



This Policy and Procedure Document describes official MAAC policy for a given subject and provides direction to the membership on recommended procedures to be followed in compliance with stated policy. To ensure that you have the latest version always check the MAAC [Web Site](#).

---

**1.0 Title. MPPD 5 – Responsibilities of a MAAC Club.**

**2.0 Purpose.** To explain what MAAC expects from a MAAC registered club.

**3.0 Definitions [Glossary of Terms](#).**

**4.0 Statement of MAAC Policy.**

**4.1** The organization of a club depends on many factors including but not limited to location, category or categories of models flown, size and experience of the membership, the presence of flight training activities and so on. Therefore, there are many different ways to organize and run a club. MAAC policy does not specify how clubs should be organized or run. This document simply lists some of the more important responsibilities that MAAC expects a club to address in its operation.

**5.0 Process/Procedure.**

**5.1** Club Officials should ensure that all members read, understand and comply with the MAAC Safety [Code](#).

**5.2** Officials should develop a list of guidelines specific to the club's activities and its flying site and ensure that all members read, understand and comply with those guidelines.

**5.3** Officials should have a procedure in place to verify that all members of the club are current members of MAAC, and that all guest flyers at the club's flying site(s) are current MAAC or AMA members.

**5.4** Officials should determine the type, size and performance of models that can be safely flown at their flying site(s) and specify them in their club Flying Site Guidelines.

**5.5** Officials should determine the need for Spotters based on local conditions such as (but not limited to) the number of models in the air or intended to be launched, current weather conditions, pilot experience, proximity to other traffic, etc.

**5.6** Officials should provide an appropriate method of frequency control for R/C [venues](#).

- 5.7** In the planning of a flying site for General Category R/C Flying, officials should follow the suggested minimum **guidelines** to the extent permitted by the available space, field configuration and surrounding infrastructure. Field layout for other special interest categories of flying should follow guidelines established for those categories.
- 5.8** At clubs where flight **training** for the R/C General **Category** is conducted, officials should implement and maintain an appropriate flight training program and should also appoint from among the club members a designated instructor or instructors to provide the training. R/C flight training for other special interest categories (e.g. helicopters, sail planes etc.) varies widely because of the many different types of models and their unique requirements. Such categories should follow whatever means of flight training appropriate and available for the specific category.
- 5.9** If an R/C club accepts only new members who already know how to fly, officials should establish a means to verify they can fly safely. Similarly, if an R/C club invites guest flyers to fly at their field officials should ensure that their flying will be performed in a safe and competent manner and that they abide by the MAAC Safety Code and Club rules in effect at the site for their regular members.
- 5.10** Officials of clubs that offer introductory flights to prospective new club members who are not yet members of MAAC should ensure that such flights are conducted by a designated flight instructor of the club, that the flights are conducted in accordance with the MAAC Safety Code and that a buddy box system is used. Non MAAC members participating in such flights under the above conditions are covered by the MAAC Insurance Policy.
- 5.11** Officials must obtain all necessary approvals and agreements from the owners or controlling authority of the property for permission to fly there and ensure that any conditions or restrictions imposed by the owners or controlling authority, air regulations and/or local by-laws are observed.
- 5.12** Officials should post up-to-date copies of the club's flying site guidelines, and any other pertinent safety information from the MAAC Safety **Code** specific to the type of flying or special interest category in a conspicuous location accessible to all flyers.
- 5.13** Officials should ensure that no flying is permitted when field maintenance crews are working in areas where they might be over flown.
- 6.0** **History of Revisions.**
- a. Version 1, Approved by the Board of Directors, (24 March 2013)
  - b. Version 2, Revised by the BOD), Document control note added, (January 16, 2014)
  - c. Version 3, Revised, Format revised to DMS standards (15 April, 2015)