instruments if time allows
- Give dot sticker to YE and instruct them to put it on their name tag (please do not apply dot sticker yourself)

Dispatcher

- Have YE sit in number order starting with the first row, first chair next to Hangar 2, continue to second row, chair at opposite end from Hangar 2, and continue to row 3, chair next to Hangar 2 and snaking back and forth
- Organize in groups or individually as needed for aircraft
- Have YE group or YE ready when pilot arrives for their next kids
- If requested by the YE, we will honor requests for a specific pilot/aircraft. Inform the YE that he/she may have an additional wait for that pilot/aircraft (a pilot may have invited the YE and is expecting to fly that YE)
- Parent may be allowed to go on the flight with a special needs YE

Air boss

- Must wear an orange vest
- Do pilot briefing
- Monitor radio traffic
- Monitor weather
- If air boss or pilots report significant wind direction change, all planes will be on the ground before changing runway
- Monitor area for safety

Marshall

- Must wear an orange vest
- Direct aircraft to parking area
- Assist pilots with start up and departure
- Make sure aircraft area is clear and safe for engine starting

Escorts

- Must wear an orange vest
- Take pilot and YE to area West of Hangar 2 to sign forms, this relieves congestion in the holding area
- Make sure pilot signs registration forms
- Put pilot's name sticker on bottom half of registration form
- Escort YE and parents to aircraft
- Assist pilot with loading as needed
- Escort parents back to seating area
- Return clipboard to clipboard box
- After YE are loaded take registration forms immediately to printing area
- Meet pilot at aircraft after their return to assist with unloading as needed and escort pilot and YE to seating area, pilot will take YE to printing area
- At all times, keep YE and parents together as a group
- You are providing safety for our guests so keep everyone clear of propellers and running aircraft

Pilots

- Pick up your clipboard from clipboard box
- Let Dispatcher know you are ready and how many kids you want
- Greet YE and parents
- Go with Escort to area West of Hangar 2 to sign & date forms, this relieves congestion in the holding area
- Be sure to sign & date forms, this certifies that you are a current EAA member, hold a pilot certificate, have a current medical (if applicable), are current in the aircraft you'll be flying, have a current flight review, and the aircraft is airworthy
- If YE has not received ground school (indicated by dot on name tag), explain basic aircraft operation – see first point under Ground School Instructor
- Fly kids
- After flight, take YE to printing station
- Sign logbooks & certificates
- Explain YE flight plan unless there is someone there responsible to explain it

Printing

- Enter YE name, date of birth and flight information in YE Manager program
- Print certificates
- Complete log books
- Organize handouts and put in plastic bags
- Do not remove ticket from registration form until after the flight has returned
- Upon completion of the flight rally, combine all Young Eagles data into a single file (if using multiple computers) and provide a copy of the file to the Young Eagles Coordinator(s) and the Chapter President
- Do not delete YE names from the database

Flight Plan

- Explain YE flight plan to YE and parents

Coordinators

- Be an EAA member in good standing
- Have an airman's certificate or a comprehensive understanding of aerodynamics and regulations
- Have ability to spark enthusiasm in EAA Chapters and YE
- Be a role model for young people
- Organize YE flights, either personally or with a Chapter Member, for any child expressing a desire to participate in YE program
- Encourage YE flights throughout the year
- Before the YE Rally
 - o Facilitate and promote YE events within the EAA Chapter network
 - o Provide a vital link between the Chapter and YE office

- Serve as liaison between EAA Chapter members and interested young people, their parents or youth organizations in creating opportunities to participate in the YE program
- Provide leadership and administrative direction for continued program growth
- Maintain a list of Chapter members available to conduct flights according to established guidelines
- File Chapter Event insurance with EAA
- File appropriate paperwork with the Fort Wayne Allen County Airport Authority or any other airport where the YE Rally is being held
- Notify local police, fire, and EMS departments of our YE events
- Contact other aviation organizations to be included at our YE Rally
- Coordinate set up of tables, chairs, barricades, banners, etc the day of the YE Rally
- Contact ATC and let them know of our YE Rally times and flight pattern
- At the YE Rally
 - Coordinate flights during Chapter sponsored YE Rallies
 - Ensure YE registrations are completed prior to flight
 - Provide morning and lunch time refreshments for all volunteers
 - Serve as key contact for questions and materials requested from other EAA members
- After the YE Rally
 - Organize registration forms by pilot
 - Record the number of YE each pilot flew and total for the YE Rally
 - Send forms to EAA as soon as possible
 - Act as the key contact for the Chapter's YE credits

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