

Sugarbush Soaring Association

# Membership Handbook

4/01/2017 Rev A

2355 Airport Road PO Box 123 Warren, Vermont 05674

Website: [www.sugarbushsoaring.com](http://www.sugarbushsoaring.com)

Tel: (802) 496-2290

Email: [soar@sugarbushsoaring.com](mailto:soar@sugarbushsoaring.com)

## Contents

History of the Sugarbush Soaring Association and the Warren-Sugarbush Airport .....	3
Membership Policy .....	5
Instruction as a Prime Mission.....	9
Credit Policy for Members .....	10
Credit Policy for the General Public .....	11
Reservation Procedures .....	12
Standard Procedures for Glider Pilots Operating from Warren-Sugarbush Airport .....	13
Special Precautions Operating from the Warren-Sugarbush Airport.....	16
Responsibilities of Members Using Equipment or Facilities .....	18
Operation of Club Aircraft.....	19
Membership Participation Policy .....	20
Guest Privileges.....	21
Guidelines for Advanced Flying.....	22
Qualifications to Fly Club Ships Cross Country.....	23
Policy on Flying Club Ships Cross Country.....	24
Member Guest Rides.....	25
Commercial and Instructional Procedures .....	26
Competition Policy .....	28
Tow Priority Policy.....	29
Policies on Compensation .....	30
Commercial and Instructor Pilot Incentive Policy .....	31
Youth Soaring Program .....	32
Flight Experience for Youth .....	34
By-Laws .....	35
Appendix A.....	38
Sugarbush Soaring Pilot Registration Form.....	38
Sugarbush Soaring Insurance and By-Law Coverage.....	40
Appendix B.....	41
Soaring Skill Mastery Checklist .....	41

## History of the Sugarbush Soaring Association and the Warren-Sugarbush Airport

Soaring started in the Valley in 1957 with John Macone and Alan Bemis. They used the field north on Rte. 100, next to what is now Este's field in Waitsfield. The road there is still called Airport Road. Later, Waitsfield resident Warren Ketcham joined the operations and, together with several other old-time Valley residents, developed the current site in the Town of Warren in 1966. Warren Ketcham built the "Tower" in 1967, using a design by local architect Dave Sellers. The runway was paved in 1968.

To save the field from serious financial problems, enthusiastic field users formed Granite Intersection, Inc. (named for an old airways intersection located near the field) in 1973 and purchased the airport. The intent was to preserve the field for small-plane activity. Granite is still the owner of the field and leases it each summer to Sugarbush Soaring, which acts as the FBO, and in the winter to Ole's Cross-Country Skiing. Through the generosity of some early Granite shareholders, Sugarbush Soaring is now a major shareholder of this Corporation. Almost all the rest of Granite is still owned by field users, including Sugarbush Soaring members and local residents.

1978 was a big year for the airport and soaring in the valley. Jim Parker acquired the big hangar, which had been built some years earlier, and setup his many-faceted operations. Largely through the efforts of Doug Terman and Duncan Gillespie, the present Sugarbush Soaring Association, Inc. (SSA) was formed in the same year as a Vermont not-for-profit corporation with the goal of furthering the practice of soaring. Myndy Woodruff set up the new tow operation using surplus military L-19 Birddogs. Sugarbush Soaring has remained a strong organization since its founding, and continues to successfully operate the field. It has been sufficiently profitable to be able to buy its present fleet of six gliders. In 2002, Sugarbush soaring took over the towing operation, starting that year with one Piper Pawnee and adding a second Pawnee the next year.

Since its inception, Sugarbush Soaring has expanded its operations and now has two parts:

- The Club is open to anyone and is especially attractive to student and licensed pilots who plan to do most of their flying in this area and to glider owners who fly out of the field for most of the season.
- The commercial operation handles flight instruction for members and non-members alike and the scenic ride business. The commercial side not only provides the Club with a source of new members (people get "hooked") but helps to cover the overhead and operating costs of the Club, while furthering the Club's goal of promoting the sport of soaring.

We don't like to think of SSA as having two parts and deliberately try to blur the distinction. Non-members are encouraged to join in Club activities and are always most welcome. They are encouraged to become members when it is appropriate for them because it is economically advantageous if they plan to do a lot of flying in this area. Club members are encouraged to meet non-members and ride guests, help out on the flight lines, and, if qualified, give rides and instruction.

The Club has a Board of Directors elected from among the membership at the Club's annual meeting held at the end of the soaring season. The board is a mixture of new and old members, those who fly Club gliders and ship owners, in an effort to represent the entire membership. The Club also annually elects three officers who manage its affairs.

Because most Club members, including the Board members and the officers must earn livings, the day-to-day field operation is in the capable hands of our staff. Rick Hanson is the Chief Flight Instructor

and Airport Manager. Rick also runs special programs, such as our youth camps and soaring seminars. Bill Stinson, who was Airport Manager for many years, is an FAA Examiner certified to issue glider ratings. Gail Webster is our Office Manager, and John Tracy is our Chief Tow Pilot. Several other very capable people fill in our instructor and tow pilot rosters. The flight line is manned by several youngsters who are rewarded with an instructional flight for each day they help out on the field. Many others help out on a part-time basis.

In 2006, a separate 501(c)(3) corporation, *Flight Experienced for Youth (FEFY)* was formed (and subsequently approved by the IRS) with the mission of providing financial support for the line crew and other young people with an interest in learning to fly gliders. FEFY conducts an annual fund raising campaign to finance these activities.

This is just a brief history of the Club and the field. Please do not hesitate to ask anyone any additional questions.

## Membership Policy

### Shares and Memberships

1. **Shares** — The Sugarbush Soaring Association, Inc. (SSA) is incorporated in the State of Vermont. The total number of shares in SSA is set from time to time by the Board of Directors. The number of shares currently authorized and issued is 137 (effective October 2011). Shareholders may vote at annual and special meetings of the SSA.
2. **Purchase and Sale of Shares** — Shares authorized but not issued (“Treasury Shares”) may be sold by SSA. The price of these shares will be set from time to time by the Board. As of March 2017 this price is \$750 per share. An option is available to pay for the share over a two-year period. All rights and privileges of membership will be effective upon initial payment and the balance owed will be carried on the Club’s books until paid. Should full payment not be received within 30 days of the following year’s June invoice, the share will be considered encumbered. A special share purchase program is available for youth members, as stated in paragraph 5.2 (below). See section 5.9 and 5.10 for share purchase programs available for Spouse/Partners and Employees.
3. **Transfer of Shares** — a shareholder of the SSA may sell an unencumbered share for whatever price is negotiated between the parties involved, as long as any balance owed on the share is less than the agreed price plus the transfer fee. A transfer fee set by the Board is charged to register this transfer. As of March 2017 this fee is \$50.00. It is not SSA policy to repurchase shares from members, with the specific exception of shares purchased under the Youth Membership Program. All transfers of shares must be handled by the Sugarbush Soaring office to be valid. Upon receiving payment for the share, the office will remit to the seller that price less the transfer fee and any balance owed on the share account.
4. **Membership** — to be in good standing, the member must own a share in SSA and be current in payments of dues and charges.
5. **Membership Categories, Dues, and Privileges** — Annual dues are set from time to time by the Board of Directors.
  - 5.1 **Full Member** —Entitled to full privileges of the Club including Club rates on tows, rentals, instruction, and tie-down fees.
  - 5.2 **Youth Membership** — This category of membership is established to encourage young people to participate in soaring, and recognizes that this age group has limited financial resources. The age level for Youth Membership is 13 through 29 years. Treasury Share purchase can be made in annual increments of ten percent of the full share value over a ten-year period. Ownership of the share is granted with full member privileges at the time of the first payment, and the balance owed will be carried on the Club’s books until paid. Participation in this share payment plan is in full-year units. When the youth member reaches the age of 29, it is expected that any remaining balance will be paid at the next annual payment. If the participant leaves the Club or does not make the next annual payment, Sugarbush Soaring will repurchase the share on September 1 for the amount paid toward it to date, less the transfer fee and any other outstanding charges on

the account. Dues for Youth Members may be reduced or eliminated if the member participates in one of the other youth programs.

**5.3 Family Membership** – Additional immediate family members living in the same household of a Full Member may, with the approval of that Full Member (family shareholder), become Family Members, each paying dues appropriate to the category of membership desired without purchasing additional membership share(s) (effective 05/93). Note, this family member is not considered a shareholder and therefore has no voting rights. This membership is intended for someone wanting to be involved socially or for flying but not desiring all of the benefits available to shareholders, such as participation in the Club's insurance programs. The family shareholder will be responsible for any overdue Club debt of the sponsored family member.

**5.4 Life Membership** – After five years of being a member in good standing, a member who owns a Club share may become a Life Member by paying a sum equal to ten year's dues in the membership category selected. A Life Member is entitled to the full privileges of the category without paying any additional annual dues as long as the member retains the Club share.

**5.5 Honorary Life Member** - Honorary Life membership is an emeritus position that may be granted by Board vote to former and present shareholders of the SSA in recognition of their exceptional and long-standing contributions to the Association. Honorary life membership is a high and rare honor to be granted to those whose contributions have had a fundamental impact on the long-term success of the Association, equal in stature to those of the current honorary life members. Honorary life members may exercise all the rights and privileges of full members.

Protocol: Any three current members of the association may petition the Board of Directors in writing, nominating an individual for honorary life membership. The nomination together with solicited comments shall be discussed at the next appropriate meeting of the Board. Honorary life membership shall be conferred provided three quarters of the board members concur in a vote conducted by secret ballot.

**5.6 Inactive Members** (formerly sect. 1.B) – Regular shareholder members are assumed to be active unless they notify the Association in writing or email that they wish to be inactive. Inactive status will remain in effect until reversed by the member or until the share is sold. Inactive shareholder members will be charged reduced dues as determined by the Board to cover newsletter costs and other fixed costs of the Association. While inactive, a member retains the social and voting privileges of a shareholder as long as the share is unencumbered. An inactive member may use the facilities as a non-member. An inactive member may resume active status at any time by paying the appropriate dues difference. Inactive family members are not subject to the inactive dues charge. As of this date (effective 08/14/14), inactive dues are set at \$75.00/year.

**5.7 Encumbered Shareholder** – is a Shareholder who has not paid his dues/fees. Shares become encumbered August 1<sup>st</sup> of every year. At the time the share becomes

encumbered, any prior balance due is frozen and must be paid before the shareholder can become active again. While a share remains encumbered, dues, charges, and penalty incur until the Club recalls the share. \*See Section 6 – Dues Payment Policy. Notices are sent out in August of every season informing Club members so affected that their share has become encumbered.

**5.8 Shareholder with Recalled Share** - is no longer a shareholder or Club member. Shares are recalled by the Club under Section 6 – Dues Payment – below.

**5.9 Spouse/Partner Membership** – The Spouse/Partner of a Full Member is eligible to buy a share from the club treasury under a time purchase arrangement. This Treasury Share purchase can be made in annual increments of ten percent of the full share value over a ten-year period. Ownership of the share is granted with full shareholder privileges at the time of the first payment, and the balance owed will be carried on the Club's books until paid. The Spouse/Partner will pay dues at the inactive member rate (currently \$75/year) and will enjoy Full Member rates for services. Should the Spouse/Partner separate from the related Full Member, the terms remain the same except that rates for services will depend on the level of dues paid. If the Spouse/Partner fails to make timely payments during the payment period or fails to pay dues, the Share will become encumbered (see paragraph 5.7).

**5.10 Employee Membership** – Any employee is eligible to purchase a share from the club treasury under a time purchase arrangement. This Treasury Share purchase can be made in annual increments of ten percent of the full share value over a ten-year period. Ownership of the share is granted with full shareholder privileges at the time of the first payment, and the balance owed will be carried on the Club's books until paid. The employee will pay dues at the inactive member rate (currently \$75/year) and will enjoy Full Member rates for services. If the Employee Member fails to make timely payment during the payment period, the Share will become encumbered (see paragraph 5.7). If this member leaves the employ of Sugarbush Soaring, the member has the right to ask Sugarbush Soaring and Sugarbush Soaring agrees, to buy back the share at the end of that year for the amount paid toward it to date, less the transfer fee and any other outstanding charges to the account. If the ex-Employee shareholder decides to keep the share by continuing to pay the balance due, the price paid for services will depend on the level of dues paid.

**6. Dues Payment** – Annual dues are for the fiscal year of the Club (May 1 through April 30 the following year) and are due on or before May 1<sup>st</sup>. No Shareholder may use Club facilities unless full dues are paid. If dues are not paid for the current year, the shares become **encumbered** and cannot be sold without prior agreement of the Board. It is the policy of the Club to recall the **encumbered** share when the amount owed is equal to the value of the share as set by the Board (currently \$750 as of 03/2017). When an account is in arrears for an amount less than the share value and for an uninterrupted period of at least three years and the shareholder has made no serious attempt to settle the account, the Club may, at its discretion, recall the share. The Club will then attempt to notify the shareholder in writing and will credit him/her with any balance remaining after subtracting from the share value the

amount in arrears plus a handling charge of \$50.00. In accordance with the by-laws, the share value is the greater of the shareholders purchase price or that of a treasury share. For purposes of this policy the value is limited to the value at the time the account first went into the uninterrupted period of arrears. Any shares to be recalled will be taken in order of the amount of indebtedness with the greatest indebtedness selected first.

**6.1 Pro-rata Dues Payment** – New members may pay a pro-rata share of first year dues (see current Rate Sheet for details).

**6.2 Late Fees** — If dues are paid after May 1<sup>st</sup>, or if notification to transfer to inactive status for the current year is received after May 1<sup>st</sup>, an administrative fee (currently \$50.00 will be assessed.

**6.3 Special Assessment** (Approved 10/28/2000) – If necessary, to meet the financial needs of the Club, the Board of Directors may vote to enact a special “one time” annual assessment upon all active dues paying Club members (full, associate, family). This assessment shall not exceed 25% of the membership category dues. The amount of this assessment, if made, will be due 1 November of the year in which the assessment is made.

**7. Special Recognition** – Upon review and approval by the Board, Special Recognition may be granted to certain individuals to reflect significant contributions to the Corporation. In these cases the individual will be granted the privileges defined by the Board; however, no shares or voting rights are included. The individuals will be listed in the appropriate Board minutes and the current list will be available to the membership at any time.

**8. Miscellaneous –**

**8.1** Active Club members are entitled to keep a glider on the field and to use the tow services of the Club for that glider. An active member who is the principal owner of an additional glider may also keep and operate the second glider on the field. In the case of multiple owners or users of the same glider, at least one of the regular pilots of each glider must be an active member. The non-members will be charged for tows and services at non-member rates. (Approved January 11, 2003)

**8.2** Other than as provided for by a Visitor’s Policy or by specific Board or Presidential action, any private glider regularly operating at the Warren-Sugarbush Airport must be owned or regularly used by a Club member in active status in order to use Club services. (Approved May 19, 2002).

**8.3** All pilots using Club facilities or equipment are required to maintain an up-to-date Pilot Registration Form in the Club office. See Appendix A for this form.

## **Instruction as a Prime Mission**

A prime mission of Sugarbush Soaring is to get more people involved with the sport of Soaring. As such, instructors and aircraft will always be available to provide training for pilots interested in casual weekend soaring or those wishing to proceed to more advanced ratings and experiences.

In keeping with this philosophy, the Youth camp will receive priority booking for both aircraft and instructors during the weeks it is in operation. Other operations such as rides and rentals will be available on an as available basis during those times.

Sugarbush Soaring also offers an extensive Introductory Flight experience for those who might be interested in pursuing the sport. This Introductory lesson is about an hour in length and includes a mix of flight and ground instruction. A log book is provided along with a sign-off by the instructor. In addition, a special discount package is available for an upgraded, permanent logbook and the Gliding Handbook. Discounts are available on clothing items.

The Instructional Lesson may be in either the 2-33 or the PW-6. There is a small pricing premium for the PW-6.

Those new to the sport are always encouraged to become members of Sugarbush Soaring. Heavily discounted prices are available to active members for all operations.

## **Credit Policy for Members**

All bills are sent electronically by Sugarbush Soaring and are due upon receipt. (Members should be sure to keep the Office Manager aware of any email address changes.) Money received more than 20 days after bills were mailed may not be reflected on the next billing statement. Sugarbush Soaring reserves the right to charge interest on any past due accounts at any legal rate.

Although members are urged to keep a positive account balance with Sugarbush Soaring, they will be permitted to charge goods and services except, at the discretion of the President or Treasurer, in the following circumstances:

1. No member may fly for the season before paying his or her dues or inactive fee for that season and any charges from previous years.
2. No member whose account is more than 60 days overdue may fly or charge goods and services until his or her account is current. The office and the flight line will keep a list of all members whose accounts are more than five weeks overdue.
3. A member whose account is very overdue may be asked to keep money on account before he or she is permitted to fly or otherwise charge goods. This sanction will only be imposed after a board member has attempted to personally contact the member with the very overdue account.

Charges not contested within two billing cycles will be deemed to be accepted and will not be subject to further dispute except at the discretion of the Treasurer.

Sugarbush Soaring reserves the right to change its credit policy at any time.

### **Credit Policy for the General Public**

Payment in cash or by credit card is expected at the time goods are purchased or services are rendered, unless other arrangements are made beforehand. Other arrangements normally include signing of the Agreement attached to the Pilot Registration Form and an agreement to be charged interest at any legal rate for past due accounts. Other arrangements must be approved by the Airport Manager, the President or the Treasurer. If credit is extended, bills are due on receipt and the relevant rules for the credit policy for members will apply.

## Reservation Procedures

Full members and renters may make reservations for SSA aircraft and services during normal office hours on a first-come/first-served basis up to 9:00 a.m. of the day for which the reservation is desired. Reservations are limited to two flights or one hour per person reserving per day. After 9:00 a.m., a sign-up waiting list will be maintained in the office.

As at any gliderport, a reservation is an indication by the management of intent to make its best effort to deliver the aircraft or service at the indicated time. A reservation is not a guarantee. Sometimes, due to weather or slips in the schedule, there will be a delay in providing the aircraft or service. We appreciate your understanding and cooperation.

In general, the following order of priority prevails for use of SSA aircraft:

- **Priority I** – Reservations made before 9:00 a.m. that day
  - Full members
  - Renters
  - Commercial and instructional operations
- **Priority II** – Sign up on the day in question after 9:00 a.m.
  - Full members
  - Renters
  - Commercial and instructional operations

Please note that for each aircraft, assignments are made on a first-come/first-served basis. Once a reservation or a sign-up position is given, we cannot in all fairness bump people.

Reservations for rides can be made. However, the reservation is considered canceled if the customer has not presented him or herself at the office by the time of the scheduled ride. A C C number is taken by the office to hold a reservation. No shows are charged \$100. When selling rides, the office will try to maintain sufficient contact with the flight line to avoid long waiting periods and/or to inform the customer of the approximate waiting period.

Under normal circumstances, the use of SSA equipment is limited to one hour on a given day. By special arrangement with the management or if radio contact is maintained with the flight line, the flight can be extended beyond one hour. It is the pilot's responsibility to ensure compliance with this section.

Under special circumstances such as the busy days of foliage season, when it is in the best interest of SSA, priority for Club aircraft and tows may be given to commercial operations.

## **Standard Procedures for Glider Pilots Operating from Warren-Sugarbush Airport**

### **Annual Glider and Field Check**

1. A check ride with a Club Instructor for the purpose of re-familiarization with club aircraft, the field, its approaches, and the surrounding terrain and land out fields:
  - Is required annually before flying Club ships.
  - Is highly recommended for any pilot not having previously flown out of the Warren-Sugarbush Airport. Mandatory for visiting pilots flying club aircraft.
  - May be required of anyone for safety reasons at the discretion of management.
2. All pilots wishing to fly Club gliders must be approved by a Sugarbush Soaring staff flight Instructor prior to flying any Club glider. An Instructor's logbook endorsement for each Club glider to be flown will be valid for the remainder of the season after issue. In most cases, this annual check will involve one or more flights with Instructor.

### **Preparation for Flight**

1. Renters and members are expected to help move gliders to the launch area and are responsible for the preflight inspection of the glider. The pilot in command is responsible for accomplishing a preflight regardless of whether the glider has flown previously that day. Any discrepancies should be reported immediately to the management.
2. When ready for a tow, the pilot should notify the line personnel to receive a tow assignment.
3. When within a few tows of launch, the pilot should move the glider to the staging area and stand by for launch.
4. The normal staging area is to the west side of the runway. When a glider must be launched from the runway, it should be kept well clear until it is next in sequence for tow and the tow plane is ready to tow. At that time it should be moved expeditiously to the extreme departure end of the runway for launch.
5. The pilot in command should supervise the tow hook-up and insure that the proper ring is attached to the glider.
6. The pilot should notify the tow pilot in advance of any special requirements, such as a special tow speed or heavy wing loading due to water ballast, or use of spoilers during the initial takeoff roll.
7. When the pilot is in the glider and ready to launch, a thumbs-up signal should be given to the wing runner and the rudder should be wagged to notify the tow plane.

### **In Flight**

1. The pilot should monitor 123.0 during the launch and tow, and while in the airport area.
2. Upon release from tow, the glider pilot should execute a climbing turn to the right.
3. In all phases of flight, safety should be primary concern. Pilots must adhere to the Federal Aviation Regulations.
4. Pilots should exercise extreme caution at all times, but especially in the vicinity of other gliders.
5. Pilots should be cognizant of the weather at all times, especially given the possibility of rapidly changing conditions in the mountains.
6. Pilots should not thermal in the area of the pattern at or near pattern altitude.

### **Landing**

1. Pilots should check the favored landing direction prior to entering the pattern and are encouraged to use the recommended landing patterns. The preferred entry is crosswind over the field. Pattern entry at the I.P. should be at a minimum of 1200' AGL (2700' MSL). A right hand traffic pattern is used on Runway 4.
2. Pilots should report their landing intentions on Unicom 123.0 upon entering the pattern, and if other traffic reported or noted, when turning base leg.
3. Pilots may land on the runway and on the usable portions of the grass to the right and left (see airport map).
4. If possible, pilots should come to a stop well clear of the paved runway. If landing on the east side of the runway on the grass, do not roll across the runway after touchdown. Under all circumstances, clear the paved runway as quickly as possible.
5. Members and renters should help tie down equipment at the end of the day.

### **Glider Storage**

1. Pilots should notify the office that they plan to store their gliders at the airport, and the location and expected duration of storage.
2. The trailer and glider must be left in such a way that they can be moved on the airport by the management (for emergency purposes and routine airport maintenance).
3. It is the responsibility of the owner to keep the area around the trailer clean and the grass mowed.

### **Vehicles**

1. Private vehicles should be parked in the designated parking areas and not driven on the grass, except as noted below.
2. Private vehicles can be driven on the grass only to tow privately owned gliders to the staging area. After the glider is delivered, return the vehicle to the parking area via the roads as quickly as possible. Abuse of this privilege will result in the suspension of the owner of the glider involved. No vehicles may be parked near or between the hangar buildings.
3. Private vehicles left at the airport should be moved by December 1<sup>st</sup>. Unregistered or uninspected vehicles will be considered abandoned and will be towed away.

### **Payment**

1. All pilots must register with the office upon arrival and establish a method of payment.
2. Normal office hours are 9:00 am to 5:00 pm weekends, 10:00 am to 5:00 pm weekdays. Pilots who plan to land after normal hours should prearrange the method of payment of their final bill.
3. No tows will be given to a pilot whose account is more than 60 days in arrears.

## Special Precautions Operating from the Warren-Sugarbush Airport

### Local Flying

- **Take-Off** – Good soaring days at Sugarbush often have a wind with a strong component from the West, resulting in a crosswind takeoff. Check the windsock and be prepared for a *cross wind* at launch.
- **Wave Flying** - A good wave at Sugarbush often means a strong rotor in the vicinity of the field. Be prepared for severe turbulence on tow and the possibility of severe turbulence and sink in the pattern. It is wise to carry appropriate margins of airspeed and altitude in the pattern on such days. Flying the crosswind leg at 1500 or even 2000 feet AGL and landing without using spoilers is not uncommon.
- If the wave at Sugarbush is a “wet” wave (moist air, generally a wind from the South), a relatively narrow window will form. Extreme caution should be exercised when climbing through this window, both for collision avoidance, and because the window is prone to close and/or move with time. Avoid being trapped “on top”.

Sugarbush has an FAA-approved wave window that allows climbs above 18,000 ft MSL. Pilots must have a wave window briefing before flying above 18,000 ft MSL. Pilots must follow the FAR’s pertaining to oxygen use, which must be used for flight above 12,500 ft MSL. Oxygen is not available on the field.

- **Visual Contact** – There are several areas of the valley in which, even when local flying well within gliding range of the airport, you lose visual contact with the airport. This is particularly true when flying in the main bowl of the Sugarbush Ski area near the west ridge. Pilots must maintain a general awareness of the heading to the airport at all times.
- **Airport Traffic** – Federal Airway, V-141 is the main route for commercial air traffic between Burlington and Boston and passes almost directly over the field. Large aircraft and commercial jets routinely pass over the field between 6,000 and 10,000 ft MSL (as low as 4,500 ft AGL, just a short climb off of tow). Occasionally, traffic is vectored directly over our area into Burlington’s ILS for runway 33. Be especially vigilant in this area.
- **Landing on Runway 22** – When landing on runway 22, note the following:
  - The land in the runway overrun (the “cut”) is significantly lower than the touchdown spot and the runway itself slopes up hill. These factors combine to create the visual illusion that you are higher than you really are when on base and final. Be conscious of this in your first few landings.

- On days with a cross wind from the west, there can be strong wind shear, turbulence, and change in wind strength near the treetop level. Extra speed and caution is warranted.
- Landing on Runway 4 – On days with a wind from the west and northwest, it is very common to find strong sink and shear on short final for runway 4. Because the overrun is quite short and unlandable, be prepared with extra airspeed and/or altitude.

### **Cross-Country Flying**

In general, cross-country flying to the north as far as Belvedere Mountain takes you over landable terrain. The approximately ten miles directly to the south of the airport, between the towns of Warren and Grandville, are completely unlandable. Great care should be taken when flying in that direction.

In preparation for landing off-field, take note of the crop conditions in the area. Is the corn low (ok, but expensive) or high (dangerous)? Is the hay cut or high? And so on. In general, for safety and community relations reasons, the following is the order of preference for choice of land out fields:

- Cut hay
- Other cut grass
- Alfalfa
- Corn

\*Consider all roads unlandable due to power lines, traffic, and trees.

## **Responsibilities of Members Using Equipment or Facilities**

Members who use Club equipment or airport facilities incur certain obligations in proportion to their use. For the most part, these obligations involve common sense and are what many members have been doing for some time.

1. Members using Club gliders are expected to move them before and after flight under the direction of the Line Manager. This responsibility includes helping to tie down Club gliders at the end of the day.
2. Members using Club fiberglass gliders are expected to clean the leading edges of the gliders after each flight when bugs are present and the glider isn't needed immediately for another flight. A bucket and sponge will be kept on the line to make this easy.
3. When there is a backlog for tows, those in the back of the line should help out moving gliders, running ropes, etc. If everyone helps out, delays will be minimized and no one needs to get exhausted. The Line Manager is responsible for scheduling launches.
4. Trailer owners are responsible for cutting the grass around their trailers using the Club's rotary lawn mower. (In the past, it's been a big project to move several dozen trailers and cut grass around them. If we cut our own grass it will be much easier.) This responsibility also applies to car owners who "permanently" leave cars on the airport.
5. Trailer owners are responsible for securing the contents of their trailers for movement around the airport. Sometimes, it is necessary to move trailers while the owners are absent. Make sure your ship and gear is safely stowed so your trailer can be safely moved. If your trailer is closed, we will assume that it can be safely moved!
6. Trailer owners are responsible for policing the grounds near their trailers (wing tape can jam the lawn mowers, beer cans are unsightly, and so on). Car owners have a similar responsibility.
7. Coil up the water hoses neatly after use.

## **Operation of Club Aircraft**

A private pilot, when acting as pilot in command of a Club aircraft, will be the sole manipulator of the controls for the duration of the flight.

A commercial pilot, when acting as pilot in command of a Club aircraft, will be the sole manipulator of the controls for the time during which the aircraft is on tow or within 1000 feet of the ground.

Aerobatics will not be flown in Club aircraft.

## **Membership Participation Policy**

Each active member is expected to contribute some time during the soaring season to assist the staff with line operations, field maintenance, or as ride pilots or flight Instructors for those so qualified. The amount of duty time will be set each year by the Directors who will ensure that a duty schedule is prepared before season opening.

Members are expected to show up at their scheduled times. If an assigned duty time is unworkable, members are expected to arrange for a time swap with another scheduled member and to notify the office of the change. If unable to take or fill the duty assignment, the office should be notified in advance so that a substitute may be found.

Members should be alert to manpower shortages at the line or doing field maintenance during busy periods. Volunteer help from members not otherwise occupied helps reduce take-off delays, increasing Club income and providing relief to the staff and members on duty. The staff always appreciates a hand at any time with work on the field or in the hanger.

There are always projects that can improve our facilities and make our time at the field more productive and enjoyable. Many members have contributed their ideas, their time and their energy to the betterment of our environment. Such projects can be fun and members are encouraged to take the initiative. Ideas and initiatives should be submitted to Board members or office staff.

## **Guest Privileges**

Non-members with their own gliders are welcome to use the facilities of Sugarbush Soaring at the established non-member rates, providing established use fees are paid in a timely manner without special Board approval. This is not an unlimited privilege. It is expected that any person using his or her own glider routinely at Sugarbush will join the Club.

Pilots flying their own gliders who are members of another club will receive free parking and member rates for up to two weeks.

## **Guidelines for Advanced Flying**

The qualifications listed below are meant to be just guidelines toward the achieved aim. In some cases, they should be considered minimum qualifications. Previous recent experience at other locations and in other ships will most certainly show up in the check rides and may, at the discretion of the Instructor, substitute for some of the listed requirements.

### **Qualifications to Fly Glass Ships**

The fiberglass sailplanes with their sleeker, quieter profiles and higher performance do of necessity require a considerably higher skill and awareness level than that needed to fly the simple trainers. Things happen more subtly and more quickly, and may not be noticed soon enough by the pilot who has just mastered the trainer. The guidelines are intended to indicate to the low-time (recent) pilot the experience and skill levels he/she should have before tackling this next, delightful phase of their flying career.

Prior to starting training in a Club glass ship, the pilot should:

- Hold at least a private glider rating.
- Have an Instructor's recommendation, based on your skill level and consistency, that you are ready for this step (This is perhaps the most significant guideline of all). In the case of the PW6 must be approved by the Chief Instructor.
- Have at least 10 solo hours in 2-33, 1-26 or comparable within past 12 months, of which 5 must be in the 1-26 or comparable. Five of these hours (including 3 in the 1-26) must be recent (within the past 2 months) and must include a solo flight of at least 1 hour duration.
- Read and understand the appropriate aircraft flight manual.
- During the dual checkout flights, the key is consistent demonstration of the needed skill level.

In order to maintain this qualification, low-time pilots must have a record of recent active flying. At least 3 solo hours in 2-33 or 1-26 at the beginning of the new season prior to the glass-ship check ride would be appropriate. Following any extended period away from glider flying, a check flight prior to solo flight is also appropriate.

## **Qualifications to Fly Club Ships Cross Country**

Sugarbush Soaring encourages its members who are proficient in local soaring to expand their horizons into cross-country flying. Because cross-country flight places Club equipment at additional risk and landouts limit the availability of Club equipment to other members, cross-country flight in Club equipment must be specifically authorized by the Board of Directors. The Board has delegated his responsibility to a subcommittee, the Cross Country Authorization Committee (CCAC).

The CCAC maintains a list of pilots authorized to fly each glider cross-country. Members may be authorized for general cross-country soaring or may be restricted to team flying on radio contact with a mentor. The CCAC will update this list each season.

The CCAC follows these general guidelines when approving a pilot:

- Recommendation by Chief Instructor. Pilots should demonstrate proficiency in the aircraft type, including spot landings and short field landings.
- Demonstration of soaring ability through completion of the FAI 5-hour flight.
- Familiarity with the planned cross-country area, including airports and commonly-used emergency landing fields.
- Preparation of and familiarity with glider and assembly/disassembly procedures.
- Preparation of and familiarity with the appropriate trailer.
- If inexperienced, participation in the Club mentors program and recommendation by the pilot's mentor. (Pilots who already have completed Gold Distance or who have US contest seeding are considered experienced.)
- The 1-26 is the preferred glider for beginning cross-country pilots.
- For the Grob 102, a pilot will be restricted to team flying with a mentor until he has successfully completed a 50 km flight, which may be a team flight with a mentor.
- Only the club's 126 or Grob 102 will be authorized for solo cross country flight.

## Policy on Flying Club Ships Cross Country

Except as described below, all soaring in Club gliders is confined to the local area, an area bounded on the northwest by Appalachian Gap (Tr. 17 and the microwave tower), on the northeast by Scragg Mountain, on the southeast by Rice Mountain (where the ridge turns easterly south of Blueberry Lake), and on the southwest by Lincoln Gap.

Depending on the soaring conditions, pilots may fly single-place Club equipment in the expanded local area, which is the local area extended to the north to include the Mad River Valley south of Interstate 89. Pilots should consult with a mentor about the suitability of the soaring conditions. Pilots who do not have CCAC permission to fly cross country must remain within easy gliding distance of Sugarbush Airport at all times, taking into account their aircraft performance, the wind, and the possibility of sink.

Pilots with CCAC approval may fly the Club 1-26 in the Silver Distance area, which is the local area extended to the north to include Smuggler's Notch, Hyde Park and Mt. Elmore. Pilots with CCAC approval may fly the Grob 102 in this area as well, but may be restricted by the CCAC to team flying. Pilots are encouraged to complete their FAI Silver Distance by flying the recommended task: tow to no more than 1800' AGL, a remote start at the intersection of Rt. 15 and Rt. 100 N at Hyde Park, VT (44°35.80'N 72°37.20'W) and a goal of Warren-Sugarbush Airport (44°07.117'N 72°49.583'W).

Pilots with CCAC approval who have completed their Silver Distance may fly outside the Silver Distance area. Pilots must consult with a mentor prior to planning their flight unless they are experienced cross-country pilots, as demonstrated by holding the FAI Gold Distance.

Two-place Club gliders may be flown outside the local area only when the pilot in command has been authorized by the CCAC and the Board. Mentors may demonstrate and critique cross-country strategy in the two-place Club gliders, but must not give flight instruction unless they hold the appropriate FAA rating. Scheduling considerations ordinarily restrict two-place gliders to the expanded local area.

Mentors may lead a team flight of two or more aircraft flying in radio contact. Each pilot remains pilot in command of his aircraft and is responsible for its safe operation. Pilots will normally follow the suggestions of their mentor unless they believe this might lead to an unsafe condition.

Pilots are responsible for returning Club aircraft in ready-to-fly condition at the end of the scheduled period. They are responsible for making any arrangements for aero-tow or trailer retrieval and must be familiar with the appropriate trailer and disassembly/assembly procedures. Landouts are not uncommon when flying gliders across country; inexperienced pilots must plan accordingly. Ordinarily, aircraft will need to be reserved until the end of the flying day.

**Safety is the highest priority in all flight operations. A pilot in command may deviate from any of the Club rules when he believes it is necessary for safety. A safe land out is much preferred to a marginal return for the home airport!**

Pilots are advised to make cross-country reservations well in advance; otherwise the desired aircraft may not be available for the needed period. Pilots must check with the Line Chief prior to launch. It may be necessary to cancel a cross-country reservation due to unanticipated downtime of another aircraft or unusually heavy demand for equipment.

## **Member Guest Rides**

This ride is designed to enable Club members to introduce potential new members to soaring and treat their guests to a ride when the member wishes the ride to be given by one of the Club's staff pilots at cost reasonable for their membership status.

This privilege is limited to active members in good standing. Only one such discounted ride may be given to any particular guest. While this ride is not restricted to certain days, the Staff may limit the number of guest rides given on key active days. These rides should be discouraged on days when a heavy commercial ride or instruction load is anticipated. Priority will be on a first-come/first-served basis. Reasonableness on the part of the members and staff will be the guideline. If the member has more than 2 or 3 rides in mind, this must be discussed ahead of time with the Staff.

The ride will be our standard twenty-minute ride, weather conditions permitting.

To obtain this ride, the member is requested to go to the office in person. A sales slip, similar to that used for normal rides will be prepared, denoting that this is an *MGR* ride and giving the names of the member and the guest. The member should indicate if instruction during the ride is desired, which will be noted on the sales slip so the Line knows to assign an Instructor instead of any ride pilot.

When a member wants a friend taken up with the flight flown by a ride pilot or instructor, the flight should be billed at member rates for tow, pilot, and ship.

The day sheet will record the sales slip number; the type of ride (MGR), the account to be billed, as well as the other normal ride data. The ride will be entered on the member's account as a guest ride with the date and the guest's name.

To facilitate this policy, the Office and the Line should both try to avoid any ambiguity about whether the member is requesting a member guest ride or some other service.

## Commercial and Instructional Procedures

### Commercial Rides

1. Commercial rides are to be flown only by current and commercially-licensed pilots on the current approved ride pilot list posted in the office.
2. The objective of commercial rides at SSA is to give the passenger an enjoyable experience. Monitor the comfort of your passenger closely, avoid rough or motion-sickness inducing flying, and return smoothly at the first sign of distress.
3. There are currently four commercial rides offered at SSA, which are advertised on the basis of altitude and duration:
  - Ridge Runner      Approx. 15 minutes; tow alt. normal max 2000 ft.
  - Mad River Valley      Approx. 20 minutes; tow alt. normal max 3000 ft.\*
  - Top Gun      Approx. 30 minutes; tow alt. normal max 4000 ft.\*
  - Mile High      Approx. 45 minutes; tow alt. normal max 5000 ft.\*

*\*lower if conditions permit*

The pilot must adhere to the time limitations to avoid complaints on the ground after the flight. The altitudes shown do not require that you tow that high. If you know that reliable, smooth lift is working, release at a lower height and soar up to that altitude or higher.

### Field Check

A field check by an Instructor is required of every pilot new to Sugarbush who plans to use Club equipment. It is also highly recommended for pilots new to the area bringing their own glider. A field check may be given in any two-place aircraft and billed at normal instructional rates. The purposes are to familiarize pilots with SSA procedures and local conditions, and to check them out in SSA aircraft. A field check should include:

1. Review of pilot's registration form, log book and documents. Check for current medical or waiver, license, and BFR.
2. Insure that the pilot is familiar with the material in Policies and Procedures, especially airport layout including take-off and landing areas, Standard Operation Procedures, and Special Precautions.
3. Review of the pilot's background. Has he flown at Sugarbush before? In the mountains? In wave?
4. Provide proof of non-owner insurance if soloing.

A flight check in the appropriate aircraft. The Instructor should point out local terrain, house thermals, condition of fields for rope breaks and landouts, and so on. The pilot should clearly and without question demonstrate confidence and ability in flying the aircraft. If not, additional flights are indicated before checking the pilot out in SSA equipment.

If the field check results in checkout in SSA equipment, the pilot should be specifically notified for which aircraft and under what conditions he is checked out. The Instructor should make a note in the pilot's log and on the pilot's registration form in the office.

## Introductory Lessons

An introductory lesson is an opportunity to attract a new pilot to soaring. It should include at least 20 minutes of ground briefing using the intro lesson handout or syllabus of instruction when appropriate as the reference, a preflight of the glider and 20 to 30 minutes of flight instruction. If the soaring time is a little short, spend some extra time on the ground after the flight.

## General Instruction

Instruction should be standardized so students can work with different instructors comfortably. Our goal is to train safe pilots who are competent and comfortable in the aircraft. General guidelines for teaching include:

1. Begin with straight and level flight, and then turns. As turns improve, move to speed control, stalls, and turns to heading. Eventually, lead into the landing pattern. The suggested system is demonstration, then verbally-assisted performance of the maneuver, and finally unassisted performance.
2. Avoid rushing students to learn tow. When they are comfortable in free flight, they will master tow more easily. Tow release is to be followed by a climbing turn to the right.
3. The recommended landing pattern for students begins with an IP at the Warren Pinnacle at 2700 ft MSL (1200 ft AGL), conditions permitting, with a turn onto final at 2100-2300 ft MSL. The 45 degree-to-downwind pattern entry can be used at the instructor's discretion.
4. Landings should be low energy wheel landings. Students should be instructed as to how to clear the paved runway as quickly as possible.
5. When soloing students or pilots in any aircraft, instructors **must** monitor takeoff and landing.
6. Instructors will use the Sugarbush Soaring Instructional Syllabus and record progress on the "Soaring Skills Sheet".

In the SSA system, it is important for instructors to communicate the progress of students. Clear and frank notation should be made in the students' logbooks. The Chief Instructor and other instructors involved should be informed of general progress and any special circumstances. Before flying with a student with whom the instructor has never flown, the instructor should discuss the matter with the Chief Instructor or the student's previous instructor.

## Competition Policy

Sugarbush Soaring Association (SSA) supports soaring competition and encourages the use of the Warren-Sugarbush airport for regional and national soaring contests. The following guidelines are intended to facilitate the implementation of this policy.

1. SSA reserves the right to approve contest dates.
2. SSA Reserves the right to approve the selection of key contest management, for example, the Contest Manager, and key administrative assistants, the Competition Director, and the Operations Manager.
3. During a contest period and including any practice period, it is recognized that SSA will lose a large part of its normal revenue-producing commercial business, and will incur additional cost providing expected services to the contest. While SSA does not expect to profit from the contest, it does expect some fair remuneration for the cost and revenue loss incurred. SSA thus expects to play a role in the contest budgeting process. Contest management will provide SSA with a timely and realistic budget reflecting the anticipated coverage of SSA's cost. SSA's remuneration below a certain minimum must not be subordinated to other contest cost obligations.
4. Key field operations and procedures desired by the contest will be reviewed in a timely manner before the contest and as necessary during the contest, with SSA, its airport management, and the towing operation. This includes but is not limited to parking, gridding, launching, gate and landing patterns, water supply, and use of the Tower building. On key-safety related matters, SSA reserves a veto power. This power will be used only in extreme cases.
5. All contest operations will be safe, in compliance with FAA Regulations and pose no hindrance or hazard to normal operations at the airport.

## **Tow Priority Policy**

Although Sugarbush Soaring attempts to provide tows with little or no wait, sometimes this will not be possible. However, it is our goal to provide an efficient and fair launch operation, keeping that in mind that safety must be the highest priority.

Tows will ordinarily be provided on a "first-come, first-serve" basis to gliders that are on the ground in a designated staging area. The Line Chief is responsible for maintaining the launch queue and for directing the parking and staging of the gliders immediately prior to launch. The Line Chief is responsible for controlling the order of launch and ensuring that gliders are ready to go when tow planes become available, consistent with safety.

Pilots may join the launch queue by asking the Line Chief for a tow position when they arrive with their glider in the launch area. Queue positions are not available to gliders being assembled, being transported to the launch area, or in the air. There are no reservations for launch times. Waiting pilots are asked to help the line crew position gliders for launch.

After joining the launch queue, pilots are expected to remain in the area and help stage gliders under the direction of the Line Chief. They will ensure they are ready to launch with all preflight checks completed well before their tow plane is available. If, for any reason, they are not ready to launch when their turn arrives, they are responsible for moving their glider out of the way and reentering the launch queue, if requested to do so by the Line Chief.

When there is a backlog of instructional flights, as determined by the Chief Flight Instructor, instructional flights may be given limited priority over other launch operations. When only one tow plane is serving the launch queue, instructional flights may preempt every third launch. When two or more tow planes are serving the launch queue, instructional flights may preempt every other launch. The Line Chief is responsible for determining the actual order of launch. For the purpose of this paragraph, "instructional flights" includes dual flight instruction, check flights, flight tests, and supervised solo flights.

This policy represents a change from previous operations as regards Commercial Rides. Under this new policy, Commercial Rides have no priority over other flying. Ride ships must rejoin the launch queue at the rear after landing and being towed back to the launch area.

## **Policies on Compensation**

Sugarbush Soaring Association is viewed by the IRS as a “profit-making” corporation; however, its goal and objectives for its members/shareholders are not stated in terms of “profits and dividends,” but rather in safe, low cost, and pleasurable flying. Members are expected to participate in the activities of the Sugarbush Soaring Association in many ways for the mutual benefit of all and without compensation.

Nevertheless, in order to accomplish its objectives, certain services must be directly compensated for in order to secure them on a reliable and professional basis (office staff, tow planes, etc.) or are of such magnitude that it would not be reasonable to expect them to be given “gratis.”

Hence, it is the policy of Sugarbush Soaring Association to make direct compensation for the personnel services listed below. (Actual amounts will be determined from time to time by the Board of Directors.)

1. Airport Manager
2. Office Manager
3. Office Staff
4. Flight Instructors
5. Tow Pilots
6. Line Crew
7. Commercial Ride Pilots (no compensations will be given to commercial pilots who donate their time on an “as available” basis. However, if, in the judgment of the Office Manager, it is necessary to request certain commercial pilots to be available for specific times, then these pilots will be compensated for the rides actually flown.)
8. While actually engaged in performing as a commercial pilot or as an instructor, a member is considered an employee of the Sugarbush Soaring Association.

No Officers or Directors of the Association will receive compensation for services performed for the association while acting in their capacity as an officer or director.

These policies and compensations will be reviewed as required, and at least annually by the Board.

## **Commercial and Instructor Pilot Incentive Policy**

Sugarbush Soaring depends on Club members for instruction and commercial rides on weekends and holidays, which is an extra commitment for pilots with those ratings. To avoid “burnout,” the Club needs as many instructors and commercial pilots as possible.

To encourage club members to obtain these ratings, the Sugarbush Soaring Association will provide the following support:

- Tow, instruction, and sailplane rental for up to three (3) recommendation flights.
- Tow and sailplane rental for up to three (3) examination flights.
- FAA examiner’s fees for the rating.
- Tows and sailplane rental for up to three (3) instructor recertification flights.
- FAA examiner’s fees for instructor re-certification.
- Annual currency flights

In return, the Sugarbush Soaring Association expects rated pilots to be available for duty on a scheduled basis.

This incentive policy does *not* cover the following activities:

- Fees for ground school or written examination
- Biennial flight reviews

## **Youth Soaring Program**

### **Objective**

Sugarbush Soaring and the sport of soaring both benefit from an effort to attract and retain young soaring pilots. Young prospective pilots usually do not have the financial resources of other members, but can make valuable contributions to the Club and the sport with their time and enthusiasm. The Association has four different programs that provide training, flight privileges, and as appropriate, membership specifically tuned to these young pilots. These are described below, with details included in a summary table and a discussion of liability insurance at the end of this section. Contact the Sugarbush Soaring office (802-496-2290 or [soar@sugarbushsoaring.com](mailto:soar@sugarbushsoaring.com) for application details.

### **Line Crew Program**

This is a season-long program in which qualified students will work on the field under the supervision of a flight instructor, and earn credits toward instructional or solo glider flights at the rate of one flight per day worked. Duties include shepherding commercial ride passengers to and from the gliders, positioning gliders on the flight line, fetching and attaching tow lines to the gliders and the towplane, signaling to launch the gliders when the pilot signals he/or she is ready, recording flight data on the "day sheet", retrieving the landed gliders, and performing other field chores for which the member has been trained. Eligibility is for students with a satisfactory academic record and normally between 13 and 18 years of age. Applications will be approved by the Youth Committee headed by the Chief Instructor. This program is funded by the Flight Experience for Youth organization.

### **Summer Camp Program**

This is a week-long adventure camp, usually run once or twice a summer, in which a group of from 5 to 8 youngsters combines the experiences of soaring instruction with those of outdoor life in Vermont. Participants pay a flat fee for a five-day week that covers camping on the field under the supervision of our counselors, ten instructional (or solo, when qualified) flights, all meals, and other necessary daily expenses incurred at the camp. Eligibility is for youngsters normally between 13 and 17 years of age. Applicants will be approved by the Chief Flight Instructor.

### **Student Program**

This is a season-long program for qualified full-time students from normally 18 up to 24 years of age during which the participant is granted the flight-related privileges of a full member, but at a very reduced dues level. Applications will be approved by the Sugarbush Soaring Board, and will be reviewed annually by the Board. Participation in the Youth Membership Program is required.

**“Twenties” Program**

This program establishes an economical entry method into Club membership for the group 18 to 29 years of age. Club shares may be purchased on a time basis by the Youth Membership plan, paying just ten percent of the share price annually. Full member privileges and share ownership are conveyed upon receipt of the first annual payment, and the balance owed will be carried on the Club’s books until paid. Annual dues run about one-third that of regular full members. It is expected that when the participant reaches the age of 30, any remaining balance on the share ownership would be due and full member annual dues would apply.

<b>Youth Program</b>				
Program	Line Crew	Summer Camp	Student	Twenties
Age Group	13-18*	13-18*	Up to 24	18-29
Eligibility	<i>-Good academic standing -Approved by Chief Instructor</i>	<i>-Approved by Chief Instructor</i>	<i>-Full-time student -Approved by the Board</i>	<i>-Approved by the Board</i>
Shareholder	<i>-Not required -Eligible for youth membership</i>	<i>-Not required -Eligible for youth membership</i>	<i>-Youth membership</i>	<i>-Youth Membership</i>
Dues	<i>None</i>	<i>None</i>	<i>yes</i>	<i>yes</i>
Rates	<i>Non-member (billed to FEFY)</i>	<i>Non-member (10 flights included in camp fee)</i>	<i>Full Member</i>	<i>Full Member</i>
Work Program Obligations	<i>One work day per flight</i>	<i>None</i>	<i>none</i>	<i>none</i>

\* Ages for Line Crew and Summer Camp programs may be adjusted by the Chief Instructor as appropriate.

Sugarbush Soaring maintains damage and liability insurance in all of its aircraft. This includes instructional flights. The full coverage is also automatically extended to all share-holding members. Non-shareholders who fly solo (including participants in the Line Crew, Camp, and Student programs) are only afforded some limited liability coverage and no aircraft damage coverage. These Youth participants who are approaching the solo level of proficiency in their training are urged to consider acquiring a membership share through the economical Youth Membership plan in order to benefit from the enhanced liability insurance available to the share-holding members. See Membership Policies section 5.2 Youth membership.

## **Flight Experience for Youth**

Sugarbush Soaring Association has established “Flight Experience for Youth” (FEFY) as a completely separate non-profit 501(c)(3) entity to facilitate tax-deductible deductions to support the Club’s youth programs. FEFY’s mission is to offer a new hands-on experience to young people who have a strong interest in aviation. Through this initiative, Club programs will be more accessible to qualifying flight-oriented youth via scholarships and financial aid.

Many of today’s pilots got their start in aviation by pumping gas and waxing airplanes in exchange for flight instruction, but flight instruction costs much more today than ever before. FEFY’s programs offer youth with the necessary interest and mechanical skills the ability to achieve their goals at a reasonable cost.

Flight Experience for Youth performs a civic duty in challenging youth to participate in an adventurous sport and gain a sense of individual accomplishment, which will help them in pursuing their future careers.

Sugarbush Soaring Association provides all of the services required by FEFY. These include use of all the instructional gliders, tow planes, instructors, line crew, and administrative staff. Club members also volunteer their effort toward the success of our youth programs.

## **By-Laws**

*Approved 11/85*

*Amended 5/18/03*

### **Article I — Offices**

The principal office of “the Corporation” shall be selected by the Board of Directors.

### **Article II — Purposes**

- To encourage the sport and art of soaring
- To own aircraft and operate a soaring site at Warren-Sugarbush airport
- To promote technical research into motor-less flight and the associated weather
- To encourage young people to participate in the sport of soaring
- Such other activities as the Board of Directors shall decide

### **Article III — Membership**

#### **Qualifications and Methods**

Any person may become a member of the Sugarbush Soaring Association, Inc. by purchasing a share of the Corporation. A person may sell his share at his discretion to any other person, but must notify the Sugarbush Soaring Association, Inc. in writing of such a sale. The Corporation may charge a small fee for registering the transfer.

The Sugarbush Soaring Association, Inc. reserves the right to purchase a members share(s) for the larger of the purchase price or the most recent price paid to the Sugarbush Soaring Association, Inc. for a share of the Corporation.

An individual may purchase as many shares of the Corporation as desired but will be entitled to only one vote at a membership meeting. Proxies will not be permitted.

The Board of Directors will establish a limit on the number of shares issued. It is the intention of the Sugarbush Soaring Association, Inc. to limit the number of shares issued based on the number of aircraft available to its members.

#### **Membership Meetings**

The Board of Directors will call at least one membership meeting each calendar year at which the next year’s Board of Directors will be elected. The Board of Directors may nominate a slate of Directors for this meeting. Any member may nominate Directors at the meeting. At any other meeting, the members may decide to elect a new Board of Directors by a two-thirds majority vote. Notice must be given and a new meeting held before this election takes place.

The Board of Directors, two-thirds of the membership, or any fifteen members may call as many other membership meetings as desired.

Notice of all membership meetings must be mailed at least two weeks in advance to all members.

This notice will state if a new Board of Directors is to be elected or if the by-laws will be changed.

A quorum at a membership meeting shall be fifteen members or half the total membership, whichever is smaller.

The Board of Directors may ask the membership to vote by mail on a specific issue. A quorum for such a vote is half the membership. The vote will be counted at least one month after the ballot is mailed.

A member is entitled to vote at all meetings for which he is entitled to notice by mail.

### **Membership Dues**

Dues and/or other fees shall be established by the Board of Directors. The dues and/or fee structure shall apply uniformly to all members. Unpaid dues or other fees may be applied by the Corporation toward the repurchase of share(s) owned by members.

### **Special Assessment**

Approved 10/28/00

If necessary, to meet the financial needs of the Club, the Board of Directors may vote to enact a special "one time" annual assessment upon all active dues paying Club members (full, associate, family). This assessment shall not exceed 25% of the membership category dues. The amount of this assessment, if made, will be due 1 November of the year in which the assessment is made.

## **Article IV — Directors**

### **Management of the Corporation**

The Corporation shall be managed by a Board of Directors of not fewer than three people. It is the intention of these by-laws to vest total control of the Corporation in the Board of Directors.

### **Directors**

The members shall establish the number of Directors at the meeting when they are elected. The Directors may appoint new Directors for any reason by majority vote of the Directors.

Any or all Directors can be removed for cause by majority vote of the total membership or action of the Board. Director(s) may be removed without cause only by majority vote of the total membership.

Any Director may resign by giving written notice. Acceptance of the resignation is not necessary to make it effective.

### **Action of the Board** (Amended at the General Membership Meeting May 18, 2003)

The Board acts by majority vote of the Directors. Voting may be in person, by written note, by email, or by phone. For votes by written note, by e-mail, or by phone, a two-thirds majority of the Directors is required for Board action. Proxies are not allowed.

The Board may meet as and where it sees fit without notice. (A quorum is not required because Board action requires a majority of all Directors, not just those present at a meeting.)

The Board may delegate authority as it sees fit.

#### **Article V — Officers**

The Board of Directors shall include a President, a Secretary, and a Treasurer. These members of the Board shall be elected when the Board of Directors is elected. The Board of Directors may appoint any other such officers as it sees fit. The Board of Directors may appoint a successor to fill the unexpired terms of an officer.

The President shall be the Chief Executive Officer of the Corporation; he shall have the general management of the affairs of the Corporation and shall see that all orders and resolutions of the Board are carried into effect.

The Treasurer shall have the care and custody of all the funds of the Corporation. He shall, at any reasonable time, exhibit his books to any member of the Corporation. Within 90 days of the end of each fiscal year he shall prepare an annual report setting forth in full the financial condition of the Corporation. He shall make copies of this report available to the members of the Corporation. The Treasurer shall keep a membership roll showing all the members of the Corporation and their places of residence.

The Secretary shall have charge of all the other written records of the Corporation.

#### **Article VI— Seal**

The Corporation shall not use a seal unless required by law.

#### **Article VII — Liability**

In the event of an aircraft accident, the Corporation will limit the liability of a member acting as pilot to one thousand dollars (\$1000). This limitation only applies to the liability of the member to the Corporation for damage to an aircraft owned by the Corporation. Assessment of liability for such an accident may be made at the discretion of the Board of Directors.

#### **Article VIII— Amendments**

The by-laws may be adopted, amended, or repealed by a two-thirds majority of the members at any membership meeting. A two-week notice of a vote on the by-laws must be given.

#### **Article IX — Conflict**

In the event of a direct conflict of these by-laws with the laws of the State of Vermont, the laws of the State of Vermont shall apply limited to the extent of that conflict.

<b>Sugarbush Soaring Pilot Registration Form</b>				
<b>Page 1 of 3</b>				
<b>Revised: 8 Sept 2014</b>				
Name:			Date:	
PO/Street Address:			Phone:	
City:		State:		ZIP code:
Date of Birth:			Email:	
Local PO/Street Address:				
City:		State:		ZIP code:
<b>Emergency Contact Information</b>				
Name:			Relationship:	
Address:			Phone:	
<b>Certification – Ratings - Registration</b>				
Airman's Certification #:				
Glider Rating:	Student	Private	Commercial	Instructor
Other Pilot Ratings:				
Date of Last Flight Review:				
FAI Badges Held:	Bronze	Silver	Gold	Diamond(s)
Private Glider or Airplane at Sugarbush:			Type:	
N#	Contest#		Trailer Registration:	
Intended Method of Payment:				

**Pilot Registration Form - Page 2 of 3 Revised Sept 8, 2014**

<b>Sugarbush Soaring use only</b>	
Checked out for: SGS 2-33	(Date & Initial each item)
PW-6	ASK-21
SGS 1-26	Grob 102
Back Seat	Wave Window
Instruction	Commercial
Comments:	

On each flight made by me subsequent to this date in equipment owned or operated by Sugarbush Soaring, I agree to comply with the following requirements:

1. To inspect and make a ground check of the aircraft, its equipment and accessories before takeoff; not to accept said aircraft until I am satisfied as to its airworthiness; and to report any discrepancies to the management.
2. To familiarize myself with the aircraft flight manual and operating limitations, and to comply with all applicable Federal Aviation Regulations.
3. To return the aircraft at the assigned time and in the same condition that I received it, normal wear and tear excepted.
4. To pay for all retrieval costs that result from a landing away from Sugarbush Airport, as well as any and all charges imposed by the owner of the property involved in such a landing.
5. To pay for any loss or damage to the aircraft, other persons, or property caused in whole or in part by my failure to comply with any of the above or by my negligence. To this end, we request solo-qualified renters who are not Club members to leave us a credit card impression, which will be returned upon completion of the flight, assuming no loss or damage, and payment of their bill.

**Terms and Conditions**

1. A check ride is required if a pilot has not flown previously at Sugarbush Soaring and subsequently on an annual basis, or if the management deems that one is necessary due to weather or lack of recent pilot experience.
2. A student pilot will fly only with the approval of an Instructor. No student may be given instruction in Sugarbush Soaring equipment by anyone other than by a Sugarbush Soaring instructor acting for the Club.
3. No pilot, other than a Sugarbush Soaring employee, may use Sugarbush Soaring equipment for any commercial purpose.
4. A rated pilot operating Sugarbush Soaring equipment will act as pilot in command during the entire duration of the flight.
5. Permission to fly from Sugarbush Soaring may be suspended by the management at any time.
6. Sugarbush Soaring sailplanes must stay within the confines of the Mad River Valley and within gliding distance of the Sugarbush airport.

### Sugarbush Soaring Insurance and By-Law Coverage

We are frequently asked about our aircraft insurance and what each member or non-member renter is responsible for, or protected against, in case of loss, damage, or injury. Sugarbush Soaring's aircraft are insured through the Soaring Society of America Insurance Program as follows. In addition to hull insurance on all but the Schweizer 1-26, the policy gives:

Liability Coverage	Each Occurrence	\$1,000,000.00
-including-	Each person, including Passenger bodily injury	\$100,000.00
Medical Payments	Each person	\$2,500.00

The "insured" is Sugarbush Soaring, its employees, officers, directors, and owners. Owners are defined as shareholders of Sugarbush Soaring Association, Inc.

**Club members who are not share owners (family members, for example) and other non-member renters are also included under the Club Policy for up to \$50,000.00 each for bodily injury and property damage excluding passengers. Hull insurance covering damage to the Club aircraft is NOT provided.** These Club members and other renters are advised to consider obtaining additional personal coverage. The major aircraft insurers all offer some type of renter's insurance policy at a reasonable cost.

Club by-laws and policies also discuss members' responsibility and liability. A member's financial responsibility for damage to a Club aircraft is limited by the by-laws to \$1,000.00. This assessment is at the discretion of the Club's Board of Directors. This limitation does not apply to any bodily injury or third-party property damage, nor does it apply to non-member renters. A renter is responsible for paying for any hull loss or damage due to the pilot's negligence.

All Club members and renters are advised to read the insurance policy to fully understand their coverage. This policy is available for review at the Club office, but may not be removed from the office. You must make arrangements with the Office Manager if you wish to do this.

**I have no known physical defects that would make me unable to pilot a glider.**

**I have read the Sugarbush Soaring insurance disclosure dated 9/6/2011, and understand that if I am not a shareholder of Sugarbush Soaring Association, or its officer or director, my liability coverage is limited and I am NOT insured for Aircraft Damage under the Club's policy.**

Signature of Pilot:	Date:
---------------------	-------

**Appendix B**

**SOARING SKILL MASTERY CHECKLIST**

<u>Task</u>	<u>Date Introduced &amp; Inst Initials</u>	<u>Practiced Dates</u>	<u>Mastered</u>	<u>Initials</u>
Preflight	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Ground Handling/Care	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Control Function	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Tow Signals	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Take Off	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Tow	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Box Wake/Slack Line	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Steering Turns	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Release	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Turns	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Steep Turns	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Speed Control	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Stall Recoveries	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Straight Ahead	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Turning	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
With Spoilers	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Spin Entry and Recovery	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Flt at Min Control Speed	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Local Area Checkout	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Thermalling	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Ridge Soaring	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Mtn Wave	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Airport Operations	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Pattern entry & Lndg	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Spot Landing	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Short field Landing	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Slip to Lndg	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
x-Wind Lndg	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
No Spoiler Patt and Ldg	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Sim Off-Field Lndg	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Sim Rope Break	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Emergency Ops	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Assembly and Disassembly	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Securing Glider after Flt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Student Certificate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
90 Day Currency	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___
Prep for Knowledge Test	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	___