

## **Mission Ridge Keyholder Application Instructions**

Mission Ridge keys are reallocated each year in March. Advanced rated pilots who are interested in becoming Keyholders and current Keyholders who wish to maintain their Keyholder status must submit an application package.

### **Instructions:**

1. Completely fill out the keyholder application found at:  
<http://www.wingsofrogallo.org/sites/mission/MissionKeyholderApplication.pdf>
2. Send the keyholder application to the Mission site committee chair.
  - a. The address is at the bottom of the application.
  - b. You can also scan the application and send it to  
[missionchair@wingsofrogallo.org](mailto:missionchair@wingsofrogallo.org)
3. Attach a copy of your vehicle insurance showing the following:
  - a. \$500,000.00 Liability/Bodily Injury per occurrence
  - b. Your vehicle description
  - c. Your name.
  - d. The date the policy is in effect.
4. Attach proof of WOR and USHPA membership.

**Application deadline is the last Tuesday in February.**

Non-renewing Keyholders should notify the site committee chairman of their intentions so as to expedite key re-allocation and refund of their key deposit.

To receive a Mission key you **must** have:

1. USHGA and WOR member in good standing throughout keyholder tenure.
2. Current vehicle insurance, Minimum limit of \$500,000.00 Liability/Bodily Injury.
3. 4WD vehicle with minimum rack capacity of 4 hang gliders if applicant is a HG pilot, or 3 hang gliders if applicant is a PG pilot. \*The rack system must pass inspection by the site committee. Rack guidelines are available at  
[www.wingsofrogallo.org](http://www.wingsofrogallo.org)
4. 3. Fire abatement equipment, i.e.: shovel and/or fire extinguisher (Minimum 5 lb. recommended).

In the event that more applications are received before the deadline than there are keys, the following will be used at the Decision Criteria for Key Allocation:

1. Frequent site usage during preceding year.
2. Good record of contribution through work parties and/or site/club administration.
3. Good record of giving rides to launch.

### Key Application Notes

1. The Mission key application can be filled out on your computer and printed.
2. The key application deadline is the **last Tuesday in February**.

3. The key exchange for applicants that meet the application deadline will occur at 7:00 PM on the **third Tuesday in March** just before the WOR meeting.
4. Key applications received after the last Tuesday in February will NOT be processed until after the March meeting.
5. Key exchanges will occur only at WOR meetings.
6. As an alternative to sending in the application and accompanying paperwork using the postal service, the keyholder applicant can scan the signed documents and send them as an e-mail attachment to [missionchair@wingsofrogallo.org](mailto:missionchair@wingsofrogallo.org)
7. Successful applicants will be notified prior to the meeting.
8. Bring a \$20 key deposit, or your old key if applicable.
9. Failure to return your old key will require another \$20 deposit.
10. Pilots returning keys more than 24 months after the key allocation meeting where they were originally distributed will NOT receive their deposit back.
11. The locks will be changed the third Tuesday in March.

If you have any questions, please contact the Mission Ridge site committee chairman Roy Spencer H-(408) 985-2810 before 8:30 PM please, or email [missionchair@wingsofrogallo.org](mailto:missionchair@wingsofrogallo.org)