

# Becoming an IREC Judge at the Spaceport America Cup

Thank you for your interest in judging the Intercollegiate Rocket Engineering Competition (IREC) at the Spaceport America Cup (SA Cup), occurring 20-24 JUN 2017! As a judge, you will evaluate collegiate student teams on their technical proficiency and professionalism during a one of a kind design-build-fly rocket engineering competition. The process begins when you e-mail us at [esra.comprules@gmail.com](mailto:esra.comprules@gmail.com), and inform us of your interest in becoming a judge. You should provide us with your full name, preferred e-mail address, a phone number we may contact you at, and a very brief explanation of your qualifications to be a judge. IREC judges should have experience – either by education and training, professional work experience, or equivalent amateur activity (eg hobby) – in a science, technology, engineering, and math (STEM) field – preferably with applicability and exposure to aerospace (although this is not required to round out the judging panel). To assure you have adequate time to prepare for the competition you should contact us no later than 22 MAY. You should familiarize yourself with the evaluation criteria and scoring instructions found in the *IREC Rules & Requirements Document* maintained on the Spaceport America Cup Documents & Forms Page at the Experimental Sounding Rocket Association (ESRA) website (<http://www.soundingrocket.org/sa-cup-documents--forms.html>).

## Once You Reach Out to Us

We will reply to your e-mail, and accept your request to become a judge. Our reply will overview the commitments IREC judges make. As a judge, you will be required to score the Project Technical Reports from a subset of student teams prior to the competition according to a rubric we provide. You will be required to arrive in Las Cruces, NM in time for an all-hands meeting of event staff, volunteers, and judges in the evening on 19 JUN. Finally, while we may be willing to develop some workarounds, we strongly desire that you be present for the entire competition. While we understand judging the IREC is a large commitment, to eliminate as much uncertainty as possible in our plans, we must secure a relatively firm confirmation from you before adding you to the judging panel officially. We will proceed once you provide us this confirmation by replying to our e-mail. Please include your shirt size in this reply. We will understand if extenuating circumstances arise that force you to back out as the event nears.

## Once You Confirm Your Intent to Judge the IREC

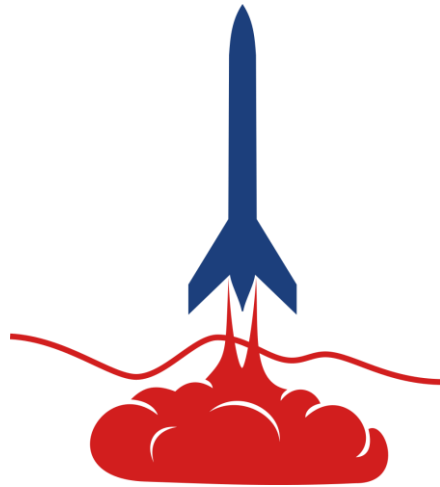
We will add you to the judging panel officially, and ask you to provide a brief (ie 400 words or less) autobiography highlighting your experience relevant to the Spaceport America Cup. This autobiography, along with a headshot you provide us, will be featured in the Event Program and other media materials. You are welcome to opt out of providing these materials if you wish.

**On Monday, 29 MAY 2017**

You will receive an e-mail from us containing Project Technical Reports from a subset of student teams to score prior to the competition. The evaluation criteria and scoring instructions for these reports and all other IREC activities are recorded in the *IREC Rules & Requirements Document* maintained on the Spaceport America Cup Documents & Forms Page at the ESRA website.

**At the 19 JUN All-hands Meeting in Las Cruces**

You will receive a staff polo (ordered based on the shirt size you provided). This will positively identify you as a judge throughout the event. You will also receive a credential for accessing the Spaceport and materials to assist you in performing your judging duties (ie a clipboard, scoring sheets, note taking paper, and a writing implement). Once these materials are distributed, ESRA staff will further brief you on your duties throughout the week - emphasizing the conference occurring the next day (20 JUN). Additional coordination meetings will be held throughout the event as needed. The complete event schedule is recorded in the SA Cup Integrated Master Schedule Document maintained on the Spaceport America Cup Documents & Forms Page at the Experimental Sounding Rocket Association (ESRA) website.



**Thank you for your  
support!**