

Calgary Balloon Club

Operating Rules

Introduction

The objective of the Calgary Balloon Club is, where practicably possible, to encourage participation in and awareness of ballooning in Calgary.

As part of meeting this objective, the club maintains a hot air balloon. The use of the balloon is intended for recreational purposes, to provide all club members access and opportunity to handle balloon equipment and to provide club pilot members the opportunity to build experience in flying.

In order to put some structure to the operations, the following Operating Rules have been established. Decisions to fly the Club balloon should favour safety and prudence. The operating rules are intended to provide direction on the handling of the balloon, events and accounting.

CALGARY BALLOON CLUB OPERATING RULES

1. The Calgary Balloon Club, hereafter referred to as the "Club". Equipment includes all items required to transport or fly the balloon. This includes the basket, envelope, instruments, fan, trailer, and all support equipment relating to the Club hot air balloon(s).
2. The pilot/student pilot must be a contributing, active member in good standing with the Club and will require approval from the Chief Pilot or designate before flying Club equipment.
3. In order to use the equipment, a pilot or student pilot must pay, up front, a non-refundable, onetime fee of one hundred dollars (\$100.00).
4. The one hundred dollar (\$100.00) fee will be waived for a Club member instructor only for the purpose of instructing a Club member/student and only after approval by the Executive and/or Chief Pilot. The instructor must be a Club member in good standing and have an Instructors Rating. The student must be a member of the Club and have paid the one hundred dollar (\$100.00) fee.
5. Booking for daily regular use of the equipment must be obtained from the Flight Coordinator. For any other use of the equipment, approval must be granted by the Executive. Normally, only one flight per category per pilot is to be booked at a time.
6. Following a flight, the equipment is to be returned to its assigned location or the Flight Coordinator advised if returned to a different location.
7. All equipment is to be returned in good operating condition. It is the responsibility of the Pilot to report any deficiencies in the equipment to the Executive and the Flight Coordinator and to initiate and follow up on any repairs as soon as possible (3 days).
8. Operating expenses and the cost of repairs to Club equipment, (other than normal wear), is the responsibility of the Pilot. The Pilot is responsible for checking and/or maintaining all regulatory requirements (insurance, personal license, operating limits, permits, etc.).
9. Flying Rates are contained in Schedule A of current Operating Rules.
10. Tether Rates are contained in Schedule B of current Operating Rules.
11. Training Rates are contained in Schedule C of current Operating Rules.
12. Any income generated will be forwarded to the Club.
13. A "Flight Account Statement", complete with the flight number, all income and all receipts for claimed expenses shall be submitted to the Treasurer within 30 days. For accounting purposes, first, the hourly fee will be deducted from the income. Second, all or a portion of reasonable expenses, shall be claimed and after review, paid separately from the remaining income.
14. Prizes (cash or cash value) will be split with the pilot on a 25/75 percent basis in favor of the Club.
15. Prior to flying over a City &/or carrying Commercial Passengers, a Club Pilot must have 50 Hrs PIC and be approved by the Chief Pilot or Executive.
16. Any interpretations of, or exceptions to the above operating rules, shall be made by the Club Executive.

Schedule A - FLIGHT RATES

The intent of the Flight Rates is to provide a minimum income of \$80.00 per hour for the Balloon Club and to encourage pilots and crews to book and fly the balloons at a fair a reasonable hourly rate so that all can benefit from usage of the balloon and associated equipment.

Occupants	Hourly Rate (HR) (in 0.1 hour increments)
Pilot - (Solo)	\$160.00/hr
Pilot + 1 Club Passenger ¹	Pilot \$60/hr, Club Passenger \$100/hr
Pilot + 2 Club Passengers ¹	Pilot no HR, Club Passengers \$100/hr each
Pilot + 1 Club Passenger & 1 Club Friend ¹	Pilot no HR, Club Passenger \$100/hr, Club Friend ² \$160/hr
Pilot + 1 Club Friend ¹	Pilot no HR, Club Friend \$160/hr
Pilot + 2 Club Friends ¹	Pilot no HR, Club Friends \$160/hr each
Pilot + 1 Club Passenger + 1 Commercial Passenger (incl. \$100 exp.*)	Pilot no HR, Club Passenger no HR, Commercial Passenger ³ \$250/flight
Pilot + 1 only Commercial Passenger (incl. \$100 exp.*)	Pilot no HR, Commercial Passenger \$250/flight.
Pilot + 2 Commercial Passengers (booked together) (incl. \$100 exp.*)	Pilot no HR, Commercial Passengers \$400/flight total
Pilot + 2 Commercial Passengers (booked separately) (incl. \$100 exp.*)	Pilot no HR, Commercial Passenger \$250/flight each

Club Passenger = Paid in full Club Member and their immediate family (wife/husband, son, daughter, their spouses and children)

Club Friend = Personal friend of a Club Member (neighbour, cousin, aunt, uncle, friend)

Commercial Passenger = Any person not directly associated with Balloon Club

¹ - Passengers and Pilot should share estimated expenses. (see below)

* Pilot can claim expenses with receipts for after flight beverage, chase vehicle fuel and balloon propane to a maximum of \$100.00

ESTIMATED EXPENSES

Champagne & OJ	\$18.00
Chase Vehicle Gas	Receipts or \$30 without receipts
Balloon Propane	Receipts or \$50 without receipts

Schedule B – TETHERS

For a tether, the Calgary Balloon Club will supply the following:

- Hot air balloon - properly certified, complete with 4 full propane tanks sufficient to complete tether. (minimum 45 minutes)
- Tether ropes sufficient for performing the task
- Inflator fan
- Insurance as per Transport Canada requirements for commercial purposes
- Certified hot air balloon pilot
- Crew person(s)
- Vehicle (1)

The deposit would be submitted with the schedule for a specific place, date and time.

If after receiving the deposit, checking the weather and confirming with the client that they wish to proceed as scheduled, the pilot, crew, vehicle, balloon and equipment would be presented at the site approximately one hour prior to the scheduled or requested commencement time, remaining on site for at least one hour and a maximum of 2.5 hours if necessary to wait out negative weather. This is to be considered "Show-up".

If a tether can proceed, depending on the prevailing weather, we will endeavor to keep the balloon up for at least 45 minutes up to a maximum of the full complement of fuel on board the basket at the time of commencement. This would be considered a full tether and would be subject to the "Tether Rate" as quoted.

The client may be asked to supply up to 3 vehicles for further tie-off points should the site be totally clear of any natural tie-off points.

The decision to do the tether and the operation thereafter is at the sole discretion of the pilot.

Tether Rates:

1. Commercial –
 - A Company or Organization that wants to use the Club Balloon for its personal gain or profit
 - Deposit and Show-up = \$350.00
 - Total Fee = \$700.00
2. School / Church / Community Groups / Charity Requests (Determined by Executive)
 - Deposit and Show-up = \$200.00
 - Total Fee = \$400.00
3. Special Cases ... (To Be Determined by Club Executive)
 - Deposit and Show-up = \$200.00
 - Total Fee = \$200.00 + propane
4. Personal Requests - Club Member usage Only

- If Club Member has a good cause and makes a formal request to the Club Executive, complete with proposed details for Club and Other Group, then the Club Executive will consider the matter and provide its requirements.
- Fees - (To Be Determined by Club Executive)

Schedule C – Student Pilot Training Fees, Pilot Checkout Fees

Balloon use hourly rate	\$160.00
Instructor fee – hourly rate	\$100.00
Crew fee (estimated – actual cost would apply)	\$30.00
Chase vehicle fee (estimated – actual cost would apply)	\$30.00
Propane(estimated – actual cost would apply)	\$50.00
Hourly estimated Total	\$370.00
Estimated cost for minimum 16 hours	\$5920.00
Deposit required prior to training	\$500.00
Ground school 10 hours at \$25 per hour	\$250.00
Estimated Total to obtain license	\$6670.00

Training flights are normally 1 to 1 ½ hour. Flights should be no longer in order to get maximum benefit from the training.

Hourly Rate is in 0.1 hour increments.

The above costs are estimates and may vary. For example, a student:

- (a) provides his/her own approved chase vehicle
- (b) provides his/her own approved chase crew
- (c) pays for the propane
- (d) instructor agrees to negotiate his/her fee

Ten (10) hours of ground school instruction at \$25 per hour are included in the estimate.

A \$500.00 deposit (to be refunded after receipt of Pilot's license) and full membership in the Club are required prior to beginning training.

Total estimated cost for training to obtain a Balloon Pilot License based on the minimum number of hours is **\$6670.00**

Additional costs may be incurred as a result of Transport Canada, medical fees and any other fees.

Expectations for activities of the Club balloon

Intent is to provide information relating to situations or activities of the Club balloon.
The Operating Rules form the basis for administering the use of the balloon.

Activity	Pilot	Club
Regular use of the balloon	Regular (recreational) use of the balloon	Review any use other than regular use
Other use (commercial, events, competition, records) of the balloon	Inform and get approval from executive before an activity	Review use (commercial, events, competition, records) and respond to requests
Communal events – eg Drumheller	Interested pilots share the balloon	Provide balloon and coordination for booking
Accident – hull not in motion (HNIM) (Club has HNIM)	Will promptly notify and work with the executive on follow-up activities and paperwork. Pays deductible	Will coordinate insurance reporting with assistance of pilot.
Accident – in flight	Will promptly notify and work with the executive on follow-up activities, reports and other paperwork. Contact Transport Canada. Pays deductible.	Will coordinate insurance reporting with assistance of pilot.
Accident – liability (PLPD)	Work with executive	Will coordinate insurance
Accident – while traveling	Responsible	Work with insurance
Travel out of town	Responsible for all expenses, insurance for travel.	Provides balloon
Damage during storage – In Calgary	Pilot or person to work with the executive on follow-up activities and paperwork.	Will work to replace equipment. Pays deductible.
Repairs to equipment while out of town	Pilot coordinates, pays and ensures all work and paperwork completed	Club pays for wear and tear repairs only.
Repairs to balloon normal wear and tear	Participates in maintenance.	Club pays.
Repairs to balloon as a result of operation	Pilot coordinates, pays and ensures all work and paperwork completed.	Oversees and to ensure operability of balloon
Booking – regular use	Makes request to flight coordinator. One at a time.	Flight coordinator keeps track. Arranges coordinators
Booking – other use	Request a booking. One at a time	Approve and hold booking
Communication	Keep executive and flight coordinator informed of activities and status of the balloon	Maintain a framework for the operation of the balloon. Review and respond to requests.

- The above is a summary and believed to be correct. Documents may provide other information.
- Any interpretation of, or exceptions to the above, shall be made by the Club Executive.
- Club is the sitting executive and chief pilot.

FLIGHT ACCOUNT STATEMENT



CALGARY BALLOON CLUB

c/o 5639 Maidstone Cres. NE

Calgary, Alberta T2A 4C3

Pilot: _____ Flight #: _____

Date: _____

Balloon: (circle one) C-FTTB "Ice Cube" or C-GATG "Blue Ice"

Description: _____

INCOME: - Itemize total income from flight.

Rates: solo \$160, club \$100, friend \$160, training \$160, commercial (1) @ \$250, (2) @\$400

Passenger Names

	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL INCOME (Refer to Operating Rules for specifics)	\$

EXPENSES: - Include all receipts (commercial flights only)

	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$

The expenses are to be claimed, not deducted from income.

This completed statement is to be submitted to the treasurer within 30 days.