

## Three Chopt Flying Club Scheduling Rules

### A. General:

- 1) None of these rules absolve a member from their FAA or other authority responsibilities.
- 2) The Board of Directors reserves the right on a case by case basis to grant exceptions to the club's scheduling policy upon request of any member. Furthermore the Board of Directors reserves the right to deny a members request for aircraft usage if necessary to perform scheduled or emergency maintenance, or to maintain fair access for all members.
- 3) Reservations for flights shall be made via the schedule on the Club's website, adhering to the guidelines in the operating procedures.
- 4) Reservations shall include the take-off date and time, return date and time, the pilot's name, and cross-country destination(s). Please allow for a sufficient amount of buffer time to account for potential minor unexpected delays in your return flight in order to not inconvenience the next scheduled pilot.
- 5) A pilot shall not fly a club aircraft without holding a reservation for it.
- 6) A pilot shall return by the time given in the plane reservation or must contact the plane scheduler or a club officer with an acceptable reason for the delay in order to avoid potential fines and disciplinary action. Acceptable reasons are weather, maintenance issues, and unavoidable medical issues that make it unsafe to fly.
- 7) In the interest of fairness to all members, no club member shall have more than three (3) outstanding future reservations. Special circumstances may be approved by the Board of Directors.
- 8) Reserving club aircraft more than two months in advance is subject to approval by the Board of Directors.
- 9) A pilot shall adhere to any additional reservation policies as indicated on the plane schedule, such as utilizing the wait list for desired times.
- 10) All reasonable efforts will be made to notify Club members when their reservation needs to be cancelled due plane maintenance or priority flights.
- 11) Three-day holiday usage (New Years, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas 1-noon Dec 23 to noon Dec 26, Christmas 2-noon Dec 26-noon Dec 29) is treated differently. Three months out from each holiday, the Club Scheduling Coordinator will send out an e-mail for requests for that holiday for all club aircraft. All requests must be submitted within 10 days of e-mail. If there are conflicts for a certain aircraft, the Club Secretary will randomly select someone. The person selected will then be not be eligible to compete, with more than one other member, for the same holiday that they were awarded the previous year by competitive random draw. For the non-Christmas holidays, this 3 day usage is any three days that include the holiday. Any member who is not cleared for flight by the Club (out of medical or currency) will have their rotation slot automatically canceled 7 days prior to the holiday. Out of respect for other members, you should only compete for the holidays you truly want because if you cancel, for other than weather/maintenance, it will still count as a holiday award and impact your ability to compete for other holidays. The Three-day Holiday Use can be extended to 4 days by adding a 24-hour use as long as it does not overlap another Holiday use (applies only to Christmas 1, Christmas 2, and New Year).
- 12) Normal Usage (less than 48 hours of which less than 24 hours of that is on a weekend) will be on a first come, first served basis.

13) Long duration flights (more than 48 hours or more than 24 hours of a Saturday and Sunday) will be reviewed by the Secretary or Scheduling Coordinator via the scheduling software. If the request is less than 7 days from departure, it will not count against the below limits. If more than 7 days from departure, the Secretary will use the following criteria to limit overuse of the aircraft by members. These criteria can be waived only by the Board of Directors.

**Mooney M20F During June 1<sup>st</sup> to September 30<sup>th</sup>:**

Multi-day Weekend (more than 24 hours): Each member gets 2 multi-day weekends during this period.

Extended Duration (48-96 hours): Each member gets 1 extended duration trip during this time period. If an extended trip covers more than 24 hours on a weekend, it also will count against the multi-weekend limit.

Vacation Usage (reservations of 96 hours-8 days): Vacation usage during this period must be approved by the Board of Directors.

**Mooney M20F During October 1<sup>st</sup> to May 31<sup>st</sup>:**

Multi-day Weekend (more than 24 hours): Each member gets 3 multi-day weekends during this period.

Extended Duration (48-96 hours): Each member gets 2 extended duration trips this time period.

Vacation Usage (reservations of 96 hours-8 days): Members are limited to 1 Vacation Usage during this period

## **B. Minimum Flight Time Charges**

In order to encourage members to not “sit” on the plane at a different location, minimum flight charges will be applied as outlined below. Minimum flight times may be waived by the BoD on a case by case basis.

A .5hr minimum charge per day of reservations held before noon will be applied to all reservations over 6 hours. For example, a reservation of 2pm Sunday to 8am Monday would require .5hr (Monday before noon) minimum flight charge. A reservation for 8am Sunday to 8am Monday would require 1hr (Sunday before noon +Monday before noon\*.5) flight charge. A reservation for 8am Sunday to 10am Monday would require 1hr (Sunday before noon+Monday before noon\*.5) flight charge. A reservation for 8am Sunday to 2pm Monday would require 1.5hrs (Sunday before noon+Monday before noon+Tuesday before noon\*.5) of flight time.

## **C. Cancellations/Delayed Departure**

- 1) Showing up late for reservations or failing to cancel reservations that you are not going to fly is a serious hindrance on the rest of the members of the Club. If you are going to be late, go into the scheduler and change your start time, and if you are not going to fly your reservation, cancel it as soon as possible.
- 2) If this becomes a problem, the Board of Directors will implement a minimum flight time for reservations not canceled.
- 3) If you are not IFR rated and the weather is forecasted to be IFR at the time of your reservation, cancel your reservation as soon as possible so that IFR pilots can use the plane.

## **D. Priority Flights**

There are two types of flights that may take priority over scheduled flights. They are as follow:

- 1) FAA Examination: If there are no other available slots that work for the FAA examiner in a 4 week period, then that member may bump a reservation by contacting the bumped member and the Secretary via e-mail. Members taking an FAA examination flight must inform the club scheduler in order to waive the rules regarding no-show cancellation of local flights. The pilot shall leave a note in the aircraft in case the plane is left unattended for any reason during this reservation period. The club scheduler or other club officer shall notify the affected pilots when their reservation is bumped.
- 2) Maintenance: The Board of Directors may authorize the Maintenance Officer to cancel any reservations necessary to conduct maintenance on the aircraft. The Maintenance Officer will make all efforts to minimize the impact on reservations and only cancel the flights he or she feels will be necessary for the maintenance. The Maintenance Officer will also try to schedule all maintenance as early as possible and block that time out on the calendar as soon as possible.

**These rules can be amended by the board at any point and will be sent to all members upon board approval of the changes.**