

# Kansas State University Parachute Club

## Standard Operating Procedures

### Final Draft

*November 28, 2006*

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## Weekly events

### ***Drop Zone Opening***

- Unlock hangar with key located in left locker next to door
- Open office, if warm turn on A/C, open gear closet
- Turn on outside computer, start manifest
- Verify accounts in debt
- Open hangar door
- Push out Jay's plane to the front of adjacent hangar
- Pull out our plane; make sure someone is on the tail
- Sweep floor
- Roll out carpets
- Vacuum carpets
- Put ladder out by fuel tank
- Put wind flag in landing area
- Open outhouse

### ***Drop Zone Closing***

- Bring in wind flag
- Bring in ladder
- Make sure all gear gets into gear closet
- Roll up carpets
- Pick up garbage and empty trash cans into the green dumpster
- Bring in our plane; make sure someone is on the tail
- Make sure plane is locked and keys are in cash box in gear closet
- Bring in Jay's plane
- Shut hangar door, do not stop putting door down until it is completely down, make sure all parts of door are locked and secure, including cable on left and chain on right
- Turn off A/C in office
- Turn off outside computer
- Lock office door
- Sweep out bathroom and dump lye into hole, lock outhouse
- Lock hangar door; make sure key gets back in locker

## Monthly events

- Monthly club meeting
  - Meeting date will be set at previous month's meeting
  - President will set agenda for the meeting

- Agenda will be sent out prior to the meeting via the staff listserv
- Agenda will include- Finance, Equipment, Pilot Schedule
- All members will submit issues to be discussed and added to the agenda
- Secretary will take notes and publish the minutes within 7 days of the meeting
- Monthly fridge clean out

## Yearly events

- Geoff Pegg's Memorial Boogie
- Collegiates

## Meetings

Monthly meetings- open meetings with entire club

Elections will be held every year before end of Spring Semester. Elections will be announced at least one month prior to the date they will take place. Nominations will also be announced one month prior to allow people time to think about elections and to allow club members not present at the meeting to vote.

## Money

### ***Payments***

Everyone pays at the beginning of the day, excluding staff. People can either give cash or write a blank check. Staff needs to pay at the end of every month and also before going to any boogies. People who bounce checks can only pay in cash in the future. A \$5 surcharge will be charged for every bounced check.

If a jumper leaves a balance past the day of, or staff past the month of, they will be unable to jump until balance is paid off. The Treasurer will notify person of account in debt.

### ***Price list***

#### **Experienced Jumpers**

5K and under- \$12  
6K- \$13  
7K- \$14  
8K- \$15  
9K- \$16  
10K- \$17

## **Students**

First Jump Course- \$155  
Tandem Jumps- \$165  
First Jump Course if you have done a Tandem- \$105  
First Jump Course Retrain- \$95  
Student Package- \$110  
Static Line and PRCP- \$29  
1<sup>st</sup> Freefall- \$5  
5K- \$24  
6K- \$26  
8K- \$30  
10K- \$34  
Additional Hop & Pops- \$24  
All freefall jumps are \$5 more if student needs a packer

## **Internet**

\$5 per weekend  
\$10 per month  
\$40 per semester

## **Pictures**

\$15 for students and people who have not paid club dues  
\$5 for licensed jumpers who have paid club dues

# **Currency**

## ***Students***

All students who have not jumped in 30 days or more will receive refresher training from an instructor and review all standard procedures which were-or should have been-previously acquired. They will practice emergency procedures in a harness simulator under the guidance of a rated USPA Coach, Instructor, or Instructor Examiner. They will also do at least 3 practice PLF's. A student will repeat reserve deployment training once each month until obtaining a USPA A License, including the use of a harness simulator and the pull of an actual reserve ripcord while in the training harness.

Static-line method students on freefall status but not yet cleared from student status who have not jumped within the preceding—

- (1) 30 days will make at least one satisfactory PRCP jump, with a successful practice deployment, under the direct supervision of an appropriately rated USPA Instructor, before returning to freefall status.

- (2) 90 days: Students will sit in on the morning portion of a class. This can either be at an actual first jump course, or with an instructor who is available at that time. If after completion of this training the instructor does not feel the student would be safe to jump the student will have to go through additional one-on-one training or sit through the entire class at a later date.
- (3) 120 days: Students will sit through the entire first jump course. There will be no retrain charge, however if it is in a new semester the student will need to pay club dues and gear rental. The jump will cost \$29, which must be paid at the Friday evening portion of the class. If the student needs to pay club dues and gear rental the total will be \$75.
- (4) 6 months: Students will have to sit back through the entire first jump course. A retrain fee of \$95 will be charged. This covers club dues & gear rental for the new semester, the cost of the jump, and the instructor fee.

Static-line method students who are no longer on student status, but who have not jumped in the preceding--

- (1) 30 days: Students will make at least one jump under the direct supervision of a USPA Instructor until demonstrating the ability to start and stop turns, maintain altitude awareness, and maintain stability during deployment
- (2) 60 days: Students will make at least one satisfactory PRCP jump, with a successful practice deployment, under the direct supervision of an appropriately rated USPA Instructor, before returning to freefall status.
- (3) 1 year: Students will have to sit back through the entire first jump course. A retrain fee of \$95 will be charged. This covers club dues & gear rental for the new semester, the cost of the jump, and the instructor fee.

### ***Experienced Jumpers***

USPA A-license holders who have not made a freefall skydive within 60 days: should make at least one jump under the supervision of a currently rated USPA coach or instructor until demonstrating altitude awareness, freefall control on all axes, tracking, and canopy skills sufficient for safely jumping in groups 90 days: should make at least one jump beginning in Category B with a USPA Static-Line Instructor before proceeding to unsupervised freefall.

USPA B-license holders who have not made a freefall skydive within the preceding 90 days should make at least one jump under the supervision of a USPA coach or instructor until demonstrating the ability to safely exercise the privileges of that license.

USPA C- and D-license holders who have not made a freefall skydive within the preceding six months should make at least one jump under the supervision of a USPA coach or instructor until demonstrating the ability to safely exercise the privileges of that license.

## **Staff**

USPA coaches can supervise all freefall jumps after a successful clear and pull. Coaches may also supervise all experienced jumper retrains providing the jumper does not need to do a PRCP.

USPA Static-Line Instructors may supervise all static line and first freefall jumps.

### ***Currency of Instructors***

In order to stay current as a static line instructor he/she must have acted as instructor for 10 static-line and 5 freefall students who have not yet been cleared from student status in the last 12 months. They must have also attended a USPA instructor seminar.

In order to stay current as a coach he/she must have assisted with one first jump course and made at least 15 coaching jumps in the last 12 months.

### ***Training***

Initial training will be through the first jump course. A copy of the first jump course outline can be found in the back of the binder.

All student jumps should be completed according to the dive flows. These can be found in a black binder that says Dive Flows on the shelf in the office.

After students complete a category they must take the category quiz before going on to the next category. The coach/instructor who finishes the category with them will give them the quiz as part of the jump debrief. The instructor who gives the student their A-license check dive must give the student their A-license exam immediately following a successful check dive.

## **Manifest Procedures**

See appendix A in the back of this binder. (To be added at a later date).

## **Internet Procedures**

See appendix B in the back of this binder. (To be added at a later date).

## **Aircraft Maintenance**

Aircraft will go in every 100 hours for plane maintenance.

## **Equipment Maintenance & Accountability**

Reserve parachutes will be packed by an FAA certified rigger every 120 days. At the time of this repack the rigger will check the gear to make sure it is still airworthy.

Staff also needs to ensure that all altimeters are working properly. This will be done by a staff member wearing an altimeter on a jump. These need to be checked once a month.

## **Jumper Qualifications**

Jumpers are not allowed to wear sandals until they have an A license.

You must have 100 jumps to jump barefoot.

You must have 50 jumps to jump a soft helmet.

You must have 100 jumps to jump without a helmet.

You must have 200 jumps to jump the club camera helmet.

You must have 200 jumps to jump a camera helmet.

## **Jumper Responsibilities**

All jumpers are responsible to clean up after themselves. No drinks are to be put on the gear racks or computer tables. Jumpers are responsible to throw away their garbage.

## **Student Responsibilities**

Students only pay \$25 per semester to rent club gear. Because gear rental is so inexpensive we require that students help out at the dropzone. Before any students rigs are brought out of the office the floor needs to be swept and carpets need to be vacuumed. The office also needs to be picked up and free of garbage and clutter. Once this is all completed students may bring rigs out.