

CALGARY BALLOON CLUB BALLOON OPERATING RULES

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 and around the Calgary area.
- ☑ As part of meeting this objective, the club maintains a hot air balloon. The use of the balloon is intended for light recreational purposes that provide club pilot members the opportunity to build experience in flying, training, and to provide all club members access and opportunity to handle balloon equipment.
- ☑ To put structure [into](#) the operations, the following Operating Rules have been established. Decisions to fly the Club balloon should favor safety and prudence. The operating rules are intended to provide directions on the handling of the balloon, events, and accounting.

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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/flight instructor 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. A deposit of \$250.00 payable to the Calgary Balloon Club by the approved student pilot shall be due before commencement of the training program and will be credited to the student’s final invoice upon completion of the CBC training program.
4. Booking for daily regular use of the equipment must be scheduled with the Flight Coordinator. The regular use is considered as flight training and recreational use (80% of load chart). 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.
5. Club passengers must request flights for members and family/friends through the flight co-coordinator even if they have confirmed the club pilot for their booking. Club members will be given priority on scheduled flights.
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/ Student 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/B of current Operating Rules.
10. Tether Rates are contained in Schedule A/B of current Operating Rules.
11. Training Rates are contained in Schedule C of current Operating Rules.

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12. Rental fees must be submitted to the treasurer by the 25th day of each month.
13. All income generated will be forwarded to the Club.
14. A "Flight Account Statement," complete with the flight number, all income shall be submitted to the Treasurer within 30 days. For accounting purposes, first, the hourly fee will be deducted from the income. All expenses will be the responsibility of the Pilot.
15. Prizes (cash or cash value) will be split with the pilot on a 25/75 percent basis in favor of the Club.
16. Prior to flying over a city &/or carrying Commercial Passengers, a Club Pilot must have 50 PIC minimum un-tethered hours (experience, insurance considerations), and be approved by the Chief Pilot or Designate.
17. Club Pilots must be type approved by the Chief Flight Instructor prior to using club equipment flight.
18. With the Event bookings draft system, requests must be submitted by interested club pilots by January 15th each year for the upcoming year.
19. Pilots can submit rental booking requests (non-Event bookings) for up to 5 flights per year ahead of time by January 15th each year.
20. Student Pilot training will be available by priority on Sundays; bookings will be first come first serve.
21. Any flight can be booked within a 2-week period if the balloon is not previously booked.
22. The Club will work with landowners to maintain reasonable landowner relations.
23. Any interpretations of, or exceptions to the above operating rules, shall be made by the Club Executive.

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Schedule AB - FLIGHT / TETHER RATES

See attached Schedule AB chart.

FLIGHTS:

- The intent of the Flight Rates is to provide a minimum income of \$200.00 / per hour for the Balloon Club, and to encourage pilots and crews to book and fly the balloons at a fair, and reasonable hourly rate so that all can benefit from usage of the balloon and associated equipment.
- When does pilot fly free? See the attached chart.
- How much does Club see? 100% given to club and fees will be distributed by treasurer.
- When carrying of fare paying passengers, the name of each passenger must be given to the Flight Coordinator prior to the flight.
- Fare-paying passengers must pay a 50% deposit when requesting the flight.
- Club Passenger: Paid in full Club Member and their immediate family (partner, and children, parents, siblings)
- Club Friend: Personal friend of a Club Member (neighbour, cousin, aunt, uncle, friend, co-worker)
- Commercial Passenger, fare paying: Any person not directly associated with Balloon Club or a Balloon Club member.

Special Cases ... (To Be Determined and authorized by Club Executive)

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TETHERS:

For a tether, the Calgary Balloon Club will make available the following:

- Minimum of one (1) certified hot air balloon pilot complete with a certified, insured hot air balloon, all equipment and crew persons.
- All Club pilots will be offered the opportunity to conduct the pre-approved tether.
- The Club will confirm the tether with the club pilot before completion of the contract.
- If a Club pilot is not available, there will not be a commitment for the tether.
- Any interpretation of, or exceptions to the above, shall be made by the Club Executive.

A contract with the following information will be provided to the client.

- A deposit equal to the show-up fee must be received with the schedule for a specific place, date, and time.
- If after receiving the deposit, the club pilot has determined that the tether will be conducted, the pilot, crew, vehicle, balloon, and equipment would be presented at the site prior to the scheduled or requested commencement time, remaining on site for at least one hour to wait out negative weather. This is to be considered "Show-up."
- If a tether can proceed, depending on the prevailing weather, the pilot will endeavor to keep the balloon up for at least 45 minutes to a maximum of 90 minutes. 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 club will be allowed to post promotional club banners and hand out club promotional material.
- The decision to do the tether and the operation thereafter is at the sole discretion of the pilot.

Special Cases ... (To Be Determined and authorized by Club Executive)

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Schedule AB Flight – Tether Rates

<u>Final</u>	Flight Option One: Pax fee:	Flight Option Two: Pax fee:	Flight Option Three: Fees:	Tether Option one	Tether Option two	Pilot Fee	Total Fees:	Club Pays Pilot- No expenses Paid	Club Rental Expense	Club income:
Club Pilot Check flight						\$100	\$100		(\$100.00)	\$0
Solo or Training						\$200	\$200		(\$100.00)	\$100
1 Club member						\$200	\$200		(\$100.00)	\$100
2 Club members						\$200	\$200		(\$100.00)	\$100
1 crew Non-Member	\$50					\$200	\$250		(\$100.00)	\$150
2 crew Non-Members	\$100					\$200	\$300		(\$100.00)	\$200
1 Friend		\$100				\$200	\$300		(\$100.00)	\$200
2 Friends		\$200				\$200	\$400		(\$100.00)	\$300
1 Comm Pax			\$795			\$0	\$795	(\$400)	(\$100.00)	\$295
2 Comm Pax			\$1,195			\$0	\$1,195	(\$450)	(\$100.00)	\$645
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Schedule A/B Flight / Tether Rates										
Final	Flight Option one: Pax fee:	Flight Option Two: Pax fee:	Flight Option Three: Fees:	Tether Option one	Tether Option two	Pilot Fee	Total Fees:	Club Pays Pilot- No expenses Paid	Club Rental Expense	Club income:
Club Comm tether				\$1,000		\$0	\$1,000	(\$350)	(\$100.00)	\$550
Club Comm tether show up fee				\$300		\$0	\$300	(\$200)	(\$100.00)	\$0
Club Non-Profit tether					\$600	\$0	\$600	(\$300)	(\$100.00)	\$200
Club NP tether show up fee					\$300		\$300	(\$200)	(\$100.00)	\$0
Special Event Cases						\$200.00	\$200		(\$100.00)	\$100
Special Tether cases	To be decided / approved by Executive prior to booking.					\$0.00			(\$100.00)	(\$100)

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Schedule C – Student Pilot Training Fees

These fees are presented for estimation purposes only. The information is variable based on the total number of hours until the student has achieved a license.

For the purposes of approximation, the table is based on 16 hours.

The value for “instructor fee”, “Ground school fee” and “PIBAL/PSTAR prep fee” is for illustration, for a placeholder. The fee will be determined in a student pilot’s discussion with the flight instructor.

	Rate per hour	Est. 16 HR total
Balloon use hourly rate (payable to Calgary Balloon Club)	\$200.00	\$3200.00
Instructor fee – hourly rate Maximum (payable to Instructor)	\$275.00	\$4400.00
Ground school 10 hours at maximum \$25 per hour (payable to Instructor)	\$25.00	\$250.00
PIBAL and PSTAR prep 5 hours at a maximum of \$25.00 per hour (payable to Instructor)	\$25.00	\$125.00
Total Estimation		\$7975.00
Plus \$250.00 Deposit required prior to training. This is a one-time fee returned upon completion of training (payable to Calgary Balloon Club)		

These amounts are projections and will depend on the progress of the student.

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.

NOTE:

1. Student must be a Club member in good standing.
2. Student must complete the Club Student Pilot Contract.
3. A deposit of \$250.00 payable to the Calgary Balloon Club by the approved student pilot shall be due before commencement of the training program and will be credited to the student’s final invoice upon completion of the CBC training program.
4. The student will negotiate and confirm the instructor fee with each instructor.
5. These fees do not take into consideration other costs such as chase vehicle expenses, gas, fuel or any other fees associated with the training.

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Schedule D - Expectations for activities of the Club balloon

Intent is to provide examples relating to situations or activities of the Club balloon and operating system.

The Operating Rules form the basis for administering the use of the balloon. The balloon is for Club use rather than personal gain.

Activity	Club Pilot	Club
Regular use of the balloon system.	Regular (recreational) use of the balloon	Review any use other than regular use
Other use (commercial, events, competition, records) of the balloon system	Inform and get approval from executive before an activity	Review use (commercial, events, competition, records) and respond to requests
Communal events – e.g. Drumheller	Club Pilots submit requests by January 15 for the year.	Provide system to confirm bookings with Club pilots
Accident – hull not in motion (HNIM) (Club does not have HNIM)	Promptly notify and work with the executive on follow-up activities and paperwork.	Final decisions on shared responsibility will be determined.
Accident – in flight	Promptly notify and work with the executive on follow-up activities, reports and other paperwork. Contact Transport Canada. Pilot 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. Club 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 system normal wear and tear	Participates in maintenance.	Club pays.
Repairs to balloon system as a result of operation	Pilot coordinates, pays and ensures all work and paperwork completed.	Oversees and to ensure operability of balloon

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Booking – regular use	Makes request to flight coordinator. Can prebook 5 flights by January 15 for the year. Or as balloon is available during the year	Flight coordinator keeps track. Arranges coordinators
Booking – other use	Request an event booking by submitting requests by January 15 for the upcoming year. If event is available during the year, club pilot may book the balloon	Approval by Executive and booking held by Flight Co-ordinator.
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 Executive is the sitting executive and chief pilot.

Schedule E - PROMOTIONAL MATERIAL ON BEHALF OF THE CALGARY BALLOON CLUB

Defined as “promotional material provided by the club and approved by the club executive in advance.”

- The Club will pay for approved promotional material including brochures, business cards and other approved promotional items to be handed out for all events whether the Club is receiving remuneration or not.
- Just to confirm, this is payment for the materials themselves and other club member expenses would not be paid by the Club.
- Any interpretation of, or exceptions to the above, shall be made by the Club Executive.

UTILIZATION OF THE BALLOON

The Club executive will monitor the utilization of the balloon. Steps will be taken to encourage use of the balloon for the intended purpose.