

## **YOUNG EAGLE FLIGHT RALLY PLANNER**

One of the reasons EAA's Young Eagles program is successful is the simplicity of the concept – a pilot and child go flying. While our ultimate experience is for a child to have a one-on-one experience with the pilot, that is not always necessary or possible. By the same token, it is sometimes advantageous to schedule a group event or Flight rally. These events have been a very popular aspect of the program for a number of reasons. In a rally situation, there is usually ample ground support to handle paperwork and safety; it is sometimes easier to handle groups of children, such as from a youth group or school; and there is a social aspect of participating with others in a flight day.

By reading through the following guidelines, you will find ways to incorporate both the one-on-one experiences available through the program with a Flight rally. Please remember, the ideas and guidelines contained in this document as just that – ideas. Feel free to adapt these ideas to your local airport. If at any time, you have questions or concerns about the Young Eagles Program, please contact our office toll free at 877-806-8902. We are here to assist you in any way we can. We look forward to hearing from you.

So exactly what is the definition of a flight rally? A flight rally is an organized event and must be sponsored by an EAA Chapter (or Field Representative). The Chapter must be actively involved in the planning and execution of the event to be a sponsor.

A flight rally can involve fewer than 10 children or in excess of several hundred. The size of the event is not what matters; it is the quality and safety of the event — that always comes first. We suggest that you start with a small first time effort to develop procedures that work best for your area.

## **STEPS TO A SUCCESSFUL YOUNG EAGLES FLIGHT RALLY**

### **Determine the level of support available in your Chapter.**

Take a survey of current members and determine how many would be available to participate and how often they would like to fly. The following requirements are necessary for **ALL** pilots who wish to participate in the Young Eagles Program:

#### **Current National EAA member**

##### **Airman's certificate**

(Sport Pilot or higher)

#### **Current Biennial Flight Review**

##### **Current Medical certificate**

(If applicable)

#### **Currency in the aircraft used**

##### **Aircraft liability insurance**

Each pilot must have aircraft passenger seat liability insurance. For those EAA members who choose to insure at a level of \$100,000 per passenger seat, EAA will automatically provide an additional \$1,000,000 liability umbrella policy. This coverage is only in effect while participating in Young Eagle Flights. Pilots who choose to insure at lower levels may still participate, however the additional insurance will not apply. Some confusion has surfaced because of EAA's supplemental \$1 million blanket liability policy. Simply stated, if a pilot carries liability insurance they can participate in the Young Eagles Program. If a pilot has \$100,000 per seat or more in coverage, EAA has an additional \$1 million blanket policy that will supplement their insurance.

### **Recruit others to assist you:**

There are many areas that can be delegated to other volunteers. Consider having one person in charge of each area of responsibility such as:

### **PUBLIC RELATIONS**

#### **Responsibilities:**

**Keep Airport Management informed** by contacting your airport manager, FBO representatives and air traffic control personnel during the early stages of your planning. Involving them in the process early will make logistics easier in the long run.

**Select an appropriate date** taking into consideration any other major events in the area involving children. Discuss and plan if and how you will pre-register children or use a first come, first served method. In either case, keep a maximum number of children in mind based on the available aircraft volunteers and airport capacity. You may wish to set up an answering machine to take names and then schedule times for the flights.

**File a Chapter/Squadron Young Eagles Rally Notice Form 30 days prior** to the event for General Liability Insurance to protect your Chapter, officers, directors, members and volunteers. The Rally Notice Form can be found on the EAA website in the Chapters section and also on the Young Eagles Web site under [Volunteers](#). This should be filed with EAA Headquarters at least two weeks prior to your event. A copy is also provided in the Young Eagles Chapter Coordinator folder.

**Order supplies early.** Contact the Young Eagles office and place your order for Young Eagle brochures, which you can use as a PR tool prior to the event, Registration forms for the young people actually participating in the flights and Certificates to present following the flight. Two weeks prior the event is sufficient to ensure the on time delivery.

**Publicity.** A sample News Release is also available on the Young Eagles website by clicking the [Volunteers](#) tab. Use the News Release as the basis for your publicity. You may create posters to promote your event to the general public. Many times radio or TV stations have provided announcements free of charge.

## **GROUND OPERATIONS**

### **Responsibilities:**

**Safety first.** No child or parent should be allowed in the aircraft movement area without an escort. Remember that the general public is not familiar with airplanes, how they move and spinning propellers. **No matter how you set up the operations, HOT LOADING IS NOT ALLOWED under the Young Eagles Program at any time, under any circumstances. No more than three Young Eagles may be flown at a time in a single aircraft.**

**Registration.** This operation should be located so that ALL who enter cannot enter without passing this location. Each young person intending to fly must have the form properly completed with the parent/guardian signature. This is also the time to verify the birthdate of the prospective Young Eagle. Sometimes a number is assigned to be called out when the flying starts. The same number should be written on the Registration form. After registration the prospective Young Eagle may report to Ground School if available.

**Ground School.** Ground school will cover the operation of the aircraft and the airport. A detailed account of the flight will be given. This can be as detailed as you have time and the facility for. Some Chapters may show a video. They will be called directly from this area for their flight or sent to a holding area until the pilots are ready. Having a clipboard and folder for each pilot with preprinted labels simplifies paperwork and keeps the Young Eagles with the right pilot. At the time the pilot is introduced to the young person is a good opportunity to have the pilot sign the Registration form. **Every form must be signed by the pilot prior to the flight.** The pilot may then personally escort the young person to the aircraft. The pilot is responsible for loading and unloading all passengers. After the flight the pilot will escort the young person to the Certificate location.

**Certificates.** Pilots will bring the young people to this operation AFTER the flight has been completed. The pilot will personally sign the certificate and present to the new Young Eagle. The same clipboard and folder from Registration will be sent to this area to have the Certificates printed. The pilot can find his/her clipboard with the Certificates on top ready to be signed. When the pilot is ready to go flying again, they return the clipboard to the person handling the flights.

## **FLIGHT OPERATIONS**

### **Responsibilities:**

**Pilots.** All pilots should check in with the event coordinator. Pilots should make sure their registration information is up-to-date (mailing address, aircraft). Pilots should also make sure the registration form is completed (including parent/guardian signature) and sign the Pilot self-certification on each form.

Event Coordinators should provide water and refreshments for the pilots and volunteers. It is also important for all volunteers to take a break from the action from time to time.

**Pilot Briefing.** All pilots will be required to attend the pilot briefing prior to conducting any Young Eagles flights. It is also a good idea to have ground support volunteers attend the briefing as well. The coordinator, a designated pilot or even a local ATC representative can provide the briefing. A sample briefing should include the following topics:

- **Welcome**
- **Review of Pilot Requirements**
- **Weather**
- **Who will be flying**
- **Ground flow for paperwork**
- **Ground flow for aircraft (taxi routes)**
- **Flying route (if one is established)**
- **Altitudes and airspeeds**
- **NOTAMS**
- **Ramp Safety**
- **Flight Safety**
- **Questions**

## **POST EVENT:**

At the conclusion of the event the Young Eagles Coordinator will collect all of the completed registration forms and send them as soon as possible to the Young Eagles Office. ***It is important to the pilots and to the new Young Eagles that the paperwork is sent to the Young Eagles Office to be recorded soon as possible after the flight.*** Please clip each pilot's Young Eagles together and again make sure the information is accurate, legible and the children are the correct age to be recorded as a Young Eagle.

There should be a debriefing period following the event with pilots and volunteers to find out what worked and what didn't. Make notes of changes needed to improve for the next time. Thank you notes to the airport manager, FBO or host tower site are always appreciated and make good connections for another event. Most of all the pilots and volunteers should feel appreciated as well.

If you have any questions or concerns call us. We are here to help you have a successful Young Eagles event. We look forward to hearing from you and don't forget to send a report and pictures.

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### **IN CASE OF EMERGENCY**

Young Eagle volunteers have compiled a great safety record SINCE 1992. However, no matter how careful we are there are times when things don't go as planned.

***If there is an incident or accident at a Young Eagles event, please contact EAA Risk Management as soon as possible with the following information:***

- Date, time & location of the incident
- Names, addresses & telephone contact numbers for all injured persons
- Names, addresses & telephone contact numbers for all witnesses to the incident
- Make sure immediate first aid and qualified medical personnel are notified of any injury.
- Protect damaged property from any further damage
- Have someone take immediate photographs of the incident if possible
- Do not discuss the facts leading up to the incident with the news media at any time
- Report incident to local FAA office or other government authority if applicable

**EAA Risk Management Department Emergency Contacts:  
(920) 426-4822 (M-F 8:15am to 5:00pm) or (920)379-4822(cell): Karen Kryzaniak**

# YOUNG EAGLES EVENT CHECKLIST (Sample)

EVENT DATE: \_\_\_\_\_

## 30 days prior to the event (minimum)

- File the Chapter/Squadron Insurance Form on line: <http://www.eaa.org/apps/insurance/>
- Contact airport management and Air Traffic Control to coordinate the event
- Identify Pilots
- Identify Ground Support

## Two Weeks prior to the event

- Confirm Pilots and Ground Support volunteers
- Confirm Airport arrangements (location, fuel, ATC)

## Equipment Packing List:

Computer  
Printer  
Power Supply  
Computer Printer Cable, Mouse, Keyboard  
Extension Cords  
Registration forms  
Certificates  
Logbooks/Access Codes  
Clip Boards (optional, but very useful)  
Pens/Pencils/rubber bands/paperclips  
Tables and Chairs  
Extra Headset  
Cushions for small children  
Barf Bags  
Water and Cups  
Trash Containers