

## Harris Hill Soaring Corporation Junior Member Duty Policy

Harris Hill Soaring Corporation (HHSC) is a non-profit all volunteer organization. The assets that we own are unmatched at any other club in the United States. These assets support the club mission as well as provide amazing opportunity and enjoyment at a good value to our club members but, they are expensive to procure, operate and maintain. HHSC depends primarily on the weekend volunteer duty obligation and commercial ride operation to generate the necessary income to fund our assets, activities and heavily subsidize club member flying. This framework is the cornerstone of our organization and enables our very existence. If members do not sign up and attend weekend monthly duties, we cannot exist as an organization.

All junior members are required to understand and acknowledge duty obligations as part of the application process however we still routinely run into problems with junior members not attending weekend scheduled duty. To remain a member in good standing everyone must attend their weekend scheduled duty. The purpose of this policy is to flesh out junior member obligations related to weekend duty and implement a framework of consequences for missed duties.

### **Obligations:**

1. Every new member will be registered for an account in the Volunteer Scheduler Pro (VSP) scheduling system. You will receive a setup email to the address that you provided in your membership application. Follow the directions in the email and contact the junior advisor if you experience problems or have questions.
2. VSP can be accessed at the link below or via the mobile app which can be downloaded from the app store. Our 'Organization ID' is 'HHSC'. Using VSP is very simple and intuitive. It is the members responsibility to become familiar in its use. A demonstration will be provided at junior meetings at least once annually. Of course, individuals can ask another club member or the junior advisor for help and/or a demonstration at any time.

<https://secure.rotundasoftware.com/30/web-terminal/volunteer-view-mobile/login/hhsc>

3. The weekend commercial ride operation runs Saturday and Sunday from April 1<sup>st</sup> through October 31<sup>st</sup>, 10AM - 6PM. Each duty day is divided into two 4-hour shifts 10-2 and 2-6. Members should arrive for duty no later than 15 minutes prior to their shift start time. Gliders should be staged on the line and ready to begin flying rides at 10AM sharp.
4. Members must sign up (using VSP) and work a minimum of one 4-hour duty shift per month however as membership numbers fluctuate there may be times when two shifts per month

are required. **It is your responsibility to review the schedule, show up for ALL your assigned duty shifts or find a replacement!**

5. **It is a good practice to enter 'Unavailable Times' in the VSP 'Profile' tab on weekend days that you do not want to be scheduled** because of other obligations. This is a catch-all method that will prevent you from being assigned duty on days that you are unavailable to work. **If you do not do this, it is important to check the schedule to see if you have been assigned additional shifts.**
6. The source document for the duty schedule will be the virtual schedule available on the VSP schedule tab. It will remain accurate as changes occur. It can be accessed on the VSP website or mobile app. Neither an email nor a paper schedule will be published.
7. If you are unavailable for an entire month or more due to extenuating circumstances, you must enter 'Unavailable Times' in VSP for all weekend days of the month and notify the junior advisor of your status. Short-term absences are acceptable with a valid reason however long-term absences may require additional discussion.
8. Patrick Parks is the club scheduler and can be reached at the email below. Questions and problems with VSP can be directed to him as well.

[parkspa@corning.com](mailto:parkspa@corning.com)

9. **It is the members responsibility to sign in for duty on the back of the WHITE COPY of the daily log sheet.** This is the source document that will be used to account for duty attendance and missed duties.
10. **Plan to attend your scheduled duty regardless of weather** unless you hear something different from the tow pilot scheduled during your shift. There is plenty of work to be done on Harris Hill to support the club even if weather prevents flying. One 4-hour duty shift is your minimum obligation monthly to the club. Plan to be on the hill, contributing, flying and socializing during this time and not looking for a reason to stay home.
11. Honorary Junior Membership: Junior members in good standing who attend college may be considered for honorary junior membership until they graduate from a four-year university. During this time, they are not required to fulfill duty obligations as outlined in this policy however if they are present in the local area (summer break for example), it is encouraged that they do so. Honorary junior membership is not automatic and will be considered on a case-by-case basis at the judgment of the junior advisor and junior officers. Factors considered will be level of involvement, flying progression, duty fulfillment, attitude, work ethic and overall contributions to the club. If honorary status is not granted or if the individual is not attending college, the member will be asked to transition to an appropriate category of senior membership or they have the option to resign.

**Missed Duties:**

First missed duty: Verbal counseling focused on understanding the above policy and the use of VSP. The parent of the member will receive a phone call from the junior advisor.

Second missed duty: Flying privileges will be suspended until the individual completes a make-up shift or after completion of their next assigned duty whichever occurs first. The parent of the member will receive a phone call from the junior advisor.

Third missed duty: Flying privileges will be suspended for a minimum of one month but may extend longer at the discretion of the junior advisor and junior officers. The junior advisor and junior officers will consider possible membership termination. The parent of the member will receive a phone call from the junior advisor.

All missed duties will be looked at on a case-by-case basis by the junior advisor and the junior officers. Appropriate judgement will be exercised for extenuating circumstances.