

# Lincoln Sport Parachute Club

## Policies and Procedures

DEC 1992	NOV 1993	OCT 1999	APR 2000	MAR 2001	JAN2002	APR2003
MAR 2004	MAY 2004	MAR 2005	APR 2005	JUL 2006	MAR2008	AUG2008
OCT 2011	DEC 2015	FEB 2017	MAR 2021	APR 2022	OCT2022	



The Lincoln Sport Parachute Club's policies and procedures pertain to rules and regulations not defined in the current by-laws. Any questions regarding the policies and procedures will be directed to the Board.

### **Terms Defined**

1. The term "USPA" shall refer to the United States Parachute Association.
2. The term "SIM" shall refer to the Skydiver's Information Manual published by the USPA.
3. The term "BSR" shall refer to the Basic Safety Requirements as defined in the SIM.
4. The term "ISP" shall refer to the Integrated Student Program found in the SIM.
5. The term "free fall status" shall refer to students who have progressed to a Category C as defined in the ISP.
6. The term "Club" or "the Club", or "LSPC" shall mean Lincoln Sport Parachute Club or any of its subsidiaries.
7. The term "quorum" shall be defined as 21 voting members.
8. 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.
9. 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.

### **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 LSPC 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 regulation Section 105.45.
    - iii. Be at least 19 years of age.
2. Static Line and Accelerated Free Fall Training:
  - a. Students wishing to make a solo skydive at LSPC will be trained according to the USPA ISP using the appropriate method.
  - b. Any student wishing to begin training to make a solo skydive at LSPC must:
    - i. Sign all applicable LSPC 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 Integrated Student Program.
  - 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 LSPC.
  - 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 of LSPC, an individual must complete the following:
  - a. Comply with all items outlined in Article III of the LSPC By-Laws.
  - b. Be in good financial standing with the Club according to Section III of the Policies and Procedure of LSPC.

## **Section III: Finances**

- 1. Records and accounts
  - a. The current treasurer shall keep all financial records of LSPC.
  - b. The current treasurer shall provide the board with a quarterly report of all Club revenue and expenditures.
  - c. Upon a written request to the board any member may examine LSPC's quarterly books which are provided to the board.
  - d. The current treasurer shall (at the annual meeting) provide the membership 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 1st of each year.
    - i. Dues must be paid prior to the end of the March Club Business Meeting.
    - ii. If payment is not paid prior to the deadline, that person will no longer be a member. If the former member would like to be considered for membership, they must comply with all items outlined in Article III of the LSPC By-Laws.
  - c. Dues for out of state members are \$48.00:
    - i. These members do not have voting privileges.
  - d. New members will be assessed a \$10.00 initiation fee and be assessed a prorated fee for member dues.
- 4. Tandem Operations

- a. Tandem skydives, up to 10,000 feet, can be made by a member or non-member for a fee of \$250. Certain discounts may apply.
  - b. A \$75, 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 LSPC member, may use the Club tandem rigs at no charge if he/she is doing so to renew currency or attend a rating course. Doing so must not significantly interfere with the tandem operation.
  - d. Tandem instructors must use tandem rigs owned by LSPC when available. Rigs that LSPC are renting should only be used when a Club rig is unavailable.
  - e. Personal Tandem:
    - i. For personal tandems of Tandems Instructors:
      - 1. The charge will consist of two slots at the relevant exit altitude, gear rental, and the TI will be responsible for all packing charges.
    - ii. For personal tandems of Club members:
      - 1. The charge will consist of two slots at the relevant altitude, gear rental, the instructor fee, and packing charge.
    - iii. Tandem Instructors will be limited to a total of 4 personal tandems per instructor per year.
    - iv. The board may approve further personal tandems.
    - v. Tandems donated by the club for charity will not count as a personal tandem.
5. Static Line Training:
- a. The static line First Jump Course fee is \$115
    - i. A \$50 nonrefundable deposit shall be made when registering for the course.
    - ii. The static line first jump course shall include all applicable training and a logbook.
    - iii. A discounted fee of \$49 may be given to any first jump course student who has made a tandem skydive with LSPC.
  - b. Static line skydives may be made for additional fees:
    - i. The fee for a single static line jump is \$75.
      - 1. This price includes the student's jump ticket, the instructor's jump ticket, the gear rental, and repack fees.
    - ii. The fee for a 5-jump package is \$300
      - 1. 5-jump package tickets may only be used for static line and coach skydives.
    - iii. The fee for an A-license package is \$1800
      - 1. A-license package jump tickets may be used for static line and coach jumps before A-license is obtained.
      - 2. A-license package tickets may be used for 4000 foot, 10000 foot, and turbine event tickets after A-license is obtained.

3. Additional jumps may be purchased at the single static line jump fee.
      4. A-license package jump tickets may be credited to the jumpers account for the face value of the ticket, after A-license is obtained.
    - c. Discounts, special offers, and other modifications to the prices of static line training may be made at the discretion of the Training Officer, Treasurer, and President.
    - d. Composite fee for FJC, logbook, and static line first jump is \$175
  6. Accelerated Freefall Training:
    - a. The AFF first jump course fee is \$115.
      - i. A \$50 nonrefundable deposit shall be made when registering for the course.
      - ii. The AFF first jump course shall include all applicable training and a logbook.
      - iii. A discounted fee of \$49 may be given to any first jump course student who has made a tandem skydive with LSPC.
    - b. AFF jumps may be made for additional fees:
      - i. The fee for a two instructor AFF skydive is \$160
      - ii. The fee for a single instructor AFF skydive is \$100.
      - iii. Tandem AFF skydives are the same price as a non-AFF tandem.
      - iv. All AFF jump prices shall include the student's jump ticket, the instructor's jump ticket, the gear rental, and repack fees.
      - v. All first jumps shall include a logbook.
    - c. Discounts, special offers, and other modifications to the prices of AFF training may be made at the discretion of the Training Officer, Treasurer, and President.
  7. Experienced Skydivers
    - a. A Member of LSPC, who has at least an A-license, or foreign equivalent, will pay for jump tickets according to the following fee schedule:
      - i. 4,000 feet (Low): \$10.00
      - ii. 10,000 feet (High): \$20.00
      - iii. Above rates are calculated assuming a full load. On any load that is not full, the remaining jumpers must pay for the cost of a low jump ticket for each missing jumper.
      - iv. Non-members shall pay an additional \$5 per jump ticket.
  8. Observer Rides:
    - a. Observers will be assessed the prevailing non-member rate unless the observer is a family member or a friend of a club member, in which case, the charge will be the prevailing member rate and charged to the member's account.
  9. Use of LSPC planes for skydives outside of normal skydiving operations is allowed under the following conditions:
    - a. Those wishing to use the aircraft are current LSPC members.
    - b. Pilots have been approved by the board according to Section V of this document.
    - c. A fee of \$200 per Hobbs hour is paid upon conclusion of the operations.
  10. Storage and rental fees

- a. Campers (Recreational Vehicles)
    - i. Member's accounts will be charged a payment of \$300 annually for all campers stored at Lincoln Sport Parachute Club.
    - ii. If the Camper is stored in a location with access to electricity, the Member's account shall be assessed the cost of the electricity divided by the number of Campers with access to LSPC electricity.
    - iii. Members with Campers are responsible for the upkeep of the grounds under and immediately surrounding their camper.
    - iv. LSPC Camperville should maintain a clean, neat appearance at all times.
  - b. Other storage and rental fees shall be determined on a case-by-case basis by the treasurer.
11. Services qualified for member reimbursement:
- a. Teaching a first jump course
    - i. Instructor's account will be credited \$15 for each student in the course.
  - b. Packing an LSPC student parachute for student use.
    - i. The packer's account will be credited \$7.
    - ii. The packer's account will be credited \$15 for tandem rigs.
  - c. S/L instructors and coaches who act as a coach working with students.
    - i. The acting coach/instructor will receive \$5 per student and their jump at no cost.
  - d. AFF instructors who work with AFF students:
    - i. AFF instructors will receive \$40 and their jump at no cost for each AFF jump.
  - e. Tandem skydiving
    - i. If using LSPC equipment: the instructor's account will be credited \$45 for each tandem student jump.
    - ii. If using personal equipment: the instructor's account will be credited \$95 for each tandem student jump.
  - f. Outside Video/Hand Camera
    - i. Members/Tandem Instructors providing high quality videos, stills, and editing, will be credited \$40 for hand camera and \$50 for outside video.
      - 1. Outside Videographers shall receive their jump at no cost.
    - ii. Members editing videos and still photos on site using LSPC materials will be credited \$10 to their account.
      - 1. This credit will be assessed from the funds credited to the videographer.
  - g. Performing a Demonstration Jump
    - i. A pro-rated jumper's account will be credited \$70 when performing a demonstration skydive that requires a ProRating.
    - ii. Any members account will be credited \$20 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.

- h. Jump Pilots
  - i. Pilots accounts will be credited \$20 for each paid demo flown.
  - ii. Pilot's accounts will be reimbursed at a rate of \$20.00 per hour.
    - 1. Pilots will also receive free admission to the Christmas Party that year
- i. Radio Operator for a student skydiver on radio status.
  - i. The radio operator's account will be credited \$2 per student
  - ii. Radio Operator must be a USPA Coach or Instructor
- j. Dropzone Coordinator:
  - i. The Dropzone Coordinator will receive \$20 in jumping credit plus \$3 in jumping credit per student per full day worked.
    - 1. A full day will be defined any operating weekend day, between the dates of March 1st and October 31st, in which students are present and at least 1 load is flown.
    - 2. Daily reimbursement will be capped at \$80.
    - 3. Jumping Credits may either be reimbursed through jump tickets or added to the DZC's Burble account.

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

- 1. Demonstration Skydives
  - a. Demonstration skydives at LSPC 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 LSPC.
  - b. LSPC should financially profit from each demonstration.
  - c. Demonstration skydives that 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 laws and regulations.
  - e. Any member wishing to organize a demonstration skydive shall:
    - i. Notify the Vice President at least 15 business 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.



- i. The overall purpose or goals of the event,
  - ii. The date, time, and location of the event,
  - iii. Which, if any, LSPC 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, and
  - 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 LSPC.

### **Section V: Safety**

1. The official safety guidelines of LSPC 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 LSPC.
3. Members of the board, S&TA's 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 on page 8 of this document.
  - a. A straight line from the northwest corner of the Clubhouse 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 (i.e. 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 LSPC for the first offense.

- b. A 30-day ban from LSPC if an individual lands in the “no-fly zone” within 12 months of his/her 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 LSPC 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.
- 8. Observers
  - a. Defined as an individual who wishes to ride in the airplane to engage in sport parachuting through active observation.
  - b. Observers are required to wear an in-date parachute with an automatic activation device (AAD).
  - c. Observers are required to fill out a waiver and must be at least 19 years of age.
  - d. For contracted aircraft all allowance of observers and safety policies shall be at the discretion of the aircraft owner.

## **Section VI: Operations**

- 1. Aircraft
  - a. Aircraft will be operated in accordance with all FARs and LSPC regulations.
  - b. The Board of Directors will determine the requirements for flying LSPC 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 4:00 p.m. to Sunset
  - d. All times are dependent on the presence of pilots and jumpers
  - e. Skydiving may take place on other days on a case-by-case basis but should not be a regular practice.
- 3. Personal storage at LSPC
  - a. Members of LSPC may store their personal property on the Club property for the fees described in Section III of this document.
  - b. LSPC 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 skydiver 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 (i.e., 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 the building 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 cleaning 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.
5. Camperville policy:
  - a. This agreement is in effect for all LSPC members effective Safety day of each calendar year through December 31st of the same calendar year.
  - b. Every member who possesses a Camperville spot must make 12 jumps or fly at LSPC from Safety Day through October 1st in the same calendar year.
  - c. If 12 jumps have not been made, the member will be notified on October 2nd that they must remove the camper on or before December 1st . If said camper remains in place on December 2nd, the LSPC Board can remove the camper at the owner's expense.
  - d. Every member with a Camperville spot must maintain said camper in acceptable living conditions defined as but not limited to no rodents, no garbage, and weed management every 60 days during the growing season.
  - e. Any member of LSPC who has a camper in Camperville may submit violations of said requirements to the LSPC Board for review. Upon LSPC Board review, if the member in question is found to be in violation of this requirement, they will be given notification of required changes. If these changes are not made within 30 days, the LSPC Board can remove the camper at the owner's expense.
  - f. The LSPC Board may override any and all aforementioned criteria as per special or medical situations.

## **Section VII: Property Management**

1. The board shall manage the Club's property and be responsible for its use, purchase, sale, upkeep, and/or renovation.
2. In no case shall enhancements which are to exceed \$25,000 (in total) for the Clubs land and property (except for the purchase of airplanes) be made without the board exercising their fiduciary responsibility. These responsibilities include:
  - a. Getting exact written bids and detailed explanation of the work to be performed.

- b. Three such bids shall be obtained and reviewed prior to approval of the work. Bid shall be accepted based on quality of the work to be done and price.
- c. Breaking a project into small parts to bypass this section is not permitted.

### **Section VIII: Skydiving Equipment**

1. The modification and/or repair of the Club's equipment and the purchase of new equipment will be decided upon by the Board of Directors.
2. In the event of damage to, or the destruction of the Club's equipment at a time when the Club Treasury is unable to pay for repair or buying the replacement of equipment, a provision is hereby made for an assessment of funds to cover all costs, subject to approval of two thirds of the voting members of the Club.
3. The Club will be responsible for any and all equipment obtained on loan from other organizations on individuals, and in the event of damage or destruction of such equipment the Club will repair or replace this equipment to the owner's satisfaction.
4. Any damages to the Club equipment will be assumed by the individual using the equipment and will be expected to pay for the repairs or replacement of said equipment.
  - a. Students shall not be responsible for damage to Club equipment occurring during normal student skydiving operations.
5. Any equipment or merchandise purchased by the Club for any individual shall be paid for in advance by the individual receiving the merchandise.

### **Section IX: Safety Standards**

1. All members will conduct their actions in accordance with all federal, state, military, and Club regulations pertaining to sport parachuting and associated activities.
2. Section IV of the policies and procedures document shall serve as the official safety regulations and policies of the Club.
3. The Section IV of the policies and procedures document shall reflect the basic safety regulations issued by the USPA.
4. The ISP, as written in the most current version of the SIM, shall serve as the outline for all students skydiving instruction at the Club.
5. The basic safety requirements of the USPA are to be followed at all times even if such regulations are not specifically outlined in the Club's policies and procedures.
6. No section of these by-laws or standard operating procedures is valid if it violates federal or state regulations or if it is in direct contrast with the BSR.

### **Section IX: Safety Standards**

1. The general voting procedures for shall be as follows:
  - a. A member of the Club shall make a specific and clear motion to the chair of the meeting.
  - b. If the motion is seconded the president shall either call for further discussion or request a vote of the members.

- c. All motions that receive an affirmative vote of a majority of the members present shall pass unless otherwise specified in these Bylaws and Policies and Procedures.