

# **Lincoln Sport Parachute Club**

## **Policies and Procedures**

DEC 1992	NOV 1993	OCT 1999	APR 2000	MAR 2001	JAN 2002
APR 2003	MAR 2004	MAY 2004	MAR 2005	APR 2005	JUL 2006
MAR2008	AUG. 2008	OCT 2011	NOV 2014		

The Lincoln Sport Parachute Club's policies and procedures pertain to rules and regulations not defined in the current club by-laws

### Terms Defined

1. The term "free fall status" shall refer to students who have progressed to a Category E as defined in the ISP.
2. The term "USPA" shall refer to United States Parachute Association.
3. The term "BSR" shall refer to the Basic Safety Requirements as defined in the SIM.
4. The term "SIM" Shall refer to the Skydiver's Information Manual published by the USPA.
5. The term "ISP" shall refer to the Integrated Student Program found in the SIM.
6. The term "subsidiary" shall mean any corporation or other Person (other than a human being) of which a majority of its voting power or its voting equity securities or equity interest is owned, directly or indirectly, by the club.
7. The term "board" shall mean the Board of Directors voted in by the members of the Lincoln Sport Parachute Club at the annual meeting of the members.
8. The term "club" or "the Club" shall mean Lincoln Sport Parachute Club or any of its subsidiaries.

### **SECTION I: TRAINING**

1. Tandem Skydiving:
  - a. The intent of Tandem Skydiving is to provide a safe, exciting, and reasonably priced, method for introducing individuals to the sport of skydiving.
    - i. Tandem skydives should be viewed as a part of the student skydiving progression; tandem students should be encouraged to pursue their USPA A-license.
  - b. Any individual wishing to make a tandem skydive must:
    - i. Sign all applicable club and manufacturer waivers.
    - ii. Be trained in accordance with the applicable sections of the Skydiver's Information Manual as published by the USPA, the manufacturer's requirements, and FAA regulations.
    - iii. Be at least 19 years of age.
2. Static Line Training:
  - a. Students wishing to make a solo skydive at the club will be trained according to the USPA ISP using the static line method.
  - b. Any student wishing to begin training to make a solo skydive at the club must:
    - i. Sign all applicable club and manufacturer waivers.
    - ii. Do so in compliance with all applicable federal or state, laws and regulations.
    - iii. Do so in compliance with USPA and gear manufacturer requirements.
    - iv. Be trained in accordance with the USPA ISP.

- v. Be at least 19 years of age.
3. Age Restriction:
  - a. No individual under the age of 19 will be permitted to skydive at the club.
  - b. There are no exceptions to this rule.
4. Other USPA approved training methods may be used at the discretion of the board.

### **SECTION II: MEMBERSHIP**

1. To attain membership to the club an individual must complete the following:
  - a. Comply with all items outlined in Article III of the club By-Laws.
  - b. Be in good financial standing with the club according to Section III of the Policies and Procedure of the club.

### **SECTION III: FINANCES**

1. Records and accounts
  - a. The current treasurer shall keep all financial records of the club.
  - b. The current treasurer shall provide the board with a quarterly report of all club revenue and expenditures.
  - c. Upon written request to the board any club member may examine the clubs quarterly books which are provided to the board.
  - d. The current treasurer shall (at the annual club meeting) provide the club with an annual report of all club revenues and expenditures.
2. Accounts Payable
  - a. The treasurer shall pay all accounts payable monthly.
3. Member Dues
  - a. Dues are assessed at the rate of \$125.00 per year, per member.
    - i. If an individual ceases to be a member they may, upon request, be refunded their dues at a prorated rate to be determined by the treasurer.
  - b. Dues are considered payable on January 1<sup>st</sup> of each year.
  - c. Dues for out of state members are \$48.00:
    - i. These members have no voting privileges.
  - d. New members will be assessed a 10.00 initiation fee and be assessed a pro-rated fee for member dues.
4. Tandem Operations
  - a. A Tandem skydives, up to 10,000 feet, can be made by a member or non-member for a fee of \$250.
  - b. A \$50, non-refundable, deposit is required to reserve a tandem skydive. This deposit may be refunded if a jump is cancelled due to, safety or weather concerns, and cannot be rescheduled.
  - c. A tandem instructor, or tandem instructor in training, who is a current the club member, may use the club tandem rigs at no charge if he/she is doing so to renew currency or to attend a rating course
    - i. Doing so must not significantly interfere with the tandem operation.
  - d. Tandem masters must use tandem rigs owned by the club when available. Rigs that the club is renting should only be used when using a club rig is impractical or when club rigs are unavailable.
5. Static Line Training
  - a. The static line First Jump Course fee is \$160.

- i. A \$50, non-refundable deposit be made if registering for the course via the club website.
      - ii. The first jump course includes all applicable training, one static line skydive, a logbook, and a first jump certificate.
      - iii. A \$61 discount may be given to any first jump course student who made a tandem skydive with the club within 60 days of the next available static line course.
    - b. Additional Static line skydives may be made for additional fees:
      - i. The fee for a single jump made during training using the static line progression is \$55.
        - 1. This fee is applicable to static line skydives and coached skydives prior to completing an A-license application.
      - ii. The fee for a 5 jump S/L package is \$220.
        - 1. 5 jump packages are limited to three packages per individual
        - 2. Only student skydivers are eligible to attain a 5 jump package.
        - 3. A student or prospective student may purchase an A-license package for a fee of \$1325.
          - a. This package includes a maximum of 30 jumps and is no longer valid once an A-license is attained by the student.
          - b. Additional jump needed to attain an A-license beyond the scope of this packaged may be purchased at the regular static line skydive fee.
      - iii. Jump packages are non-refundable and non-transferable.
    - c. Refunds may be issued in the following circumstances:
      - i. If at any time the instructor supervising the first jump course deems a student not fit to jump.
        - 1. These students will be refunded the cost of course.
      - ii. The student completes the entire course, and elects not to skydive:
        - 1. These students may be refunded the price of one static line skydive.
    - d. No refunds shall be issued for any student who elects not to skydive after the plane has been started.
6. Experienced Skydivers
  - a. A Member of the club, who has at least an A-license, or foreign equivalent, will pay for jump tickets according to the following fee schedule:
    - i. 4000 feet: \$9.00
    - ii. 8000 feet: \$14.00
    - iii. 10,000 feet: \$17.00
    - iv. Above rates are calculated assuming a full load. Any load with 3 jumpers or less must pay for the cost of a jump ticket for a missing jumper.
    - v. Non-members shall pay an additional \$5 per jump ticket.
7. Observer Rides:
  - a. Defined as an individual who wishes to ride in the airplane to engage in sport parachuting through active observation.
  - b. Observers will be assessed the prevailing guest rate unless the observer is a family member or friend of a club member, in which case the charge will be the prevailing club rate and charged to the members account.
  - c. Observers are required to wear an in date parachute with an automatic activation device (AAD).
  - d. Observers are required to fill out a waiver and must be at least 19 years of age.
8. Use of club planes for skydives outside of normal skydiving operations is allowed under the following conditions:

- a. Those wishing to use the aircraft are current the club members.
  - b. Pilots have been approved by the board according to Section V of this document.
  - c. A fee of \$~~185~~200 per Hobbs hour is paid upon conclusion of the operations.
9. Storage and rental fees
- a. For vehicles other than airplanes, or recreational vehicles
    - i. Member accounts will be assessed \$25 per month.
  - b. For campers
    - i. Member accounts will be assessed \$125
    - ii. If the recreational vehicle is stored outside in a location with access to electricity the members account shall be assessed the cost of the electricity divided by the number of recreational vehicles connected to club electricity.
  - c. For indoor vehicle or aircraft storage
    - i. Member accounts will be assessed \$50 per month per vehicle
  - d. Other storage and rental fees shall be determined on a case by case basis by the board.
10. Services qualified for member reimbursement:
- a. Teaching a first jump course
    - i. Instructor account will be credited \$15 for each student in the course.
  - b. Packing a club student parachute for student use.
    - i. The packers account will be credited \$9
  - c. S/L instructors and coaches who act as a coach working with students.
    - i. The acting coach/instructor will receive their jump at no cost.
  - d. Tandem skydiving
    - i. If using club equipment: the instructors account will be credited \$50 for each tandem student jump.
    - ii. If using personal equipment: the instructors account will be credited \$90 for each tandem student jump.
  - e. Aerial Photography
    - i. Members providing high quality videos, stills, and editing, will be credited \$60.
  - f. Performing a Demonstration Jump
    - i. A pro-rated jumper's account will be credited \$50, and one 10,000 foot jump ticket, when performing a demonstration skydive that requires a Pro-Rating
    - ii. Any members will receive one 10,000 foot jump ticket when performing a demonstration skydives that does not require a pro rating.
    - iii. Other reasonable payment may be given to demonstration jumpers and ground crew at the discretion of the Vice President and with the approval of the treasurer.
  - g. Jump Pilots
    - i. Pilots will receive one 10,000 foot jump ticket or the cash equivalent for each paid demo flown.
    - ii. Pilot's accounts will be reimbursed at a rate of \$20.00 per hour.
    - iii. Pilots will also receive free admission to the Christmas Party that year

#### **Section IV: Special Events**

1. Demonstration Skydives
- a. Demonstration skydives performed by club members should:
    - i. Promote the sport of skydiving outside of club membership.
    - ii. Promote the discipline of demonstration skydives within the club membership.
    - iii. Financially benefit the club:
  - b. The club should financially profit from each demonstration.

- c. Demonstration skydives which are donated or that do not make a profit may be approved on a case by case basis at the discretion of the board.
  - d. Demonstration skydives shall be made in accordance with all applicable federal and state law and regulations.
  - e. Any club member wishing to organize a demonstration skydive shall:
    - i. Notify the vice president at least 15 days prior to the event.
    - ii. Complete FAA form 7711-2 and submit aerial photographs of the main and alternate landing areas.
      - 1. The vice president should provide guidance in completing this requirement.
    - iii. Provide to the vice president an accurate estimate of costs and calculate a reasonable price for the demonstration.
      - 1. The vice president should provide guidance in completing this requirement.
  - f. Only the vice president, president, or treasurer may authorize a contract price for demonstration skydives.
  - g. Only the vice president, president, or S&TA may submit to the FAA a FAA form 7711-2 pertaining to a demonstration skydive using the club's aircraft.
  - h. The vice president shall:
    - i. Be responsible for approving club demonstration skydives.
    - ii. Be the official point of contact for the FAA regarding demonstration skydives.
  - i. No member of the club shall participate in any demonstration skydives that compete with the club. Doing so may be considered financially competing with the club and result in a termination of membership according to Article III Section 3a of the bylaws.
2. Annual Boogie
- a. The boogie organizer as specified in Article IV Section 4.2 of the bylaws is responsible for all details related to the boogie.
  - b. The boogie organizer must provide the board with the following.
    - i. The overall purpose of goal of the boogie
    - ii. The date, time and location of the event
    - iii. Which, if any, club aircraft will be used
    - iv. An estimate of the financial impact of the event to include projected incomes and expenditures in both a worst case and best case scenario.
    - v. All associated costs to participants.
    - vi. A list of all aircraft to be used
    - vii. A list of vendors
    - viii. A payment schedule for independent contractors
    - ix. Operating policies of the boogie (minimum # to fill load, whether decisions, manifesting procedures, etc)
    - x. Any other information or documentation requested by the board.
  - c. The boogie organizer may not enter into any contracts on behalf of the club except under the following circumstances
    - i. The contract is to be written, or via email communication, approved by the board in advance.
    - ii. The boogie organizer or an assigned agent communicating with tandem instructors or videographers regarding obligations and payment for services provided that said payment is consistent with Section III. of this document
3. Other special events
- a. Any special event (paragolf, cornhusker state games, hop and pop day, otter weekend etc.) may be conducted with permission from the board of directors.

- b. Any member wishing to organize a special event shall provide the board, in writing (may be via email) the following:
  - i. The overall purpose or goals of the event.
  - ii. The date, time, and location of the event
  - iii. Which, if any, club aircraft will be used
  - iv. An estimate of the financial impact of the event to include projected incomes and expenditures in both a worst case and best case scenario.
    - 1. The treasurer should provide guidance for this upon request
  - v. The impact of the event on normal skydiving operations
  - vi. Any special costs to the participants
  - vii. Any other information requested by the board.
- c. Contracts and agreements
  - i. Only members of the board are permitted to enter into any contract, written, verbal or otherwise, with any entity outside of the club

#### **SECTION IV: SAFETY**

1. The official safety guidelines of the club shall be the basic safety requirements listed in the SIM as published by the USPA.
2. All applicable laws and regulations regarding skydiving both state and federal are to be followed at all times by all skydivers at the club.
3. Members of the board, S&TAs and the club rigger shall be responsible for enforcing this section of the policies and procedures.
4. A “no-fly zone” exists in some areas of the drop zone. The boundaries of this area are listed below and shown in the attached image.
  - a. A straight line from the northwest corner of the club house extending 200 feet to the east (this line extends to the edge of the hay field).
  - b. A line starting at the final point listed in “a” extending to a point located 90 feet east of the back side of the AV gas tank.
  - c. A line extending from the final point listed in “b” to a point 22 feet south of the southwest corner of the east hanger.
  - d. A line extending from the final point listed in “c” to the southwest corner of the concrete driveway located in front of the east hanger.
  - e. A line extending from the final point listed in “d” to the water spigot located 45 feet to the west of the southwest corner of the clubhouse.
  - f. A line extending from the final point listed in “e” to the starting point of “.a”
5. Actions that are considered a violation of the “no-fly zone” are listed below.
  - a. Flying a parachute less than 50 feet AGL above the “no-fly zone.”
  - b. Flying shall be defined as having an inflated parachute.
    - i. This includes swooping even if the first point of contact is outside of the no fly zone.
    - ii. This is not to include walking an inflated parachute into the area (ie kiting)
  - c. Landing in any area within the boundaries of the “no-fly zone.”
6. Any individual who violates the no fly zone will be subject to the following penalties
  - a. A 7 day ban from skydiving at the club for the first offense.
  - b. A 30 day ban from the club if an individual lands in the “no-fly zone” within 12 months of their first offense.
  - c. The penalty for a third offense is to be determined at the discretion of the board and S&TAs.
7. Nonmembers must be briefed before their first jump on the location of the “no-fly zone”
  - a. If a nonmember lands in the “no-fly zone” during their first jump at the club, but was not properly briefed on its location they shall receive a warning

- b. Subsequent “no-fly zone” offenses for non-members shall then be treated as prescribed in part “a” of this section.

### **SECTION V: OPERATIONS**

1. Aircraft
  - a. Aircraft will be operated in accordance with all FARs and club regulations.
  - b. The Board of Directors will determine the requirements for flying club aircraft, and the pilots permitted to fly them.
    - i. The Board of Directors may appoint a member to this duty.
2. Hours of operation
  - a. Saturday: sunrise-sunset
  - b. Sunday: sunrise-sunset
  - c. Wednesday 4:00pm to sunset
  - d. All times are as pilots and jumpers are available
  - e. Skydiving may take place on other days on a case by case basis but should not be a regular practice.
  - f. Skydiving may take place on other days on a case by case basis but should not be a regular practice.
3. Personal storage at the club
  - a. Members of the club may store their personal property on the club property for the fees described in Section III of this document
  - b. The club or any of its members are not liable for damages to personal property stored on club property or at the location of any special event or boogie.
4. Miscellaneous rules
  - a. No jumper may write their name on the manifest board unless they have a packed parachute they intend on jumping.
    - i. Packed is defined as a parachute contained within a deployment bag being held in the container by a pin through the closing loop.
  - b. Dogs
    - i. Any time the jump aircrafts are operating (ie any time between the first load and the last load of the day) dogs must remain within the camper area fence on a leash, in a camper, or in a car.
    - ii. Dogs may be outside of the camper area during operations as long as they are on a leash which is being held by the owner or a responsible adult and are not interfering with skydiving operations.
    - iii. After hours dogs may be anywhere on the premises, except inside buildings, as long as they are on a leash.
    - iv. Any dog outside of the fenced in camper area must be directly supervised by its owner at all times.
    - v. At all times, dog owners are responsible for clearing up after their dogs.
    - vi. Dog owners who consistently and willfully violate these rules may be subject to disciplinary actions by the board which may include, but is not limited to: banning the dog from the premises, grounding a jumper for a period of time, or, monetary penalties.

