



Position: Red Hat Coordination

Reports to: Vice President of Operations

The concept of Red Hats originated with guardian applicants who were too old to be regular guardians. We developed the concept of a Special Guardian for such people with two basic roles

- Stand In Guardian (SIG): a surrogate guardian when the regular guardian is not available
- Red Hat: assist with flow control at various events

Over time, the “too old to be a guardian” has disappeared and other people have volunteered to be Red Hats including previous guardians and even vets who have already flown. For more information, see VHF-047B, RedHatGuardian.doc

Red Hat Coordinator Duties

- 1 Maintain an understanding of the various Red Hat roles, how many red hats are needed for each role and who the main contact is for each event
 - 1.1 Preflight Meetings
 - 1.2 Send Off and Home Coming
 - 1.3 Reunions
- 2 Maintain the list of Red Hats with phone numbers and email addresses
- 3 Maintain the supply of actual red hats either personally or through the Preflight Coordinator; order additional red hats as necessary (every Red Hat should have their own personal red hat)
- 4 Work with various event coordinators, e.g., Preflight, Ground, Reunion, etc., to ensure that the appropriate number of Red Hats are available and understand their duties

Everything here is assumed to be “best effort”. By this we mean that the RHC will perform the duties of the job to the best of his/her ability. If things do not work out as anticipated, the RHC will convey that back to the Preflight Coordinator, Ground Coordinator or whoever is expecting Red Hat support. Timely communications of problems is very important.