

Stansbury Park Observatory Complex General Policies and Procedures

Revised: April 12, 2008
Approved: June 12, 2008
Updated for the year 2012

The purpose of the Advisory Committee (Committee) is to assist the Board of Directors (BoD) of the Salt Lake Astronomical Society (SLAS) in conducting the administration of the Stansbury Park Observatory Complex (SPOC). The SPOC Advisory Committee shall make policy and administrative recommendations to the SLAS BoD.

I. The Advisory Committee:

1. Make up of the Committee:
 - A. The President of SLAS; and
 - B. Six, or more, members of SLAS; and
 - C. An appointed representative from Harmons.
 - D. With the exception of the Harmons representative, each Committee member must maintain a membership in SLAS.
 - E. Each new year the SLAS BoD shall appoint a Chair of the Committee.
 - a. A person must have served at least one year on the Committee before becoming eligible to serve as Chair.
 - b. Each new year the Committee will recommend a new Chair to the SLAS BoD.
 - F. The SLAS BoD shall appoint an Observatory Director
 - a. The period of this appointment is indefinite until such time as the Observatory Director relinquishes that position.
 - b. The current SPOC Observatory Director is Rodger Fry.
 - G. The SPOC Observatory Director shall appoint a SPOC Observatory Training Director.
 - a. The current SPOC Observatory Training Director is Roger Butz.
2. Terms of service:
 - A. The President of SLAS shall be a member of the Committee for the term elected.
 - B. The Observatory Director shall be a member of the Committee.
 - C. The Observatory Training Director shall be a member of the Committee.
 - D. Each appointed member shall serve a three year term.
 - a. Terms shall expire on December 31st of the third year.
 - E. Harmons shall appoint its own representative.
 - a. The current Harmons representative is Keith Anderson.
3. Replacement policy:
 - A. In the event of a vacancy created by the normal expiration of terms, or for any other reason, the remaining Committee members shall nominate candidates to bring the Committee to at least 8 members.
 - B. Vacancies shall be filled within 60 days.
4. Duties:
 - A. The Chair:
 - a. Shall call and conduct meetings of the Committee as required.
 - b. Shall be the liaison to the SLAS BoD.
 - c. Shall report the Committee's recommendations to the SLAS BoD.
 - B. The Observatory Director:

- a. Shall oversee the physical facilities at SPOC and be in charge of all maintenance and repairs.
- b. Shall determine the seasonal opening and closing dates.
- c. Shall change the combination at the start of the closed period.
- d. Shall be the liaison with Stansbury Park to coordinate all activities.

II. Usage of SPOC

1. Priority of usage:
 - A. SLAS scheduled star parties.
 - B. SLAS scheduled special events.
 - C. SPOC training classes.
 - D. SPOC key-holder reservations.
 - E. Groups.

III. Training:

1. The Observatory Director shall have oversight of all training activity.
2. The Observatory Director jointly with the Observatory Training Director shall appoint all SPOC instructors.
3. The Observatory Training Director shall:
 - A. Plan and publish training manuals for operating SPOC telescopes.
 - B. Set up and execute training programs for SPOC instructors.
 - C. Oversee the training of SPOC users.
 - D. Keep up to date records of user eligibility in conjunction with the SLAS Secretary-Treasurer and SLAS Webmaster.
 - E. Issue user privileges for SPOC telescopes.
4. Each telescope will have its own training requirements.
5. Training requirements may change from time to time.
6. Training requirements shall be posted in the observatory and on the SLAS website.
 - A. Instructors may conduct Level 1 classes on any of the observatory telescopes. Anyone may attend a Level 1 class.
 - B. Level 2 (hands-on) classes will be provided for each observatory telescope. Level 2 classes are restricted to SLAS members only. The number of sessions required for an individual student is to be determined by the instructor.
 - C. Refresher classes will be provided for each observatory telescope. An instructor may make a refresher class mandatory for an individual operator. Currently, a Grim Scope refresher class is mandatory at the start of each season for each Grim Scope operator
 - D. A person must be 14 years of age or older in order to receive observatory telescope training. Training a minor child on an observatory telescope is at the discretion of the SPOC instructor conducting the training. A minor child must be accompanied by a parent or legal guardian during all training sessions.
7. A training log shall be kept by the instructor of those people attending classes.

IV. Observatory Operations:

1. Maintenance of SPOC telescopes and other electrical/mechanical/optical components and equipment may only be performed with the authorization of the Observatory Director.

2. To reserve an observatory telescope on a private basis a person must be a SPOC key-holder and have completed all required training on the telescope being reserved.
3. To become a key-holder a person must:
 - A. Be 18 years of age or older; and
 - B. Have been a member of SLAS for at least 6 months; and
 - C. Have completed and passed to the satisfaction of the level 2 instructor all required training in a level 2 telescope class; and
 - D. Maintain his or her SLAS membership for the term of use; and
 - E. Have paid the annual key-holder fee.
4. Upon completing all the above key-holder requirements, a person shall be issued a key and the combination to the observatory locks. Only the person to whom the key was issued may use the key. SPOC keys are **not** transferable.
5. Annual key-holder fee:
 - A. The annual key-holder fee shall be set by the SLAS BoD.
 - B. The fee shall be for one calendar year and shall not be prorated from one year to the next.
 - C. All fees shall be paid to the SLAS Secretary-Treasurer.
 - a. Only qualified candidates, approved by a level 2 instructor, shall pay the annual key-holder fee.
6. The SLAS Secretary-Treasurer, in conjunction with the SLAS Webmaster, shall maintain a list of qualified key-holders and combination holders. The list shall be built and the information retained for not less than seven years. The information is to include:
 - A. Who has a key; and
 - B. Who has the current combination; and
 - C. Who has paid for the current season; and
 - D. Whether an individual has fulfilled the 6 month membership requirement.
7. A master list shall also be maintained on the Society's website. Only those on the master list may reserve an observatory telescope.
8. Key-holder requirements and SPOC policies shall be posted on a SPOC wall and on the SLAS website.
9. Annual operating policies and procedures to be posted separately from general policies. These policies are intended to be in operation for a specific calendar year.
10. Key-holder privileges may be revoked for cause by the Committee.
11. A person who is not a key-holder, or who has not reserved an observatory telescope, may operate an observatory telescope provided that person:
 - A. Is participating in a training event in the presence of a SPOC telescope instructor; or
 - B. Has completed all necessary training on the telescope (including yearly refreshers if required) and is participating, as a scheduled telescope operator, in an official SLAS star party; or
 - C. Has completed all necessary training on the telescope (including yearly refreshers if required) and has the permission of the qualified SPOC key-holder who has reserved that telescope. The SPOC key-holder who made the reservation must be present at all times.
12. A key-holder may not have more than one SPOC telescope reserved for private use during any given reservation time slot.

13. A minor child must be accompanied by a parent or legal guardian while the child is operating an observatory telescope. Also, in accordance with paragraph IV.11, the key-holder who made the reservation for the telescope must also be present while the child is operating the telescope. Note that the key-holder and the parent (or legal guardian) may be the same person.
14. Due to safety concerns, no animals except service animals are allowed inside any of the observatory buildings or on the concrete pads immediately adjacent to the buildings.

V. Star Parties:

1. Members may set up on the parking lot immediately to the east of the observatory grounds or in the grassy area around the observatory and along the fence to the north.
2. On busy nights, only vehicles with telescopes or with handicapped individuals should enter the parking lot immediately to the east of the observatory grounds.
3. Only vehicles with telescopes should enter the observatory grounds past the gate unless otherwise authorized.
4. Parking lots will be blocked off as needed.
5. Signs and lighting to be placed as needed.

VI. Observing Season

1. Weather permitting, the observing season at SPOC is March 1 through October 31.
2. The closed period is November 1 through the last day of February.
3. Weather permitting, SPOC may be opened for special events or training during the normally closed period at the discretion of the Observatory Director.

VII. Key-holder Usage

1. SLAS member scheduling:
 - A. Permission and scheduling must be coordinated in the member's only area on the SLAS website.
 - B. Key-holder usage may not conflict with SLAS scheduled events or scheduled training.
2. Key-holder group usage:
 - A. A key-holder may invite manageably sized groups as his/her personal guests to SPOC.
 - B. The key-holder bringing a group to SPOC is responsible for all matters pertaining to the event such as guest safety, guest conduct, control of the group, litter pickup, etc.
 - C. No key-holder hosting a group may receive personal remuneration. Donations may be made to SLAS but shall not be solicited.
 - D. Unsupervised guests shall be kept out of the observatory control room at all times.
 - E. If minor children are involved there shall be at least one adult per 6 children.
3. Other groups:
 - A. Fees for groups that request access to SPOC will be in accordance with the SLAS BoD approved Star Party Services policy.

2012 Operating Policies and Procedures

This document describes the short term policies as they apply to SPOC

The SPOC Advisory Committee:

Ken Harris (Chair for 2012), reappointed to Committee 1/2012 (term expires 1/1/2015)

David Bernson (SLAS President)

Keith Anderson (Harmons Representative)

Rodger Fry (Observatory Director)

Bruce Grim (Observatory Director Emeritus) (no term expiration)

Roger Butz (Observatory Training Director)

Robyn Anderson, appointed to Committee 1/2012 (term expires 1/1/2015)

Mark Bloomenthal, reappointed to Committee 1/2011 (term expires 1/1/2014)

Nate Goodman, appointed to Committee 1/2012 (term expires 1/1/2015)

Bill Kennedy, reappointed to Committee 1/2012 (term expires 1/1/2015)

Patrick Wiggins, reappointed to Committee 1/2011 (term expires 1/1/2014)

SPOC Key-holder Fee:

The 2012 SPOC key-holder fee is \$25.00 as set by the SLAS BoD.