



# Membership Policy

**Presented to RCACF Board on January 13<sup>th</sup>, 2018 for Review**

**Presented by Al Cooper, 2018 RCACF Membership Chairman**

**Reviewed by Membership Policy Panel, March 10<sup>th</sup>, 2018**

**Revised per Membership Policy Panel Meeting, March 13<sup>th</sup>, 2018**

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# **1. Purpose of Document**

This document defines RCACF's policy regarding all aspects of Membership at RCACF.

## **1.1. Management of this Document**

The contents of this document will be reviewed and updated on a regular basis by a Panel of RCACF Members chaired by the RCACF Membership Chairman. These reviews can be performed at any time during the Membership Year but must also be performed prior to the beginning of the Renewal Process each fall in order to identify any changes required to Membership Policy prior to issuing the Renewal Notices.

Any revisions to this document must be presented at the appropriate Board Meeting. If approved by the Board, the revisions must be published in the next monthly publication – The Fly Paper, in advance of the regular monthly club meeting where the revisions will be presented to the general Membership, discussed and a vote taken to adopt the revisions.

The **Membership Panel** will comprise the following members:

**1.1.1. Membership Chairman** – *Chairs the Panel, organizes meetings, dispenses meeting Agendas and other appropriate documentation as well as other activities required to initiate and complete the review and make appropriate update(s).*

**1.1.2. RCACF Treasurer** – Provides Club Financial direction regarding any aspect of Membership relating to Annual Dues and Membership Discounts as well as providing personal insight into Membership Policy issues and concerns.

**1.1.3. RCACF Secretary** – Records minutes of Panel meetings as well as providing personal insight into Membership Policy issues and concerns.

**1.1.4. Instructor** – One Instructor to offer personal insight into Membership Policy issues and concerns specific to training new members and performing Flight Certification of new members who have previous flight experience.

**1.1.5. Long Standing Member** – One Member who has been an RCACF Member for a minimum of 7 years. This member will offer personal insight into Membership Policy issues and concerns based upon long standing experience with the club.

**1.1.6. Junior Member** – One Junior Member. This member will offer personal insight into Membership Policy issues and concerns based upon their youthful experiences at the club.

**1.1.7. New Member** – One Adult Member who has joined RCACF within 1 calendar year of the date of the review. This member will offer personal insight into Membership Policy issues and concerns as personally experienced during his/her early membership.

**1.1.8. Additional Members as Appropriate** – For discussion of Membership Policy issues and concerns that suggest additional opinions, options or ideas are required or when one or more Members wish to present a business case for changing Membership Policy, the additional Members will be invited to participate.

## **2.Membership Year**

All RCACF Memberships, regardless of Membership Type, are from January 1<sup>st</sup> to December 31<sup>st</sup> each year.

## **3.Membership Types**

### **3.1.Junior Membership**

Junior Memberships are for youths under the age of 19 on July 1<sup>st</sup> of each Membership Year. These memberships are intended to encourage children to participate in the Radio Controlled Aircraft Hobby. This program is run in conjunction with AMA's Youth Membership.

All Junior Members under the age of 18 are required to attend a Youth Membership Safety Interview with the Chief Flight Instructor. This Interview must include the Junior Member Applicant and a parent or legal guardian who will be required, upon completion of the Interview, to sign a Parent/Guardian Consent Form.

### **3.2.Adult Membership**

Adult Memberships are for Adults between the ages of 19 and older on January 1<sup>st</sup> of the Membership Year. Adult Members, in good standing with RCACF and AMA, retain the right to access Tangerine Field, attend meetings, participate in RCACF special events, fly RC aircraft and other privileges associated with RCACF club activities.

### **3.3.Gold Card Membership**

Gold Card Memberships are exclusively for long standing RCACF Members who have performed exceptional services to RCACF. The Executive Board may elect to honor additional Members at any time.

These Memberships are for personal recognition of individual Members but do not provide any financial benefits or discounts.

### **3.4.Snow Bird Membership**

The Snow Bird Membership is exclusively for "Out of Area" residents who wish to fly at Tangerine Field while visiting or vacationing in the Orlando area.

Membership Dues for Snow Bird Membership are based on a Monthly Rate which is assessed for each month or partial month that the out of area resident will be in the Orlando area and wish to utilize RCACF resources. Any period of 30 consecutive days will be considered one Snow Bird Membership Month regardless of whether they are all within the same Calendar Month, e.g. last 15 days of April and first 15 days of May.

This Membership does not allow out of area residents to travel back and forth to the Orlando area all year and only pay for a minimum number of months.

## **4.AMA Membership Requirements**

All RCACF Members, regardless of his/her Membership Type, must maintain a Membership with the Academy of Model Aeronautics (AMA) in a current status at all times.

AMA provides the individual Members with Model Aircraft Accident Insurance in the event that an RCACF Member's aircraft is involved in an accident with: a) Other Members; b) Visitors at Tangerine Field; c) Workers at nearby locations; d) vehicle drivers on nearby roads; e) Vehicles belonging to other Members, Visitors or those on nearby roads or in nearby locations; f) RCACF Club property or g) damage to any person or property when the aircraft is flown from Tangerine Field.

RCACF's Membership Chairman, or someone designated to assist the Membership Chairman, is responsible for maintaining continued verification of individual RCACF Member's AMA Membership Expiration Dates and notifying RCACF Members when their AMA Memberships are about to expire. Any RCACF Member whose AMA Membership has actually expired will be notified that their Flight Privileges at Tangerine Field have been Suspended until such time as the AMA Membership is brought back into a current status.

Non-RCACF Members who wish to fly at Tangerine Field must also be current AMA Members and be able to provide proof of that AMA Membership when flying at RCACF.

## **5.Guest Flyers**

Guest Flyers are non-RCACF Members who come to Tangerine Field to fly RC aircraft. Any current RCACF Member may sponsor a Guest Flyer or the Board may invite specific RC groups or clubs to fly at RCACF. The Guest Flyer program is primarily intended to attract new members but may also be used for RCACF Members with short term house guests who wish to try the facilities for a couple of times during their visit. Guest Flyers are limited to 3 days of flying at Tangerine Field within one Membership Year. The RCACF Member who sponsors a Guest Flyer is responsible for:

- 1) ensuring that the Guest Flyer is a current AMA Member;
- 2) ensuring that the Guest Flyer understands the club's flight and safety rules;
- 3) signing in the Guest Flyer;
- 4) issuing a Guest Flyer (Visitor) badge for the Guest Flyer;
- 5) ensuring that the Guest Flyer flies his RC aircraft in a safe manner;
- 6) remaining at Tangerine Field with the Guest until the Guest has completed flying or pass off responsibility to another RCACF Member;
- 7) ensuring that the Guest Flyer (Visitor) badge is returned to the Guest Flyer Sign-In Log

All Guest Flyers MUST be signed in on the Guest Flyer Sign-In Sheet by a current RCACF Member Sponsor. Guest Flyers are not allowed to sign themselves in.

Guest Flyer badges may also be used by an RCACF Member who forgets or loses his/her Membership badge but MUST also be signed in by another current RCACF Member.

## **6. Annual Membership Dues**

The Annual Membership Due structure must be reviewed by the Executive Board in conjunction with the Membership Chairman each year in September prior to production of the Annual Membership Renewal Notices at the beginning of October.

Junior Membership Dues are based on the AMA Youth Membership rate of Free.

New Adult Membership Dues are based on when the new Member joins RCACF. Those joining in January through March pay the full Annual Membership Dues. Those joining in April to June pay 75% of the Annual Membership Dues. Those joining in July to September pay 50% of the Annual Membership Dues. Those joining in October to December pay the full Annual Membership Dues but receive Membership for the remainder of the current year plus all of the following year.

Membership Dues for Renewing Adults and Gold Card Members are always 100% of the Annual Membership Dues.

Snow Bird Members pay a monthly rate for those months that they will be using Tangerine Field for flying RC Aircraft.

See [11.1. Appendix A – Annual Membership Dues Table](#) for current Membership Rates.

## **7.Membership Discounts**

The Executive Board identifies specific criteria for qualification for Membership Discounts as well as the Discount Amount to be applied upon qualification. Prior to implementation, these criteria must be presented to the General Membership on the club's web site – [www.rcacf.com](http://www.rcacf.com) – and by publication in the club's monthly newsletter "The Fly Paper" for two consecutive months, followed by discussion and "show of hands" vote at the next available club meeting. Any changes to Annual Membership Rates or Discounts must be reviewed and completed, published and accepted by the General Membership prior to distribution of Membership Renewal Notices at the beginning of October.

Although some Members may qualify for more than one Discount, he/she may only claim one Discount per Membership Year. For example, a Board Member who also regularly participates in Work Parties and is an Instructor, may only claim one of these Discounts.

Members are not allowed to carry forward additional Membership Discounts from one year to the next in order to use up multiple discounts earned in a single Membership Year.

### **7.1.Board Member Discount**

All Elected or Appointed RCACF Board Members are qualified for a Membership Discount as long as he/she remains an active participant in Board & General Membership Meetings and an active Club Member.

### **7.2.Work Party Discount**

All RCACF Members who participate in: Monthly Work Parties; Special Event Work Parties (Air Show, Pylon Racing, etc.) including Parking, Food Services, Safety Officers, Lap Counters, Master of Ceremony, and other functions related to Special Events; Storm Damage Clean Up and Repair Work Parties (Hurricanes & other severe Thunder Storms) or other ad hoc Work Parties requested by the Executive Board for which an Activity Sign In Sheet is provided may qualify for the Work Party Discount if they meet the minimum requirements as defined in the Discount Rates table [11.2.Appendix B – Discount Rate Table](#).

### **7.3.Instructor Discount**

All RCACF Instructors who meet the minimum requirements as defined in the Discount Rates table below, qualify for the Instructor Discount.

### **7.4.Special Event Coordinator Discount**

Any RCACF Member who accepts responsibility for overall coordination of Special Events such as Annual Air Show, Pylon Racing or other major events, qualifies for the Special Event Coordinator Discount.

### **7.5.Other Temporary Discounts as Defined by the Executive Board**

As deemed appropriate, the Executive Board may choose to allow additional Discounts for Members who perform specific duties considered "above and beyond" normal Membership duties.

See [11.2.Appendix B – Discount Rate Table](#) for current Discount Rates

## **8.New Member Policy**

When someone joins RCACF as a New Member, he / she will be assigned a status based on his / her past RC flying experience. This status will be clearly visible on the New Member's badge.

**8.1.Student Pilot** – All New Members who indicate “Beginner” on his / her Membership Application will be assigned the “Student Pilot” status. At no time are Members wearing a “Student Pilot” badge allowed to fly without being under the direction of an RCACF Instructor. This Member will remain in this status until such time as he / she completes training and Flight Certification. At that time, the Member's status will be changed to “New Member” if he / she has been an RCACF Member for less than 90 days or to a permanent status if the 90 days have already been exceeded. New Membership credentials will be issued accordingly.

**8.2.New Member** – All New Members who indicate previous RC flying experience will be assigned the “New Member” status. This Member will remain in this status for 90 days from the date of issuance of his / her Membership credentials. At that time, the Member's status will be changed to a permanent status and new Membership credentials issued.

**8.3.Flight Certification Requirement** – All New Members regardless of previous RC flying experience must complete Flight Certification before being cleared for solo flight.



## **9.Flight Certification Policy**

All New Members and Renewing Members who have been away from RCACF for 2 full Membership Years must complete Flight Certification regardless of previous RC flying experience.

RCACF Flight Certification includes:

1. Review of RCACF Flight Rules as documented in the “RCACF General Flight Rules & Recommended Practices” document by an RCACF Instructor. Emphasis should be placed on Safety and Common Sense.
2. An RCACF Instructor monitoring the New Member during pre-flight preparation, announcing planned actions, taxiing, taking off, performing basic flight maneuvers, setting up the approach, landing and post flight shut down. If the RCACF Instructor is comfortable that the New Member was able to safely complete all of the above activities he / she will complete one of the following forms based on the type of aircraft used for certification:
  - a. RCACF Fixed Wing Flight Certification Form – this category of aircraft includes single, double or triple wing aircraft regardless of whether powered by Electric, Nitro or Gas as well as Gyrocopters.
  - b. RCACF Helicopter Flight Certification Form
  - c. RCACF Drone Flight Certification Form
  - d. Pilots wishing to be certified for Turbine Powered Aircraft must follow AMA’s published procedures and submit AMA’s Application for Turbine Waiver. RCACF Instructors will provide needed assistance and sign off of the AMA Turbine Waiver Application as needed.
3. The completed Flight Certification Form must be forwarded to the Chief Flight Instructor who will, in turn, forward a copy of the form to the Membership Chairman in order to have the Flight Certification recorded on the New Member’s Membership record and to issue the new Membership credentials.

## **10.Membership Badges**

Every RCACF Member is issued a laminated Membership Id Card and Badge at the time of joining and/or renewal.

### **10.1.Membership Id Card**

The Membership Id Card is intended to show proof of membership if asked by hobby shops or anyone that has an interest in RC Flying.

### **10.2.Membership Badge**

The Membership Badge is intended to show proof of membership while flying at Tangerine Field. The Badge MUST be **worn and visible** at all times while a Member is in control<sup>1</sup> of an aircraft at Tangerine Field.

The Badge will identify:

1. The Member's Name
2. The Member's AMA #
3. The Member's Photo
4. The Type of Membership for Adult, Junior (JPP), Snow Bird, Instructor, Gold, Board Member, Student Pilot & New Member
5. The Date Range for Snow Bird Members or the Membership Year for all other Membership Types
6. The Aircraft Types flown by the Member

### **10.3.Guest Flyer Badges**

Guest Flyer Badges are special color coded and uniquely numbered badges that are intended for use by Guest Flyers who are sponsored by RCACF Members. See [5.Guest Flyers](#) section for more details.

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<sup>1</sup> "Control of an aircraft" is defined as any RCACF Member or non-Member (Guest Flyer) holding a radio transmitter that is turned on and communicating with an aircraft whether in the hangar areas, on the taxiways, on the runway or in the air.

# **11.Appendices**

## **11.1.Appendix A – Annual Membership Dues Table**

The contents of the following Membership Dues Table will be reviewed by the Executive Board in September of each year to determine any changes that are necessary to the rates prior to the Annual Renewal Notice preparation.

The rates included are in effect on January 1<sup>st</sup>, 2018.

<b>Type of Membership</b>	<b>New or Renewal</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
Junior	New / Renewal	January	December	Free
Adult	New	January	March	\$150.00
		April	June	\$112.50
		July	September	\$75.00
		October	December	\$150.00 <sup>1</sup>
Adult	Renewal	January	December	\$150.00
Gold Card	Renewal	January	December	\$150.00
Snow Bird	New / Renewal	January	December	\$20.00/month <sup>2</sup>

The above pro-ration method applies only to New Members. Renewing Members must pay the full annual dues, regardless of when they actually renew.

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<sup>1</sup> New Adult Members joining RCACF in October through December pay the full year's Membership Dues but receive Membership not only for the remainder of the current year but also all of the following year.

<sup>2</sup> Snow Bird Membership is based on the number of months that the Out of Area Member will be utilizing Tangerine Field for flying RC Aircraft.

### **11.2.Appendix B – Discount Rate Table**

The following table represents the Discount Rates in effect on January 1<sup>st</sup>, 2018. These Discount Rates and the related qualification requirements will be reviewed in September of each year to determine any changes that are necessary prior to the Annual Renewal Notice preparation.

<b>Discount Type</b>	<b>Qualification Requirement</b>	<b>Discount Amount</b>
Board Member Discount	Elected or Appointed Board Member	\$50.00
Work Party Discount	Participate in 6 Work Parties in one Membership Year	\$50.00
Instructor / Examiner Discount	See Appendix C – Instructor / Examiner Discount Qualification	\$50.00
Special Event Coordinator Discount	Member must be the overall Coordinator for a Special Event in the Membership Year.	\$50.00
Other Temporary Discounts	As Defined by the Executive Board	As Assigned

### **11.3.Appendix C - Instructor / Examiner Discount Qualification**

RCACF recognizes 2 different roles that are normally carried out by our volunteer Instructors. Most Instructors perform both functions but some have chosen only to be an Examiner.

**11.3.1.Instructor** – An RCACF Member who volunteers his / her time to provide instruction to new members or to existing members who wish to learn new flight protocols or technology.

**11.3.2.Examiner** – an RCACF Member who volunteers his / her time to verify a student member’s ability to safely operate his / her RC aircraft.

The effort required for an Instructor and / or Examiner to complete his / her accepted tasks varies greatly depending on what he / she is committed to doing. For example, an Examiner may only need an hour to complete a Flight Certification while an Instructor may require several months of repeated lessons before a “Beginner” is ready to solo. As such, assigning a value for each task performed by an Instructor or Examiner is not a simple task that can be easily quantified.

In order to simplify the process, I recommend the following Discount Qualification Requirement.

**11.3.3.Instructor / Lessons** – For each lesson of 1 hour or more provided by an Instructor, the Instructor should receive 1 Credit. This is to include any “Check Flights” by an Instructor who is helping either a Student Pilot or an experienced Pilot “Trim” a new aircraft for flight.

**11.3.4.Examiner / Flight Certification** – For each Flight Certification performed by an Examiner, regardless of results, the Examiner will receive 1 Credit.

**11.3.5.Turbine Waiver Certification** – For each Turbine Waiver Certification review, each Instructor or Examiner will receive 1 Credit.

#### **11.3.6.Instructor / Examiner Discount Qualification Requirements**

An Instruct / Examiner will qualify for the Instructor / Examiner Discount for the following Membership Year upon accumulating **12 Credits** in one Membership Year.