

# Policies, Procedures & Guidelines US Soaring Teams



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United States Soaring Team Committee

Soaring Society of America

FAI World Soaring Championships

**THIS CURRENTLY DOCUMENT IS UNDER REVISION**



Open • 15-Meter • Standard • 18-Meter • Club • Junior • World Class

## **USST Web Page**

<http://www.ssa.org/UsTeam>

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**U.S. Soaring Team**

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**Policies and Procedures**

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## 1. Preface and Mission Statement

The United States Soaring Team Committee was established and ratified by the Soaring Society of America Board of Directors at the Winter 1995 Board of Directors - Meeting held concurrent with the SSA Convention in Reno Nevada.

The Board of Directors approved at this meeting the formation of a committee to oversee the affairs of the Soaring Society of America with respect to its representation at Federation Aeronautique International (F.A.I.) Approved World Soaring Championships.

The Mission Statement for the Committee, also ratified by the Board of Directors at this same Meeting, is as follows:

**It is the objective of the U.S. Soaring Team Committee to field a fully funded, totally prepared, and highly competitive TEAM to all future World Soaring Championships. The primary goal will be to bring Team honors to the United States and secondarily an individual World Champion.**

The following Policies and Procedure Manual represents the collective thoughts and experiences of the U.S. competitive soaring community and will be the guide by which the United States Soaring Team Committee (USSTC) conducts its affairs. The United States Soaring Team (USST) will adhere to the Manual with respect to competition in the Pre-World and World Soaring Championships. All activities by the USSTC and the USST must help achieve the goal of the Mission Statement.

## II. Soaring Team Committee

The U.S. Soaring Team Committee has the responsibility to see that the will of the Soaring Society of America Membership is properly represented at future World Soaring Championships.

### **A. Formation**

The U.S. Soaring Team Committee is established in accordance with common democratic committee guidelines and operates under standard rules of order.

### **B. Makeup of Committee**

The Committee is composed of 5 members; a Chairperson and four Committee members. The Chairperson presides over the Committee. Each Committee member is charged with a specific area of responsibility as well as being involved in all issues that generally come before the Committee.

## **1. Chairperson**

The Chairman of the initial U.S. Soaring Team Committee was appointed by the Soaring Society Board of Directors at the S.S.A. Convention, Reno, 1995. Subsequent Chairpersons will be elected by the members of the United States Soaring Team Committee and ratified by the S.S.A. Board Of Directors. The timetable for nominations, selection and ratification of the Chairperson is detailed in Section VII of this document.

The Chairperson is responsible for the affairs of the Committee and the reporting of such to the appropriate parties and authorities on a timely basis.

## **2. Administrative Committee Member**

This Committee member is responsible for all administrative concerns of the Committee including but not limited to:

- On-site housing for the Team at the World Championship site
- Shipping of sailplanes to and from the contest site.
- Airfare and ground transportation for the Team.
- Rental vehicles for use during the Championships.
- Financial arrangements for the Committee in Country.
- On-site domestic needs of the U.S. Team.
- Insurance coverage for the Team and equipment for the Competition.
- Official Team Uniforms.

## **3. Competitive Committee Member**

This Committee member is responsible for all competitive concerns of the Committee including but not limited to:

- Development of a training curriculum to teach the Team the intricacies and techniques of Team flying.
- Identification and recruitment of the Team Coach.
- Recommendations to the Team Committee of changes to be proposed to the Rules Committee necessary to achieve the Mission Statement.
- Formation of strategy concepts for competition at the Contest.
- Organization of pre-competition instruction and meetings.
- Evaluation of the proposed rules for the upcoming World Championships.

#### **4. Fund raising/Promotion Committee Member**

This Committee member is responsible for all fund raising issues of the Committee including but not limited to:

- Generation of fund raising activities and plans including corporate sponsorship.
- Development of a promotional package for the purposes of generating interest, publicity and sponsorship.
- Solicitation of potential sponsors for cash, services or goods needed by the Team.
- Communication of the Teams status and needs through the Soaring Magazine and other sources.
- Organization of a "junket" to the WSC for the general membership as a way to increase U.S. support for the Team and additional revenue.
- Design, production, and merchandising of U.S. Team articles for increased awareness, Team identification and as a revenue source.
- Sweepstakes and donation programs from the membership.
- Reporting of status of Robertson Fund and Wood Fund and anticipated proceeds from each and availability to the Team.

#### **5. Technology Committee Member**

This Committee member is responsible for all issues relating to technology that come before the Committee including but not limited to:

- Interface of information between the ground and air in real time.
- Weather information on-site during the competition.
- Sailplane and installed equipment.
- Ground based radio and computer equipment.
- Computer software and hardware requirements for the Team while on site.

### **C. Term of Committee and Members**

The Committee was established at the Annual Board of Directors Meeting at the S.S.A. convention, Reno, 1995. This Committee was created by the Board of Directors to oversee the efforts of S.S.A. activities regarding the U.S. to the World Championships in the future. The Committee as an organized structure will serve in this capacity indefinitely or until the S.S.A Board of Directors takes action to abolish or restructure the Committee.

The Chairperson and the individual Committee members will serve from the time of their election until the last day of Competition at the then current World Championships.

The Chairperson and/or Committee members may hold successive and consecutive terms with no term limitation.

The timetable for nominations, selection and ratification of the Chairperson and Committee members is detailed in Section VII of this document.

#### **D. Reporting**

The Chairperson of the Committee will report directly to the S.S.A. Executive Committee, the S.S.A. Board of Directors, and the S.S.A. President.

Individual Committee members will report directly to the U.S. Soaring Team Committee Chairperson.

### **III. Soaring Team - Pre-World**

#### **A. Objectives and Philosophy of the Team**

The objective of the Pre-World Team is to gather information and experience useful to the U.S. Team in the subsequent World Championships. Given this objective, every attempt will be made to limit expenses in order not to reduce funds available for the World Team. Team Pilots or those whose contest standing makes appointment self-evident in the judgment of the USST Committee may be funded if monies are available. Support personnel such as doctors, repairmen, etc., will not be provided, although they will be most welcome as volunteers.

#### **B. Makeup of the Team**

The official U.S. Soaring Team is composed of all personnel assigned a specific position by the S.S.A. and the U.S. Soaring Team Committee. The Committee will decide whether to field a formal Team and the degree of involvement. Normally, the Team Captain, Team Coach and at least the lead pilots in each class will attend. The Team will generally consist of not more than two pilots for each class. The number of pilots to be sent to the Pre-World Competition will also be limited by Host Country quotas, financial constraints and timing of the U.S. Nationals. Pilots flying the Pre-World Competition will generally be expected to fund their own cost of participation unless funds are available in accordance with Paragraph V(B).

#### **C. Selection of the Pilots**

The U.S. Soaring Team Committee will select the Pre-World Team Pilots according to the following order of priority:

**First** - The lead pilot (normally the highest ranked pilot as determined from the SSA Team Pilot Selection Process) in each class.

**Next** - The Team Coach who will serve in this capacity in the subsequent World Championships.

**Then** - The #2 pilot in each class as determined the SSA Team Pilot Selection Process.

**Then** - A pilot, appointed by the USST Committee, whose experience and insight will provide information especially valuable to the U.S. Worlds Team.

**Then** - Other pilots in order of highest ranking in the current official SSA ranking list.

The Committee and/or SSA will announce the pilots of the U.S. Soaring Team for the Pre-World Championships as soon as practicable before the first day of competition of the Pre-World Championships. A pilot selected to the U.S. Soaring Team to the World Championships after the Team has been selected and notified may take precedence over all others if late appointment to the Team in the judgment of the U.S. Soaring Team Committee precludes earlier decision. If necessary the lowest ranking pilots will be asked to excuse themselves from the U.S. Soaring Team to the Pre-Worlds to allow for the involvement of such late appointment.

#### **D. Expectations**

Pilots on the Pre-World Team will be expected to cooperate to the fullest extent possible in team flying and in working with the Team coach. Each pilot will be asked to submit a detailed report of his experiences and observations to the Team Captain no later than 30 days after the close of the Pre-World Competition. These reports should cover weather, terrain, each day's task and weather and a review of same after the fact, frequently used turnpoints, helpful locals and other information likely to aid the Team in the World Championships. The Team Captain will compile this information and see that it is disseminated to the Team pilots as soon as practical.

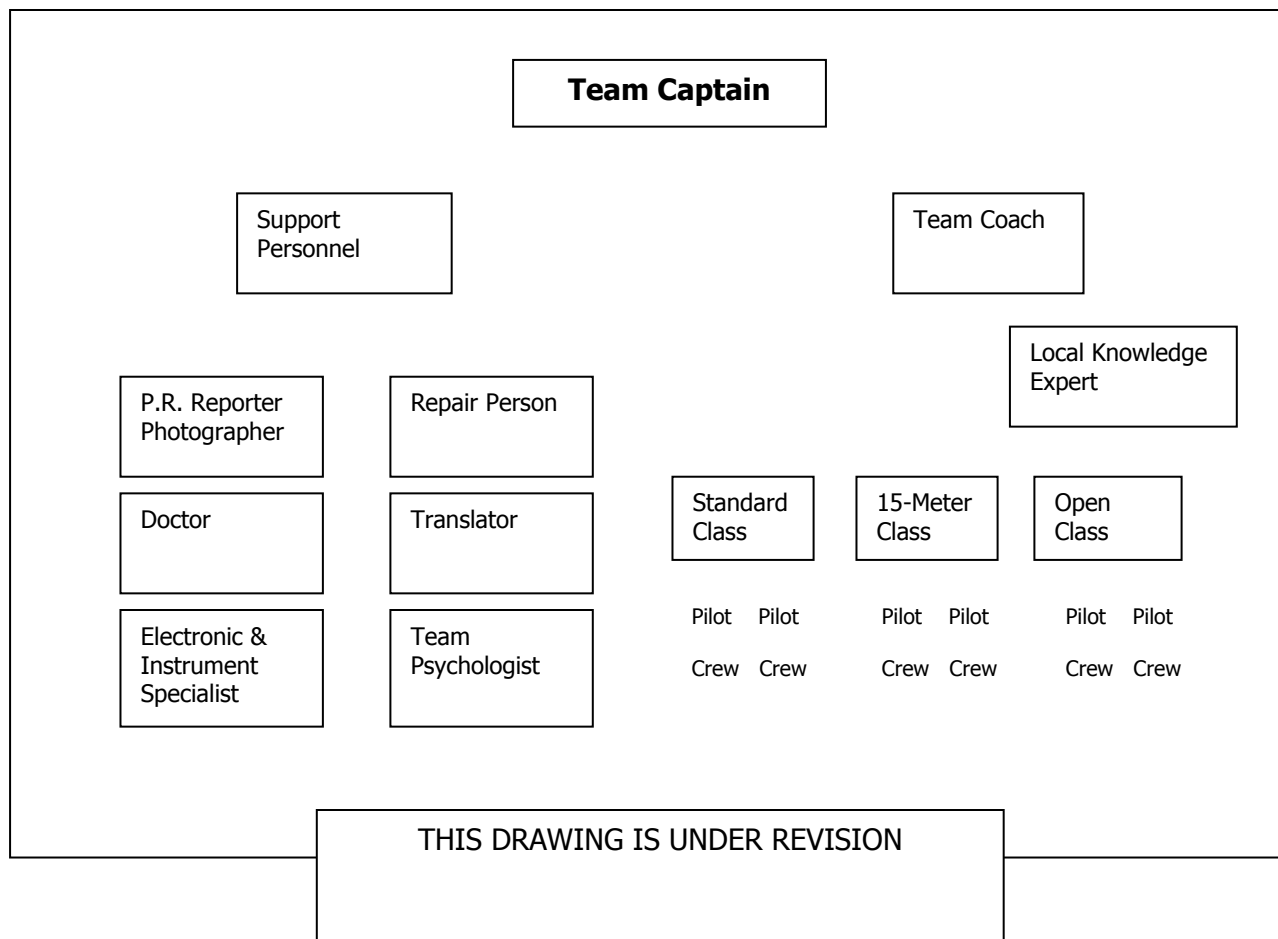
## IV. Soaring Team - World Championships

### A. Makeup of Team

The official U.S. Soaring Team to the World Championships consists of all personnel assigned a specific duty or responsibility by the S.S.A and U.S. Soaring Team Committee. This includes but is not limited to:

- The Team Captain.
- The Team Coach.
- The Team Pilots.
- A crew chief for each Team Pilot
- The Crew persons and support personnel assigned by the Committee to assist the Team.

The Team Organizational Chart is shown as:





## **B. Management**

The U.S. Team at the World championships will report to the Team Captain, or in his absence, the Team Coach, who will report to the U.S. Soaring Team Committee.

### **1. Team Captain**

The Team Captain will be responsible for all administrative concerns of the Team while at the World Championships. These areas of responsibility include but are not limited to:

- Housing.
- Transportation. Meals,
- Finances.
- Domestic and personal needs of the Team.
- Liaison with the World Championship organization about all issues.
- Representation of the Team or a Team Member to the International Jury or Championship management.
- Conduct of the Team.
- Publicity.

The Team Captain will have control and authority over the U.S. Soaring Team at the World Contest Site and will report directly to the U.S. Soaring Team Committee Chairperson.

### **2. Team Coach**

The Team Coach will be in charge of all competitive issues and concerns during the practice period and the Championships. These areas of responsibility include but are not limited to:

- Strategy.
- Team Flying.
- Data and information exchange.
- Organization and conduct of the Team meetings.
- Duties, responsibilities and conduct of the crew persons and support personnel.

The Team Coach will report directly to the Team Captain while at the World Contest Site.

### **3. Pilots**

Team Pilots will include those selected in accordance with the SSA selection process as the designated U.S. Team pilot and, in the case of two-seat Open Class sailplanes, the co-pilot. All Team pilots will be expected to cooperate to the fullest possible extent in Team flying and Team participation.

#### **4. Crew**

Each pilot will choose a crew chief, normally one who has served in that position in at least two U.S. National Competitions. Pilots will report the particular skills and abilities of their choice to the Team Captain and Committee as early as possible for approval.

*Spouses, family, and friends are welcome but will not receive financial support from the Committee unless official members of the Team.*

The remaining crew members and support personnel will be selected by the Committee and with the pilots approval in order to produce the best and most balanced Team possible in terms of skills and abilities. Each crewmember will be assigned to a specific pilot. Duties and responsibilities of the crew and support personnel include but are not limited to:

- Preparation of the sailplane each day prior to launch.
- Assembly of the ship, ballasting, cleaning, and minor maintenance, gridding, launching, recovery, securing and tie down at the end of the day.
- Organization and conduct of a retrieve in the event of a land out.
- Assistance to the Team Captain or Team Coach with any other Team duties as required.

The Committee encourages the involvement of a Team Pilots' spouse as his/her crew during the competition provided they have experience in this position. Additionally, the Committee will endeavor to find and recommend Crew Members who have capabilities and knowledge in other areas the Team may require such as electronics or sailplane repair or mechanics.

#### **5. Support Personnel**

Support personnel are those Team Members chosen for specific abilities or expertise. Support personnel will be designated by the Committee and report to the Team Captain at the World Championship Site. The support personnel the Team may need and which the Committee may designate may include:

- Repair person, mechanic, electronic or instrument specialist, etc.
- Team doctor.
- Team psychologist.
- Local knowledge advisor.
- Public relations specialist and photographer.

The Committee will endeavor to find Support Personnel who have capabilities and knowledge in other areas the Team may require. They will be expected to serve as crew when not in conflict with their primary responsibilities.

### **C. Selection of Pilots**

The U.S. Soaring Team will be selected in accordance with the existing selection procedures as adopted by the SSA Board of Directors. This selection system is based on the performance of a pilot from previous National, Pre-World or World Championships.

Normally, the Team will consist of as many pilots as can be fully funded, usually two for each class. The number of pilots may be reduced in case of funding shortfall or increased as funds permit. Available funding will be distributed evenly amongst the Team Pilots. The Team will not normally include privately funded individuals.

The Committee and/or SSA will announce the Team ranking within 30 days after the final scores of the qualifying contest being made available. Each potential Team pilot will be given 30 days to indicate his/her interest in representing the U.S. Team in accordance with the Policies and Procedures contained herein. Pilots interested in joining the U.S. Soaring Team should be aware that the conduct of the Team will be governed the U.S. Soaring Team Committee's Policies and Procedures Manual and agree to abide by its provisions.

Unless a surplus of funds exist, the U.S. Soaring Team Committee may require each U.S. Team Pilot nominee to contribute to the U.S. Team a sum of money, the amount to be decided by the Committee, but normally an amount equal to that typically spent in competing in a U.S. National Championship, to demonstrate commitment on the part of the Team Pilot nominee.

### **D. Conduct of Team Members**

The U.S. Soaring Team represents the SSA Membership as well as the United States of America at the World Soaring Championships and must conduct themselves accordingly at all times. The Code of Conduct for the U.S. Soaring Team includes but is not limited to:

- Participation in the Opening and Closing Ceremonies in official U.S. Team uniforms.
- Timely communication with the USSTC and Team Captain regarding required documentation, travel plans, publicity photos and dossiers.
- Courteous accessibility to visiting SSA members, sponsors, dignitaries and press.
- Respect for the host organization, the facility, the rules of the airfield and the competition.
- Placement of the needs of the TEAM above the needs of the individuals or other competitors.
- Agreement to settle any disputes between the Team members within the Team promptly and with the assistance of the Team Coach and Captain.

## **E. Training**

The Committee will organize a meeting of the Team prior to the World Championships. The purpose of this meeting is to bring together the Team in a common location to work on specific issues such as:

- Study and practice team flying.
- Discuss Team Strategy and Team psychology.
- Review the Contest site and characteristics.
- Identify strengths and weaknesses of the Team.
- Review the logistics involved in attending the World Championships.
- Hear briefings from pilots who have site-specific knowledge.
- Develop working relationships between the Team members.

The Team meeting will be scheduled to be as convenient as possible for all Team members both in time and location. If flying will be emphasized at the Team meeting a location similar to the contest site should be utilized.

## **F. Team Flying**

Groups, even small ones, work better when there is a clear division of responsibility. Therefore, the Team Coach will suggest a leader in each class who will be in charge for purposes of team flying. The leader will normally be chosen on the basis of seeding rank for qualification on the Team, past World Championship experience, site experience at the previous Pre-World Competition, or familiarity and success with team flying.

## **G. Team Meetings**

During the World Championships, a meeting will be held periodically to brief for the task upcoming and debrief for the task just completed. The pre-task briefing will be held immediately after the daily pilots meeting and the debriefing will be held as soon as practical after the completion of the task. Task briefings and debriefings will only be attended by the Team Captain, Team Coach and Team pilots. Additional meetings may be required or scheduled as necessary by the Team Captain or Coach.

## V. Funding and Financial Accounting

It is the responsibility of the U.S. Soaring Team Committee to be fully funded and financially responsible to the S.S.A. and the General Membership as set forth in the Mission Statement under which the Committee was formed.

### A. Revenue Generation

Revenue generation is without a doubt the most challenging tangible requirements of the Committee. The Committee must strive to not only be fully funded but also generate the funds with as little burden on the General Membership as possible. Generally, funding will be sought from the following sources:

#### 1. Honorary Funds

##### a. Robertson Trust Fund

The Robertson Trust Fund was established in 1986 to memorialize the late Robbie Robertson, a World Class Competition Pilot in his own right, who was tragically killed in a sailplane accident after winning the 1986 15-Meter National Championships in Uvalde Texas. Funds generated through gifts and donations in honor of his achievements in soaring, given by the General Membership, were set aside in interest bearing accounts with the interest generated from these funds to be utilized specifically for the United States World Soaring Team. In the past, these funds have helped fund the Team participation in previous World Championships. In the future, the income produced by the Robertson fund will be utilized for the same purposes. Additionally, it is the Committees' hope and objective to increase the principle amount of the Robertson fund by a donation from the U.S. Soaring Team Committee from the fund raising efforts of the Committee after each World Championship thereby increasing the revenue provided by the Robertson Fund in successive years.

Interest accrued by the Robertson Fund as of the last day of competition at the then current World Championships will be made available to the U.S. World Soaring Team Committee by the S.S.A.

##### b. Lawrence Wood Fund

The Lawrence Wood Fund was established in 1997 to honor Lawrence Wood, a longtime competition pilot, supporter of the U.S Team and past SSA president. Lawrence Wood donated his personal Nimbus 3DT to the U.S. Team Soaring Committee in 1997 to show his support of this effort. The U.S. Team Soaring Committee elected to sell the aircraft on the open market and to apply all proceeds over \$100,000.00 for the benefit of the 1997 U.S. Team. The corpus of \$100,000.00 was used to establish an honorary fund in the name of Lawrence Wood. Interest accrued by the Lawrence Wood Fund will be made available to the U.S. Soaring Team Committee.

## **2. Revenue Generation from the SSA Membership**

The Committee, with the help of the SSA, will organize and conduct revenue-generating activities from the membership. These may include a Sweepstakes, raffle, appeal for donations, sales of Team merchandise or other vehicles approved by the SSA Executive Committee or Board of Directors. Any funds generated through the membership will be deposited with the SSA and reported to the membership in accordance with Paragraph V.C. The Committee will make every effort to recognize and thank each donor that offers assistance to the U.S. Team.

## **3. Revenue Generation from Outside Sources**

The Committee will endeavor to generate funds to support the U.S. Soaring Team through the solicitation of businesses not directly related to the SSA. This sponsorship may be in the form of cash and/or payment-in kind (PIK) for services or merchandise needed.

Any approaches made to generate funds must have the approval of the U.S. Soaring Team Committee and be consistent with the views and policies of the SSA. Any funds generated from outside sponsors will be deposited with the SSA and reported to the membership in accordance with Paragraph V.C.

The Committee will make every effort to recognize and thank each donor that offers assistance to the U.S. Team.

## **B. Allocation of Funds**

The funds collected through the efforts of, or on behalf of, the U.S. Soaring Team Committee will be allocated by that Committee. The allocation priority shall be:

**First-** Funds required to support the U.S. Soaring Team at the World Championships.

**Then** - Funds required to cover the actual and direct general and administrative costs of the Committee, individual Committee members and approved expenses incurred by volunteers. Significant costs incurred by Committee members and approved by the Chairperson, will be reimbursed at the time they are incurred.

**Then** - Funds required to support the U.S. Soaring Team official training periods including the Pre-World championships.

**Then** - Funds required to cover the actual and direct general and administrative costs of the Committee.

**Then** - Donation to the Robertson Fund to increase the principle balance of this investment for future World Competition.

## **C. Financial Reporting**

Cash balances will be maintained in a separate SSA bank account and the finances and financial position of the U.S. Team Committee will be the responsibility of the Chairperson of the Committee. Disbursements in amounts of more than \$500.00 will require the approval of one other Committee member or the President of the SSA. Detailed financial reports will be made available periodically to Committee members, SSA members, the SSA management or any other party related to the effort.

## **C. Financial Report**

The detailed financial report of the Committee will be presented to the SSA Board of Directors at each scheduled meeting, to the Team members upon conclusion of the World Soaring Championship financial accounting but not more than 60 days after the last day of World Championship Competition and also published periodically in the Soaring Magazine for the benefit of the general membership.

## **VI. Sailplanes and Equipment**

All sailplanes flown by U.S. Soaring Team pilots in the Pre-World or World Championships must comply with and be operated in accordance with all applicable regulations of the country of registry, FAI rules and regulations, and the rules and regulations imposed by the World Championship host organization. U.S. Soaring Team members will configure the sailplane and installed equipment wherever possible to fulfill the objective of and to maximize the performance of the Team (e.g. .installation of airborne data link or tracking equipment may be requested by the Team Coach). The Team Pilot will however, have ultimate authority on the configuration of his/her sailplane.

In the event the Committee is able to secure sponsorship support and should a major sponsor so desire, Team members will allow the Committee to affix non-permanent advertisements to the sailplanes and trailers in exchange for the sponsor's donation. It is understood that the Committee will not make any request which would adversely affect the performance, structural integrity, warranty, or maintainability of the sailplane in any way.

## VII. Time line and Succession

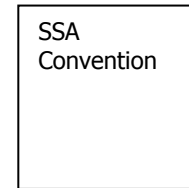
Following are graphical depictions of the time line for certain activities:

### **Term of the Committee Chairpersons and Members:**

*Previous Committee*

*Next Committee*

-----/ Present Committee /-----



The previous Committee's term will end on the last day of competition at the previous World Championships. The present Committee's term will begin at the end of the SSA Convention prior to the previous World Championship and run through the last day of the present World Championship. The present Committee will nominate and elect the next Committee members at the SSA Convention prior to the present World Championship. Both the previous and next Committee member terms will overlap the present Committee's term so as to facilitate a smoother transition through the change. Authority and responsibility of the funds generated by the present Committee will remain with that Committee until such funds have been dispersed or transferred to the Robertson Fund.

The last action of the Chairman of the present Committee will be to furnish a detailed report including a final income and expense statement to the SSA Board of Directors at the first official meeting of such Directors.

### **Term of the U.S. Soaring Team and Management**

The Pre-World Soaring Team and Management will be selected 4 months prior to the first day competition of the Pre-World Competition. This Team will be sanctioned through the final day of the Pre-World Competition. This Team will be sanctioned through the final day of the Pre-World Competition. The U.S. Soaring Team to the present World Championships will be identified within 60 days after the last qualifying U.S. National Competition and will be sanctioned until 30 days after the final day of the end of the present World Championships

**END**