United States Soaring Team Task Force

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Topic 12 - Team Documents

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This document is for discussion purposes only and should not be considered the policy of U.S. Soaring Teams. Instead, this document provides a starting place from which to develop more accountable, transparent, competitive and sustainable United States Soaring Teams. You can help shape the future of U.S. Soaring Teams by making your comments regarding this document to John Seaborn (planned@boulder.net)

All taskforce documents are posted on the taskforce web page
http://www.ssa.org/UsTeam/ust_taskforce.htm

U.S. Soaring Team Documents

Purpose & Goals
The purpose of the US Team document program is to develop and maintain a central document archive that provides US Soaring Teams and management with a rich resource they can draw on as part of their US Team effort. The goals of the document program is to develop a knowledge base from input provided by experienced team members, develop the required documents and maintain a central archive of team documents in a U.S. Team Binder.

Philosophy & Discussion
With more teams, bigger budgets and several championships to manage US Soaring Teams are moving to a more formal management and documentation process. At the core of this effort is the need to provide US teams with a consistent, efficient and sustainable resource in an effort to make organizing US Soaring Teams more competitive and less arduous.

With any organization there are certain documents and forms at the core of the organizations ability to function in a consistent and efficient way. US Soaring Teams have developed many documents over the years put with no consistent management of these documents. Typically the documents and forms for the teams are developed and then discarded or go out of service as team members and managers come and go. The updating, development and revision of these documents should be incorporated into the final reporting for each team through the US Team document manager.

Our soaring teams tend to be loosely organized rather late in the process often by volunteers and team captains with little world championship experience. Pilot's, crews and captains new to international competition have an especially steep learning curve. In this environment there is little consistency between teams from year-to-year or even in the same year. Our teams tend to reinvent the wheel with each new team. There have been no lasting documented resources available to provide a transfer of knowledge between teams. What is needed is a central "knowledge bank" that that provides team management with the tools and resources they need to do good job easily, efficiently and consistently.

Two improvements can be made in this area. First, US Soaring Teams should develop an organizational structure that can provide much needed consistency, experience and knowledge to teams even as US Team Chairmen and team captains change.

Second the US Team needs to develop a document program to develop and maintain a central archive that provides teams and management with a rich resource to facilitate their US Team effort. The document program should be headed by a US Team document manager who will solicit input from experienced team members, develop the required documents, maintain a central archive of team documents and publish a U.S. Team Binder.

Benefits of U.S. Team Documentation

- Puts all the information in a single place
- Provides consistent information and policies
- Makes organizing much more consistent with less hassle factor
- Makes US Teams more competitive (Better organized = Better positioned to win)
- Resource for new team managers and team members who enter very low on the learning curve
- Organizational and competitive knowledge is developed and maintained
- Establishes expectations for team members
- Builds accountability, transparency, competitiveness and sustainability.
- Provides consistency in operation

Three Areas of Documentation

The developing US Team documentation breaks down into three areas:

US Team Management Documents
This section provides team managers with the forms and document examples needed to organize and field US Soaring Teams.

US Team Policy Documents
This section provides team managers with US team policy documents including US Team Policy, Procedures and Guidelines.

US Team Best Practices
Over the years teams have learned through the school of hard knocks the best ways to do things. The best practices section of the document program is to put the knowledge learned over the years down on paper as a resource for future teams to use.

Document Transmission

All forms and documents can be made available in an electronic version suitable for exchange via e-mail, posting on the US Team Wed site as appropriate and in printable written form. The documents could be distributed via CD or e-mail.

Duties of US Team Document Manager

- Develop US Team Documents
  - Solicit the experts for best practices
  - Develop and reformat existing documents
  - Establish TTF review
  - Develop standard forms form that all teams can use
- Update & Maintain Documents
- Solicit new Best Practices documents
- Maintain master binder
- Develop and maintain team binder

The following are DRAFT examples of US Team Master Document List, Member Information and an example of the best practices, "all about electricity" as an example of what is possible.

United States Soaring Team - Master Document List & Guide

US Team Management Documents

Doc #	By Who	Title	Description	Format	Latest Revision	Where?
USST 100	WJS	Master Document List & Guide	List of all team documents broken down into management, policy and best practices.	MS Word & PDF	2.15..02 Ver. 1.0	Binder & Web & CD
USST 120	WJS	Team Personnel Summary	Summary of all team members and non team members traveling to WSC.	MS Word & PDF	2.15.02 Ver. 1.0	Binder & Web & CD
USST 140	WJS	Team Member Information	Information form to be filled out by each team member attending WSC including pilots, crew and staff.	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 145	WJS	Team Captain Application	Application for prospective team captains.	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 160	WJS	Pilot Biography	Form for background on pilots for the SSA US Team Web and organizers.	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 180	WJS	Team Captains Budget	Budget to be provided before WSC by team captains	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 200	WJS	Team Member Follow Up Survey	Follow -up survey for all team members	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 260	WJS	Example of letter of notification	Example of the letter used to notify team members of selection	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST 280	WJS	Team Time Line	A time line for each WSC used by Team Captains	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST	WJS	Team Captain Final Repot	Items that need to be in team captains final report			

USST	WJS	Master Team Planning Document	Provides a X year look at future US teams. Updated as needed but at least annually.	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST	WJS	US Team Equipment and Supplies	List of equipment and supplies available for use by teams.	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD
USST	DJ	US Team Captain Checklist	A checklist of things that need attention as a Team Captain	MS Word & PDF	2.15.02 Ver 1.0	Binder & Web & CD

This form needs to be completed by every member of the US Soaring Team including pilots, crew and team management.

Personal Data (All team members)

☐ Pilot ☐ Crew ☐ Team Management ☐ Other _____

Name _____ Sex M__/__F__ Date_____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail _____ Fax _____

Date of Birth _____ Social Security Number_____

Passport Number _____ Visa Needed? Yes   No

If Crew for who _____

Emergency Information (All team members)

USA Emergency Contact: _____

Address_____

City _____ State _____ Zip _____

Phone _____ e-mail _____

Medical Condition? _____ Blood Type _____

Medical Insurance? Yes__No__ Organization _____ Policy Number _____

Team Uniform Size (All team members)

Jacket _____ Dress Shirt _____ Polo Shirt _____ Pant _____

Shoe _____ Dress _____ Blouse _____ Height _____Weight _____

Soaring/Competition/Professional Experience (Crew Only – Pilots See Team Biography)

Number of World Soaring Championships attended and in what capacity _____

_____

Number of US National Championships attended and in what capacity _____

_____

Glider ratings_____ Soaring Hours _____ Power Hours_____

Competition Experience _____

Profession, If retired from what _____

Current Job Title _____ Company _____

Business or Management Experience _____

_____

Special Skills that may come in handy at World Championships? _____

_____

Head Count, Hotel Planning & Travel Plans (Pilots Only)

Pilots how many people will attend the WSC in your party? We need an accurate head count!

❶ Name _____ Capacity _____ ☐ Team ☐ Non Team

Airline Intend To Fly _____ Departure Date _____ Return Date_____

Arrive Practice Hotel_____ Depart Practice Hotel _____

Arrive Contest Hotel _____ Depart Contest Hotel _____

Rooms Needed ___ Beds per Room _____ Type _____

❷ Name _____ Capacity _____ ☐ Team ☐ Non Team

Airline Intend To Fly _____ Departure Date _____ Return Date_____

Arrive Practice Hotel_____ Depart Practice Hotel _____

Arrive Contest Hotel _____ Depart Contest Hotel _____

Rooms Needed ___ Beds per Room _____ Type _____

❸ Name _____ Capacity _____ ☐ Team ☐ Non Team

Airline Intend To Fly _____ Departure Date _____ Return Date_____

Arrive Practice Hotel_____ Depart Practice Hotel _____

Arrive Contest Hotel _____ Depart Contest Hotel _____

Rooms Needed ___ Beds per Room _____ Type _____

❹ Name _____ Capacity _____ ☐ Team ☐ Non Team

Airline Intend To Fly _____ Departure Date _____ Return Date_____

Arrive Practice Hotel_____ Depart Practice Hotel _____

Arrive Contest Hotel _____ Depart Contest Hotel _____

Rooms Needed ___ Beds per Room _____ Type _____

Head Count, Hotel Planning & Travel Plans Notes:

Pilot Information (Pilots Only)

When you will arrive at the practice site _____ at contest site _____

FAI Sport Lic. # _____ Citizenship? _____

Will you have a cell phone at the WSC <u>Yes</u> <u>No</u> Number _____

Glider Flown in WSC (Pilots Only)

Make _____Model _____N-Number _____

Registered Owner _____ Serial No._____ Value _____

Glider Hull & Liability Insurance? <u>Yes</u> <u>No</u> Carrier & Policy _____

Special Needs (All Team Members)

Person With Need _____ Vegetarian? <u>Yes</u> <u>No</u>

Other Special Needs _____

_____

_____

Equipment and Tools (All Team Members)

What special equipment are you bringing to the WSC?

☐ Laptop   ☐ Power Plug Adaptors   ☐ Ground Station

☐ Digital Camera   ☐ Spare Parts   ☐ Medical/Emergency Kit

☐ Tool Box & Tools ☐ Hand Held Radio

☐ Power Converters ☐ Hand Held GPS

☐ Other?

I have received a US Team Binder and am familure with its contents? ☐ Yes   ☐ No

I have read and understand the US Team Policies, Procedures and Guidelines as they apply to a member of the US Soaring Team and agree to uphold the requirements and principles of the position.

Signed _____ Date _____

Printed _____

Best Practices – US Soaring Team

Instructions: Part of the US team Best Practices series. All new documents created by the various teams should be sent to the US Team Chairman. Your additions and comments on this resource are always welcome.

US Team Form 340 2.15.02 Ver 1.0   www.ssa.org/usteam

Battery Chargers & Transformers

There is almost no more problematic detail to US Soaring Teams traveling to distant WSC than how to charge batteries and run the assorted electronic gear.

First most countries operate on 220 Volts rather than the 110 Volts used in the USA. Second countries use a wide variety wall outlet some with two, three and four pins in many differing arrangements. So not only will the higher voltage fry your electronics the familure cord plug will not fit in the wall socket. With some pre-planning these potentially distracting problems can be overcome before departing for the WSC. Have this detail worked out before departure or you will regret it!
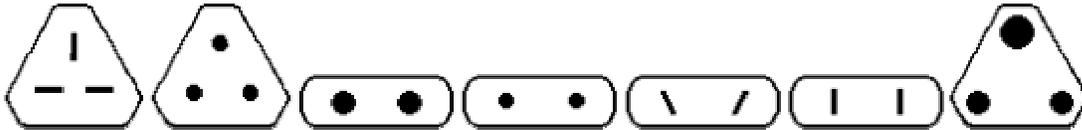
Example of the wall plugs you may encounter in the various countries around the world.

Step down transformers are basically for use overseas. They will step the international 220/240 Volts AC down to 110/120 Volts used in the USA. With a few exceptions, everyone in the world uses either 110 or 220 Volt (V) electricity. (By 110 we mean 110-120 Volts and 220, 220-240 Volts.) 110 are prevalent in the USA. 220 are used about everywhere else. Several countries actually use both 110 and 220.

The other difference between electricity is the cycles per second, or Hertz (Hz.) Countries either use 60 Hz. (such as in North America) or 50 Hz. (such as in Europe.) There is a fairly close correlation between 110 V/60 Hz. and 220 V/50 Hz but there are many exceptions. Most electronic devices will not be affected by the cycle change. (But you need to make sure.) Other appliances, including analog clocks and some motorized appliances, will run slower or faster.
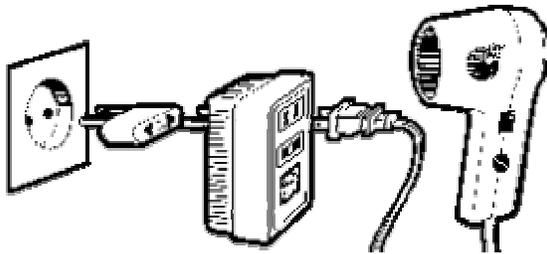
Remember: Adapter, then converter/transformer, then appliance

So for your travels internationally you will need:

1. Wall plug adaptors that fit the wall plugs in the country your traveling to
2. Converter/Transformer from 220 Volt to 110 Volt

Note that you will need several of everything since you will want to run your shaver, charge you laptop, hairdryer besides charging your batteries every night.

Is there a difference between an adapter and a converter or a transformer?

Yes. An adapter allows a dual voltage (can uses both 110 AND 220 Volts) appliance, converter, or transformer to be plugged into a wall outlet that is different from the pin configuration on the appliance, converter, or transformer. Adapters **do not convert electricity. Converters and transformers convert electricity.** If your appliance(s) use 110V electricity and you are traveling to a country with 220V electricity, you need a "step down" converter or transformer which converts 220V to 110V.

What is the difference between a converter and a transformer?

There is a difference. The explanation can get technical, but here is a summary:

1. Use converters only with electric appliances such as hairdryers, etc.
2. Use a transformer with anything electronic, such as computers.

Also, if your electronics are grounded but sure to use a transformer which is grounded.

Electronic appliances should **ONLY** be used with a transformer. The good news is that **Electric** appliances can be used with a converter **OR** a transformer. Transformers are for long term use while converters are not. A converter should not be used longer than is necessary to use the appliance and certainly not longer than 2 hours. Transformers are usually much heavier than converters. While transformers are designed for long-term use, you still should unplug them when not being used.

What are electric appliances?

TRANSFORMER OR CONVERTER - Electric appliances are simple heating devices and products with mechanical motors. They are generally higher wattage items than electronic appliances. Some electric appliances are hot pots, hair dryers, steam irons, immersion heaters, heating pads, electric blankets, toasters, mixers, blenders, fans, electric knives, coffee grinders and coffee makers (without a timer.) But you **never** know what has a microchip in it nowadays -- if in doubt, take a transformer.

What are electronic appliances?

TRANSFORMER ONLY - Electronic appliances are those with electronic motors, circuits or chips. They are generally lower wattage products than electrical appliances. Some electronic appliances are computers, computer printers, fax machines, radios, stereos, CD players, **battery rechargers**, shavers, bread makers, VCRs, clocks, answering machines and televisions. It is important to note that in this silicon age, even the most mundane products may have computer chips -- some toasters, for example.

Is the 50/60 cycle difference important?

It can be, depending upon the appliances you are taking. Some electronic appliances, such as analog clocks, turntables, and others with motors will run faster or slower. Televisions built only for 60 Hz may or may not work; try to get a 50/60 Hz model if possible. We cannot be responsible for the effects of the cycle difference, and suggest you check with the manufacturer if in doubt.

Do I need a converter or transformer?

Ask two questions: Is the appliance electric or electronic? What is the wattage of the appliance? A general rule of thumb that can be used to decide whether an appliance is electric or electronic is that straight heating appliances are usually electric and any item with a circuit or a chip is electronic. An electric product can be used with either a converter or a transformer. An electronic appliance **MUST** be used with a transformer. Microchips are finding there way into even the most basic products so we would recommend a transformer if you are not sure.

Most products will have the Watts (W) printed somewhere on the items themselves. The wattage of an appliance is important in order to determine the size of converter or transformer that is required. Some appliances list only the amps. If so, there's a simple formula for determine the wattage:

Volts times Amps = Watts. (V x A = W)

So if you do not know the watts, but know the amps and that it is a 110 volt appliance, then multiple the amps times the volts. A product that indicates 2 amps will be approximately 220 watts. (2 amps x 110 volts = 220 watts.) It is best to use 125 volts for 110 appliances to give yourself a safety margin.

If an item is marked 110V/220V or 110V/240V, it means that it is dual voltage and a converter or a transformer is NOT required. However, an adapter plug may be needed.

Refer to the Walkabout Travel Gear Worldwide Electricity Index for a complete list of adapters for use around the world. http://www.walkabouttravelgear.com/wwelect.htm

Can I use a power strip to plug in multiple appliances?

Yes, but only with a transformer. Only use a power strip, not a 110V power strip/surge protector. If you need a surge protector, get a 220V model and put it in front of the transformer. Also, you have to make sure the combined wattage of the appliances does not exceed the capability of the transformer. And if the power strip is made for 110V, be sure to plug it into the transformer, not the wall. (Appliance then power strip then transformer then adapter ((if necessary)) then wall.) Our 500 and 1000 transformers come equipped to handle two appliances at once.