

ALBERTA SOARING COUNCIL

2015

ANNUAL PLANS

All components of the Alberta Soaring Council's yearly activities are expressed in the annual plans listed in this appendix.

The financial burden of many of these plans are substantially assisted through the association funding provided by the Alberta Sport Connection.



ANNUAL PLANS INDEX

GOAL 1 MAINTAIN AND IMPROVE PROVINCIAL SAFETY PROGRAMS

- 1.01 Maintain a Safety Chairman position.
- 1.02 Hold an annual safety seminar.
- 1.03 Publish event safety guidelines.
- 1.04 Maintain registration book for ASC events.

GOAL 2 REPRESENT SOARING TO EXTERNAL BODIES

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- 2.03 Maintain procedures with Edmonton ACC for the use of block airspace.

GOAL 3 PLAN AND ADMINISTER ASC ACTIVITIES AND MAINTAIN ESSENTIAL MEMBER SERVICES

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- 3.04 Maintain an active link with SAC through Zone Director and national functions.
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- 3.07 Maintain ASC database.
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GOAL 4 PROVIDE LEADERSHIP AND PROGRAM ACTIVITIES OF PROVINCIAL SCOPE

- 4.01 Hold the Cowley Summer Camp.
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- 4.03 Manage and operate the ASC towplane.
- 4.04 Maintain the ASC official observers program.
- 4.05 Encourage and assist the development of competition officials.
- 4.06 Support training and upgrading of instructors.
- 4.07 Maintain the Cowley airfield.
- 4.08 Maintain and upgrade ASC equipment.
- 4.09 List and monitor long range plans for the ASC.
- 4.10 Manage and operate the ASC winch.

GOAL 5 PROMOTE AND SUPPORT CLUB PROGRAMS

- 5.01 Promote and support club development and training.
- 5.02 Support interclub assistance programs.

- 5.03 Provide training/soaring support for youth groups and junior club members.
- 5.04 Support club towpilot training.
- 5.05 Support club winch operator training.

GOAL 6 PUBLICIZE SOARING PROVINCIALY AND LOCALLY

- 6.01 Maintain an audio/video/book library.
- 6.02 Provide PR programs and PR materials.
- 6.03 Publish ASCent.
- 6.04 Maintain ASC website.

GOAL 7 PROMOTE AND PROVIDE OPPORTUNITIES FOR THE
ACHIEVEMENT OF EXCELLENCE

- 7.01 Maintain programs to recognize pilot achievement.
- 7.02 Hold the Provincial and Western Canada soaring championships.
- 7.03 Support cross-country flight training, seminars, and talent identification.

Maintain a Safety Chairman position

NEED:

- 1.0 Soaring, as an aviation activity, clearly presents additional risks which must be controlled and minimized as much as possible.
- 1.1 Different clubs and groups have different operating practises, and specific locales such as Cowley have unique flying conditions.
- 1.2 Safe flying operations require common and coordinated flight procedures which a Safety Chairman can oversee.

SPECIFICS:

- 2.0 The Safety Chairman will be appointed by the ASC executive to promote safety in provincial soaring activities, not only at specific events but on an ongoing basis (organizing safety seminars, etc.) where possible.
- 2.1 SAFETY CHAIRMAN terms of reference:
 - If the Safety Chairman (SC) cannot attend a specific ASC event (usually Cowley), he will ensure that an appropriate deputy will be present.
 - The SC shall monitor flying conditions and operations at ASC events to maintain a safe flying operation, and should coordinate with safety representatives of participating clubs to achieve this.
 - The SC has the authority to deny flying privileges to groups or individuals at ASC events who violate event safety rules or jeopardize the safety of the event. Such a decision should preferably be made after consultation with CFI's or senior pilots from the participating clubs, and may be appealed (after the event) to the Executive.
 - The SC can require any visiting pilot to an ASC event to have a site familiarization check flight or briefing before going solo at the event locale. Low experience pilots can be determined from the data supplied on the event registration forms (see AP-1.03). The SC shall coordinate with club CFIs or senior pilots present to ensure that necessary check flights are done.
 - The SC shall coordinate with Chief Towpilot to ensure all towpilots are qualified to tow at an ASC event. Extra care shall be taken for wave tow qualification.
 - The SC is to prepare an annual report to ASC prior to the ASC AGM, commenting on the events of the past season and making recommendations for the future. At times, a report to the Executive on a specific event may also be appropriate and useful.
 - Suggest changes to the contents of ASC safety-related publications (see AP-1.03).
- 2.2 Safety issues are to be highly publicized and emphasized at all events.
- 2.3 Safety Chairman for current year: TBD

FOR:

participants

WHEN:
all year

ESTIMATED REVENUE:
nil

BY:

Safety Chairman
ASC Executive

WHERE:
all ASC events

ESTIMATED EXPENSES:
travel

\$200 #6160

Hold an annual safety seminar

NEED:

- 1.0 Organized safety seminars are a valuable tool to promote safe flying activities, and to help unify the safety "culture" and practises of all clubs.
- 1.1 Provincial safety seminars are a good venue to promulgate new safety practises and methods, and to be able to have safety experts give talks.
- 1.2 Seminars provide a venue for feedback from clubs and individuals on safety concerns.

SPECIFICS:

- 2.0 A safety seminar is to be held at a convenient central location prior to the start of the flying season. This is a good opportunity for people to get together socially, thrash out safety matters, and learn something of value.
- 2.1 Seminar doesn't have to be restricted to safety issues – talks on flying techniques, weather, soaring videos, etc adds interest.
- 2.2 The club hosting the seminar to advertise dates, timetable, subject matter, etc. as early as possible.
- 2.3 Safety is to continue being highly publicized and emphasized at all events.

FOR:

participants

WHEN:

April 6, 2015

ESTIMATED REVENUE:

nil

BY:

Safety Chairman

WHERE:

Red Deer Flying Club, Springbrook

ESTIMATED EXPENSES:

facilities rent, coffee, donuts. etc \$200 #6160

Publish event safety guidelines

NEED:

- 1.0 A consistent set of operating guidelines and safety standards is needed for ASC events.
 1.1 Copies are to be updated regularly and made available at ASC events.

SPECIFICS:

- 2.0 To be revised and reprinted as required – Safety Chairman to Executive Director.
- 2.1 Provide basic information for event organizers and pilots at the events (the Cowley Guide):
- map of Livingstone Block airspace,
 - radio frequencies at ASC event sites,
 - general rules and procedures for ASC events,
 - oxygen cart use, safe oxygen tank filling procedures,
 - hypoxia information, oxygen system/mask use, PRICE checklist and information regarding safe use of Mountain High Oxygen systems,
 - accident / incident reporting procedures (have SAC forms available – and use them),
 - services, person qualified to render first aid, availability of emergency equipment,
 - a list of authorities to be contacted (police, Transport Canada, etc.).
- This manual is on the Executive Director's computer and is regularly updated.
- 2.2 Provide an info booklet (ASC Towplane Guide) for towpilots at ASC events (coordinate with CTP):
- general safety rules and procedures,
 - fuel handling and fuel use control,
 - emergency / accident / incident procedures.
- This manual is on the Executive Director's computer and is regularly updated with input from the CTP.

FOR:

all pilots
Executive Director

BY:

ASC Safety Chairman

WHEN:

n/a

WHERE:

see AP-1.01

ESTIMATED REVENUE:

nil

ESTIMATED EXPENSES:

copying (to general admin) \$0

Maintain registration book for ASC events

NEED:

- 1.0 In order to ensure that ASC event organizers know that pilots are competent to participate, they are required to register at an ASC event.
- 1.1 The registration of guests, crews and pilots provides necessary contact information in case of an emergency. For safety and the potential legal protection of event organizers and the ASC, pilots need to certify their currency, licence status, insurance status, and experience – and confirm their responsibility for flight safety as pilot-in-command.

SPECIFICS:

- 2.0 Maintain book with loose leaf registration forms to be filled out at major ASC events:
 - Cowley summer camp
 - Cowley fall camp
 - Provincial contest, and other provincial events
- 2.1 At the Cowley camps in particular, event officials should examine the registration forms to identify pilots with low aerotow experience and those with first aid skills. These pilots should be made known to the Safety Chairman and the Chief Towpilot.
- 2.1 Request all guests and crew members to register so a tally of participants can be maintained.
- 2.2 After each event, transfer names, addresses, etc. to a list for historical purposes. Archivist
- 2.3 It remains the responsibility of the pilot to act in a safe, legal, and sensible manner. The registration procedure does not absolve a pilot of this responsibility, or confer any responsibility to the event organizers. Any pilot who has not registered may be denied access to tows at ASC events.

FOR:

all participants

WHEN:

all events

ESTIMATED REVENUE:

nil

BY:

event coordinator
event organizer

WHERE:

all event sites

ESTIMATED EXPENSES:

nil

Maintain contacts with provincial organizations

NEED:

- 1.0 ASC makes extensive use of the Sport, Recreation, Parks & Wildlife Foundation funding program and services. Government bodies provide forums in which we can have some lobbying power in sport politics, and we benefit substantially from Foundation funding (\$33,606 in 2014).
- 1.1 To maintain the visibility of soaring with provincial aviation associations, ASC should maintain contacts with Air Cadets, sport aviation groups, etc.

SPECIFICS:

- 2.0 There are STRICT deadlines on program applications which must be observed, and the Executive Director is to act expeditiously on all requirements of these bodies in the interest of ASC.
- 2.1 The Foundation holds public meetings from time to time to discuss changes to granting and sport structure, etc. The exec and Executive Director shall stay aware of changes in Foundation policy to ensure that the ASC can take best advantage of Foundation services.
- 2.2 Clubs can contact municipal bodies re grant programs to local sport organizations through tourism development grants. Clubs can also get assistance for club capital equipment projects and improvements through Alberta Lottery and Foundation grant programs.
- 2.3 ASC to endeavour to have soaring pilots attend meetings, AGMs, etc of external organizations to exchange information of common interest. Examples: airspace concerns, airshows, etc.
- 2.4
 - ASCent editor arrange exchange of newsletters.
 - Executive Director add organizations to ASC mailing list.
- 2.5 Clubs to arrange exchange experiences with other sports.

FOR:
ASC

BY:
ASC President
Executive Director

WHEN:

WHERE:
2.2 all clubs

ESTIMATED REVENUE:
nil

ESTIMATED EXPENSES:
Travel \$100 #6180

Maintain contact with federal government bodies

NEED:

- 1.0 NOTAMs for specific events, air traffic control, etc.
- 1.1 Pilot licences, Civil Aviation Branch.
- 1.2 Airworthiness Division.
- 1.3 Canadian Transportation Aviation Investigation Safety Board.
- 1.4 Close contact with Nav Canada authorities to protect our airspace interests.
- 1.5 Air-to-air and air-to-ground radio use is regulated by federal legislation with respect to both pilot and equipment licensing.

SPECIFICS:

- 2.0 Block airspace control: see AP-2.03
- 2.1 Nav Canada contact regarding C Class airspace changes.
- 2.2 Pilot licences: Transport Canada Approved Persons (usually CFIs)
- 2.3 CTAIB and Accidents: 780 495-3999 Available 24/7
- 2.4 Note: On matters of policy outside direct provincial scope, the ASC defers to the Soaring Association of Canada as the body through which discussions with Transport Canada and Nav Canada are conducted.
- 2.5 Communications Canada has delegated licence issuance authority to key ASC members. Encourage CFIs to obtain DoC ratings. Give notice at the various seminars held by ASC.
- 2.6 DoC contact for radio licencing, etc:

(403) 292-4422 Calgary
1 (800) 267-9401 All other locations
- 2.7 Many pilots and clubs are unsure of the legal requirements regarding radio station licensing and use. Reminders should be given in an ASCent article occasionally.

FOR:

all members

WHEN:

throughout the year

ESTIMATED REVENUE:

nil

BY:

1. ASC executive
2. Club CFIs
3. Other key individuals

WHERE:

various

ESTIMATED EXPENSES:

nil

Maintain procedures with Edmonton Area Control Centre for use of block airspace

NEED:

- 1.0 ASC negotiated with Transport Canada for the high level airspace in the "Livingstone Block" above Cowley, CYA201(S). Procedures are continually evolving and contacts must be maintained between the ASC and Area Control Centre (ACC) staff to ensure smooth and safe operation of the block. Annual visits to ACC improve communication and ensure developing issues and problems are dealt with.
- 1.1 ASC is also responsible for the CYA215(S) block established for wave flight in the Grande Prairie area.

SPECIFICS:

- 2.0 The Livingstone Block below FL280 is opened by NOTAM by contacting Edmonton Flight Information Centre by telephone at least 12 hours prior to activation time, specifying daily opening and closing times and the block ceiling if it is to be above the nominal 28,000 feet. The block height may be extended for a designated time on a daily basis with 2 hours notice (also by telephone). Flight following is the responsibility of ASC – see Cowley Camp Guidelines.
- 2.1 ASC to cancel the height extension by phone if not used, and to close the block on a day to day basis if it is not being used on that day. See AP-4.01/02
- 2.2 The CYA215(S) block is opened by the named GPSS member.
- 2.3 Only approved persons (list below) can request a block opening. The Centre is to be advised of the named persons each year.

ASC Appointees:	Calgary CFI	tba	
	Grande Prairie CFI	tba	
	Executive Director	Phil Stade	(403) 813-6658
- 2.4 Edmonton Flight Information Centre 1(866) 541-4102
- 2.5 Inform ACC Operations Manager of all changes to above named persons:

Mr. Butch March	(780) 890-8323
Area Control Centre	
Box 9867, Edmonton International Airport, T5J 2T2	
- 2.6 ACC contact:

Shift Manager:	(780) 890-8397
Unit Operations Officer:	(780) 890-8303

FOR:

Pilots using Cowley & Grande Prairie airspace

WHEN:

Minimum 12 hours prior to use of airspace

ESTIMATED REVENUE:

nil

BY:

Named persons

WHERE:

Cowley / Grande Prairie

ESTIMATED EXPENSES:

travel

\$100 #6220

Conduct annual planning workshops

NEED:

- 1.0 Hold meetings in the early new year and late fall to do the basic planning for the next year in particular, and following two years in general.
- 1.1 Draw club presidents and club executive members into the planning process.
- 1.2 The importance of all clubs being represented is a priority to ensure balanced and fair input.

SPECIFICS:

- 2.0 Workshop agenda should be sent to clubs prior to workshop by October 1 .
- 2.1 Workshop format – usually moderated by Executive Director
- 2.2 In the pre-AGM meeting:
 - final review of ASC action plans as revised from first meeting,
 - review of budget,
 - final discussion on details of coming season calendar of activities,
 - open discussion on planned AGM motions (this speeds up the voting process at the AGM).
- 2.3 In a late fall meeting:
 - set dates for following year activities as best as possible,
 - prepare a list of all past year activities for ASC documentation,
 - review progress on past year annual plans,
 - brainstorm ideas for future plans and give priorities,
 - assign annual plans to delegates/clubs for review and comment prior to final drafting.
- 2.4 Every meeting should include people new to the planning process (especially new club executives) to gain some understanding of how the ASC operates.

FOR:

Club presidents or delegates
key ASC resource people
a few newcomers

BY :

ASC executive
Executive director

WHEN:

April 11 (final meeting for 2015)
November 14 (1st meeting for 2016)

WHERE:

Old Officers Mess - Springbrook
TBD

ESTIMATED REVENUE:

nil

ESTIMATED EXPENSES:

18 delegates	travel (gas)	\$200
	room rent, donuts	200
	meals	<u>200</u>
	#6020	\$600

Hold the ASC annual general meeting

NEED:

- 1.0 Annual general meeting of society.
- 1.1 Formulation of policy, adoption of year's plans and budget, election of officers.

SPECIFICS:

2.0 Prior to event:

- prepare and publish agenda President/Exec Dir. (2.1 below)
- publish last year's AGM minutes in ASCent editor (see 6.03)
- advise clubs of travel assistance available (one carload/club minimum)
- prepare Foundation grant application: Executive Director (to President)
- prepare plans for new year Executive Director (to President)
- prepare and have audited past year's financial statement: Treasurer
- awards and certificate names: President/ED – names to Trophies chairman
- trophies Trophies chairman
- arrange for room Secretary
- exec/committee reports of previous year Executive Director – for compilation

2.1 Agenda items: (basic)

- minutes of previous meeting Secretary (early copy to ASCent editor - see above)
- financial report on past year Treasurer (copy to ED for budget prep)
- executive and committee reports Executive Director
- program for coming year Executive Director
- budget (for Treasurer okay) Executive Director
- annual awards announcement (see AP-7.01)

FOR:

1. ASC members
2. Member delegates

WHEN:

April 11, 2015

ESTIMATED REVENUE:

BY :

1. ASC Executive
2. Executive Director

WHERE:

Old Officers Mess, Springbrook

ESTIMATED EXPENSES:

delegate travel, rooms	\$1000
facilities rent, coffee, etc.	<u>300</u>
#6020	\$1300

Hold ASC executive/council meetings and administer ASC activities

NEED:

- 1.0 Executive meetings are required from time to time to guide the direction of the Council.
- 1.1 A full ASC council meeting (which include the club president and a second delegate from each club) should be called when any agenda item arises which is of special significance to clubs or requires specific and detailed club input.

SPECIFICS:

- 2.0 Pre-AGM meeting after the November workshop to review annual plans and budget for AGM.
- 2.1 January – executive to coordinate with Executive Director on 2015 Development Plan, Annual Plans draft, and budget for AGM ratification.
- 2.2 January 2015 – prepare draft annual plans, trial budget, and agenda for the pre-AGM planning workshop.
Executive Director
- 2.3 Old and new executive to coordinate with Executive Director on 2015 Profile Grant application in February – deadline TBA.
- 2.4 Council members (club presidents/delegates) to be included in meetings when available.
- 2.5 Ongoing administrative work required by the executive for the smooth operation of the Council is now being conducted by Executive Director through extensive use of e-mail (see AP-3.06).
- 2.6 Appoint ASC committee chairmen for new year as vacancies arise.
Coordinated by President
- 2.7 Encourage and advertise donations to ASC through the ASRPW Foundation. Donors to inform Executive Director of their donations, especially if donation is for a specific club or event.
- 2.8 Finance Board to monitor/adjust investments of Capital account as required.

FOR:
all members

BY:
ASC Executive

WHEN:

WHERE:

see above
1 per year minimum

see above

ESTIMATED REVENUE:

ESTIMATED EXPENSES:

ASC membership \$1500
#4410

travel , meals	1000 #6020
supplies/phone/postage/	<u>700 #6400</u>
	\$1700

Maintain an active link with SAC through Zone Director and national functions

NEED:

- 1.0 Membership in SAC provides direct benefits including free flight, access to group insurance, FAI badges, structured instructors programs, sanctioned competitions, and many others. Essential lobby power with critical federal powers (Transport Canada, Nav Canada, and Communications Canada) is provided by SAC. To improve SAC/ASC dialogue, the SAC Alberta Zone Director is an ex-officio member of the ASC executive.
- 1.1 To participate and assume a leadership role with any other provincial associations meeting, and to represent Alberta's interests and support national programs by playing an active role in various national committees.

SPECIFICS:

- 2.0 On Zone Director election years (a two year term):
 - elect Alberta Zone director by SAC rules (clubs via a mail vote to SAC prior to ASC AGM)
- 2.1 Ensure ASC presence at SAC AGM by sending president or his designate to AGM, and support club attendance when reasonable. Expenses of national (and international) meetings are normally underwritten by SAC; however, ASC may provide assistance when SAC cannot and when attendance is in the interest of ASC
- 2.2 Current national involvement:

• Zone Director	Al Hoar	• IGC committee	Tony Burton
• free flight editor	Tony Burton	• Trophies	Phil Stade
• Insurance	Keith Hay		
- 2.3 SAC membership fees and complete data/addresses for individual members are to be routed through Executive Director to help establish the ASC membership list.

FOR:
ASC in general

BY:
ASC Vice President, club Treasurers, Exec Director

WHEN:

WHERE:

throughout year
March 1, 2015

SAC Board meetings
SAC AGM, Ottawa, Ontario

ESTIMATED REVENUE:

ESTIMATED EXPENSES:

SAC membership fees \$10,000
#4910

2.1 SAC AGM	\$400	#6180
2.3 SAC fees	<u>\$10,000</u>	<u>#6920</u>
Total	\$10,400	

Maintain an Executive Director staff position

NEED:

- 1.0 The coordination, administration, and bookkeeping of all the ASC programs is a major task which historically exceeded reasonable volunteer management. The Executive Director unloads this work from the executive which makes finding executive volunteers easier as their work is limited largely to policy decisions.
- 1.1 Access to grant assistance through the Alberta Sport, Recreation, Parks & Wildlife Foundation can only be maintained by the significant administrative effort demanded by the application process. Ideas, enthusiasm, and ability for execution of programs are all in ready supply within the membership, but patience and time for administration is usually at great personal cost borne by a few volunteers.

SPECIFICS:

- 2.0 There is a half man-year of Executive Director time identified by the current ASC program structure. (The job description of the Executive Director is available from the the Executive Director.) Foundation funding supports the hiring of staff to fill this position.
- 2.1 ASC Executive to annually contract out for this person, approve the personal services contract payment and review the incumbent's performance. (Payment is by a service contract in order that ASC does not act as an employer with the attendant CCRA complications.)
- 2.2 Executive Director for 2015: Phil Stade.

FOR:

ASC exec

WHEN:

quarterly throughout year

ESTIMATED REVENUE:

BY:

Executive Director

WHERE:

ESTIMATED EXPENSES:

Exec Director contract \$14,000 #6500

Maintain ASC database

NEED:

- 1.0 A large amount of the ASC annual activity is documented in the form of annual plans, association definition, financial spreadsheets, and other correspondence to support ASC administration, event planning, and generate the program grant application requirements for the Alberta Sport, Recreation, Parks & Wildlife Foundation.
- 1.1 A membership database for ASCent, Executive Director, and other mailings must be maintained to ensure that ASCent and other information get to members and club executives and officials. Membership records are also required by the Foundation to prove ASC's size.
- 1.2 Need to contact members having assigned event responsibilities and to set up and maintain a club officials listing to improve ASC and club and inter-club communication.

SPECIFICS:

- 2.0 Further refine the handling of the data management in order to continue minimizing the annual labour of preparing Foundation paperwork.
Executive Director
- 2.1 Annually review the hardware and software held for possible upgrading as required to meet needs. All ASC data currently held by Executive Director. There are about 500 active, back-up, and historical files presently kept.
- 2.2 Club Secretary or Treasurer Email Excel copy of club SAC membership list and changes to Executive Director as dues are paid to SAC, and pass data on new members throughout season. Necessary for ASCent mailing, etc.
NOTE – members don't receive SAC/ASC benefits (free flight, ASCent, etc.) if names or complete addresses are in error. INCLUDE POSTAL CODE and AGE Group (as per proforma Excel form provided)!
- 2.4 Executive Director to be placed on club mailing lists and to be advised of the names of new club officers as they are chosen.

FOR:

ASC executive and users

WHEN:

throughout year

ESTIMATED REVENUE:

nil

BY:

Executive Director
club secretaries/treasurers

WHERE:

various

ESTIMATED EXPENSES:

nil

Preserve historical material associated with soaring in Alberta

NEED:

- 1.0 Alberta has a very impressive soaring history which can be lost if ongoing archival action is not taken. Preservation and publicity of history increases soaring image internally and externally (public and sport-minded bodies), and ongoing protection and compilation of ASC printed data required to preserve a record of our activities over time.

SPECIFICS:

- 2.0 Encourage individuals who have the interest to develop further projects.
- Ongoing work gathering Cowley history
 - Summaries of Exec and AGM minutes
A useful reference for the Executive (updated by Exec Dir,)
 - Trophies data (pilots/flight data/etc.)
– ASC “Winners” book – created/updated by Ursula Wiese to 2006
- 2.1 Ursula Wiese has compiled ASC records of action since its incorporation in 1966, and has placed in an archive all ongoing Executive and other ASC material more than two years old.

FOR:

all

WHEN:

ongoing

ESTIMATED REVENUE:

BY:

interested individuals

WHERE:

ESTIMATED EXPENSES:

nil

Hold the Cowley summer camp

NEED:

- 1.0 This is the largest annual Canadian soaring event with international status. In 2015 the camp will continue with its traditional date at the end of July. Attempts to 'time the weather' by moving to an earlier date have proven unsuccessful.
- 1.1 The camp requires thorough organization to maintain a safe operation. Persons must be designated and be on hand to be responsible for the activities listed in paragraphs 2.1–2.4 below.

SPECIFICS:

- 2.1 Camp Director (organizer). A Camp Director shall be appointed. He will be present for the duration of the camp (or arrange for an acceptable alternate in his absence), be responsible finding the camp SC, CTP, and Treasurer, and coordinate all camp activities.

Prior to camp:

- review this plan to ensure all requirements have been covered, and volunteers selected (above three major positions plus registration, ticket sales, weather, etc).
- contact supplier to ensure avgas available at Pincher Creek a/p
Pincher Creek Aviation Services Inc. - Jim Cameron 403 627-4173

During camp:

- run or delegate the daily pilots meetings, weather briefing, and assign mandatory field managers and timekeepers (3 per day).
- ensure that ASC flight sheets are accurately kept by field managers (brief them as required).
- Call Edmonton ACC in morning if day will definitely not be used for wave soaring (see 2.5 below).
- compile an aircraft movements summary from flight sheet data for ASC (note 2.10).

- 2.2 Safety Chairman or designate shall:

- review AP 1.01 for specific powers and duties related to event safety, and coordinate closely with CTP and club CFIs present on flying operations.
- the SC shall carefully monitor for severe weather conditions (cb development, etc.) at all times and be prepared to shut the flying operation down if necessary. Note: given the high number of gliders, particular attention should be given to any circuit congestion and "get-on-the-ground" advisories.
- if block is open above FL280 and gliders are planning to be or are above that altitude, a Cowley Ground "flight follower" MUST be dedicated to maintaining radio contact and knowledge of all such gliders. See Camp Guidelines for details.

- 2.3 Camp Treasurer shall:

- verify daily ticket sales and other cash income with registration/ticket sales persons.
- verify daily ASC ticket use by towplanes, collect used tickets and ensure towplane registration marked on each tow ticket,
- monitor oxygen sales/tickets,
- collect fuel bills and other event bills, etc. for payment by Executive Director. Immediate camp expenses can come out of daily cash from ticket sales (keep receipts).
- current avgas supplier is: Pincher Creek Aviation Services Inc. - Jim Cameron 403 627-4173
- prepare an event financial statement for Executive Director soon after the camp to allow the E.D. to pay bills and invoice clubs/pilots as required for use of ASC equipment, etc.

- 2.4 Chief Towpilot or designate:
- ensure adequate numbers of towplanes and towpilots are available for whole camp,
 - coordinate with Safety Chairman closely on matters of safety of operations,
 - ensure that towpilots new to Cowley are given a site check, especially if they have no wave towing experience (out of province SAC towpilots may fly PCK with a checkout),
 - maintain and monitor a towpilot schedule,
 - towpilots to wear chute when wave towing in PCK, optional otherwise.
 - brief towpilots on tow ticket management (particularly proper completion),
 - organize refuelling arrangements – drums on field (pump/filters in place),
 - monitor avgas/oil use and ensure there are adequate stocks for the next day's flying,
 - monitor towing times to maintain efficient use of towplanes (PCK has tow use priority),
- 2.5 Livingstone Block opened by NOTAM (0800 –2000 hrs)
Edmonton Flight Information Centre – 1(866) 541-4102 (AP-2.03).
- 2.6 Airfield and camp equipment on hand (AP-4.8) and camp supplies on hand (water, toiletries). Garbage bags are 34" x 48"
- 2.7 ASC tickets sold by authorized salesperson(s) only, record sales against ticket number register.
- 2.8 ASC oxygen cart cylinders to be checked well before the camp date and refilled after the camp as required at Linde in Calgary for next camp.
- 2.9 Pilot registration (AP-1.04). Particular care is required to identify pilots who may have low aerotowing experience – event Safety Chairman to be notified.
- 2.10 Daily log of ALL aircraft movements (including visiting power) to be kept by Field Managers – no flying until volunteers selected and briefed. Use ASC flight sheets. (Movements data used for historical purposes, and required for safety in case of missing aircraft.)
- 2.11 Intro passengers to sign a waiver (on back of special tow tickets at flight line) – see the Field Manager.
- 2.12 Camp Guidelines and emergency phone numbers list available (AP-1.03). Determine and advertise list of campers qualified in emergency/first aid procedures. Review Camp Guidelines.
- 2.13 Notify MD tourism office of dates, and local media prior to event.

FOR:		BY:	
1. All clubs of ASC		All clubs to provide volunteers and support	
2. Pilots from other provinces			
3. Pilots from other countries (USA)			
WHEN:		WHERE:	
July 25 to August 3, 2015		Cowley airfield	
ESTIMATED REVENUE:		ESTIMATED EXPENSES:	
Misc sales, O2:	200 #4810	Club towplane ferry	300
Club Intros	200 #4800	Club Intros	100
Reg fee (40 @ \$25)	1000 #4800	Supplies, social , O2, misc	500
total	\$1400	total	\$900 #6200
PCK towing (see 4.03)	\$6000	PCK fuel (see 4.03)	\$2000

Hold the Cowley fall wave camp

NEED:

- 1.0 This is a large event in often difficult weather conditions requiring thorough organization and extra diligence in all phases of the operation for safety.
- 1.1 Persons must be designated and be on hand to be responsible for the activities listed in the paragraphs 2.1 to 2.4 below.

SPECIFICS:

- 2.0 Event to run ten days up to Thanksgiving weekend. If possible, have towplane and equipment close by (Claresholm or Pincher Creek) for weekend wave flying on either side of this if weather permits.
- 2.1 Camp Director (organizer): A Camp Director shall be appointed. He will be present for the duration of the camp (or arrange for an acceptable alternate in his absence), be responsible finding the camp SO, CTP, and Treasurer, and coordinate all camp activities.
 - Prior to camp:
 - review this annual plan to ensure all requirements have been covered, and volunteers selected (above three major positions and registration, ticket sales, met, etc).
 - contact supplier to ensure avgas available at Pincher Creek a/p
Pincher Creek Aviation Services Inc. - Jim Cameron 403 627-4173
 - During camp:
 - run or delegate the daily pilots meetings, weather briefing. Note: particular attention is to be given to airmanship, high altitude safety, and ground handling operations in high wind conditions.
 - ensure timekeepers are on duty and ASC flight sheets are accurately kept.
 - call Edmonton ACC any day that will definitely not be used for wave soaring (see 2.5).
 - compile an aircraft movements summary for ASC distribution from flight sheet data.
- 2.2 Safety Chairman or designate:
 - review Annual Plan 1.01 for specific powers and duties related to event safety, and coordinate closely with CTP and club CFIs present on flying operations.
 - The SC shall carefully monitor weather conditions and surface winds at all times (with the CTP) and shut the operation down if necessary.
 - if block is open above FL280 and gliders are planning to be or are above that altitude, a Cowley Ground "flight follower" MUST be dedicated to maintaining radio contact and knowledge of all such gliders. See Camp Guidelines for details.
- 2.3 Camp Treasurer shall:
 - verify daily ticket sales and other cash income with registration/ticket sales persons,
 - verify daily ASC ticket use by towplanes, collect used tickets and ensure towplane registration marked on each tow ticket,
 - monitor oxygen sales/tickets,
 - collect fuel bills and other event bills, etc. At end of camp pay any fuel tab owing to:
Pincher Creek Aviation Services Inc. - Jim Cameron 403 627-4173
 - prepare an event financial statement for ASC Treasurer soon after the camp to allow the Treasurer to pay bills and invoice clubs/pilots as required for use of ASC equipment, etc.
- 2.4 Chief Towpilot or designate:
 - ensure adequate numbers of towplanes and towpilots are available for whole camp,
 - coordinate with Safety Chairman closely on matters of safety of operations,

Continued on next page

- ensure that towpilots new to Cowley are given a site check (especially if they have no wave towing experience) on efficient penetration speeds and optimum wave entry routes, attitude flying in rough conditions, strong wind circuits, taxiing, etc (out of province SAC towpilots may fly PCK with a check-out),
 - maintain and monitor a towpilot schedule,
 - towpilots to wear chute when wave towing in PCK, optional otherwise.
 - brief towpilots on tow ticket management (particularly proper completion),
 - organize refuelling arrangements – drums on field (pump/filters in place),
 - monitor fuel/oil use and keep adequate stocks for the next day's flying,
 - monitor towing times to maintain efficient use of towplane.
- 2.5 Livingstone Block opened by NOTAM - Edmonton Flight Information Centre 1(866) 541-4102 (AP-2.03). recommended times : 0900 to 1800 local (sunset is about 1900).
 - 2.6 ASC tickets sold by authorized salesperson only, record sales against ticket number register.
 - 2.7 ASC oxygen cart filled and available (the cart has a 2" ball).
 - 2.8 Pilot registration (AP-1.04). Particular care is required to identify pilots who have low aerotowing and wave flying experience – event Safety Officer to be notified.
 - 2.9 Availability of ASC event equipment (AP-4.08)
 - 2.10 Daily log of ALL aircraft movements (including visiting power) to be kept by Field Managers. Use ASC flight sheets. (Movements data is used for historical purposes, and required for safety in case of missing aircraft.)
 - 2.11 Intro passengers are required to sign a waiver (on back of special tow tickets at flight line) – see the Field Manager.
 - 2.12 Camp Guidelines and emergency phone numbers list available (AP-1.03). Determine and advertise list of campers qualified in emergency/first aid procedures.
 - 2.13 Note on aircraft tiedown cables: club equipment has priority of use.
 - 2.14 Note to clubs ferrying-in or trailering club towplanes and/or sailplanes: if this equipment is brought in by ASC request to support the camp flying activities, the expenses of the move will be supported. ASC is not obliged to cover these costs when club equipment is moved primarily for the benefit of its members.

FOR:		BY:	
1. All clubs and members		Cu Nim	
2. Pilots from across Canada			
3. Pilots from USA			
WHEN:		WHERE:	
Oct 3 to Oct 12		Cowley airfield	
ESTIMATED REVENUE:		ESTIMATED EXPENSES:	
Misc sales, O2	400 #4810	Towplane and Equip ferry	400
Club gliders	225 #4800		
Reg 35 @ \$25	<u>875 #4800</u>		
	\$1500	O2 bulk purchase	200
		Misc, social activities	<u>200</u>
			800 #6200
plus		Note: PCK fuel (see 4.03)	\$2500
PCK towing (see 4.03)	\$4000		

Manage and operate the ASC towplane

NEED:

- 1.0 A provincially-shared towplane is a needed and valuable resource supporting the activities of the ASC.
- 1.1 To annually review and revise as necessary the following guidelines:
 - Maintenance and operation of towplane
 - Identify and control safety issues in towplane use
 - Scheduling and use of towplane
 - Accounting of towplane revenues and control of towplane expenses
 - Control and instruction of towpilots using C–GPCK. Note: only SAC members can fly it.
- 1.2 Maintain procedures to ensure the above guidelines are met.

SPECIFICS:

- 2.0 The ASC executive is to appoint an ASC Chief Towpilot to be responsible for C–GPCK per the guidelines above.
2015 ASC Chief Towpilot (CTP) is:
Dale Brown – (403) 347-1519 <daltec@interbaun.com>
- 2.1 ASC CHIEF TOWPILOT duties:
 - CTP to poll clubs prior to the flying season on their towplane requirements, maintain a towplane use schedule, and ensure that proper priority of use is followed:
 - PRIORITY 1 ASC-sponsored events
 - PRIORITY 2 Emergency back-up for club towing
 - PRIORITY 3 Miscellaneous club use – towing, towpilot checkout (see 5.04), etc.
 - ensure that the towplane remains LEGAL by keeping paperwork in order, the logs and insurance is up to date, and by having annual inspections done on time.
 - update as required the written set of guidelines (the Towplane use manual) on towplane care, conditions of use, towpilot qualifications, towpilot responsibilities, safety considerations, etc.
 - for the major events (Cowley, etc.), ensure that sufficient towplanes are available and are ferried to location in good time, and that sufficient towpilots are available over the event. (Minimize the use of ESC or CLSC towplanes for Cowley events due to the high ferry and towpilot expenses and the ferrying delays often occasioned by enroute weather.)
 - chair, as required, a committee consisting of the club CTPs, to get feedback on towplane use and scheduling, towpilot qualifying, etc.
 - preferred AME for PCK maintenance and repairs for 2015 is Lorne Provincial
Coordinate towplane movement and schedule with known inspection times to use his services as much as possible. However, a minimum of two estimates are required for major work.
 - attend events at which towplane will be used (or designate a qualified replacement), and ensure arrangements are in place to move the towplane to and from each event,
 - ensure scheduled maintenance is performed on time at the end of the flying season to ensure that the towplane will be serviceable for early spring use.
 - maintain a list of pilots who are qualified and current on PCK. Important note – ensure pilots understand and use an “engine-friendly” descent profile after release.
 - closely monitor the towpilots who operate the towplane, and ensure that pilots who are unfamiliar with

continued on next page

- wave towing get a wave tow familiarization flight and "lecture" at Cowley (see AP-4.01 and 4.02).
- coordinate financial management of towplane with the Executive Director, and propose any change to the rental rate,
 - keep the Executive Director informed of PCK expenses so that bills can be paid promptly.
 - after Fall Cowley, send Executive Director a list of PCK time and use (events, club rental, maintenance and ferry flights) from the journey log so that invoices can be sent out to club(s) for PCK use.
 - maintain a list of items which must accompany the towplane (rear stick, spares kit, tiedown kit, etc.), keep it with the Journey Log, and ensure that items are accounted for before and after ferrying.
 - write an annual report for the ASC AGM on towplane use with recommendations for following year.
- 2.2 The ASC Treasurer is to maintain capital replacement and engine overhaul funds for the towplane.
- 2.3 The Executive Director to regularly communicate with the ASC CTP to maintain an accurate financial record of the towplane's use.
- 2.4 Rental rates for 2015: Rental rate to Clubs – \$90/hour dry,
Clubs to pay ferrying costs including the hourly rate and fuel. Consideration for reimbursement of some costs will be dealt with on a case by case basis upon application by the club.
- 2.5 Maintenance use of towplane: ASC will carry the expense of maintenance/repair test flights and up to 1/2 hour per month of tach time during the off season in order to exercise the engine.
- 2.6 For 2015, the Central Alberta Soaring Club is the normal base of operations for PCK if it is not being used elsewhere.

FOR:	BY:		
ASC members	ASC executive		
ASC CTP			
ASC Treasurer and Executive Director			
WHEN:	WHERE:		
throughout year	ASC events, clubs		
ESTIMATED REVENUE:	ESTIMATED EXPENSES:		
63 @ \$90/hr rental \$6000 #4610	insurance – hull & liability \$3000 #6800		
event TT use 10000 #4600	event consumables 4500 #6200		
(rev. in 4.01, 4.02, & 7.02) _____	maintenance, repairs, fees 7000 #6800		
total \$16000	total \$14500		

Maintain the ASC Official Observer program

NEED:

- 1.0 International (FAI) badge program requires standardized procedures.
- 1.1 Official Observer courses aid in the maintenance of these standards in Alberta.

SPECIFICS:

- 2.0 Provincial OO Coach: Tony Burton
- 2.1 Availability of resource material:
 - FAI Sporting Code 3 – Gliders
 - Sporting Code Annex C, "OO & pilot guide"
 - OO record flight checklist
 - ASC and SAC trophy forms
 - SAC badge application form
 - SAC flight declaration form
- 2.2 Make available resource people for OO clinics. OO Coach is available to run clinics for interested clubs.
- 2.3 Senior Official Observers should be appointed at each club.
- 2.4 Compile and maintain the Alberta Turnpoint database (stored on ASC website documents page).

FOR:

FAI Official Observers
Club Senior OOs

WHEN:

on demand

ESTIMATED REVENUE:

nil

BY:

provincial OO Coach

WHERE:

on demand

ESTIMATED EXPENSES:

Coach travel \$200 #6110

Encourage and assist the development of competition officials

NEED:

- 1.0 There is a requirement for contest manager, competition director, field manager and scoring skills to be available for provincial and national competitions in the province. The 2012 Provincial competition will be held during at Chipman.

SPECIFICS:

- 2.0 Resource persons: Sporting committee chairman: TBA
- 2.1 ASC may support the expenses of Alberta officials at provincial contests and at National and World competitions if support is not forthcoming from the specific competition budgets.
- 2.2 Provide reimbursement of expenses of officials at Provincial and National contests who will be training for future Nationals, and for officials (example, Chief Scorer) at Canadian Nationals.

FOR:

competition pilots and others

WHEN:

2015 Canadian Nationals June 8 - 19

ESTIMATED REVENUE:

nil

BY:

resource people interested in contest officiating

WHERE:

CAGC, Innisfail Airport

ESTIMATED EXPENSES:

Officials travel

\$Nil

Support training and upgrading of instructors

NEED:

- 1.0 Volunteer instructors are the backbone of flying clubs. Pilots must be trained by federally licensed instructors. Instructors are trained or upgraded at Soaring Association of Canada sanctioned courses or occasionally in "outside" courses, by provincial coach visits to clubs, and by other upgrade programs that arise from time to time.
- 1.1 It is valuable for existing instructors, who had the course some time in the past, to refresh skills and review current standard instructional practice.

SPECIFICS:

- 2.0 Potential Alberta candidates: ESC - TBD, Cu Nim - TBD, Central Alberta - TBD, LSC - TBD
ASC normally supports candidates for the course entry fee, and 50% or more of flying costs, (also some living expenses depending on actual numbers attending).
- 2.1 Tasks: Advise club CFIs in advance:
 - qualifications for candidates
 - poll potential candidates and apply to SAC early for course manuals, tapes.
- 2.2 Support will be considered for other instructor upgrading courses depending on the level of skills payback judged to accrue to ASC members at large.
- 2.3 Short independent courses may be run in Calgary or Edmonton.
- 2.4 Provide a club subsidy of \$35 for each active instructors they have in the season in order to give instructors a free spring check flight. At end of flying season, the Club Treasurer or CFI should send a letter to Executive Director with the instructor list of the year requesting the subsidy.
- 2.5 Support the cost of the Transport Canada triannual rating renewal fee for instructors (est 15/yr@\$30 ea).

FOR:
qualified (licensed) pilots

BY:
SAC Instructor Coach

WHEN:
TBA

WHERE:
TBA

ESTIMATED REVENUE:
nil

ESTIMATED EXPENSES:	
Instructor Course (2 x\$600)	1200
Instructor check flights (35 x \$35)	1225
TC instructor renewal fee (15 x \$30)	<u>450</u>
Total	#6110 \$2875

Maintain the Cowley airfield

NEED:

- 1.0 Airfield owned by Province of Alberta, and ASC has been granted the rights to its use as a base for soaring operations (Deputy Premier Horner, 6 Oct. 1975) through a ten year on-going letter of agreement with the Alberta government. In 2004, ASC re-signed agreement to maintain and operate the airfield until 2015. A new agreement has been negotiated to extend the lease to 2024. Insurance conditions pending.
- 1.1 Executive to consider potential and near-term improvements every year in order to maintain and upgrade the airfield and campground and to recruit volunteers to do identified jobs.

SPECIFICS:

- 2.0 Airfield and campground maintenance done by ASC.
Jim Parker (local farmer) for mowing, fertilizing runways, firewood, garbage removal, water (403 628-2197)
ASC Equipment Manager/Executive Director often in best position to suggest improvements.
- 2.1 Prior to events, ensure runways mowed, rolled, and serviceable, and water in cistern is replenished and potable, firewood stocks are replenished at campground, etc. ASC responsible for toiletries.
- 2.2 Equipment Manager/ Executive Director to continue monitoring the condition of airfield and:
 - make recommendations to ASC regarding airstrip surface stabilization through seeding, irrigation, fertilizer application, rolling, etc.
 - establish a calendar of scheduled maintenance and improvements such as privy venting, cistern cleaning, cistern pump repairs, painting and reroofing, etc. and organize work parties for the larger jobs.
 - in the long term, prepare a report for ASC ratification to upgrade runway.
 - improve facilities so that pilot family use is more attractive.
 - Rent a Portable Toilet for Cowley Camps - for the North end of runway 21

<p>FOR:</p> <p>participants at Cowley events</p>	<p>BY:</p> <p>Executive director</p>						
<p>WHEN:</p> <p>ongoing</p>	<p>WHERE:</p> <p>Cowley</p>						
<p>ESTIMATED REVENUE:</p> <p>nil</p>	<p>ESTIMATED EXPENSES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">maintenance materials</td> <td style="text-align: right;">\$1000 #6210</td> </tr> <tr> <td>Rent Portable toilet</td> <td style="text-align: right;"><u>400 #6200</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1400</td> </tr> </table>	maintenance materials	\$1000 #6210	Rent Portable toilet	<u>400 #6200</u>	Total	\$1400
maintenance materials	\$1000 #6210						
Rent Portable toilet	<u>400 #6200</u>						
Total	\$1400						

Maintain and upgrade ASC equipment

NEED:

- 1.0 ASC has equipment and information for use at ASC events, and a competition kit which contains useful material for running contests.
- 1.1 Maintenance and upgrading as required, or as opportunities arise.

SPECIFICS:

- 2.0 Equipment manager for 2015: Phil Stade
- 2.1 Event equipment used at ASC events:
 - a) tow tickets
 - b) ASC event guide(s)
 - c) other pamphlets
(O₂, medical brochures, etc.)
 - d) registration book
 - e) first aid equipment
 - f) ASC daily flight log sheets
 - g) flightline shade tarp
 - h) telephone and emergency telephone number lists
 - i) fire extinguishers & fire brooms
 - j) tow ropes, weak links, etc.
 - k) generator
 - l) avgas drums, pump, filter
 - m) O₂ cart (cylinders refilled at "BOC Gases" as needed)
 - n) runway roller
 - o) contest equipment
 - p) utility trailer (for fuel transport)
 - q) gopher eradicator equipment
- 2.2 Budget funds for annual maintenance.
- 2.3 Ensure that sufficient approved towropes and weak links are on hand for each ASC event. Make towropes/weaklinks in good time.
- 2.4 At end of Cowley wave camp, organize and inventory contents of shack, and note what consumables may require restocking.
- 2.5 Dispose of unused/obsolete equipment as necessary.

FOR:

- 1. Organizers of all ASC events
- 2. Participants of all ASC events
- 3. Other organizations (on loan)

WHEN:

All ASC events

ESTIMATED REVENUE:

BY:

ASC equipment manager

WHERE:

n/a

ESTIMATED EXPENSES:

maintenance	150
new equipment	<u>250</u>
total #6200	\$400

List and monitor long range plans for the ASC

NEED:

- 1.0 ASC has and will develop future plans for the association which, while they have value, cannot proceed in the near term for reasons of lack of equipment, volunteer effort, etc.
- 1.1 While these plans do not need to be listed in the current year's annual plans, they will form a part of the ASC Profile Document. This annual plan is included in order to list the long range programs ASC currently has on file.
- 1.2 Details of each plan to date is available from Executive director.

SPECIFICS:

- 2.0 The current list of long range programs are:
 - Organize a week-long interclub student training program (activate on interest and development of program by provincial instructor).
 - Establish a mountain soaring centre (activate on active interest).
 - Hold a mountain soaring camp.
 - Plan an ab-initio gliding camp as a Sport Outreach program (activate on instructor and interest).
 - Investigate the feasibility of student exchange between clubs.
 - Form an interclub safety committee (activate on active interest).
 - Develop and exchange student training and new member kits (activate on interest).
 - Support high altitude flight indoctrination.
 - Conduct a senior cross-country school.
 - Support technological soaring projects in Alberta
 - Support clubs in moving toward 7 day a week flying and instruction available in Alberta
 - Support aerobatic courses with winch launch

Manage and operate the ASC winch

NEED:

- 1.0 A provincially-shared winch is a needed and valuable resource supporting the activities of the ASC.
- 1.1 To annually review and revise as necessary the following guidelines:
 - Maintenance and operation of the winch
 - Identify and control safety issues in winch use
 - Scheduling and use of the winch
 - Accounting of winch revenues and control of winch expenses
 - Control and instruction of winch operators.
- 1.2 Maintain procedures to ensure the above guidelines are met.

SPECIFICS:

- 2.0 The ASC executive is to appoint an ASC Chief Winch Instructor (CWI) to be responsible for the winch as per the guidelines above.
The 2015 ASC CWI is: TBA
- 2.1 ASC Chief Winch Instructor duties:
 - to poll clubs prior to the flying season on their winch requirements, maintain a winch use schedule, and ensure that proper priority of use is followed:
 - PRIORITY 1 ASC-sponsored events (including scheduled training sessions)
 - PRIORITY 2 Emergency back-up for club operations
 - PRIORITY 3 Miscellaneous club use
 - ensure that the winch remains operational by keeping paperwork in order, the logs and insurance is up to date, and by having maintenance done as required.
 - update as required the written set of guidelines (the Winch use manual) on winch care, conditions of use, winch operator qualifications, winch operator responsibilities, safety considerations, etc.
 - chair, as required, a committee consisting of the club Chief Winch Operators (CWO), to get feedback on winch use and scheduling, winch operator qualifications, etc.
 - maintenance is to be authorized by the CWI
 - attend events at which towplane will be used (or designate a qualified replacement), and ensure arrangements are in place to move the winch to and from each event,
 - ensure scheduled maintenance is performed on time at the end of the flying season to ensure that the winch will be serviceable for as much of the year as practical.
 - maintain a list of winch operators who are qualified and current in its operation.
 - coordinate financial management of winch with the Executive Director, and propose any change to the rental rate,
 - keep the Executive Director informed of winch expenses so that bills can be paid promptly.
 - annually as at November 1 , send Executive Director a report of winch launch use (events, club rental, maintenance and ferry trips) from the winch use log so that invoices can be sent out to clubs for winch use.

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- maintain a list of items which must accompany the winch, keep it with the Winch Use Log, and ensure that items are accounted for before and after ferry trips.
 - write an annual report for the ASC AGM on winch use with recommendations for following year.
- 2.2 The ASC Treasurer is to maintain a winch maintenance fund for the replacement of rope
- 2.3 The Executive Director to regularly communicate with the ASC CWI to maintain an accurate financial record of the winch's use.
- 2.4 Rental rates for 2015: Clubs will be charged \$5 per launch by ASC for the use of the winch. \$10 per launch is a suggested price for clubs to charge their pilots.

FOR:		BY:	
ASC members		ASC executive	
ASC CWI			
ASC Treasurer and Executive Director			
WHEN:		WHERE:	
throughout year		ASC events, clubs	
ESTIMATED REVENUE:		ESTIMATED EXPENSES:	
400 launches @ \$5	\$2000	Operating expenses to be determined	
#4700		Insurance coverage	1000
		Ferry expense	<u>1500</u>
		#6850	\$2500

Promote and support club development and training

NEED:

- 1.0 Major difficulties of new/small clubs are establishing a “critical mass” of membership and basic start-up capital for equipment. Soaring safaris are an excellent way to build interest in given target area. Can be used to begin a new event (this is how the Innisfail and Cowley events began).
- 1.1 Assist where reasonable in special expenses clubs might incur in developing/maintaining growth.
- 1.2 Student training program progressing well at most (larger) clubs. Emphasis/support by ASC is most needed by smaller clubs. There is considerable additional support possible through:
 - organized inter-club student flight training
 - on-site / hands-on clinics in coaching, instructing, cross-country, etc.

SPECIFICS:

- 2.0 Potential for growth in several areas where presently no club operation exists:
 - Medicine Hat
- 2.1 Support for membership drives can include: local advertising campaign, soaring safari to area, and resource people for open house talks, etc.
- 2.2 Support small clubs in extraordinary expenses relative to their income. Clubs to detail their problem and suggested ASC support.
- 2.3 Allocate travel funds for:
 - clubs taking their equipment to new areas to introduce soaring (fly-in breakfasts, etc).
 - individuals going to new clubs for lectures, instructing, and other local support.
 - solicit proposals from clubs and/or groups wishing to travel.
- 2.4 • Support for youth training programs. For example, offsets to the cost to young persons (junior members, Cadets) for flight training - see AP-5.03.
- 2.5 Provincial Coach suggested actions:
 - visits to validate training programs.
 - promote development/exchange of ground school curricula.
 - promote exchange/standardization of flying regulations between clubs.
 - promotion of standardized check flights at clubs.

FOR :
target area clubs
ASC pilots

WHEN:
throughout season

ESTIMATED REVENUE:

BY :
club presidents, CFIs, Instructor Coach
ASC executive

WHERE:
throughout province, fly-ins, etc.

ESTIMATED EXPENSES:	
club general support	\$3000 #6130
Prov coach travel/meals	100 #6110
Total	\$3100

Support interclub assistance programs

NEED:

- 1.0 Small or new clubs have inadequate membership, resources and dollars. Stronger clubs and the Council can provide assistance (resource people, equipment, finances).
- 1.1 Clubs, particularly small ones, do not have full resources to attract new club members, or have the personnel or equipment to promote mall displays or to host a flying open house. Assistance from ASC or other clubs is a valuable aid.
- 1.2 ASC can assist in obtaining grants (ex. Local Sport Development projects), lobbying for local projects (with priority to those having maximum local "outreach" benefit).

SPECIFICS:

- 2.0 Provide handout materials, such as the Soaring in Alberta brochure (see AP-6.02).
- 2.1 ASC to obtain posters and pamphlets to aid mall displays, post at flying clubs, etc. Support for daily member and promotional flights (see AP-6.02).
- 2.2 Emergency towplane use backup (see AP-4.03 para 2.1).
- 2.3 Sponsor guest speakers at smaller clubs.
- 2.4 Assist in costs of open houses, mall displays, etc. (insurance, room rent, coffee, etc.). See AP-5.01.
- 2.5 Encourage inter-club flight training assistance via training weeks. Clubs should ensure that there are no impediments (membership charges, etc.) to a student visiting from another club fitting into the normal club training scheme.
- 2.6 Assistance in training key personnel. (see AP-4.06).
- 2.7 Encourage soaring safaris to outlying clubs to promote cross-country soaring and general interest in the sport by giving assistance in trailering costs for individuals.
- 2.8 ASC to encourage large clubs to initiate a flying safari to the small club's facilities and to assist in putting on a flying open house. Budget travel costs to trailer gliders.
- 2.9 Guest speakers, videos, slides to be arranged for club "new member" nights (refer to AP-6.05 for video material).

<p>FOR :</p> <p>ASC clubs</p> <p>WHEN:</p> <p>as required</p> <p>ESTIMATED REVENUE:</p> <p>nil</p>	<p>BY:</p> <p>neighbour clubs ASC executive and Council</p> <p>WHERE:</p> <p>as required</p> <p>ESTIMATED EXPENSES:</p> <p>travel, misc \$500 #6110</p>
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Provide training/soaring support for youth groups and junior club members

NEED:

- 1.0 Young people (particularly licensed Air Cadets which already have been gliding) need exposure to soaring to continue their interest even though the financial barriers are large. To stimulate young people’s interest in soaring to provide future membership growth, ASC supports and encourages programs at the club level aimed at this objective.
- 1.1 Students have limited funds to pursue any soaring interest. ASC can assist club junior/air cadet members with financial subsidies to reduce club costs.

SPECIFICS:

- 2.0 ASC will match any Air Cadet soaring scholarship which is applied by the cadet to a club against normal membership/training fees. (Note that SAC membership for cadets is free.) As the aim of this plan is to encourage cadets to join clubs, clubs should actively advertise this subsidy to potential members via the cadet squadrons (see also 2.1 and 2.2 below).
- 2.1 ASC will subsidize Air Cadets \$100 of a club membership. This is to be applied up front at time of joining and ASC will reimburse the club.
- 2.2 ASC will subsidize all junior club members (under 19 or under 22 if academic student) up to 25% of their launch costs. Club is to submit a confirmed list of the junior member’s launches to ASC Executive Director. Claim to be mailed at end of season (15 November cut-off).
- 2.3 Provide per flight subsidies to clubs who wish to give youth groups soaring experience flights to offset the flight charges to them. ASC will subsidize up to \$15 off the regular cost of a flight to a maximum of \$600 per club. For larger potential expenditures, contact the Executive Director.
- 2.4 Provide support for ASC members travelling to help run any youth flying program within Alberta.
- 2.5 Take advantage of opportunities as they arise. Ensure press is notified of any planned event.
 - inform civic figures: mayor, etc.
- 2.6 Encourage clubs to consider winch launching as a less expensive training method

FOR: cadet & junior members youth organizations	BY: clubs
WHEN: throughout season	WHERE: club facilities
ESTIMATED REVENUE: nil	ESTIMATED EXPENSES: youth launch support <u>2500 #6140</u>

Support club towpilot/winch operator training

NEED:

- 1.0 Increasing recognition of proper training for towpilots and winch operators. Insurance requirements have stringent towpilot qualifications.
- 1.1 Needed at all clubs to ensure towpilot and winch operator standardization.
- 1.2 Towpilot and winch operator training programs may be inadequate, so there is a need to provide opportunities for technique and safety clinics.

SPECIFICS:

- 2.0 The ASC towplane may be used at clubs for checking out new towpilots when it is not being used for higher priority uses.
 - a. PCK ferry charges to club – the requesting club will pay for ferry time for PCK to the club to a maximum of 1 hour at standing dry rate. ASC pays for enroute fuel and any club fuel used to fill PCK on arrival.
 - b. PCK use at club – club charged hourly dry, club fuel used.
 - c. PCK ferry from club – Club will fill PCK prior to departure at their cost.
- 2.1 Club and/or ASC Chief Tow Pilot and Chief Winch Instructor should attempt to hold annual towpilot and winch operator seminars. Incorporate in club meetings or an ASC-sponsored seminar.
- 2.2 Refer to the ASC guide on towpilot standards and practises. See also AP-4.03 re ASC ChiefTowpilot.
- 2.3 Refer to the ASC guide on winch operator standards and practises. See also AP-4.10 re ASC Chief Winch Instructor.

<p>FOR:</p> <p>towpilots, winch operators</p> <p>WHEN:</p> <p>anytime</p> <p>ESTIMATED REVENUE:</p> <p>nil</p>	<p>BY:</p> <p>ASC CTP, CWI club Chief Tow Pilots and Chief Winch Operators</p> <p>WHERE:</p> <p>clubs, Cowley</p> <p>ESTIMATED EXPENSES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">ferry fuel @ \$70/hour</td> <td style="text-align: right;">500 #6800</td> </tr> <tr> <td>mileage winch transport</td> <td style="text-align: right;"><u>500 #6850</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$1000</td> </tr> </table>	ferry fuel @ \$70/hour	500 #6800	mileage winch transport	<u>500 #6850</u>		\$1000
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mileage winch transport	<u>500 #6850</u>						
	\$1000						

Maintain an audio/video/book library

NEED:

- 1.0 ASC needs to maintain a collection of CD's and books that can be used for club and ASC events and plans, for promotion of sport at mall displays, open houses, entertainment, etc.
- 1.1 Potentially for use by coaches for training:
 - instructor training
 - cross-country coaching
 - safety seminars
 Coaching videos held in SAC library. This could potentially become a very important tool if we could obtain financial support to prepare such instructional resources.
- 1.2 The ASC website needs to offer a wide variety of promotional and instructional material. Most seekers of information now use the internet. ASC will need to increase its presence on the internet.

SPECIFICS:

- 2.0 Purchase copies of interesting soaring related DVDs and books as they become available.
- 2.1 ASC Archivist to:
 - maintain inventory
 - control distribution
 - coordinate with SAC video librarian on exchange and copying of each other's material.
 SAC contact: vacant
- 2.2 Need to:
 - encourage clubs to use DVD's
 - tell clubs what is available.

FOR:
all members

BY:
Trophies Chairman, President, Archivist

WHEN:
throughout year

WHERE:
AGM

ESTIMATED REVENUE:

ESTIMATED EXPENSES:
maintenance, engraving, etc. 300 #6050

Provide PR flights and materials

NEED:

- 1.0 Giveaway soaring videos, pocket calendars, post cards, posters, bumper stickers, etc. enhance the image of soaring.
- 1.1 Individuals and clubs often have inadequate resources to provide all such material.
- 1.2 Incentive to clubs to support media events and support as far as possible media interest in the sport.
- 1.3 Give similar incentive for sailplane rides for VIPs or other publicity benefit at clubs and ASC events.
- 1.4 Advertising the sport's existence to the empty-nester population segment could gain members from people with increased disposable income and time on their hands for a new interest.

SPECIFICS:

- 2.0 Possible projects (undertaken depending on availability of voluntary services):
 - ASC bumper stickers (available to clubs for small sum)
 - ASC and club pocket calendars
 - ASC and club business cards
 - Landout cards, gliding postcards
 - ASC posters (for events and general). Should list all club addresses. Distribute to flying clubs, etc.
- 2.1 ASC badges: Cowley gold pins, other?
- 2.2 Upon application from clubs, consider reimbursement for documented club glider use for VIP flights.
 - maximum \$150/club, for more, contact ASC executive. (These flights most common at Cowley.)
- 2.3 Provide opportunities for disabled persons to experience a life activity normally denied them. The benefit to soaring is in goodwill and enhanced exposure.
- 2.4 Assist clubs as required on other publicity efforts having province-wide effect. An example would be subsidized flights for special groups - disabled, Freedom's Wings

<p>FOR:</p> <p>ASC clubs and members</p> <p>WHEN:</p> <p>During year as required</p> <p>ESTIMATED REVENUE:</p>	<p>BY:</p> <p>Exec Dir</p> <p>WHERE:</p> <p>ESTIMATED EXPENSES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">2.2 VIP/media flights</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">\$300</td> </tr> <tr> <td>2.4 Disabled, Freedom's Wings</td> <td></td> <td style="text-align: right;"><u>1000</u></td> </tr> <tr> <td>Total #6050</td> <td></td> <td style="text-align: right;">1300</td> </tr> </table>	2.2 VIP/media flights		\$300	2.4 Disabled, Freedom's Wings		<u>1000</u>	Total #6050		1300
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2.4 Disabled, Freedom's Wings		<u>1000</u>								
Total #6050		1300								

Publish ASCent

NEED:

- 1.0 ASCent is the provincial soaring magazine. It is an effective and necessary communication vehicle to members, and particularly to pilots and flying organizations outside Alberta.

SPECIFICS:

2.0 Editor: Tony Burton

2.1 Typing & proofing: Ursula Wiese

2.2 Mail list update: Executive Director

2.3 Considerations:

- Ensure lead time for printing and mailing adequate to get ASCent in members hands at the appropriate times of the year. The principle deadline is in members hands prior to ASC AGM, therefore at least one issue to be printed at end of flying season.
- Printing/ mailing by most economical means consistent with maintaining a good quality magazine. New photocopy process is acceptable and costs about half the use of a press for a run of 500 copies.
- Copy sources – ASC exec/chairmen reports, club news, Archivist for ASC history, CFIs/SOs for flight stories, ASC event reports, etc.

<p>FOR:</p> <p>ASC Members</p> <p>WHEN:</p> <p>November season flying issue</p> <p>ESTIMATED REVENUE:</p> <p>nil</p>	<p>BY:</p> <p>Tony Burton Ursula Wiese</p> <p>WHERE:</p> <p>n/a</p> <p>ESTIMATED EXPENSES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">preparation, mailing:</td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: right;">\$500</td> </tr> <tr> <td>proof reading</td> <td></td> <td style="text-align: right;">500</td> </tr> <tr> <td>printing</td> <td></td> <td style="text-align: right;"><u>1600</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">#6050</td> <td style="text-align: right;">\$2600</td> </tr> </table>	preparation, mailing:		\$500	proof reading		500	printing		<u>1600</u>	Total	#6050	\$2600
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Total	#6050	\$2600											

Maintain ASC website

NEED:

- 1.0 The most visible and effective means of making the sport known in Alberta is the ASC website.
- 1.1 Website needs to be kept current with timely updates of forms, data, news, etc. in order for it to remain an effective means of communication and information.

SPECIFICS:

- 2.0 Select web-knowledgeable person to manage website: Phil Stade
- 2.1 Webmaster is to continually monitor ASC/club activity & personnel to ensure information, documents on the website is current. Upcoming project – integrate club pages into ASC website as requested.
- 2.2 Club executives should pass club data and events of provincial interest to webmaster.
- 2.3 Increase promotional material including video links.
- 2.4 Increase instructional material links and materials.

FOR WHOM:

clubs, public

WHEN:

throughout year

ESTIMATED REVENUE:

nil

BY

Executive Director
club secretaries/treasurers

WHERE:

ESTIMATED EXPENSES:

annual domain charge \$100 #6050

Maintain programs to recognize pilot achievement

NEED:

- 1.0 It is important that the achievements and effort of pilots be adequately recognized, and to encourage them to further effort. It is also important that outside organizations and sport funding bodies be made aware of significant achievements by ASC pilots and volunteers.
- 1.1 There are a number of awards and trophies presented by ASC The trophies require maintenance, inventory, decision as to awardee, and recommendations for improvement. The annual awards banquet provides the venue to recognize the members and clubs who have excelled during the past year.

SPECIFICS:

- 2.0 2015 Trophies Chairman: Phil Stade
Chairman to review and publish awarding formulae (ex. OLC points x bonus for declared flight?).
- 2.1 Certificates of Excellence: needs promotion (notice in ASCent)
- 2.2 Current awards:
 - 1. Don McLaughlin Trophy (1965) best 5 flights of year originating in Alberta
 - 2. Carling Trophy (1963) best flight of year originating in Alberta
 - 3. Bruce Trophy (1953) winner of provincial contest
 - 4. XC-100 Trophy (1983) best 5 flights by low time pilot (< 100 hrs P1 at start of season)
 - 5. Boomerang Trophy (1973) best flight from one club to another
 - 6. Club of the Year (1984) outstanding achievements (awarded on merit – not annually)
- 2.3 Trophy application forms are stored on the ASC Documents webpage. Most trophy data will reside on the OLC website.
- 2.4 Copies of awards and complete trophy flight documentation MUST be sent to ASC Archivist well ahead of the presentation for booklet preparation at the awards banquet.
- 2.5 Letter of congratulations to pilot: President, as soon as possible after confirmation of significant flights (FAI Badge completions, records, National trophy).
- 2.6 Editor ASCent to be notified of achievement: ASC Secretary/President (copy letter of para 2.5)
- 2.7 Notify appropriate Alberta government minister and sport funding bodies on national records or competition winners: ASC President
- 2.8 Internal publicity for program required: (Club presidents to inform ASC Secretary or president of notable flights). ASCent notice – send to editor
- 2.9 Any significant effort should be rewarded with a letter of recognition: ASC President.
- 2.10 Trophies upkeep and storage by Exec Director.

<p>FOR: all members</p> <p>WHEN: throughout year</p> <p>ESTIMATED REVENUE:</p>	<p>BY: Trophies Chairman, President, Exec Dir, Archivist</p> <p>WHERE: AGM</p> <p>ESTIMATED EXPENSES: maintenance, engraving, etc. 300 #6050</p>
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Hold the Provincial and Western Canada championships

NEED:

- 1.0 The provincial soaring championship serves as the introductory contest for new competitors and low time cross-country pilots to “serious” competition and, as such, serves to identify potential talent. It is also a good venue to train competition officials.
- 1.1 The nature of the contest rules are to be such that new competitors are given every incentive to develop their interest and skills. Sailplane handicapping is used, for example; and expert/student team entries are encouraged. Provincial championships are also the appropriate venue to test and experiment with new flying and scoring rules.
- 1.2 The Provincial Soaring Contest will be hosted by : TBA. Specific contest days will be announced.

SPECIFICS:

- 2.0 The Sporting Committee chairman (or his delegate) shall do the basic organization for the contest.
- 2.1 The contest may be of any duration, with the goal of securing a minimum of two scoring days.
- 2.2 As the contest is also a basic training venue for early competitors, if possible the contest should include some sessions on competition techniques/ tactics, etc and experiment with new scoring methods. Contact previous national contest pilots as possible tutors.
- 2.3 Arrangements:
 - Contest Director to review and prepare contest rules, forms, turnpoint set, etc based on the experience of the past contest, preferably early in the year. (data is on ASC computer – Executive Director)
 - early coordination on contest rules and scoring – experiments with the rules/scoring are encouraged• after above, prompt notification to clubs/pilots on contest details,
 - contest equipment (held by Equipment chairman), awards and day prizes, weather, towplanes.
- 2.4 Post-contest:
 - Make recommendations for file on future improvements (TPs, rules, etc), encourage participants to write for ASCent, prepare event financial statement for Treasurer if significant expenses incurred.

FOR:

provincial competitors

BY:

Sporting Committee Chairman

WHEN:

TBA

WHERE:

TBA

ESTIMATED REVENUE:

ESTIMATED EXPENSES:

infrastructure, materials 100 #6170

Support cross-country flight training, seminars, and talent identification

NEED:

- 1.0 Seminars provide basic information for new cross-country pilots and provide off season interest. ASC can help offset seminar costs and provide curricula, materials, etc.
- 1.1 To encourage ongoing courses at the club level in advanced soaring techniques, cross-country, and introduction to speed flying, and to assess evolving cross-country pilots. The first step towards competition (at badge level or in structured competitions) is cross-country soaring proficiency and training in safe off-field landing.
- 1.2 To provide training opportunities for developing cross-country pilots in a training environment conducted by a master coach when this is possible. If to be done, this should be planned in the prior year in order to budget the additional expense.

SPECIFICS:

- 2.0 Clubs should advertise seminars so other clubs may participate if possible.
- 2.1 Clubs who have developed subject lectures, overheads, etc. should share their material with other clubs.
- 2.2 Organizers should try to invite skilled cross-country pilots from other clubs to participate.
- 2.3 Cross-country courses run on weekends during flying season, with club "flying weeks" being good venue for visiting pilots.
- 2.4 Group and team cross-country flights with experienced pilot as leader, critique etc. Encourage debriefing discussions.

FOR:

XC pilots (beginners and advanced)

WHEN:

during year

ESTIMATED REVENUE:

nil

BY :

club XC coaches, club CFIs, etc.

WHERE:

Clubs

ESTIMATED EXPENSES:

Seminar materials, rentals, travel \$200
#6110

Provide/support training opportunities for high performance competitors

NEED:

- 1.0 Access to competition is limited and the season is brief, hence a need to provide increased opportunity for top pilots to acquire skills, to use these skills to do well in competitions and other types of high performance soaring, and to pass these skills back to Alberta pilots at large.
- 1.1 Soaring must, as every sport, recognize and support its top competitors. Need to identify top soaring competitors in the province as well as select those with potential to become so, and support their activities in the following year.

SPECIFICS:

- 2.0 Clubs should endeavour to hold at least one week long event a year devoted to cross-country flying with the goal of attaining badge, trophy, and record performances.
- 2.1 Within the available budget, support can be given for the expenses of expert pilots travelling to clubs to coach and to promote soaring excellence.
- 2.2 When a significant number of competition pilots develop in Alberta, provisions should be made to recognize excellence for general cross-country performance, etc. For example, the Alberta Team Squad idea could be reinstated.
- 2.3 Sporting chairman duties:
 - a. Keep in mind and draft as required the rules controlling the competitive environment in the province.
 - b. Write a year-end report for the ASC Executive on the overall conduct of the provincial cross-country program, and make any recommendations for its improvement.
 - c. Inform pilots and clubs of program and encourage the pilots toward competitive self-improvement and coaching. Encourage the selected pilots to propose their own schedule of activities within the

FOR:

high performance competitors

WHEN:

throughout season

ESTIMATED REVENUE:

nil

BY:

ASC Sporting Chairman
Executive Director.

WHERE:

approved venues

ESTIMATED EXPENSES:

travel

\$200 #6110

Support Alberta pilots in national and international competitions

NEED:

- 1.0 Competitive skills are best developed by top level competition. Skills so developed are a resource for all Alberta pilots.
- 1.1 Alberta pilots usually face a direct cost of over \$2000 and a time commitment of two weeks to participate out-of-province.
- 1.2 An Alberta pilot making the Canadian team for an international contest and his crew face extraordinary expenses (\$15,000 plus) requiring significant support.
- 1.3 Access to other major competitions limited because of relative remoteness of Alberta.
Alberta competitors may fly at the US Region 8 contest at Ephrata, WA.

SPECIFICS:

- 2.0 Alberta competitors may maintain proficiency by competing at nearest US Regional contest and/or the Provincials (AP-7.02 refers).
- 2.1 ASC will support the competition fees and some travel for ASC pilots participating in Nationals and US Regional contests.
- 2.2 World team support: Alberta pilots on Canadian Team are eligible for support from the ASC world contest fund (\$4000 max). No Alberta pilot is nationally seeded in 2015

FOR:

competitors
all pilots

WHEN:

Canadian National Soaring Competition
Practice days June 8 - 9
Contest days - June 10 to June 19,

Region 8, Championships
Practice days June 14
Contest days June 15 - 20

ESTIMATED REVENUE:

nil

BY:

Sporting committee, Executive director
ASC executive

WHERE:

Netook Gliding Centre, Alberta
(between Olds and Bowden)

Ephrata, Washington

ESTIMATED EXPENSES:

travel & competition fees \$1000 #6120