

# WELCOME TO LAKE KEEPIT SOARING CLUB



## How do I ..., what can I ..., or where should I ...?

- Don't quite know how we operate?
- Or how to pay your bills?
- Or who to contact?
- Or whatever?

This welcome Pack is designed to assist new members, and longer standing members, with helpful information which will assist you to enjoy your membership of the club.



## Who can I ask for further information?

The Club is constantly evolving. If you can't find the answers in here, your questions may be answered at the Club website [www.keepitsoaring.com](http://www.keepitsoaring.com) where the latest up-to-date information is maintained.

You can also ask any of the Committee Members, the Club Midweek Manager (see Communications and Contacts further on) or the Duty Instructor in charge of a day's operations.

If there are other questions you think should be answered in a document like this, please let us know so we can keep this document relevant and up to date.

A copy of the latest version of this document will be kept on the Club web site – see [http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_welcome\\_pack.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_welcome_pack.pdf)

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# A MAGNIFICENT SOARING SITE

## Ideal Location

The location of the club airfield on the shores of a man made lake and in a State Recreation area makes it one of Australia's most scenic gliding locations.

The variety of landforms at Keepit contrast with the uniform flatland situations of gliding Clubs further west. At Keepit, cross country pilots can enjoy the flatlands to our West and South with large safe outlanding paddocks, the rugged Kaputar mountain ranges to the Northwest with incredible volcanic remnants, the Pilliga scrub to the far west which "cooks up" magic thermals on hot afternoons, the beautiful river valley to the north through Barraba and Bingara, and the adventurous can cross the tiger country to the East and soar sea breeze convergence above the high country of the New England escarpment.



*Fly over Mt Kaputar National Park volcanic outcrops*

You should never get lost flying at our site with easily identifiable ground features for navigation - the lake, dam and surrounding hills form distinctive landmarks to help you home.

## Midweek Flying all Year Round

The club employs a midweek manager, who is a qualified instructor and tow pilot. Together with volunteer club instructors and tow pilots we can offer both midweek and weekend flying and training courses throughout the year. Lake Keepit Soaring Club is just about the last Club in Australia to operate seven days a week which is a great service to members and trainees.

The northwest slopes and plains of NSW enjoy excellent weather conditions allowing seven-day-week operations to continue throughout the year.

## General Club Facilities

The Club provides a variety of on-site accommodation from air-conditioned cabins to camping, a well appointed clubhouse and kitchen, and a Flight Centre for briefing and planning the day's flying.



*Lake Keepit is rightly referred to as the premier gliding site in Australia.*

# ACCESSING THE GLIDING CLUB

## How do I Gain Access to the Club through the Boom Gate?



Access through the boom gates of the State Park (entry and exit) requires the entry of a Park Access number. All full members of the gliding club will receive their own six digit Park Access number for their use. Don't forget to enter a hash key '#' after your number.

You may also purchase a swipe card with your access number from the Park Trust Office. This saves manual entry of your access code.

## A Visitor Park Access Number

is available for visitors and short term members at the club. This number is changed monthly. You can find this number posted on the Member Notice Board or the Notice Board in the Manager's office. Visitors (and members who don't have their number) may enter at any time by using the after hours emergency number, written on the boom gate, or by telling the attendant you are going to the club.

## To EXIT the Park after hours

without your own number, you must use the visitor access number.



*The Club's LS7 glider returning home late afternoon over the Lake*

# CLUB ADMINISTRATION

## How is the Club Administered?

The club is managed by a Committee elected at the AGM each year. Officebearers are listed elsewhere. The Annual General Meeting is normally held around September in each year. You are invited to attend and participate in the management of our club.

## Club Rules

The club operates as a Registered Incorporated Association, governed by the Department of Fair Trading in accordance with the Act governing such bodies. Our Club rules define membership, governance, and meetings of the Club. We encourage you to read the rules and understand the way the club is structured and run. A copy of the rules is located on the Club website.

[http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_club\\_rules.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_club_rules.pdf)

## A Club of Volunteers

The administration and operation of the club relies on volunteer members doing most of the work.

We employ a Manager to run midweek operations but rely on volunteers to assume responsibility for assisting in the running of the club. Our Club's reputation as a welcoming club is based on the unselfish voluntary contributions by individual members. The fact that it is a great club is as much based on being available to pack the hangar at the end of the day as it is on more formal participation in its administration.

WEEKLY JOBS	MONTHLY JOBS	AD HOC JOBS
<ul style="list-style-type: none"><li>• SLASH AIRFIELD</li><li>• MOW HANGAR QUADRANGLE</li><li>• MOW AROUND CLUBHOUSE &amp; ACCOMMODATION</li><li>• WATER GRASS AROUND FLIGHT CENTRE - USE WATERING SYSTEM DO AT NIGHT</li><li>• Fill Quads with fuel &amp; oil</li></ul>	<ul style="list-style-type: none"><li>• TIDY OUT CLUB HANGARS</li><li>• MOW AROUND BUS AREA</li><li>• MOW TIE DOWN POINTS AT END OF STRIP WITH HAND MOWER.</li><li>• MOW EMERGENCY STRIP AT END OF IT RUNWAY</li><li>• CLEAR OUT GUTTERS ON FLIGHTCENTRE &amp; HANGARS</li></ul>	<ul style="list-style-type: none"><li>• FIX TUG-TIE DOWN LINES - SLASHER CUT LINES</li><li>• Round up along the dunes Bus Pocart Flight centre</li><li>• Repair Santar/Richolek sideways trolley. Wheel care etc.</li></ul>

CAPITAL PUNISHMENT FOR MEMBERS THAT FAIL TO RETURN TOOLS/EQUIP TO THEIR LOCATION

*Jobs to do can be found on the Flight Centre whiteboard.*

## I want to help – what can I do?

Your contributions can include –

- Helping others get airborne (acting as ground crew, running wings, driving the winch and retrieving the rope or gliders, maintaining a flightsheet record)
- Grounds Maintenance (mowing the airfield and building surrounds, watering and moving sprinklers, cleaning gutters, painting, working bees – see list of jobs on notice board)
- Preparing gliders at start of day and towing out to launch point.
- Assisting with packing up and closedown at day's end. (Remember, there are no drinks until hangars doors are closed)
- Maintenance of gliders and equipment
- Rostered instructors and tow pilots
- Officebearers of the club
- ..... and on it goes.

We are a club of people with a common mutual interest, reliant on each other for our gliding experience – if you have a spare five minutes there will be something you can do to assist your clubmates. Ask for instruction on use of equipment if unsure what to do.

# COMMUNICATIONS AND CONTACT

## **The Club phone and postal address**

234 Keepit Dam Road, Lake Keepit, NSW 2340. phone (02) 6769 7514

## **How do I contact Officebearers of the Club?**

The following email addresses will always direct you to the current officebearer. Names and contact details of officebearers are published in the Keep Soaring Newsletter emailed to all members.

[president@keepitsoaring.com](mailto:president@keepitsoaring.com)

[secretary@keepitsoaring.com](mailto:secretary@keepitsoaring.com)

[treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com)

[cfi@keepitsoaring.com](mailto:cfi@keepitsoaring.com) (chief flying instructor)

[bookings@keepitsoaring.com](mailto:bookings@keepitsoaring.com) (accommodation, glider bookings)

[manager@keepitsoaring.com](mailto:manager@keepitsoaring.com)

[membership@keepitsoaring.com](mailto:membership@keepitsoaring.com) (membership sec. – renewals, address changes)

[tugmaster@keepitsoaring.com](mailto:tugmaster@keepitsoaring.com)

[editor@keepitsoaring.com](mailto:editor@keepitsoaring.com)

[committee@keepitsoaring.com](mailto:committee@keepitsoaring.com)

[quartermaster@keepitsoaring.com](mailto:quartermaster@keepitsoaring.com) (clubhouse supplies)

[comps@keepitsoaring.com](mailto:comps@keepitsoaring.com) (competition organizer)

[webmaster@keepitsoaring.com](mailto:webmaster@keepitsoaring.com)

[officebearers@keepitsoaring.com](mailto:officebearers@keepitsoaring.com) (all of the above)

## **How do I contact Other Members of the Club – Phone/Address List?**

Contact phone numbers, email and postal addresses for all members are listed in the members section of the club website

[http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_members\\_address\\_list.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_members_address_list.pdf)

## **How do I change my personal details maintained by the club?**

Please ensure address changes or other personal details are notified ASAP to the membership secretary [membership@keepitsoaring.com](mailto:membership@keepitsoaring.com), or by letter to the club – particularly your email address, as this is the main means of contact used by the club for notices and club information.

## **Keep Soaring Newsletter**

- is distributed by email bi-monthly to all members, and visitors who have shown an interest in the club. It contains club information, management committee news, personality profiles, rosters, and gliding stories. The Editor always welcomes input – your story will be of interest to others. Let's hear it. [editor@keepitsoaring.com](mailto:editor@keepitsoaring.com).

If you are unable to receive emails the newsletter can be posted.

## **Club Announcements**

– may be sent separately from the management committee to all members of the club using the club's recorded email or postal address. Be sure to advise the club if you change your address.

## **Internet Chat Site**

- an unofficial chat group operates amongst a number of club members at [lksc@yahoogroups.com](mailto:lksc@yahoogroups.com). If you wish to join in contact the conveners of this site, Phil Anderton [pjanderton@optusnet.com.au](mailto:pjanderton@optusnet.com.au) or the membership secretary [membership@keepitsoaring.com](mailto:membership@keepitsoaring.com).

### **Regular Meetings outside Gliding**

The Committee has scheduled regular meetings through the year to encourage you to meet and socialize amongst other members – Prizegiving Presentation Dinner in 2nd quarter, Christmas in Winter – usually July, AGM and BBQ in September - see the club calendar published in the Keep Soaring newsletter.

## **THE CLUB WEBSITE - [www.keepitsoaring.com](http://www.keepitsoaring.com)**

### **General Information about the Club**

is available on the club website for all to read. The Club website is a repository of most information about the club and includes -

- schedules of charges for flying, accommodation and membership
- accommodation arrangements
- location and travel
- information of a general nature for visitors.

### **Member specific information**

is located in the member section which is accessible by entering a member code and password. Club documents stored in the member area (Info and Downloads) include

- Club Rules
- Manual of Operating Procedures.
- Phone, email and address list for member contact
- This welcome manual
- Forms (Flightsheet, Membership Application, Medical declaration etc)
- Charges Schedules (Flying costs, Accommodation, BFF, Membership)
- Bulk flying and

Accommodation booking system is available at the website – click bookings and make your room reservation directly.

[http://www.keepitsoaring.com/LKSC/index.php?option=com\\_wrapper&view=wrapper&Itemid=78](http://www.keepitsoaring.com/LKSC/index.php?option=com_wrapper&view=wrapper&Itemid=78) .

### **Member Website Access Code and Password**

You can access the members' area of the website, and the accommodation booking system (MRBS) with your name and date of birth.

- Your member code is your first and family names as recorded in the club's Fltops system separated by an underscore character \_ all lowercase. eg john\_citizen.
- Your password is your date of birth without leading zeros, using hyphens as separators. eg 5-9-1955. (If we don't have your DOB recorded use 1-1-1904)

After initial log on you may change your access codes to codes of your choice.

# PAYING FOR USE OF THE CLUB

## What did my Flight Cost?

The schedule of flight charges for glider launching and flying time is located on the Member notice board in the Flight Centre, and also on the club website. See also Appendix “B” attached to this document.

Your flight is recorded on a daily flight sheet, normally maintained by the tug pilot (or sometimes by an appointed duty pilot for the day’s operations) and entered into the Club’s “Fltops” computer system at the end of the day, for calculation. The calculated cost of your flight is automatically charged to you by Fltops.

You can see your flight charge from the printed flightsheet at the end of the day, or look up your charges in “Fltops” on the Flight Centre Computer. (see appendix “D” for accessing Fltops on the Flight Centre computer)

## What about Other Charges?

Club members are responsible for recording other chargeable items – Accommodation, Merchandise, Phone/Internet Usage, Fuel Purchases, Use of Club Car, Other Miscellaneous etc. This should be done, **BEFORE DEPARTING THE CLUB**, either by

- Entering other items on a Charge Envelope (see appendix “E”) or by
- Direct entry into Fltops on the Flight Centre computer (see appendix “D”)

Schedules of charges for accommodation and other items are located on the member notice board in the flight centre, and also on the club website.

The charge envelope is a de-facto invoice which you write for yourself – details will be priced and entered into the Fltops system, usually weekly, by the Club bookkeeper, together with any included payments. (See appendix “E”)

## Your Club Account

The Fltops system maintains an account for all pilots. Flying charges are automatically input from the daily Fltsheet, and other items must be entered by you. Payments made by you by credit card, or by payment into the charge envelope are entered, usually weekly, by the club bookkeeper or if by Direct Bank Transfer, by the Treasurer usually bimonthly.

Lake Keepit Soaring Club Inc							
PILOT STATEMENT OF ACCOUNT							
For CITIZEN, JOHN (PIID: JCI )							
Commencing: 01/07/08 - Includes payments processed up to 12/05/09							
Date	Ref. No	Description	Qty	Price	Total Charge	Amount Paid	Balance Owing
01/07/08		Opening Balance					0.00
10/05/09	A1MO	Bed Rm 123 Mbr SoleOccup	5	24.00	120.00		120.00
10/05/09	SBGK	Basic Gliding Knowledge	1	30.00	30.00		150.00
10/05/09	XCARDFEE	CCredit Card Fee	1	3.00	3.00		153.00
10/05/09	723/2977	Payment Received				250.00	-97.00
11/05/09	10300	Flightsheet charges			141.00		44.00
11/05/09	10301	Flightsheet charges			96.00		140.00
11/05/09	10302	Flightsheet charges			122.50		262.50
TOTALS FOR THE PERIOD TO DATE					512.50	250.00	262.50

The Club requests that you maintain a credit balance by depositing an amount in advance of flying, sufficient to cover your expected charges. This will overcome the need to “hang around” till the end of the day for charges to be calculated and will ensure that your charges have been settled before you leave . . . . . also avoiding any need for the “difficulties” of chasing members to pay up.

Your statement of account may be inspected on the Club computer in the Flight Centre – see Fltops.(see appendix “D”). From time to time the Treasurer will also email statements of account to all members. We hope to be able to make statements available on the club website in the future.

## **How Do I Pay?**

You may pay either by (see Appendix “C”)

- **CASH OR CHEQUE** may be paid directly to the club or mailed.

If paying at the Club, complete a payment envelope with details of the transaction, place cash or cheque in the charge envelope, and deposit the envelope in the cashbox in the club office.

Or

Mail cheque to:

234 Keepit Dam Rd, Lake Keepit, NSW 2340 or,  
The Treasurer, 11 Lighthouse Crescent, Emerald Beach, NSW 2456

Or for membership renewals to:

Membership Secretary, 19 Binya Street, Pendle Hill, NSW 2145

- **INTERNET BANK TRANSFER** paid directly to the Club’s bank acct.

Bank            Macquarie Bank, Sydney  
Swift Code    MACQAU2S (for deposits from overseas)  
Bank BSB      182 – 512  
Account No    960 195 352  
Acct Name     Lake Keepit Soaring Club Inc

To ensure your flying account gets credited, **PLEASE, PLEASE** ensure **YOUR NAME** or **PILOT ID Code** is entered in the **DESCRIPTION** field of the bank transfer – otherwise we cannot identify the deposit, and you will not be credited with the payment.

Email [treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com) to confirm payment advice.

- **VISA or MASTERCARD.** (Amex and Diners Card are not acceptable.)

The Club charges a credit card fee of 3%, for use of credit card, to recover the bank merchant fees, in line with current practice of many businesses nowadays (including GFA).

If paying at the Club, complete a Credit Card Charge Authority on a payment envelope with details of the transaction, and deposit the envelope in the cashbox in the club office.

or

Credit Card Charge Authority may be phoned, faxed or emailed to the Club at [manager@keepitsoaring.com](mailto:manager@keepitsoaring.com), [treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com), or [membership@keepitsoaring.com](mailto:membership@keepitsoaring.com) (for membership payments).

The card number, expiry date, name and contact details (phone / email address please, in case of query) are required for all credit card payments..

## ACCOMMODATION

Accommodation on site ranges from air-conditioned cabins with en-suite, air-conditioned cabins with shared facilities, rooms in the clubhouse or you can camp.

### **How do I book Accommodation?**

Accommodation for club members should be booked directly via the club website to relieve the workload on the Booking Manager who attends to all visitor enquiries.

Linen is not supplied – bring your own sheets, and towels. Linen may be hired from the State Park Caravan Park.

Please do not leave air conditioners on all day and please ensure rooms are swept and vacuumed on departure.

Instructions for accessing MRBS booking system are at

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_MRBS\\_info.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_MRBS_info.pdf)

The Member Room Booking System (MRBS) booking page is at -

[http://www.keepitsoaring.com/LKSC/index.php?option=com\\_wrapper&view=wrapper&Itemid=78](http://www.keepitsoaring.com/LKSC/index.php?option=com_wrapper&view=wrapper&Itemid=78).



*Comfortable air-conditioned rooms*

### **How much does it cost?**

A Schedule of Accommodation charges is on the Club Notice Board in the Flight Centre (see appendix “B”) and the website

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_Accommodation.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_Accommodation.pdf)

### **Can I locate my own Caravan On-site?**

With committee approval, you may set up your own caravan on site, located in the caravan area, provided we do not exceed a limit of 10 vans. There is an annual charge for this. When staying on-site in your own van, or when camping, there is also a daily camping fee for use of the club facilities.

### **Where do I get Food?**

It is suggested that you bring your food requirements with you for the length of your stay.

Refrigeration and cooking facilities are well provided for in the clubhouse.

Shopping can be done in Manilla, Gunnedah or Tamworth - approx 25/40 minutes from the airfield. These towns also have excellent pub, club and restaurant facilities. Limited food supplies, takeaways and fuel are available from the State Park kiosk.

### **Is the Water Safe to Drink?**

The club uses both rainwater and water pumped from the Lake Keepit Dam. When rainwater tanks are full they are connected to the clubhouse and cabins, but in times of low rainfall we change over to dam water. There is a notice over the clubhouse sink which tells you which system is in use.

Many of us have drunk the dam water, and survived, but it is not treated to potable standard and we advise against drinking this water. It should be OK for cooking and teamaking. There is a rainwater tank alongside the clubhouse, and a larger green tank alongside the flight centre which should be used for drinking water.

### **The State Park Caravan Park**



The Club is situated within the boundary of a State Park and Recreation Centre.

The Park Trust operates a well maintained caravan park, with everything from campsites to modern en-suite cabins, providing alternative accommodation that may better suit accompanying families.

On non-flying days, boating and fishing are popular activities on the lake. Equipment can be hired from the kiosk.

The Park Trust also has tennis courts for hire and a small golf course.

Why not bring your family for a holiday break.



There is a kiosk in the Park with limited groceries, take-away foods and fuel.

## CLUB SERVICES PROVIDED TO MEMBERS

**Club Car** A car is owned by the club and available to members and visitors. There is a charge for use of the car based on kilometres traveled – your usage should be recorded on the vehicle’s logsheet and the charge entered into your account.

**Quad Bikes** Quad bikes cause less damage to the grass on the airfield and may be used for towing and retrieving club aircraft. They cost the club a lot to maintain and run, and are **NOT FOR USE AS PERSONAL TRANSPORT** around the field. Please use your own vehicle or the club car for movement around the airfield – and stay off the airfield, by using the perimeter roads.



**Laundry** A washing machine and washing powder is available for residents – in the passageway between Room 3 and the bathrooms.

**Internet** – a wireless internet service is available for use of members and visitors. The service is based on Telstra’s Next G mobile network and is expensive and limited capacity. You are welcome to use it for normal email and internet access – but please do not use it for video downloading, video messaging and similar high bandwidth requirements. There is a small nominal contribution fee for use – \$2 per connection which can be placed in the dish by the computer or added to your account.

**Flight Centre Phone** – The phone in the flight centre is available for use. Local and national calls can be made from this phone, but mobile and International calls are barred. Please contribute a gold coin into the dish by the computer or add it to your account.

**Clubhouse and Kitchen** the kitchen facilities include fridges, freezer, stoves, microwave and dishwasher, cutlery and crockery. Communal dining provides a lot of the “club atmosphere” and an opportunity to discuss and learn a lot about gliding, the flights of the day, and to solve the problems of the world. Please wash up before you go to bed as there’s nothing worse than someone else’s dirty dishes at breakfast time.



*Dinnertime provides an opportunity to learn about gliding from more experienced pilots.*

**Rainwater for Drinking** can be taken from the tanks on the north side of the clubhouse, or the tank on the north side of the flight centre.

**Clubhouse Operating Supplies** Cleaning supplies, garbage bags, detergents, salt, pepper, sugar, toilet rolls and other basics are supplied by the Club. If you notice basics running out, you can assist by restocking yourself, or alerting one of the local members who help to maintain these supplies – a notice in the clubhouse normally tells you who to contact or try [quartermaster@keepitsoaring.com](mailto:quartermaster@keepitsoaring.com).

If you purchase supplies for the club please send an expenses reimbursement claim form, with receipts attached, to the Treasurer – see Appendix “A” Claim Form.

[http://www.keepitsoaring.com/LKSC/Downloads/Members/expenses\\_claim\\_form.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/expenses_claim_form.pdf)

**Softdrinks and other beverages.** A softdrink machine in the flight centre dispenses softdrinks. Softdrinks and other beverages are kept in one of the fridges in the kitchen. An honesty dish for payment is kept in the fridge. Someone in the club will tell you the going price.

**Community Food** Please do NOT leave surplus food behind, especially perishable food, and especially not in the cabins. Surplus food with a reasonable shelf life may be left in the fridge or the kitchen cupboard marked “Community Food” - this is available for anyone to use.



*Relax with a cool drink outside the clubhouse after gliding.*

**Fuel** – The club fuel supplies are for its own use by club towplanes and equipment. There is a fuel log sheet kept by the bowser and every fuel withdrawal must be logged on this sheet. The club allows private operators to draw fuel which must be paid for at the bowser price immediately. We operate an honesty system and private operators must record their fuel usage on their Fltops account as it is drawn, and complete the fuel log. The fuel log has a starting and finishing record so that any missed entry will be obvious to the next user.

**The nearest fuel for private vehicles** is at the State Park Kiosk, or Somerton and Carrol on the Oxley Highway 10 minutes away. (Remember to leave a full tank of fuel in your car if you’re flying cross country – it may be needed if you outland).

**Merchandise** – a range of items are available to purchase from the club They include logbooks, GFA manuals, area maps, headnets, hydration packs and LKSC branded hats, shirts and other items.

**Club Workshop and Tools** Tools and operating supplies for basic maintenance of the club facilities, gliders and tugs are kept in a tool shed inside the tug hangar. THESE ARE FOR CLUB USE. If you borrow club tools or equipment ensure they are replaced immediately. If you notice equipment or tools broken please notify the manager or duty instructor so they can be attended to before someone else tries to use them. (or better still if you can organise to replace or fix them yourself).

## MEMBERSHIP AND RENEWALS

### What does membership cost?

The schedule of annual fees, which may vary annually, is posted on the noticeboard in the flight centre and on the club website (see appendix “B” or link). The membership fee also includes access to the State Park. Payment of the annual fee, gives the member reciprocal rights at other GFA gliding clubs throughout Australia.

### When is renewal due?

Your membership goes to June 30th each year and is due for renewal on July 1st. On first joining the club you pay for 12 months membership which may take you beyond the 1st July, in which case on 1st July you will only be billed a pro-rata amount for the following year. Apart from this case of pro-rata membership renewal, all membership renewals will be for a full year’s membership.

Prior to July 1st each year the membership secretary ([membership@keepitsoaring.com](mailto:membership@keepitsoaring.com)) will forward renewal notices and your account will be billed with the renewal fee.

### Can I renew a 3 month Short Term Membership?

No – except for short term overseas visitors. The three month membership is a once-only introductory opportunity to try gliding, after which you must join as a full member.

### **Does the membership fee cover the fixed costs of the Club?**

The full fixed costs of running the club exceeds our membership fee by a considerable amount – roughly double what we charge as an annual membership fee. We rely on a lot of voluntary effort to keep this club operating - officebearers and voluntary workers contribute a lot to the club towards containing our costs. We ask others who cannot contribute to this work, to consider contributing by supplementary donations additional to their membership fee. This is entirely voluntary, and the club will accept each member's personal assessment of their contribution and donation. The club would like to point out that the amount we need from non-contributing members to cover the standing costs of the club is approximately double the nominal membership fee.

### **Can I get a Tax Deduction for a Donation to Support the Club?**

Donations to the Australian Sports Foundation Ltd "LKSC Equipment Replacement Fund" can be made to support the club and depending upon your individual circumstances, are fully tax deductible for Australian tax. Note that payment of normal membership fees or any other payment for which the member gets a benefit will not qualify. See appendix F for details of how to contribute.

### **GFA membership is a pre-requisite of club membership.**

The GFA will separately invoice members at the anniversary of their joining GFA. GFA membership renewal fees should not be paid to the club.

### **What are my obligations as a member?**

On signing your membership application you agree to abide by the rules of the Lake Keepit Soaring Club and to settle any outstanding flying accounts immediately. A copy of the Club Rules can be viewed on the website –

[http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_club\\_rules.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_club_rules.pdf) )

### **What is Bulk Flying?**


The Club operates a scheme for members to purchase their flying in advance, by payment of a Bulk Flying Fee. Bulk Flying Fees qualify the member for free flying of Club owned aircraft for up to 50 hours flying, and beyond 50 hours at 50% of normal Club rate. Bulk Flying is available to members of 12 months standing, (or less subject to Committee approval). See appendix "B" for current terms and conditions or the club website at

[http://www.keepitsoaring.com/LKSC/Downloads/Members/bulk\\_flying\\_scheme.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/bulk_flying_scheme.pdf)



*Bulk Flying is an economical way to do lots of flying in club gliders.*

## VIEWING FLIGHT RECORDS and PILOT DATA INPUT to *FltOps*

A restricted version of the club's computer system, Fltops, is accessible on the Flight Centre computer for pilot access. Select the Fltops icon  to view -

- Flight Sheets,
- Flight Log for individual Pilots (your accumulated flight details),
- Log of Glider flight times (for entering the glider maintenance release – without the arithmetic errors),
- Your Statement of Account

You may also enter charges –

- enter accommodation and other chargeable items into your personal account.

[http://www.keepitsoaring.com/LKSC/Downloads/Members/Fltops\\_pilot\\_access\\_usage\\_guidelines.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/Fltops_pilot_access_usage_guidelines.pdf) or appendix “D” for a step by step instruction about accessing Fltops.

## VISITORS and PASSENGER FLYING

### Can I bring visitors for a flight?

The club can offer visitors the chance to experience flying with an Air Experience Flight (AEF) – sometimes also referred to as a TIF (Trial Instructional Flight). These are carried out by an Instructor qualified to perform such a flight, and the visitor must join the GFA as an Introductory Member to ensure insurance requirements are met. AEF passengers may be given instruction in the flying basics during an AEF flight – these are charged as AEF flights. See:

[http://www.keepitsoaring.com/LKSC/Downloads/Members/passenger\\_flying\\_options.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/passenger_flying_options.pdf)

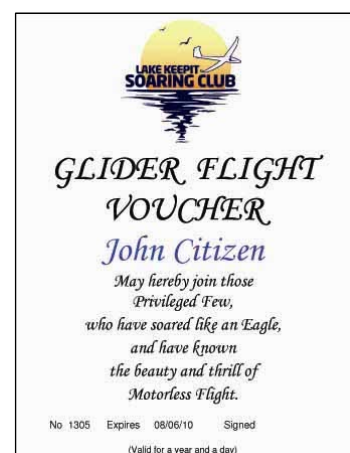
Non-Paying Passenger Flights may be performed by pilots with a “C” Certificate, a Passenger Carrying Logbook Authorisation, and with approval of the duty instructor. This can be appropriate for family and friends. Instruction is not allowed, nor is passenger payment for this class of flight – otherwise your insurance protection will be invalidated.

### Flight Vouchers.

The Club sells vouchers for glider flights which are popular as gifts. They entitle the recipient to a normal AEF flight. To purchase - contact [manager@keepitsoaring.com](mailto:manager@keepitsoaring.com) or [bookings@keepitsoaring.com](mailto:bookings@keepitsoaring.com)

### Public Relations.

We all have a responsibility to assist the club in keeping up its good name as a friendly club. Make new members and visitors welcome. Introduce yourself and encourage conversation. Make wives/husbands and children feel part of the activities. Be helpful with directions and information.



Please do your bit to keep the tidiness and cleanliness of the clubhouse, hangar and other facilities in good order. This will do much to create a first and lasting impression in the minds of new members and visitors.

## OPERATIONS

Many of the following items should be covered by your instructor during your flying training – but sometimes get overlooked, or forgotten. If you've "been there, done that" it still may be worthwhile having a read through to refresh your memory.

### **GFA Manual of Standard Procedures (MOSP) and Regulations**

Normal club procedures are aligned with standard GFA operations as per the Manual of Standard Procedures and GFA Operating Regulations. These are available for reference at <http://www.gfa.org.au/Docs/ops/mosp2.pdf> and <http://www.gfa.org.au/Docs/ops/opregs.pdf>. Local specific operating procedures are defined in the Club Operating Procedures Manual [http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_operations\\_manual.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_operations_manual.pdf)

### **Do I require a Gliding Licence? - Pilot Qualifications**

No – but you require a logbook, endorsed by your instructor with your qualifications and entitlements – Solo endorsement, A, B, C certificates, Passenger Carrying authorities, Instructor ratings, Independent operator qualifications, Inspector qualifications etc.

You will be required to undergo flight checks and revalidation annually and after periods of no flying. It is the pilot's responsibility to ensure that he/she is current.

### **Who's in charge? - The Duty Instructor**

The Chief Flying Instructor (CFI) and the panel of instructors are responsible for the supervision and control of all flying operations of the club and ensuring the maintenance of safe operating procedures. For weekends and public holidays club instructors and tow pilots are rostered on duty – the roster can be found on the club notice board; it's printed in the newsletter "Keep Soaring" on a bi-monthly basis and also on the website. The midweek manager is normally the duty instructor Monday to Friday. The rostered Duty Instructor carries the responsibility for management of all flying operations for the day. In the event of a qualified instructor not being present, flying operations are restricted to endorsed independent operators.

Visiting pilots from other clubs not familiar with our site will be asked to have a check flight with the duty instructor before flying club gliders. An area familiarisation flight may be organised for pilots, flying their own gliders, from other clubs if required.

### **The Daily Briefing**

Prior to the commencement of the days flying operations all pilots intending to fly on that day will attend a briefing to be delivered by the duty instructor. Briefings are usually held at 9.30am. The briefing will cover general safety aspects, weather, cross country requirements, airfield serviceability and any other matter considered by the duty instructor to be relevant. Glider allocation for the day is also done at the briefing. Please be there if you want to fly.



Log books and GFA membership cards should be brought to briefing. The duty instructor may want to view these before flight is allowed.

Pilots arriving at the field after the daily briefing are to ask the duty instructor for a personal briefing.

## **What's the weather like?**

The aviation area forecast for Lake Keepit is area 20. For cross-country information to the west it may be advisable to also obtain area 22. Blip map forecasts give a very detailed forecast of glider related information based on a 12km grid of weather information. Useful weather websites are:

Area 20 forecast [http://www.bom.gov.au/products/reg/area20\\_arf.shtml](http://www.bom.gov.au/products/reg/area20_arf.shtml) user ID "aviation" and password "bomw0007"

Western Inland forecast <http://www.bom.gov.au/products/IDN10062.shtml#NWS>

Blip Maps <http://blipmap.walsys.net/UNI/univiewer.html>

Weatherzone <http://www.weatherzone.com.au/>

Other info at [www.bom.gov.au](http://www.bom.gov.au)

## **Is the Glider OK to Fly? - Daily Inspection (DI)**

Gliders are inspected (DI'd) for airworthiness before flying each day by an authorized daily inspector. It is the pilot's responsibility to check that the maintenance release book has been signed by an inspector to indicate approval to fly that glider.

All solo pilots are encouraged to become daily inspectors.



*Daily Inspection before flying*

The requirements for a DI Inspector can be found in the Daily Inspectors Handbook available from GFA

[http://www.gfa.org.au/index.php?page=shop.product\\_details&flypage=shop.flypage&product\\_id=60&category\\_id=14&manufacturer\\_id=0&option=com\\_virtuemart&Itemid=123](http://www.gfa.org.au/index.php?page=shop.product_details&flypage=shop.flypage&product_id=60&category_id=14&manufacturer_id=0&option=com_virtuemart&Itemid=123)

## **What do we do when Handling a Glider at the Club?**

- Helping Others. Always be ready to lend others a hand to position a glider. Offer to help get gliders out of hangars at the start of the day and putting them away again at the completion of soaring. Help pilots just landed to clear gliders from the airstrip. Be prepared to clear the strip of kangaroos for late finishers. Help will also come your way when you need it.
- **AVOID HANGAR RASH** – ensure someone else is helping you to move your glider out of the hangar, and watching! A second pair of eyes may prevent you grazing another glider stacked in close.
- You shouldn't push on trailing edges or control surfaces when man-handling a glider. Use the lifting handles where fitted or lift the tail boom of the glider. Please do not lift by using the tail plane as a handhold. Glider wing tips should not be used to control the direction of the glider. Use a tail dolly wheel or lift the tail off the ground. Much damage can be done by using the wingtip as a lever.
- Canopies are very expensive and crack easily. DO NOT lift on the clear view window, reach through and lift by the handle. When glider is not in use the canopy should be kept covered. Please don't reach through the canopy window to pull the Yellow Release Handle - open the canopy first.
- Tie down parked gliders. When leaving a glider unattended park it with the tail about 20deg. away from the wind direction to prevent the rudder from slamming from side to side. The canopy locked down and covered. Airbrakes extended and the glider tied down to the tie-down ropes positioned at either end of the airfield.

## **Cross country flying**

Any pilot planning a cross country flight should notify the duty instructor of their intended track and turning points, for safety reasons and in case Search and Rescue (SAR) procedures are required. It is a GFA requirement that an intending cross country pilot holds a "C" certificate. You should have made the necessary arrangements for ground retrieval before departure. These include organising a member/s as retrieve crew, the checking of the trailer for serviceability and compatibility of electrical connections with a suitable towing vehicle, sufficient petrol and an ignition key left with a member of the retrieve crew or in the ignition switch in the car. You should also ensure that the glider is equipped with tie-down gear, that the applicable maps are carried and that extra water and money are taken.

Maps with turnpoints and landing field are available at the club and on the club website.



*You can make a lot of new acquaintances flying cross country*

## **Getting the Most out of Aerotow**

Operating efficiently on the launch grid can reduce waiting time, get everyone in the air while conditions are good, and minimise tug operating costs. Ensure that:

- Gliders waiting for a launch are queued up on the duty runway.
- Be ready to hook on when the tug returns for your launch.
- Pilots back in the launch order can help hook on the glider a few in front of them. (It may not always be possible to have designated ground crew.)
- Use a rope hook to pull back the rope to the waiting glider to facilitate turn around time. (This has the added benefit of protecting your hands from burrs and rope burns.)
- When you are hooking on, inspect the last few metres of the rope for knots or fray damage, ask the pilot if his airbrakes are locked and canopy is locked. Clear above and behind and wait for the signal from the pilot before relaying to the tug.



## **Keeping Winch Operations Safe**

We recommend everyone read the British Gliding (BGA) manual on winch launching.

[http://www.keepitsoaring.com/LKSC/Downloads/bga\\_safewinchlaunchbrochure0209.pdf](http://www.keepitsoaring.com/LKSC/Downloads/bga_safewinchlaunchbrochure0209.pdf)

British Clubs do 30,000 launches pa and since introduction of these procedures the accident rate in Britain has been substantially reduced.

Specific requirements of our Club include:

- Whenever the cable is in use or laid on the ground it is to be treated as “live” and under no circumstances are gliders or vehicles to cross the cable.
- Communications from a pilot ready for a winch launch to the winch driver is to be relayed by a person external to the glider. At all times the wing man is in charge.
- Crew will check that the airstrip is clear of gliders, people, vehicles or any other potential obstacle before they give the signal for a winch launch to commence.
- In the event of both winch and aerotow launches being carried out aerotow launch commands should not be given by radio. All pilots will be required to attend a briefing on safety of a joint operation to be given on the days concerned.
- Joint winch and aerotow operations are the subject of a separate document. Pilots should make themselves aware of the details of this document.

*Winch Launching  
the Grob GFP on a  
training flight*



## **Other Operating Matters**

**Circuits.** Always be prepared to modify a circuit if necessary. However, standard GFA circuits are required at Lake Keepit unless specifically authorised e.g. competitions or emergency training procedures.

**Taxiing gliders.** Deliberately diverting a glider from the landing track for the purpose of convenient positioning at the end of the roll is not good airmanship and should be avoided.

**Prohibited flying.** Unauthorised aerobatic manoeuvres in club gliders are not permitted.

## **Controlled airspace restrictions.**

Pilots are not to enter controlled airspace without approval from the control tower. The boundaries of Tamworth controlled airspace are shown on the relevant Visual En-route and Terminal charts issued by the Civil Aviation Authority. The controlled airspace immediately adjacent to the Club is bounded by a circle of 15nM (28km) around Tamworth DME. Intending cross country pilots should study the relevant chart for the positions of restricted and prohibited areas, control area boundaries and control zones. Danger zones should also be noted.

## **Competitions at Lake Keepit**

From time to time Lake Keepit Soaring Club plays host to State and National gliding competitions. These events attract glider pilots and crew from around Australia and present a wonderful opportunity to showcase our club. They also present the club with a great opportunity to supplement the club's income, thereby reducing the cost of membership for us as individuals. There is a large workload in organising and running such events and we need members to assist – we hope you can.



*Hospitality tent at the 2007 comp*



*Marshalling gliders for a competition start at Lake Keepit*

## **Keeping our Site as it is - Conservation**

Protecting our environment is important. Soil erosion poses a constant threat to the serviceability of the club's airfield.

- Keep vehicles off the airfield except when towing gliders or laying a winch cable.
- Use perimeter roads when traveling to the launch point.
- Driving at speed raises dust and causes erosion – keep speed down.
- Ensure vehicles stay off the grass in front of the flight centre and hangars.
- Clear away bricks from the trailer tie down areas, as these are hit by the slasher potentially causing damage or injury



*High Cumulus Clouds stretch out forever into the distance .....*

*Another magic soaring day at Lake Keepit*

## **IN CASE OF EMERGENCY OR ACCIDENT**

General requirements to be met in the event of an accident are covered in the Manual of Standard Procedures. Additionally, the Lake Keepit Soaring Club requires that any accident or incident be reported immediately to the duty instructor or to the chief flying instructor who will notify the necessary authorities.

Accident reporting forms are available in the clubhouse.  
In the case of an emergency call 000.

## **APPENDIX A - Club Forms and Documents**

The following forms can be viewed and downloaded from the attached website links. If you do not have access to the internet, copies of most of the forms can be found on the club computer in C:\ Documents and Settings\LKSC\My Documents\Manager\Club Documents

Claim for Reimbursement of Expenses

[http://www.keepitsoaring.com/LKSC/Downloads/Members/expenses\\_claim\\_form.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/expenses_claim_form.pdf)

Flightsheet form

[http://www.keepitsoaring.com/LKSC/Downloads/Members/flight\\_sheet.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/flight_sheet.pdf)

Application for Membership Joining or Renewal – includes medical declaration

[http://www.keepitsoaring.com/LKSC/Downloads/Membership\\_Application\\_Form.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Membership_Application_Form.pdf)

Separate Medical Declaration for Renewing Pilots

[http://www.keepitsoaring.com/LKSC/Downloads/Members/medical\\_declaration.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/medical_declaration.pdf)

Knee Pad form for Tuggies

[http://www.keepitsoaring.com/LKSC/Downloads/Members/knee\\_pad\\_for\\_tuggies.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/knee_pad_for_tuggies.pdf)

Payment Envelope

[http://www.keepitsoaring.com/LKSC/Downloads/Members/payment\\_envelope.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/payment_envelope.pdf)

This Welcome Pack – the latest version

[http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC\\_welcome\\_pack.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/LKSC_welcome_pack.pdf)

Instruction for Dual Winch and Aerotow operations

[http://www.keepitsoaring.com/LKSC/Downloads/Dual\\_Operations.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Dual_Operations.pdf)

... and for more forms and documents not in this list see

[http://www.keepitsoaring.com/LKSC/index.php?option=com\\_content&view=article&id=104&Itemid=103](http://www.keepitsoaring.com/LKSC/index.php?option=com_content&view=article&id=104&Itemid=103)

## **Maps**

Maps of the LKSC surrounding task areas and Local area are also available for download – see

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_local\\_area\\_map.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_local_area_map.pdf)

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_task\\_area\\_map.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_task_area_map.pdf)

## **APPENDIX B - Charges Schedules**

The following schedules can be viewed and downloaded from the attached website links. If you do not have access to the internet, copies of the schedules are posted on the club notice boards, and most can be found on the club computer in

C:\ Documents and Settings\LKSC\My Documents\Manager\Club Documents

Gliding and Launch Charges

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_Glider\\_Hire.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_Glider_Hire.pdf)

Accommodation Charges

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_Accommodation.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_Accommodation.pdf)

Membership Charges

[http://www.keepitsoaring.com/LKSC/Downloads/LKSC\\_Membership\\_Rates.pdf](http://www.keepitsoaring.com/LKSC/Downloads/LKSC_Membership_Rates.pdf)

Bulk Flying Scheme

[http://www.keepitsoaring.com/LKSC/Downloads/Members/bulk\\_flying\\_scheme.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/bulk_flying_scheme.pdf)

Passenger and Visitor Options

[http://www.keepitsoaring.com/LKSC/Downloads/Members/passenger\\_flying\\_options.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/passenger_flying_options.pdf)

## APPENDIX C - Payment Options

### MAKING PAYMENTS TO LAKE KEEPIT SOARING CLUB

1. **CASH OR CHEQUE** may be paid directly to the club. If paying at the Club complete a payment envelope with details of the transaction

Or mail to:

234 Keepit Dam Rd, Lake Keepit, NSW 2340 or,  
The Treasurer, 11 Lighthouse Crescent, Emerald Beach, NSW 2456 or  
The Membership Secretary, 19 Binya Street, Pendle Hill, NSW 2145

2. **INTERNET BANK TRANSFER** paid directly to the Club's bank acct.

Bank	Macquarie Bank, Sydney
Swift Code	MACQAU2S (for deposits from overseas)
Bank BSB	182 – 512
Account No	960 195 352
Acct Name	Lake Keepit Soaring Club Inc

**PLEASE, PLEASE ENSURE YOUR NAME or PILOT ID Code is INCLUDED IN THE COMMENTS** – otherwise we cannot identify the deposit, and you will not be credited with the payment.

Email [treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com) to confirm payment advice.

3. **VISA or MASTERCARD.** (Amex and Diners Card are not acceptable.) The card number, expiry date, name and contact details (**phone / email address** please) are required.


This is a convenient, but expensive option as the bank charges the Club a card processing fee. The Club will now charge a **credit card fee of 3%**, for use of credit card, which is current practice of many businesses nowadays (including GFA).

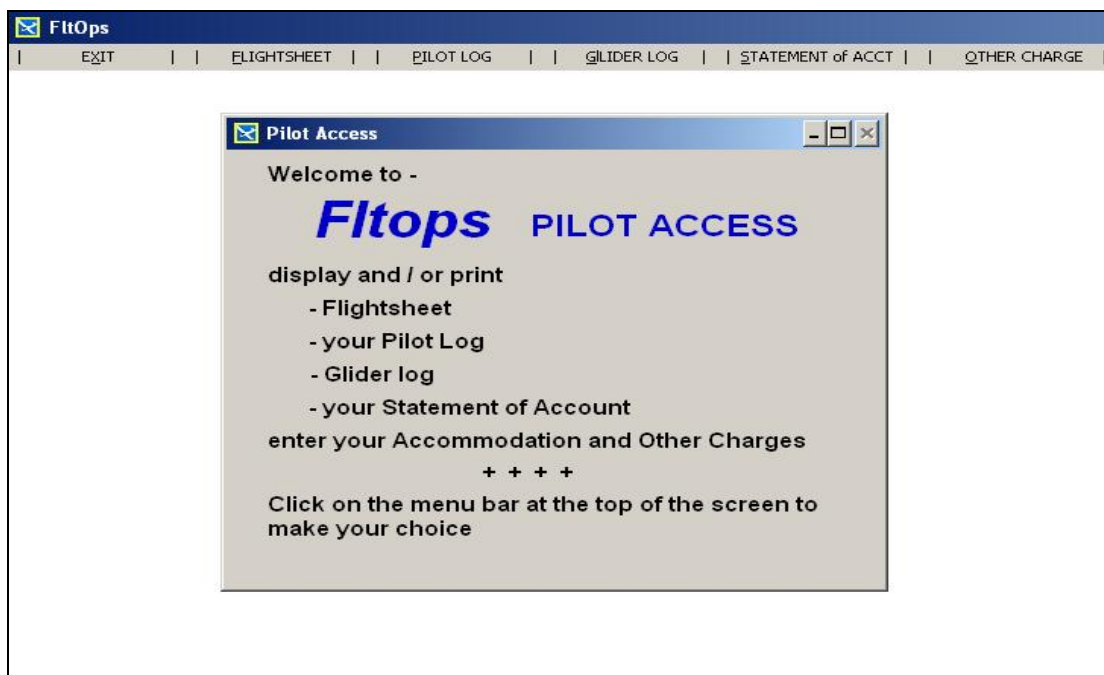
Credit card charge authority may be completed on the Club's envelope payment system, or authority may be phoned, faxed or emailed to the Club at [manager@keepitsoaring.com](mailto:manager@keepitsoaring.com), [treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com), or [membership@keepitsoaring.com](mailto:membership@keepitsoaring.com) (for membership payments).

## APPENDIX D - Fltops PILOT ACCESS

A restricted version of the Club's flight and accounts management program, Fltops, is now available on the general access computer in the flight centre.

This now allows all pilots to obtain details of their flight and accounts without troubling the Manager or Instructor in the office and to enter details of other charges incurred. Once the flightsheet details have been entered for the day, this info will be accessible.

By clicking on the Fltops icon  on the computer desktop screen the following screen will appear.



You can then select what you want from the menu bar at the top of the screen. For personal information, the computer will ask you to identify yourself by entering your Date of Birth (DOB) – you will need to register your date of birth on the office computer for this to happen. See Jenny, Bob Emery, Dave Shorter or the Instructor in charge, so they can enter your DOB in your pilot record.

Currently with the envelope payment system you enter the miscellaneous charges you incur (like purchases, accommodation, fuel, membership etc) on your payment envelope. Bob or Jenny must then enter these charges into your account, before finalising your payments. Often times the wrong charge is entered, or amounts are overlooked.

**You can now enter your own details for these charges directly, yourself. Select OTHER CHARGE from the menu bar and the following screen appears.**

**CHARGE MISCELLANEOUS ITEMS**

### ENTER MISCELLANEOUS CHARGE ITEMS TO BE INVOICED

Process Date: 21/03/07 Pilot ID: JSM2 Pilot Name: SMITH, JOHN

Saved Pilot Account Balances				New		
O/S Accts	Unappl Rcpts	Bal Owing	+	Items	=	New Bal Owing
135.30	- 150.00	= -14.70	+	220.00	=	205.300

**DETAIL RECORDS of TRANSACTIONS FOR PAYMENT**

Date	Type	Fit ID Ref / Item No	Description	Qty	Item Price	Charge Tug \$	Charge Winch \$	Charge Fit/Other	Total Charge	Amount Paid \$	Act
21/03/07	G	5119	Gliding (incl bookings & BFF)	1.0		28.00	0.00	86.20	114.20		O
21/03/07	G	5121	Gliding (incl bookings & BFF)	1.0		18.00	0.00	3.10	21.10		O
21/03/07	S	SBGK	Basic Gliding Knowledge	1.0	25.00				25.00	0.00	N
21/03/07	M	MLKFULL	Mbr Subs LKSC FULL	1.0	195.00				195.00	0.00	N
21/03/07	A	A1MO									N
		A1MO	Bed Rm123 Mbr SoleOccup	22.00							
		A1MS	Bed Rm123 Member Shared	16.50							
		A1NO	Bed Rm123 NonMbr SoleOccup	33.00							
		A1NS	Bed Rm123 NonMbr Shared	27.50							
		A4MS	Room 46 Member Single Occup	29.50							
		A4MT	Room 46 Member Twin Share	43.00							
		A4NS	Room 46 NonMbr Single Occup	40.50							

to move back to previous box, use T keys for buttons, and Arrow keys for up/down in the grid

by to Move Fwd, use SHIFT + TAB key

< Prev F3 (Up Arrow) F4 Next > (Down Arrow) F7 Quit (Back to Menu) F8 Save New Charges F9 Cancel or Return to Start F11 Delete Selected Item

Choose item from options in list. Use Arrow keys to scroll up/down in list. (This list is only for items of "A" type. Go back to select another listing for other item types.)

This screen is shown partially filled in, with accommodation options ready for entry. The gliding charges are automatically loaded into your account from the flight sheet – other charges are manually selected and entered into the grid. Its quite easy – just enter your information into the aqua coloured highlighted cell, followed by the return key to progress through each cell of information.

Drop down lists appear for you to select different types of charge (ranging from accommodation, membership, sales items etc) and in each category there is a drop down costed list of all the Club standard charges – so there is no need for you to look up the correct pricing. Its all there. So for instance, full member sole occupancy accommodation in Bedroom 1, 2 or 3 is \$22.00, (old pricing when this shot was taken) as shown in the screen dump pictured above. Just select whichever applies to you, enter the quantity (number of nights) and confirm total.

When finished save the info with the F8 button and quit.

If you make a mistake, you can go back to your account and amend, or delete any of the miscellaneous line items.

You are now ready to produce a statement of your account owing. After viewing your statement, select the print button for a printed record. If you wish to pay this amount and finalise your account, include a copy of this printed report together with your payment or credit card authority in the payment envelope for banking by Bob Emery.

The preview statement will look like this on the computer screen. Click the printer symbol in the Print Preview toolbar to print, the page arrow symbols to scroll through, and the document close symbol or ESC to end the report.

Report Designer - statement.frx - Page 1 - FltOps

EXIT | FLIGHTSHEET | PILOT LOG | GLIDER LOG | STATEMENT of ACCT | OTHER CHARGE

### Lake Keepit Soaring Club Inc PILOT STATEMENT OF ACCOUNT

For SMITH, JOHN (PitID: JSM2)  
Commencing: 01/07/06 - Includes payments processed up to 21/03/07

Date	Ref. No	Description	Qty	Price	Total Charge	Amount Paid	Balance Owning
01/07/06		Opening Balance					0.00
21/03/07	5119	Flightsheet charges			114.20		114.20
21/03/07	5121	Flightsheet charges			21.10		135.30
21/03/07	SBGK	Basic Gliding Knowledge	1	25.00	25.00		160.30
21/03/07	MLKFULL	Mbr Subs LKSC FULL	1	195.00	195.00		355.30
21/03/07	A1MO	Bed Rm123 Mbr SoleOccup	3	22.00	66.00		421.30
21/03/07	188/799	Payment Received				150.00	271.30
TOTALS FOR THE PERIOD TO DATE					421.30	150.00	271.30

Print Preview

Navigation icons: back, forward, search, zoom (100%), print, refresh

**PLEASE NOTE – ALL ACCOUNTS ARE PAYABLE BEFORE DEPARTURE** from the Club. Please don't make the Treasurer chase outstanding accounts – we are not keeping accounts for pilots so they can operate in arrears. Payment must be made as charges are incurred, and settled up before leaving the Club at the end of the weekend or by the end of each week.

The Club requests that payment is made in advance, sufficient to cover all intended flying and other charges. Many pilots now pay a lump sum in advance to cover the estimated costs of few months flying and accommodation. This way you pay for your flying in advance, and maintain a credit balance. There is no need to hang around waiting for flight charges to be calculated and you can depart the Club knowing that you won't be harangued by the Treasurer for outstanding accounts.

You will still need to enter your daily accommodation and other miscellaneous charges as they are incurred, and you can check the status of your account progressively on the Flight Centre computer, with the Statement of Account report.

Feedback. If you have any suggestions to improve this system, or encounter any problems please contact me, Dave Shorter (02)6656 1979 or email [dave@shorter.net](mailto:dave@shorter.net)

## APPENDIX E - Payment Envelope

Charges from your flying activity are automatically added to your account from the flightsheet – there is no need to enter flying charges.

The payment envelope is a “de-facto” invoice, on which you should enter details of all other charges incurred. The entry of these additional charges is an “honour” system, and we are reliant on you completing this information so your account can be properly maintained.

Payments made at the club can be included in the envelope.

When completed, lodge your envelope in the red cash box in the Manager’s Office.

Name .....	Date .....
Please pay in accordance with your Statement of Account. Non-flying charges can be entered into Fltops via “Bill Miscellaneous Charges”, or detail below, in which case we will enter them for you.	
<b><u>Payment Amount</u></b>	
Prepayment Deposit – Payment in advance	\$.....
Statement of Account (flying account)	\$.....
<b><u>Other Charges</u></b>	
Accommodation - ..... nights @ \$ .....	\$.....
Fuel - ..... litres @ \$ .....	\$.....
Internet & Phone .....	\$.....
Drinks .....	\$.....
Car Mileage - ..... km @ \$ .....	\$.....
Merchandise .....	\$.....
Membership .....	\$.....
Other .....	\$.....
TOTAL	\$.....
Plus 3% Credit Card premium .....	\$.....
<b>TOTAL PAYMENT</b>	<b>\$.....</b>
<b><u>How Paid</u></b> – please tick ✓	
<input type="checkbox"/> Bank Transfer to Club (include copy of transfer confirmation) Macquarie Bank, Sydney BSB 182-512 Acct 960 195 352 <b>(incl. name or pilot ID code on bank transfer description !!)</b>	
<input type="checkbox"/> Cheque or <input type="checkbox"/> Cash	
<input type="checkbox"/> Credit Card (VISA or Mastercard only)	
Card Number	_____ - _____ - _____ - _____
Cardholder .....	Expiry __ / __
Signature .....	
Phone .....	Email .....
COMMENT	
.....	
.....	

# **APPENDIX F - Tax Deductible Donations To Support The Club**

## **The Australian Sports Foundation “LKSC Equipment Replacement Fund”**

### **Summary**

- Membership fees do not fully cover new capital equipment replacements
- Donations are being sought from members
- Donations can be tax deductible

### **Membership of the Club**

Membership gives us access to a wonderful range of facilities at our Club, second to no other club in Australia.

- Our glider fleet of six gliders caters for all – from trainee to experienced X-country pilot.
- Our accommodation ranges from clubhouse bunks to air-conditioned comfort.
- The clubhouse provides good cooking and catering facilities, and convivial company.
- Our airfield is wide, safe, with numerous options, with room for private hangarage
- We provide aerotow with a reliable tug
- We offer winch launching options and are trialing a new improved winch
- The surrounding countryside is diverse and picturesque, with landmarks for navigation, and safe outlanding paddocks.
- The adjoining caravan park provides options for families.

The standing costs of operating and maintaining these facilities are kept to a minimum by Club members working together in various voluntary capacities. However, many of these fixed costs are inescapable, particularly capital equipment replacement costs.

### **What Membership Fees Cover**

Ideally our membership charges should pay for the fixed overhead costs of the Club. But we are in a competitive market, and the membership fees need to be comparable with other clubs. Our membership fees only cover about half our overheads. The rest must be earned from extra margin charged for use of facilities and voluntary additional contributions from members.

### **Voluntary Contributions**

The Club is very mindful of the enormous amount of voluntary effort contributed by many members of the club, which make these facilities affordable for the rest of us. There are also those who have put in much in past years, and those who would like to but currently don't have the time.

We know some members are unable to contribute personal effort to the running of the club, but see it as only fair to contribute in some other way. Some have made separate donations in place of being able to attend working bees, to go on a duty roster, or take on a club office.

If you're unable to contribute in a voluntary working capacity we ask that you consider a donation on top of your membership fee when it comes due for renewal. This is obviously a very personal decision, there is no obligation to make a donation and the Club will accept your personal assessment of your contribution.

If you decide you can, it will be most appreciated, and there is a way for you to get some tax benefit.

## LKSC Equipment Replacement Fund

To assist in raising funds for the purchase of capital equipment, the club has registered the 'LKSC Equipment Replacement Fund' with the Australian Sports Foundation Ltd (ASF). This enables donations to be tax deductible.

The ASF was established in 1986 by the Australian Government to assist organisations raise funds through public and corporate donations for sport-related projects. To be tax deductible, donations must be made unconditionally to the ASF, however donors may nominate a registered project as the preferred beneficiary of their gift.

Donations can be made by cash, cheque (made payable to the ASF) or credit card and an official receipt will be issued to substantiate taxation claims. To make a tax deductible donation, please complete the ASF donation form attached and return with payment to the Club.

While the Club intends this to be an ongoing donation facility, and donations can be made at any time throughout the year, in order to claim a tax deduction donations must be processed by 30 June of the tax year for which the tax deductibility is being claimed.

It is important to note that tax deductible donations cannot be made in lieu of payment of membership fees, flying charges or any other payment for which the donor gets a direct personal benefit. Any of these charges continue to be paid to the Club in the usual way.

The Club will not use contributions for this project to finance day-to-day operational expenditure. Under the guidelines of the ASF, all funds raised for the "LKSC Equipment Replacement Fund" must be used by the Club to purchase capital items of sport-related equipment. Items required by the Club in the near future include replacement quad bikes, aircraft, airfield maintenance equipment and replacement aircraft engines.

It is hoped that those members in a position to make a donation will be encouraged by the taxation benefits that are now available, and all contributions will be appreciated.

Further information on the ASF can be found at [www.asf.org.au](http://www.asf.org.au)

An ASF donation form for the "LKSC Equipment Replacement Fund" is available on the club website [http://www.keepitsoaring.com/LKSC/Downloads/Members/Donations\\_ASF.pdf](http://www.keepitsoaring.com/LKSC/Downloads/Members/Donations_ASF.pdf) or can be obtained from the Treasurer.

For further information about making a donation, please contact the Club Treasurer [treasurer@keepitsoaring.com](mailto:treasurer@keepitsoaring.com)