

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture
Policies & Procedures Manual
Section 5
Approved on 12/11/23

IAA Tree Climbing Championship

5.1 **Purpose:** Develop, plan, organize, and provide the operational support needed for the IAA Annual TCC, including the selection, and directing of committee members.

5.2 **Committee:**

Committee Structure

The Tree Climbing Championship Committee - composition of the committee will have aim to have coverage of the following industry segments: utility, municipal, commercial, landscape/nursery, advertisers/suppliers, and students. Geographic regions should also be considered. There will be a minimum of 5 members PLUS the Committee Chair.

- Chair: Appointed by the President with guidance from the committee
- Secretary: will take notes at all full committee meetings, normally a paid staff member
- Member: Any member of the IAA Chapter in good standing.

No more than 1/3 of the committee will turnover within a 12-month period; term limits may be extended to accommodate any period of unusually high turnover.

Responsibilities

Committee:

1. Through the direction of the Committee Chair, the TCC Committee will work to provide a competitive and educational event for working arborists to demonstrate and exchange new climbing techniques, increase the interaction between various firms and members in the industry, and provide positive public exposure for the profession.
2. Ensure events are run safely and according to industry best practices.
3. Members should stay up to date and informed on tree climbing regulations and practices including but not limited to ANSI, OSHA or other applicable national or local authorities.
4. The Chair, Committee, and Board of Directors shall refer latest ISA official documentation (Including "How to conduct a chapter tree climbing competition") and current ISA international rules to be used as a guideline for procedure purposes in running chapter TCC events.

Committee Chair:

1. The Committee Chair and the Board of Directors work together to select the site for the event. Works through the Executive Director to secure written permissions and all required permits and contracts, and make sure insurance requirements are met.
2. Recruit committee members to serve on TCC Committee. The Chair shall schedule committee meetings as necessary. Chair will set meeting agendas and facilitate committee meetings
3. Oversees any sub-committees, appoints sub-committee chairs, and works with sub-committee chairs to recruit and place new committee members

4. The Chair and the executive director shall ensure all related equipment and inventory is maintained.
5. The Chair is responsible for selecting the competition trees ensuring that they are pruned prior to the event.
6. The Chair is responsible for setting up the events prior to the competition day as well as making sure the park is ready for the competition.
7. The chair is responsible for coordinating post event clean-up.
8. Works with IAA staff for event and event shirt purchases, and event publicity.
9. Works with Executive Director to maintain and updates a complete TCC sponsor, exhibitor, and volunteer contact lists
10. Recruit volunteers to help with set up and coordinating climbing competition.
11. Coordinate prizes and awards for competition winners.
12. The Chair shall ensure a liaison attends all Chapter board meetings, submits reports on progress to the BOD, submits information to the website manager and the newsletter editor for publication.
13. The Committee chair shall be knowledgeable about the latest tree climbing regulations, equipment, and techniques.
14. Acts as the liaison to the International Tree climbing championship committee and shall keep the BOD informed on all current and pertinent related information.
15. Works closely with IAA staff to establish a work plan, develop a budget and monitor and assess progress.
16. Train successor for 2 months after they assume role. Be available after that time for additional questions as necessary.

Secretary

1. Provides written notes summarizing all meetings and conference calls
2. Distributes meeting minutes after meetings
3. Works with Chair to set meeting agenda and distribute appropriate documents prior to all meetings
4. Coordinate all meeting logistics

Members

1. Actively participate in meetings and requests for review or feedback. Must comply with attendance policy outlined below.
2. Perform assigned tasks in a timely manner.
3. Expected to publicly support positions and projects adopted by the committee.

IAA Staff

1. Sign necessary agreements with park.
2. Obtain necessary insurance (event and accident).
3. Order t-shirts - one color for competitors and a different color for officials. Climber shirts to have "Climber" under the IAA logo on the front of the shirt.
4. Order award plaques and prizes.
5. Notify membership of event and registration details on website, in the Newsletter and additional e-blasts. Suppliers are sent exhibit & sponsor information.
6. Provide list of area hotels.
7. Arrange for food or food trucks to be on site for volunteers to purchase. IAA may provide complimentary water and lunches.

8. Bring all inventory plus approximately 10 cases of water, coolers, and ice for the weekend.
9. Bring computer and printer for scoring.

Committee Policies

- Committee members shall disclose any potential conflict of interests. Chairs are required to sign an ISA conflict of interest statement.
- The committee will meet between five and ten times per year. One meeting will be held face-to-face and the rest of the meetings will hold via conference call.
- The committee may, at its discretion with majority vote, replace committee members who do not actively participate. Non-participation in three consecutive meetings/conference calls shall lead to replacement unless prior arrangements for absence have been approved by the Chair.
- Terms of office shall be staggered and are effective at the close of the IAA annual conference.

5.3 Tree Climbing Championship Policy

1. To compete in an Illinois Arborist Association Tree Climbing Championship, the competitor must be a current Illinois Arborist Association member in good standing.
2. To be a Women's and Men's Division Champion, a competitor must compete in all 5 preliminary events with the skills needed to represent the Illinois Arborist Association at the annual International Tree Climbing Championship. This evaluation will be done by the Head Judging Staff and Head Technicians, with approval from the Illinois Arborist Association Tree Climbing Championship Chair(s). In addition, the Women's and Men's Division Champions shall meet or exceed the minimum score required as noted in the ITCC Rule Book.
3. "Out of state" competitors will be allowed to compete if we have space open after the registration deadline. All interested "out of state" competitors will be placed on a waitlist and notified after the registration deadline (approximately 3 weeks prior to the competition). "Out of state" competitors cannot win 1st place and represent the Illinois Chapter in the ITCC.
4. Depending on skill level and experience, the Women's and Men's Division Champions shall volunteer their time at an IAA Chapter sponsored event within one (1) calendar year of the competition. Examples:
 - a. Host of the Climber's Corner at the winter conference
 - b. Share experiences at the Climber's Corner at winter conference.
 - c. Share experiences at an IAA Tree Climbers Social
 - d. Mandatory appearances at the winter conference, face time at the registration desk, conference moderator, or guest speaker.
 - e. Gear demonstrations
 - f. Day of service – volunteer during the day.
5. The Illinois Arborist Association will pay the entry fee for the Women's and Men's Division Champions to compete at the International Society of Arboriculture. Should a Women's or Men's Division Champion fail to show-up at ITCC they are registered for, they shall reimburse the Illinois Arborist Association the entry fee.
6. A spending cap for the International Competition expenses to be \$1500 for each competitor, male and female. This will cover travel to and from the competition host city and lodging for a five-day period. Champions will be responsible to book their own travel and IAA will

reimburse travel fees when all receipts are turned into the IAA office. Receipts shall be turned in within 60 days.

7. Champions shall notify the IAA office two weeks prior to the ISA competitor deadline if they cannot attend the ITCC.
8. If a competitor learns that they cannot make it to the ITCC to represent the IAA, the runner up will have the opportunity to take their place.
9. International competitions that are out of the United States and require additional travel expenses shall have Illinois Arborist Association Board of Directors approval.