

The JWSFC

Administration Manual

**Guidelines for the safe and efficient operation of the
Jacobs Well Sports Flying Club Incorporated**



Jacobs Well Sports Flying Club Inc.

I. *Amendment History*

Amendments to this manual are managed by the Secretary.

Amendment Date	Approved by	Amended sections
March 12, 2017	First draft	
June 3, 2018	Members	Page 10: Added Heck Field Fee Page 15, Added a section titled: Vetting new members
June 20, 2018		<ol style="list-style-type: none">1. Updated Committee names2. Section numbers added3. Section 8 Committee composition amended to include Facilities Manager4. Section 6: changed Heck Field Fee to Landowner Fee5. Section 6: Added option for day social membership for people doing their BFR6. Section 6: note that Chief Pilot/Chief Flying Instructor is appointed by the Committee.7. Section 11 (a) amended current President8. Section 11 (b) amended current Treasurer9. Section 11 (f) amended Clubhouse Manager to Facilities Manager and included responsibility for hangar management10. Section 11 (h) deleted, moved to Section 11 (f)11. Section 11 (j) amended qualifications and experience for the IT Manager
July 30, 2020		<ol style="list-style-type: none">1. Added a section for the Covid 19 management

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III. Definitions

The Club – Jacobs Well Sports Flying Club Inc.

IV. Introduction

A. The Association

The Jacobs Well Sports Flying Club Inc. (the Club/Association) was formed in September 2016 by a group of enthusiastic aviators who wanted to minimize the cost of flying from Heck Field.

The purpose of the Club is:

“To promote and support recreation flying”

B. The Administrative Manual

1. The Purpose

This Manual contains guidelines for the safe and efficient operation of the Club. These guidelines are a supplement to the Club’s constitution.

The Club’s constitution states the rules on managing the Club’s affairs. The Club’s constitution is a set of rules called Model Rules supplied by the Queensland Office of Fair Trading that are designed to comply with the Associations Incorporation Act 1981.

The Administrative Manual contains guidelines for the safe, democratic and efficient management of the Association. It is expected to be modified in time as required to cover new situations or changes in the Association.

The JWSFC relies on the goodwill of all its members to comply with the procedures given in this Manual. Any member wishing to act outside the guidelines stated in this Manual **should have the Manual amended using the process described below.**

2. Amendment Process

The Manual is amended by motions voted on by all members.

3. Current Version

The current version is available on request from the Secretary or from the Club website when established.

V. Safety Policy

The safety policy statement states how the members of this Association plan to conduct themselves while engaged in an activity that involves the Association. The leader of the Association is the President and it is appropriate that the President makes a statement about the safety culture of the Association on behalf of all members.

The President is also the accountable officer in the Association. All members are responsible for safety and are required to avoid situations that might result in the President being accountable for a safety event.

On behalf of all members of the Association, I make the following safety policy statement:

Safety is the priority in all our activities.

We are committed to implementing, developing and improving strategies, management systems and processes to ensure that all our aviation activities uphold the highest level of safety performance and meet national and international standards.

Our commitment is to:

1. Develop and embed a safety culture in all our aviation activities that recognizes the importance and value of effective aviation safety management and acknowledges at all times that safety is paramount;
2. Clearly define for all office holders and members their accountabilities and responsibilities for the development and delivery of aviation safety strategy and performance;
3. Minimize the risks associated with aircraft operations to a point that is as low as reasonably practicable/achievable;
4. Ensure that externally supplied systems and services that impact upon the safety of our operations meet appropriate safety standards;
5. Actively develop and improve our safety processes to conform to world-class standards;
6. Comply with and, wherever possible, exceed legislative and regulatory requirements and standards;

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7. Ensure that all members are provided with adequate and appropriate aviation safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills;
8. Ensure that sufficient skilled and trained resources are available to implement safety strategy and policy;
9. Establish and measure our safety performance against realistic objectives and/or targets;
10. Achieve the highest levels of safety standards and performance in all our aviation activities;
11. Continually improve our safety performance;
12. Conduct safety and management reviews and ensure that relevant action is taken; and
13. Ensure that the application of effective aviation safety management systems is integral to all our aviation activities, with the objective of achieving the highest levels of safety standards and performance.

Ross Scholes

President, Jacobs Well Sports Flying Club

Accountable officer for safety

VI. *Membership Privileges and Fees*

The privileges of the different classes of membership and current annual fees are shown in the table below.

Membership Category	Age restriction	Voting Rights	Flying Rights	Annual Membership Fee	Landowner Fee
Ordinary	Over 17	Yes	Yes	\$50	100
Social *	Over 17	NO	NO	\$25	
Junior	Under 18	NO	YES	\$25	100
Honorary		Yes	Yes		

Notes:

1. **Flying Rights** include flying aircraft in and out of Heck Field as well as storage of aircraft on the airfield, subject to the conditions stated by the Landowners. Those conditions are covered in the membership application form and declaration.
2. **Annual Membership Fee** to cover the costs of the Association other than payments to the Landowners for the use of the airfield and clubhouse.
3. **Landowner Fee** to cover a payment per member for the use of the airfield and clubhouse.
4. Daily Social Membership available for \$2 per day payable through the club website or cash.
5. Members joining during the Club year must pay the membership fee on 30 June to cover the whole of the next Club year less the remaining part of the membership fee paid when joining.

The contribution to the Landowners for the use of Heck Field and the Clubhouse has **not been determined as of the date of this version of the Manual.**

VII. Association's Services to Members

The Association should aim to provide a safe, enjoyable, low cost flying from Heck Field and to welcome the family of Association members.

The Association achieves these aims through:

Aim	How it is achieved
Safe	Safety and general aviation knowledge refresher courses in the Pilot's Shed meetings
Enjoyable	Social events for members, family and guests.
Low cost	Club hanger – proposed Club aircraft – proposed

a. Pilot's Shed

The Association in conjunction with FlySafe provides a Pilot's Shed where Members can meet to discuss flying and generally socialize. The aims of the Shed are to help us all maintain the underpinning knowledge that we all need to be safe pilots and to enjoy a social side of flying.

FlySafe will provide the facilitator for the Pilot's Shed meetings. The Facilitator will arrange presentations for the Pilot's Shed meetings and publish a schedule of meetings. Pilot's Shed meetings are normally held every second Wednesday at 1830 at the clubhouse at Heck Field.

Pilot's Shed participants are encouraged to bring a plate of food to be shared with other attendees and pay a \$5 contribution to the Heck Field Sports Flying Club for the use of their clubhouse.

A. Social Events

Social events will be held during each year as decided by members. Social events have several benefits including:

1. Helping members get to know each other
2. Sharing ideas
3. Meeting members of other Associations
4. Improving safety through dialogue

Social events may be self-catering by members or held at a venue where catering is available.

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Social events should return a net profit to the Association.

B. Catering

Social events that involve catering should be supported by enough volunteers for the catering team so that the workload on any team member is kept to a minimum.

One member of the catering team should be appointed as Catering Manager to organize members participating in the catering event.

Details of the Catering Manager's responsibilities are given in the attachment.

C. Club Hangar

A proposal for the Association to build a hangar for member's aircraft is due for discussion at the time this version of the Administrative Manual was published.

This section will be added when members decide what they want and how it is to be managed.

D. Club Aircraft

A proposal for the Association to obtain an aircraft either through purchase or lease is due for discussion at the time this version of the Administrative Manual was published.

This section will be added when members decide what they want and how it is to be managed.

VIII. Management Team

a. Composition

The JWSFC Management Team/Committee consists of members elected at the AGM as well as members appointed by the Committee for various tasks.

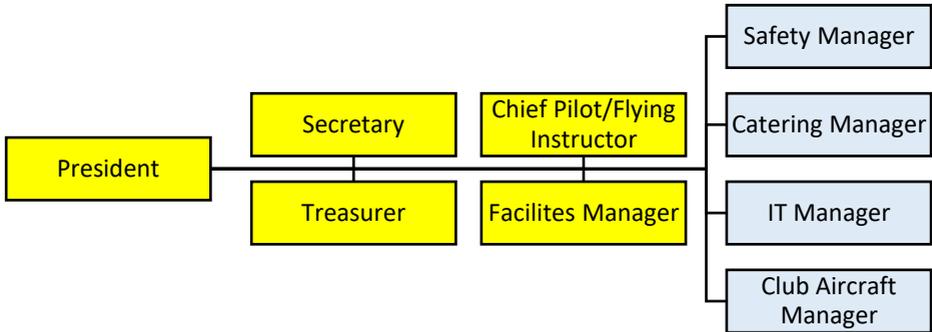
The constitution requires that the President, Treasurer and Secretary be on the Committee. The Secretary need not be elected, but in most Associations the secretary is elected providing there is someone who has the required skills and knowledge of managing the affairs of an incorporated association.

The Chief Pilot/Flying Instructor is appointed by the Committee.

The elected Committee members shown in yellow below are responsible for the administrative side of the affairs of the Association. The Committee appoints other members to be responsible to manage functions of the Association as shown below in blue.

The duties and responsibilities of each position is defined in the Attachments to this manual.

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The main duties of the Committee is to provide information to members and collate member's decisions. This is largely managed by the Secretary, hence the need for good written communication skills.

A. Role of the President

The Club president is the spokesperson for the Association and the point of contact with the Landowners. However, the President may prefer to appoint another member to be the point of contact with the Landowners.

Details of the President's and other management team member's responsibilities and accountabilities are given in the Attachments.

IX. Administrative Procedures

a. Introduction

All Club administrative procedures and recommendations are contained in the Administration Manual.

The Administration Manual is a supplement to the Club's Constitution and must always adhere to the requirements of the Constitution.

Complete the attached Change Request Form to amend the Club's Constitution or the Administration Manual and submit the form to the Secretary who will arrange for a member vote on the change.

A. Club Meetings

The Club must have an Annual General Meeting once per year as defined in the Constitution.

Other meetings will be by notification through the Club's email or newsletter. It is recommended that the Club holds a general meeting every 4 months or more often if there is sufficient business to justify a meeting.

Special general meetings are to be held in accordance with the requirements of the Constitution.

B. Club Decision Making

The Committee should seek membership approval by a vote on the following:

- a. Appointment of members to the Committee
- b. Expenditure of more than \$1,000
- c. Changes to this Manual

Changes to this manual are to be stated in a motion that all members vote on.

C. Voting System

The Club may use either of the following voting systems:

- a. An on-line voting system (preferred)
- b. Email voting
- c. Show of hands at a general meeting (try and avoid this system)

D. Vetting New Members

All members will be asked to let the Secretary know if they object to someone applying for membership of the JWSFC. Any current member objecting to a person joining the JWSFC shall be sufficient to reject that membership application.

E. Club Documents

All documents relating to the Association's business are kept on-line in either a filing system or email mailbox that is managed by the Secretary.

The main documents for the Association are:

1. The email correspondence
2. Minutes of meetings
3. List of member's details
4. A record of all financial matters
5. Association's Administrative Manual

F. Club Duty Pilot

The Club duty pilot is custodian of the Club's mobile phone and accepts responsibility for:

1. taking calls on the mobile phone
2. passing messages onto the President
3. managing the Club Aircraft booking sheet
4. managing the Club Aircraft

X. Donations to Charity

a. Concept

The Association should aim to support one or more charities. There are over 50,000 charities in Australia which makes it difficult to determine which ones the Association should support.

Initially the Association should consider supporting one charity and establishing itself as a recognized donor for that charity. Small donations to many charities is unlikely to bring recognition to the Association for its charity support.

A. Raising money for Charity

The Association should consider quarantining a part of its income to be used to support charity. The Association should ensure that members know that any payment to the Association is for that purpose. Options are:

- a. A fixed amount added to annual subscriptions
- b. A fixed percentage added to annual subscriptions
- c. A voluntary contribution to charity as part of annual subscriptions
- d. Proceeds of fund raising events such as raffles.

Until a decision is made to change the way the Association raises money and distributes it, the following method will be used:

- a. The Association's chosen charity is Make a Wish Foundation.
- b. Raffle money proceeds (less expenses) will be contributed to the Association's chosen charity
- c. The Association should aim to raise at least \$200 per year. The 2016 BBQ2 raffle raised a net amount of \$104.
- d. Raffle proceeds in excess of \$200 may be given to a second charity yet to be chosen.

XI. Attachments

a. Attachment – Club President

President	Incumbent Ross Scholes	Appointed by Elected by members at AGM	Reports to Members
<p>Accountable for:</p> <ol style="list-style-type: none"> 1. Safety within the scope of the Club’s activities 2. Club financial activities <p>Responsible for:</p> <ol style="list-style-type: none"> 1. Chairing meetings of the Committee and Club 2. Ensuring that the Club is run on a democratic basis 3. Ensuring that management functions are transparent to members 4. All official communications with other organizations and non-members 5. Setting the tone of the Club 6. Setting an example as accountable officer for safety 7. Defining the direction of the Club and setting goals 8. Communicating with members 9. Approving all Club documentation and procedures 10. Ensuring compliance with Club procedures 11. Allocating responsibility for Club activities 12. Monitoring of progress towards achieving Club goals <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none"> • Previous experience as a president of an incorporated association • Extensive experience in the aviation industry • Excellent communication skills • Thorough knowledge of the rules that apply to incorporated associations. <p>Limitations:</p> <ul style="list-style-type: none"> • Should hold the position for a maximum of 1 in 3 consecutive years 			

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A. Attachment – Treasurer

Treasurer	Incumbent Jeff Bickford	Appointed by Elected by members at AGM	Reports to President
<p>Responsible for:</p> <ol style="list-style-type: none">1. Accounting for all money received2. Accounting for all money spent3. Delivering a quarterly financial report4. Producing an annual financial report for auditing purposes5. Receiving and banking money6. Paying bills for the Club7. Managing a list of financial members8. Producing an annual budget9. Producing and updating a rolling 5-year financial plan <p>Desirable qualifications and experience</p> <ul style="list-style-type: none">• Previous experience as a treasurer of an incorporated association• Previous experience in business managing the financial aspects of the business• Previous experience in a related financial services industry			

C. Attachment – Secretary

Secretary	Incumbent Lawrence Hughes	Appointed by Elected by members at AGM	Reports to President
<p>Responsible for:</p> <ol style="list-style-type: none">1. Ensuring that the Club complies with the Act and Constitution2. Drafting Club documentation3. Drafting Club procedures4. Drafting the newsletter5. Drafting all club correspondence6. Ensuring that all procedures and published information are reviewed and approved by all members of the Committee7. Managing elections8. Managing all Club records9. Managing the Club email service10. Maintaining a list of Club members as required by the Constitution <p>Desirable qualifications and experience</p> <ul style="list-style-type: none">• Previous experience as a secretary of an incorporated association• Ability to touch type• Ability to take notes at a meeting and produce minutes of meetings• Thorough knowledge of incorporated association rules and procedures.			

D. Attachment – Chief Pilot/Flying Instructor

Chief Pilot/ Flying Instructor	Incumbent Nicholas Sigley	Appointed by Elected by members at AGM	Reports to President
Responsible for: <ol style="list-style-type: none">1. Providing advice to members about their pilot certificate/licence2. Providing flight reviews3. Approving member applications to fly a Club Aircraft			
Desirable qualifications and experience: <ul style="list-style-type: none">• Extensive experience in aviation• Satisfies the RA-Aus requirements for position of Chief Flying Instructor or Senior Instructor			

E. Attachment – Facilities Manager

Clubhouse Manager	Incumbent Terry Lester	Appointed by Committee appointment	Reports to President
<p>Responsible for:</p> <ol style="list-style-type: none"> 1. Ensuring that the Clubhouse is kept in good condition 2. Managing the clubhouse maintenance program 3. Seeking funds from the Treasurer for clubhouse maintenance 4. Ensuring that the grass is cut around the clubhouse 5. Arranging working bees for clubhouse maintenance 6. Monitoring the Clubhouse water supply 7. Managing the Club’s toilet system 8. Managing the clubhouse services – kitchen, drainage, power 9. Managing the clubhouse furniture and fittings including lights 10. Managing the clubhouse safety equipment – firefighting, first aid kit 11. Managing the club’s mower 12. Hangar maintenance 13. Arranging hangar space allocation 14. Hangar safety equipment 15. Hangar services – water, power 16. Hangar safety equipment – fire fighting 17. Hangar Safety matters 18. Reporting hangar problems to the Secretary <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none"> • Good understanding of commercial leases • Previous experience managing commercial property maintenance 			

F. Attachment – Entertainments Manager

Entertainments Manager	Incumbent Ken Learmonth Steve Chew	Appointed by Committee appointment	Reports to Treasurer
<p>Responsible for:</p> <ol style="list-style-type: none">1. Producing a list of entertainment events for the year2. Organizing the entertainment events3. Producing receipts for expenditure4. Producing summaries of money received5. Advertising the event (published under the President’s name) <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none">• Previous experience in managing social events• Ability to organize, prepare and cook food (with assistance by other members and partners)			

A. Attachment – Club Hangar Manager

Hangar Manager	Incumbent Nicholas Sigley	Appointed by Committee appointment	Reports to Secretary
<p>Responsible for:</p> <ol style="list-style-type: none">1. Hangar maintenance2. Arranging hangar space allocation3. Hangar safety equipment4. Hangar services – water, power5. Hangar safety equipment – fire fighting6. Hangar Safety matters7. Reporting hangar problems to the Secretary <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none">• Good understanding of commercial leases• Previous experience managing commercial property maintenance• 			

B. Attachment – Club Aircraft Manager

Club Aircraft Manager	Incumbent	Appointed by Committee appointment	Reports to Secretary
<p>Responsible for:</p> <ol style="list-style-type: none">1. Managing the Club aircraft2. Regularly reviewing the maintenance status of the Club Aircraft3. Booking maintenance4. Checking that maintenance has been completed to satisfactory level5. Ensuring the Club Aircraft is clean after use6. Reporting any problems with the Club Aircraft to the President7. Reviewing the booking sheet and blocking maintenance periods from bookings8. Maintaining a list of approved pilots for the Club Aircraft <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none">• Previous ownership of an aircraft• L1 maintenance approval• Thorough understanding of regulations governing the ownership and operation of an aircraft• Instructor rating			

D. Attachment – IT Manager

IT Manager	Incumbent Chris Marks	Appointed by Committee appointment	Reports to Secretary
<p>Responsible for:</p> <ol style="list-style-type: none">1. Installation and maintenance of Club computer for the clubhouse2. Provision of a website or other means of making club documents available on-line3. Establish and manage an on-line voting system <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none">• Thorough understanding of the IT industry• Demonstrable skills for setting up on-line services• Previous experience managing a computer system (may be their own)• Previous website construction and management experience			

E. Attachment – Safety Officer

Safety Officer	Incumbent Bill Ginn	Appointed by Committee appointment	Reports to President
<p>Responsible for:</p> <ol style="list-style-type: none"> 1. Safety Culture and promotion - models and promotes the Club’s safety culture. 2. Safety Communication - promotes safety discussion and brings safety issues to the attention of the Accountable Officer. 3. Safety documentation – develops and manages the Club’s SMS and maintains the safety hazard register. 4. Safety risk management – performs a risk assessment of all club activities 5. Safety analysis – analyses safety data to detect trends in safety events. 6. Safety investigation – investigation and reporting of safety events 7. Safety audit – preparing an audit schedule and conducting audits 8. Safety Committee – chairman and organizer for the safety committee 9. Safety Representative – represents the Club at external safety meetings 10. Emergency response – planning and simulation exercises <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none"> • Previous experience in safety management either as a safety manager or in a safety critical role. • thorough understanding of the 4 pillars of safety • Demonstrated ability to use a spreadsheet and word processor 			

F. Attachment – Duty Pilot

Duty Pilot	Incumbent	Appointed by Committee appointment	Reports to President
<p>Responsible for:</p> <ol style="list-style-type: none">1. Managing the Club's mobile phone2. Receiving and recording Club Aircraft bookings3. Receiving notification of any events involving the Club4. Forwarding messages to the Club's President <p>Desirable qualifications and experience:</p> <ul style="list-style-type: none">• Pilot certificate			

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G. Attachment - Membership Application Form

The membership application form is designed to capture information that the Constitution requires the Association to hold about each member.

The application form also provides a means of verification of the applicant's acceptability to join the Association by requiring two sponsors for the membership.

Application for Membership

Class of membership (select one)	Ordinary	Social	Junior
Full Name			
Postal Address			
Contact email		Contact mobile phone number	
Proposed by (existing member)		Seconded by (existing member)	
Name and Signature		Name and Signature	
<p>I wish to apply for the category of membership indicated above and agree to abide by the rules of the Jacobs Well Sports Flying Club and to the conditions in the attached indemnity form.</p> <p>Name:..... Date: Signature:</p>			
<p>Please complete the form and declaration on page 2, sign it, scan it and email it back to the email address below. The Committee can propose and second your membership when your application form is received.</p> <p>Please pay the appropriate fee into the Club's bank account: BSB 484-799 Account 509 040 110 and add your surname and initials with the payment.</p>			

H. Attachment – Landowner’s Indemnity Form

Signing this statement is a mandatory requirement of the Landowners in return for permission to operate out of Heck Field. You may use the airfield only after you have received a copy of this form signed by an Approved Person.

Please write your name, sign and date this form and return via email it to the Secretary of the JWSFC who will pass a copy to the Landowners.

I <full name>
agree to the following terms and conditions:

1. This permission is only valid while I am a fully paid up member of the JWSFC
1. I am aware that flying is a dangerous activity requiring a level of training and competency
2. I understand the risks associated with flying
3. I will gain the necessary competency and relevant licencing
4. I will ensure that any aircraft I fly to or from Heck Field is legally registered
5. I will ensure that any aircraft I fly to or from Heck Field has a serviceable aircraft radio and that I am approved to operate the radio
6. I agree not to pose any liability on the Landowners, their company or associates
7. I accept that this authority may be withdrawn at any time in the same way as this authority is given, without question

Your Signature

Date

Office Use Only

By the authority given by the Landowners to the JWSFC, the Authorized Person gives you permission to fly out of Heck Field subject to the above terms and conditions.

Signature of JWSFC authorized person

Name:

Date:

Authorized Persons:

David Heck
Nicholas Sigley
William Ginn

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I. Attachment – Sample Catering Checklist

A typical catering team structure is given the table below. Note that a volunteer should be appointed for each “job” before proceeding with the event. Each team members should be informed of his responsibilities and when they should be at the clubhouse.

Job	Volunteer	Times	Duties
Mission Control			<ul style="list-style-type: none"> • Design menu • Monitor delivery of food and event on the day
Entre			<ul style="list-style-type: none"> • Crackers and dips • Spring Rolls • Garlic Bread • Disposable eating equipment for all courses
BBQ			<ul style="list-style-type: none"> • Cooking utensils and serving containers • Beef, chicken, ham and bangers • Cook the food on the day • Sauces
Salad			<ul style="list-style-type: none"> • Salad ingredients, serving and storage containers • Lettuce, tomato • potato salad, coleslaw • Salad sticks for dips • Bread/rolls/butter • 2 bags of ice
Dessert			<ul style="list-style-type: none"> • Cheesecake, fruit (canned?), apple pie, ice-cream
Drinks			<ul style="list-style-type: none"> • Soft drinks and water • Tea, coffee, sugar, milk • Disposable cups • Hot water for tea and coffee
Cashier			<ul style="list-style-type: none"> • Lucky door prize, raffle • Collect receipts and account for money
Brooms			<ul style="list-style-type: none"> • Setup tables and chairs • Provide cleaning equipment as needed • Bin emptying and general cleaning service. • Remove rubbish bags at end of day • Lockup clubhouse

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Job	Volunteer	Times	Duties
Backup			<ul style="list-style-type: none">• Help serve food• General assistance and relief for each of the above positions
Safety			<ul style="list-style-type: none">• Assess risk and manage Safety

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K. Attachment - Committee Nomination Form

Committee Nomination Form

Closing Date

Use this form to nominate for a position of office bearer for the Club for the period ending Indicate which position you wish to hold, write your name, date and sign the form.

An existing ordinary member must nominate you and another ordinary member second your nomination. The Committee may consider nominating and seconding your nomination if you are unable to find other members to nominate you.

Position (Indicate which positions you wish to hold)	Proposed by (ordinary member name and signature)	Seconded by (ordinary member name and signature)
President		
Treasurer		
Secretary		
Safety Officer		
Chief Pilot/Flying Instructor		
<p>I accept the nomination for the above positions.</p> <p>Name: Signature Date</p>		
<p>Scan the completed form and email it back to the Secretary at sec.jwsfc@gmail.com by</p>		

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Your election statement.

Please give a brief outline under each of the following headings. This information will be made available to all members before the election.

Your background:

Your skills for the position:

Your aims for the Club

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L. Attachment – Constitution/Administration Manual Change Request Form

To request a change to the Administration Manual or Constitution, please complete the following form and submit it to the Secretary for a vote by members.

Amendment to	Administration Manual	Constitution
Proposer	Name	Signature
Secunder	Name	Signature
Current wording		
Proposed wording		
Supporting argument		
Opposing argument		
Vote result Secretary to complete	Number for	Number opposed

M. Attachment – Club Hangar Policy

1. Purpose

The purpose of the Club Hangar is to provide Club Members with the opportunity for storing the member's aircraft under cover at Heck Field.

2. Owner's Risk

Aircraft or parts are stored in the hangar at the owner's risk. The occupier of a Club hangar agrees that the Club shall not be liable for any event involving items stored in the hangar space.

3. Right to Occupy

The allocation of Club hangar space to a member will allow a Club member to store an aircraft, tools or equipment in the Club hangar for a period as stated in the approval.

The Club retains the right to enter the hangar any time that the Club considers that there is reason to believe there is a violation of the conditions of the hangar space.

The Club hangar occupier agrees to vacate the hangar space within the time specified by the Club as outlined below in the "Landowner's right to evict".

4. Landowner's right to evict

Every member of the Club signs an agreement with the Landowners that gives the Landowners the right to ask the member to vacate the airfield at any time.

The Club has a similar agreement regarding the use of the clubhouse and airfield by members. The Club's right to erect hangars on the airfield has yet to be negotiated, however at this stage the Club could be asked to move the Club's hangar off the airfield at any time. Hopefully this won't occur.

All occupiers of the Club's hangar will be required to vacate their hangar space if the Landowner's instruct the Club to remove the hangars from the airfield. In this case Club hangar occupiers will be reimbursed as far as possible for the rent paid in advance for the space in the Club's hangar.

5.

6. Hangar Space Rent

The occupier of a hangar space is required to pay the hangar rent in advance on the 1st January every year. If the rental period starts at other than 1st January, then the rent shall be prorated

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for the period to the end of the calendar year. The rent will include an itemized list of costs as shown in the table below.

Annual hangar space rent		
Component	Estimate per year	Estimate per hangar per year¹
Club administration	1,400	100
Landowner rent for hangar space²	1,400	100
Insurance	2,000	143
Maintenance³	2,000	143
Depreciation⁴	2000	142
Total	8,800	628

Notes:

1. The cost estimates are based on 14 T hangar spaces in the hangar.
2. This is based on \$2 psm and a T hangar space of $10 \times 10 / 2 = 50$ sm
3. Maintenance would include gravel for the floor
4. The proposal is to write the cost of the hangar space off over 5 years. Hangar construction costs are expected to be about \$200 psm.

7. Rent Review

Hangar space rent will be reviewed by the Club Committee at the end of each calendar year and hangar occupiers will be notified in writing of any changes to the hangar rental for the next year.

8.

9. Initial Rental Period

Members may initially apply for a 3-year hangar space lease. This will pay for the construction of the hangar.

10.

11. First Option

The occupier of a hangar space may apply for an extension (minimum 1 year) to an existing hangar rental period using the Application for Hangar Space form (see below).

12.

13. Vacate at the end

The hangar occupier is expected to vacate the hangar space at the expiry of the hangar agreement and leave the hangar in a clean condition with any damage repaired.

14. Default

A hangar occupier who fails to pay the rent on time or who violates the conditions of the club hangar will be in default.

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The Club will notify the hangar occupier when the rent is overdue by more than 1 week. Failure to pay the rent within 3 weeks of the due date will result in termination of the hangar occupier's right to occupy the hangar and the hangar space made available to other members.

All good stored in a hangar space will then be removed and stored at the owner's expense on the airfield

15. *Items permitted to be stored*

The hangar space is for the storage of aircraft, aircraft parts, aircraft tools and associated maintenance equipment.

16. *Items not permitted in the hangar*

Flammable goods of any kind including fuel and paint unless specifically authorized in writing by the Secretary.

17. *Sale of hangar space*

Hangar occupiers may sell their remaining lease period to another Member of the Club.

The new occupier is to apply to the Club to take over the remaining lease period of a hangar space using the form below.

18. *Subletting of hangar space*

Hangar spaces may not be sublet.

19. *Vacate when not a member of the Club*

A hangar occupier shall vacate the Club hangar space before his membership ceases. The hangar occupier is responsible for vacating any sublet tenant in the hangar space.

Hangar spaces formerly occupied by members will be opened on the day the membership ceases and the hangar space made available to other members.

No refund of hangar rent will be payable by the Club when a membership of a hangar occupier ceases.

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20. *Application for Hangar Space form*

Please complete the following Hangar Space Application Form and send it to the Secretary.
Note that payment is for one or more calendar years ending 31st December each year.

JWSFC			
Application for hangar space at Heck Field			
Member's Name			
Proposed start date			
Proposed end date (must be 31 st December of a year)			
Aircraft type and registration			
Payment to 31 st December paid into Club account on			
Aircraft dimensions	Length	Width	Height
Declaration	<p>In making this application for hangar space I declare that I will abide by the conditions for occupying the hangar space as detailed in the Jacobs Well Sports Flying Club Inc. Administration Manual.</p> <p>Signature:</p> <p>Date:</p>		
Administration Use Only			
Date application received			
Payment to 31 st December) checked in the bank			
Hanger available?			
Hanger allocation approval	<p>Signature of President</p> <p>Date</p>		
Rental Period	From	To	
Annual Rent			

N. Attachment – Club Aircraft Policy

1. Purpose

The purpose of the Club aircraft is to provide low cost flying for members.

2. Responsibility for the aircraft

The hirer of the Club aircraft shall be responsible for the aircraft during the booked usage time and for cleaning and refuelling at the end of a flight.

It is the hirer's responsibility to ensure that the aircraft is serviceable for the intended flight and that the hirer meets the requirements of the RA-Aus Operations Manual.

3. Insurance

The Club will maintain comprehensive insurance for the aircraft that will cover Members of the Club using the aircraft, providing they satisfy the requirements of the Club's Administration Manual.

A copy of the Club's insurance policy and the Club's Administration Manual will be kept in the aircraft.

4. Acceptance of the Aircraft

All members hiring the Club aircraft are to sign the Club Aircraft Acceptance form and leave it in the Clubhouse before flying the aircraft. This form contains a condition report for the aircraft at the start of the flight and at the end of the flight.

5. Club Aircraft Booking

The Club will provide one of the following methods for booking the Club aircraft:

- Telephone number of the duty pilot
- On-line booking system

Bookings that are not used for other than weather or aircraft serviceability reasons or not cancelled within 24 hours will be considered to be in default. Default bookings may be subject to a fee.

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6. Aircraft maintenance

The Club aircraft will be maintained by a L2 authorized person who may be paid a fee. Member users of the aircraft are invited to assist the L2 authorized person with the maintenance to help reduce to cost of the maintenance and to learn how to do maintenance tasks.

7. Hirer Approval

The Chief Pilot/Flying Instructor is responsible for approving Members to fly the Club Aircraft. The approval process will involve ensuring that the hirer:

- has passed the aircraft technical quiz
- pilot certificate is current and has appropriate endorsements
- has an appropriate level of experience
- has demonstrated an acceptable attitude to safety
- understands the aircraft documentation procedures

8. Overnight Hire

The Club Aircraft may be hired for overnight trips providing at least 1 hour per day average number of hours is achieved for the hire period. The hirer is to carry the Club's Overnight Kit for the aircraft. This kit will include tie down ropes and pegs, but does not include a hammer for the pegs.

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9. Club Aircraft Condition Report Form

The condition report form is available in the Clubhouse and Club Aircraft and is to be completed before and after a flight.

Before Flight	
Name of Pilot in Command	
Passenger's Name	
Planned departure time and date	
Planned arrival time and date	
Departure Interior condition	Clean and tidy, or Issues:
Maintenance issues	
Fuel on board	
Fuel added for flight	
Oil Level	
Engine hours before departure	
Proposed flight route	
<p>I declare that I have inspected the Maintenance Release and have determined that the aircraft is airworthy and has sufficient fuel for the flight. I declare that the daily inspection has been completed in accordance with the manufacturer's recommendations.</p> <p>Signed: Date</p>	
After Flight	
Interior condition	Clean and tidy, or Issues:
Maintenance Issues	
Fuel on board	
Oil Level	
Engine hours on arrival	
Arrival time and date	

P. Attachment – Safety Management Manual

TBA

Q. Attachment – Emergency Response Guide

TBA