

Direct membership inquiries or questions to:  
**Membership Coordinator (MC)**

Membership Services



## The Membership Coordinator will:

- Arrange a day / time to meet at the field for an informational orientation and check ride. (in MC's absence any club officer can fill in)
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- Review club application for completeness.
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- After membership's dues are paid in full the MC will issue the new member a Red or Solo card as required.
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- The new member will be issued a card holder by the MC with instructions regarding what needs to be in it. (AMA card, TRUST card, Club name badge) and that the card holder needs to be worn at all times while flying.
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- If a Red card was issued, MC will coordinate introductions with several IP instructors and follow-up with them to assure that the student is progressing towards solo.
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- At the field, MC will use our New Members Checklist as needed
  - Perform an in-depth field safety review covering all field rules
  - AMA marking requirements on all planes, (AMA#, FAA# and Contact information)
  - New Flyers Quick Reference Guide
  - New Member Solo Checklist if a red card was issued
  - Gate lock and chain process
  - Padlock & website codes
  - Bulletin board use and information, (911 info, etc.)
  - Website & Facebook pages
  - Field Security, Camera and watching for lose or injured cattle
  - Storage container usage
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- All completed applications, payments and cash receipts go to the HCRCC Treasurer.
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- The Treasurer will add the new member to HCRCC and AMA's rosters.
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- Coordinate and socialize new member introductions with current members
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- Send a club wide email introducing the new member.
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- When a Red Card member is upgraded to Solo, MC will issue a solo card and notify all club officers so our data base and roster can be updated.

3/3/2025