

# ACADEMY OF MODEL AERONAUTICS UNIVERSITY MODEL AVIATION STUDENT CLUB CHARTERING GUIDE



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### **AMA Vision**

We, the members of the Academy of Model Aeronautics, are the pathway to the future of modeling and are committed to making modeling the foremost sport/hobby in the world.

This vision is accomplished through:

- Affiliation with its valued associates, the modeling industry and governments.
- A process of continuous improvement.
- A commitment to leadership, quality, education and scientific/technical development.
- A safe, secure, enjoyable modeling environment.

### **AMA Mission**

The Academy of Model Aeronautics is a world-class association of modelers organized for the purpose of promotion, development, education, advancement, and safeguarding of modeling activities.

The Academy provides leadership, organization, competition, communication, protection, representation, recognition, education, and scientific/technical development to modelers.



## What is a chartered club?

In the mid-1960s, AMA established a program that gave local AMA members the opportunity to join together as a group, enjoy camaraderie, exchange modeling tips and tricks, and secure use of flying sites.

After launching the Model Aviation Student Club (MASC) program, mainly geared toward the secondary education level, AMA refined its program to also benefit higher education institutions.

Today, AMA charters more than 2,400 clubs throughout the United States and provides clubs with various programs and benefits.

## In order to enroll, you'll need to do the following:

- Secure a faculty sponsor for your University Model Aviation Student Club (UMASC). Ideally, the sponsor should be actively teaching a course that relates to aviation or sUAS technology. He or she will be the main point of contact with the AMA and will advocate for the UMASC with the school. The sponsor will receive a free AMA adult membership, including the print edition of *Model Aviation* magazine.
- Make sure that the paperwork included in this packet is completed.
  - Students will complete their individual enrollment forms and return them to their sponsor.
  - The sponsor will complete his or her enrollment form (please write "UMASC sponsor" at the top of the page), as well as the remaining club chartering documents.
- Arrange for the school or students to pay the applicable fees.
  - \$15/student membership fee
  - \$40 club chartering fee
  - \$80 site insurance fee (optional)
- The sponsor will send all enrollment forms, club chartering paperwork, and payment as a complete package to the attention of the UMASC Coordinator using one of these options.
  - Email: [education@modelaircraft.org](mailto:education@modelaircraft.org), Subject: UMASC Enrollment Forms
  - Fax: (765) 289-4248,
  - Mail: Academy of Model Aeronautics, 5161 E. Memorial Dr., Muncie IN 47302

That's it! After we receive all of the information, we will process your forms and payment and get your UMASC charter to you as soon as possible. Please take a look at the next few pages for more detailed information. If you still have questions, feel free to contact us via email (please include UMASC in the subject line) or call (765) 287-1256, extension 517.

Your club charter and the students' individual memberships will be valid for one year from the date issued by AMA. We will send renewal reminders and the appropriate documentation before the memberships and charter status expire!

## Let's get started!

On the next few pages you will find information that will assist you with the chartering process as well as provide you with material outlining club benefits and other important facts. Some of these forms are required; others are optional, depending on your specific club situation.

## Is there a minimum number of people required for the UMASC?

Including the faculty sponsor, your club must have at least five (5) members.

## Do we need club officers?

Yes! Your club will need at least three officers. The faculty sponsor can be listed as one of the officers. Positions include president, vice president, secretary, treasurer, and safety coordinator. Officers can be elected or appointed as determined by your club. We have compiled some [suggested duties and responsibilities](#) for the different positions that you can use, or you can create your own.

After we have processed your forms, we will assign a unique charter number for your club. Please include that number in your communication with AMA. This way we can make sure we provide you with the correct information.

## Club membership and rosters

Clubs are autonomous entities and have the discretion to limit their membership such as certain modeling activities or a limit to the number of members allowed.

**Important:** *All clubs are required to have an open membership as it relates to race, color, creed, national origin, gender, age, or disability.*

After your club has been chartered, the faculty sponsor will be able to review and update the club membership roster online.

## Club bylaws

Student clubs are currently not required to write or submit bylaws; however, it may be a good decision (and practice) to do so.

Organizational bylaws usually deal with such items as name, purpose, membership, dues, officers and their duties, safety matters, meetings, order of business, and how to amend the bylaws. If your club has an issue unique to the local area, this issue should be addressed within the bylaws. AMA has created some [minimum recommendations](#) to assist with this project.

## Can I get more details about the student member benefits?

Student members of the UMASC receive AMA's benefits just like any other regular AMA member, including insurance coverage for modeling activities. This will allow student members to be covered when flying at AMA chartered club flying sites, or participate in AMA sanctioned events. Student members will *not* receive a subscription to the print edition of *Model Aviation* magazine, unless paid for individually as an additional fee.

You can find a list of other benefits at [www.modelaircraft.org](http://www.modelaircraft.org).

Student member benefits are valid for one year after the paperwork is processed at AMA Headquarters. The UMASC documents and applicable fee must be renewed annually in order for the club to continue and the students and sponsors to remain club members.

## Safety Code Compliance

Safety rules are not an obstacle to the enjoyment of model flying; they help prove that model fliers are the responsible people they proclaim to be. All AMA chartered clubs are charged with the responsibility of ensuring that their modeling activities will be conducted in compliance with [AMA's National Model Aircraft Safety Code](#). Supplemental guidelines are referenced within the Safety Code and can be obtained either from the [AMA website](#) or by contacting AMA Headquarters.

Aeromodeling is a fun and fulfilling activity, but with it comes the responsibility of every participant to exercise the same professionalism and caution one would expect to find in any other aviation activity. The minimum amount of time and effort required to provide a safe environment pays major benefits many times over.

Any incident involving model aircraft can result in property damage or bodily injury. Apart from any direct harm, a less-obvious result is the poor image of model flying that results from media coverage of such incidents, which may lead to public antagonism, and in some cases, to the loss of flying facilities. This is why it is important that model fliers observe safety rules and take a common sense approach.

Any reckless, intentionally unsafe modeling operation can seriously limit the extent to which AMA benefits may work to protect members, clubs, and property owners.

## Club Insurance Benefits

**Club Insurance Coverage:** Chartering a club provides liability insurance benefits to the club and the club officers. This is not only limited to an accident caused by flying models. AMA knows that a club can also be sued for non-flying accidents that may occur at its flying field, meeting site, or a club event. Such accidents may be caused by a club member, spectator, or someone else while acting on behalf of the club and may arise from conditions of the premises or other non-flying activities. For this reason, liability coverage for AMA chartered clubs extends to claims arising from model flying, as well as non-model-flying accidents.

Club officers are provided primary liability insurance coverage for the duties they perform associated with the club activities. The insurance industry calls this the "vicarious liability" for the acts of others or accidents caused by others.

- Important:** AMA does not provide insurance coverage for
- a) club-owned equipment (e.g. storage sheds, lawn mowers, etc.) or
  - b) Directors & Officers (D&O) coverage (claims resulting from decisions regarding club policy, discrimination, environmental issues, etc.) Clubs should check with local insurance providers if they are interested in obtaining these items



**Flying Site Owner Insurance Coverage:** Most property owners want to be ensured that they are protected if they allow a chartered club to use their property as a flying site, so they will ask for an insurance certificate that will name the property owner as an “additional insured.” This coverage safeguards the owner if he or she is named in a claim because of an accident caused by an AMA member and/or club. Clubs can obtain this coverage for the charter year or for specific event dates. There is a processing fee of \$80/certificate for the charter year coverage or \$25/certificate for specific event coverage. Please complete this [form](#) and submit along with the appropriate payment.

The coverage provides up to \$2,500,000 of primary liability insurance coverage to the flying site owner. You may want to provide this [summary page](#) with the program highlights to any current or potential new site owner.

## **Flying Sites**

Most charter clubs and model fliers are careful in their selection of flying sites, layouts, and other operational practices. AMA has developed some suggestions giving clubs a starting point, if needed. These suggestions are not mandatory requirements, and of course, do not guarantee that no accident will occur. Clubs are welcome to use these recommendations, and can use their discretion to modify any of the items based on their specific situation, e.g. types of aircraft used, geographical location, obstructions, proximity of neighbors, etc. Click [here](#) to see AMA's suggested RC flying site specifications.

AMA's Flying Site Assistance Coordinator (FSAC) works with chartered clubs to help them understand how to safeguard their flying sites and secure them, as well as help members and clubs understand the need to look for another site—even while they are enjoying their current site. The FSAC will continue to help clubs that have lost a site to locate and secure a new one. Email the [FSAC](#) or call at (765) 287-1256, extension 230.

## **I have more questions. Help!**

You can email us at [education@modelaircraft.org](mailto:education@modelaircraft.org). Please use “UMASC questions” for the subject line.

If it's easier to talk on the phone, you can call us at (765) 287-1256, and ask to speak to someone in the Education Department about forming a University Model Aviation Student Club.

## AMA UMASC Information

Club name \_\_\_\_\_ Club # \_\_\_\_\_  
Examples: BSU Flying Students, AU Aviators, etc. School name will be (for club renewal)  
club name as a default if none indicated.

School name \_\_\_\_\_

School mailing address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

School website \_\_\_\_\_

### *School employee/sponsor information*

Name \_\_\_\_\_

AMA number (if current member) \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email (required) \_\_\_\_\_

I certify that the above information is correct, the employee/sponsor is affiliated with the school named above and a background check has been completed. I also confirm the students enrolled in the UMASC program are current students.

*Bringing Modelers Together*

\_\_\_\_\_  
School administrator or authorized faculty representative's signature/title

\_\_\_\_\_  
Date

Club name \_\_\_\_\_ Club # \_\_\_\_\_

## Club Officers

An officer can hold more than one position, e.g. secretary/treasurer, VP/safety coordinator, etc.

The Safety Coordinator is a required position and the designated officer must have access to email.

President      Name \_\_\_\_\_ AMA # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day tel.: \_\_\_\_\_ Evening tel.: \_\_\_\_\_  
Email \_\_\_\_\_

Vice President      Name \_\_\_\_\_ AMA # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day tel.: \_\_\_\_\_ Evening tel.: \_\_\_\_\_  
Email \_\_\_\_\_

Secretary      Name \_\_\_\_\_ AMA # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day tel.: \_\_\_\_\_ Evening tel.: \_\_\_\_\_  
Email \_\_\_\_\_

Treasurer      Name \_\_\_\_\_ AMA # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day tel.: \_\_\_\_\_ Evening tel.: \_\_\_\_\_  
Email \_\_\_\_\_

Safety  
Coordinator      Name \_\_\_\_\_ AMA # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Day tel.: \_\_\_\_\_ Evening tel.: \_\_\_\_\_  
Email \_\_\_\_\_



Club name \_\_\_\_\_ Club # \_\_\_\_\_

### Club Roster Form

Each member of the club who participates in club flying activities must be an AMA member

New clubs: List all club members.

Renewing clubs: List only new club members or club members who should be deleted from the club roster.

Do not list club officers on this form.

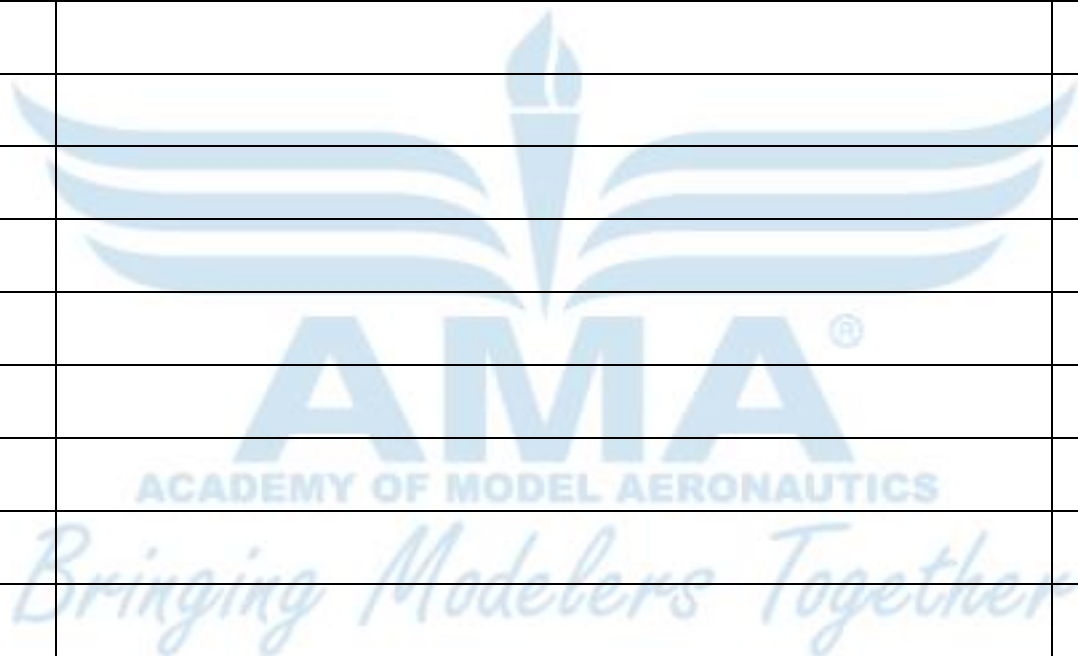
Your faculty sponsor will forward any roster updates to AMA’s Education Department as they occur.

Faculty sponsor name: \_\_\_\_\_

Please indicate if the member is being added or deleted by entering a (✓) in the appropriate column.

AMA #	Last name, first name, city, and state	Add	Delete

Club name \_\_\_\_\_ Club # \_\_\_\_\_

Club name \_\_\_\_\_ Club # \_\_\_\_\_

## Flying Site Information

The information we are requesting is to help locate all of the flying site locations used by AMA chartered clubs throughout the United States. We will associate these locations directly with your club and publish the data on the AMA website under the "Find a Club" tool. Some locations may have accessibility restrictions. Please indicate if the location *cannot* be published.

If your club has multiple flying sites, please complete a copy of this form for each.

Flying site name (if multiple sites) \_\_\_\_\_

GPS coordinates: Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Do not publish

*Does your club own or rent/lease the property?*

Own       Rent/lease       Other \_\_\_\_\_

*If the club does not own the property, who is the landowner?*

Private       Federal       State       County/city

Other \_\_\_\_\_

*Does your club have a formal use agreement with the landowner?*

Yes       No

*Is this flying site located within five miles of a public airport(s)?<sup>1</sup>*

Yes       No

*Does your club have an agreement with the public airport as it pertains to model operations?*

Yes (written agreement)       Yes (verbal agreement)       No       Don't know

*Does your club want or need to provide liability insurance coverage to the landowner? (If your club owns the property, coverage is automatically provided.)*

Yes       No

*If Yes, please complete the application on the next page.*

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<sup>1</sup> This should be measured from center of field using the official GPS coordinates for the airport. You can use online websites such as Skyvector.com to obtain official coordinates for airports in the US.

Club name \_\_\_\_\_ Club # \_\_\_\_\_

### Application for Insuring Flying Site Owner

Club officer name and position \_\_\_\_\_

AMA will process your certificate request upon receipt. The insurance certificate will be mailed to the property owner (or emailed if address is provided). The officer designated as the club contact will automatically receive an email copy of the certificate for the club files.

There is an \$80 charge for each "year-round" certificate issued to run concurrently with the club charter. Date-specific certificates for events such as fun-flies, mall shows, etc., are available for \$25.

Please be as accurate as possible when completing this form. You may need to contact the property owner to ensure you have the correct information.

Legal name of additional insured/property:

\_\_\_\_\_

Name and mailing address of the additional insured listed above:

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Site location/address:  Club meeting location only, no flying activities

\_\_\_\_\_

Year-round, \$80     Event only, \$25, date(s): \_\_\_\_\_

\_\_\_\_\_

Legal name of additional insured/property:

\_\_\_\_\_

Name and mailing address of the additional insured listed above:

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Site location/address:  Club meeting location only, no flying activities

\_\_\_\_\_

Year-round, \$80     Event only, \$25, date(s): \_\_\_\_\_

\_\_\_\_\_

Club name \_\_\_\_\_ Club # \_\_\_\_\_

## 2.4 GHz Agreement

*In 2008, the AMA Executive Council approved a process to waive – on a provisional basis – the frequency-management agreement requirements as listed under item 6 in the RC section of the current AMA Safety Code for club(s) operating exclusively on 2.4 GHz.*

The \_\_\_\_\_ (club name),  
AMA Charter # \_\_\_\_\_ acknowledges and agrees that model operations by all  
club members, guests, and visitors at \_\_\_\_\_  
\_\_\_\_\_ (site location) will be exclusively on 2.4 GHz.

The club will make every effort to inform all modeling participants of this requirement and will enforce the 2.4 GHz usage. Unless prohibited, the club must post appropriate signage at the flying site location.<sup>2</sup>

\_\_\_\_\_  
Club Officer's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Club Safety Coordinator's signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>2</sup> Various signs stating "2.4 GHz use only" will be posted at the flying site, unless the property owner prohibits any such postings. Signs must be prominently displayed at least at the field entrance, with the field rules and with the current Safety Code poster. Additional signage is recommended. The club may consider installing a generic frequency board with an additional "2.4 GHz use only" posting.

Club name \_\_\_\_\_ Club # \_\_\_\_\_

## UMASC Chartering Payment Summary

1) Annual club charter fee \$40.00

2) Certificate of insurance for year-round flying site (\$80/certificate)  
*Please include completed application.*

\_\_\_\_\_ certificate(s) x \$80.00 \$ \_\_\_\_\_

3) Certificate of insurance for event (\$25/certificate)  
*Please include completed application listing the specific event date.*

\_\_\_\_\_ certificate(s) x \$25.00 \$ \_\_\_\_\_

**Total enclosed** \$ \_\_\_\_\_

Payment type:  Check     MasterCard     Visa     Discover

Credit card \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder's signature \_\_\_\_\_



## Some Club-Related Documents on AMA's Website:

Document No.	Description
105	<a href="#">Official AMA National Model Aircraft Safety Code</a>
510-A	<a href="#">Safety Regulations for Model Aircraft Gas Turbines</a>
515-A	<a href="#">Required Safety Standards for Giant Scale Racing</a>
520-A	<a href="#">Large Model Airplane Program Requirement</a>
525	<a href="#">Safety Code for Radio Control Combat</a>
530	<a href="#">Safety Code for General Radio Control Racing</a>
540-B	<a href="#">Set-Back Distances for Sport Pylon Racing</a>
540-D	<a href="#">See and Avoid Guidance</a>
550	<a href="#">First-Person View (FPV) Operations</a>
560	<a href="#">RC Operations Utilizing Failsafe, Stabilization, and Autopilot Systems</a>
904	<a href="#">Application for Insuring Flying Site Owners</a>
915	<a href="#">Flying Site Owner—Insurance Coverage Summary</a>
706	<a href="#">Recommended RC Flying Site Specifications</a>
535-B	<a href="#">Sample: Flying Site Safety and Operational Rules</a>
708	<a href="#">Leader Club Award Application</a>
712	<a href="#">Flying Site Grant Application</a>
714	<a href="#">Natural Disaster Assistance Program for Clubs</a>
716	<a href="#">Club Recognition and Reward Program</a>

These are just a few documents available for clubs and members. Please visit [www.modelaircraft.org/documents.aspx](http://www.modelaircraft.org/documents.aspx) to find additional information.