

AGCSC OPERATIONS MANUAL

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INTRODUCTION

Welcome to the Associated Glider Clubs of Southern California, Ltd, AGCSC, hereafter referred to as the club. The club was founded in 1929 and has been in continuous operation since. Our goal is to make you feel welcome and become one of us from the first day. Please do not hesitate to introduce yourself to any member or ask for assistance in orienting yourself.

To help the newcomer understand our operations, and to document the club procedures, all members are provided this manual. In it you will find procedures for the various activities of our club. Read it carefully and then pitch in to become an active and informed member. In addition, feel free to phone a board member to discuss anything that is confusing or that just does not seem to be working. As new board actions affecting operations appear, they will be published in our monthly meeting minutes, which are available electronically.

It is the club's intent that this manual be revised and improved as club operations evolve. Changes will be made only with the approval of the Board of Directors.

I. GENERAL INFORMATION

A. Organization of the Club

The club is governed by a Board of Directors elected for a one-year term at the October general meeting. The Board of Directors formulates day-to-day operating policy in accordance with the by-laws and maintains this operations manual. The board meets once a month to transact club business. These meetings are always open to any member and new members are especially invited to get to know the club. Board meetings are held the first Thursday of each month at 6:00 pm followed by the general membership meeting at 7:00 pm. Meetings are held in locations to be determined by the Board and passed to club members in advance of the meeting.

In addition to this manual, the club by-laws contain mandatory aspects of club operations, which can only be changed by a 2/3rds vote of the members. This manual, the club by-laws, and the club membership roster which identifies current board members, are available in the members only documents section of the club website, www.agcsc.org

New members will have an assigned “mentor” to help their introduction to the club’s operating procedures and practices.

B. Membership in the Soaring Society of America

The club requires SSA membership for all members. Current SSA membership is the responsibility of individual members. Status is to be confirmed at the time of the recurrent 90-day check.

Participation in SSA pilot proficiency badge program and the Young Eagles program is encouraged. For details, refer to SSA website, www.ssa.org.

C. Club Rates and Billing Procedures

Membership: An initial membership fee of \$500.00 is due and payable upon election to the club by the Board of Directors. Once a member, this fee is non-refundable.

Dues: For all regular members, dues are \$15.00 monthly. All flight group members must also pay \$30.00 per month for damage insurance. Life membership is available to members who have been in the club six months or longer. Life members pay a one-time fee of 10 times annual dues and thereafter pay no dues.

Flight Fees: In addition to dues, the club has two options for flight fees. Flight group membership is the primary flight fee plan and costs \$25.00 monthly for unlimited flight activity. Members electing to join the flight group are required to participate for a minimum of six consecutive months. Flight group members have priority over other members when gliders are overbooked.

An alternate plan for members who own personal gliders, or who fly very infrequently, is a daily use flight fee. This fee is paid each day club aircraft are flown by regular group members who must be currently checked out and qualified to fly a particular aircraft. Logbook endorsement by a club instructor is required. These members must also show proof of non-owner physical damage insurance in the amount determined by the board.

The current daily use fee for club equipment is as follows:

Puchacz	\$50.00
Junior	\$50.00
Perkoz	\$60.00

Members wishing to use club equipment are encouraged to join and remain in the flight group, as these fees are the club's primary source of funds to purchase insurance and maintain the equipment.

Tow Rates: Aerotow rates are established by operators providing tow services, and are paid directly by the member utilizing the service. Auto tows or winch launches provided by the club are \$15.00 each for a flight less than or equal to 6 minutes (pattern) or \$25.00 each for flights longer than 6 minutes.

Billing and Payment Procedures: Billing statements are mailed by the treasurer approximately two weeks in advance of each calendar quarter. Club dues and flight fees are due and payable in advance. If you are not fully paid up in advance, you are not authorized to fly club equipment.

Occasionally the treasurer receives information too late to include all charges in a month's bills. In such cases, the charges will be carried over until the next billing.

Members may incur expenses on behalf of the club as authorized by a board member, (e.g. for materials for maintenance or repair of club equipment or gasoline for the winch). For reimbursement of such expenses, you must provide the treasurer with a receipt or statement and he will write a check or credit your account.

D. Provisional Membership

A provisional membership for a winch or auto launch is \$60.00. This entitles the provisional member to one flight. When situations vary, the flight leader can adjust rates and times.

A provisional membership for an aerotow is the price of the tow plus \$50. This entitles the provisional member to a single flight of twenty to thirty minutes. When there are no members waiting for the glider, the flight may be extended at the option of the pilot-in-command.

Provisional memberships are considered rides for hire by our insurance carrier and may only be conducted by Commercial rated club pilots.

A guest of an active member is not charged by the club, however club members may share costs with their guest as permitted by the FARs. All club fees are payable by the

host member. The club member as PIC is responsible for all phases of the flight.

Flight risk waivers must be signed by all provisional members or guests prior to flight. At FBO sites, all waivers required by the FBO must also be signed prior to takeoff. Warner Springs has this requirement. If a non-member who has not signed the waiver is involved in an accident, the Pilot in Command is fully liable for any lawsuit that might be levied against the club. Protect our club and you by being sure that the waiver is signed. Waiver forms are available in the documents section of the club website. They are multiple use forms, so you should obtain one and keep it handy in your logbook. You will be required to produce a properly signed waiver in the event of an accident or incident.

E. Flight Leader Responsibilities

At soaring sites operated by the club, and during special events arranged at FBOs, operations of the club are controlled by the flight leader, who is designated by a board member and has ultimate authority to make decisions controlling operations. The flight leader directs the entire operation following the rules and procedures of this manual, supplemented by sound judgment, maintaining a safe and efficient operation. The flight leader is in charge and must be obeyed. All members must assist with flight leader duties as required.

The flight leader will have the authority to suspend the flight privileges of any pilot that operates any club-owned or privately owned glider in an unsafe or hazardous manner under the auspices of the club. The flight leader's authority and penalties thereof are not subject to appeal. The offending pilot may only be reinstated to flight status following a review and recommendation for re-instatement by the board of directors and club CFI-G's. Some penalties may warrant a proficiency checkout by club CFI-G's or successful completion of a Return to Compliance plan set forth by the club instructors and board of directors.

F. Flight Instructors

It is the intent of the club to provide instruction to all who desire it and, whenever possible, to provide it without charge. Club instructors will maintain Club records of members checked out to fly specific club aircraft

G. Maintenance and Work Parties

Since the club is a non-profit organization, we do much of our own maintenance to keep costs down. Work parties will be assigned and scheduled as required by the board of directors. These parties will be lead by a designated work party director. Work parties will be staffed from the eligible pool of flight group members and volunteers. When assigned to a work party you are responsible to report as assigned or to arrange for a substitute.

FLIGHT OPERATING PROCEDURES

A. Use of Club Gliders

1. The AGCSC is a teaching club. As such, many of our club members are students and are not required to hold an FAA Private Pilot – Glider (PPL-G) rating or higher. All pilots of AGCSC aircraft must be club members.
2. To fly club aircraft, a satisfactory check flight or cockpit check (single seat) with a club instructor is required. Check flights will include recognition and recovery from incipient spins. A separate logbook endorsement by a club CFI-G is required for each glider type and for the type of launch authorized (aero tow, winch launch or auto tow). An oral and/or written exam will be required as part of the “authorized to fly” checkout. The club will keep a record of endorsements using the club Pilot Log (appendix “B”)
3. Club CFI-Gs will also conduct oral and/or written tests covering flight operations, assembly and disassembly of glider, preflight inspection, post flight inspection and tie-down procedures.
4. All members acting as pilot in command (PIC) in the rear seat of two place club aircraft must have a back seat check by a club CFI-G with log book endorsement.
5. A club CFI-G must be on the field when student pilots fly solo. Any student pilot must be under the direct supervision of a qualified FAA CFI-G who shall have specifically approved each flight undertaken by the student prior to take-off.
6. Monthly club meeting agenda includes ongoing safety briefing(s) and discussion.. Flight group members unable to attend monthly meetings are required to submit an e-mail to the club secretary prior to the meeting. Any member missing two or

more monthly meetings shall be denied flying privileges as PIC until completion of a thorough proficiency review by a club CFI-G.

7. A logbook proficiency endorsement is mandatory for all club members acting as PIC in AGCSC aircraft. The endorsement must be renewed every ninety days and recorded in the pilot's logbook and in the club's Pilot Information Log.

The 90-day proficiency endorsement may be obtained by compliance with one or more of the following:

- a. Endorsement by a club CFI-G that the pilot in question has been observed over a sustained period of time to be proficient and current in glider operations.
 - b. A logbook review of a sustained flight rate of at least two flights per month in the preceding six months.
 - c. Completion of an oral review with a club CFI-G.
 - d. Observation by a club CFI-G demonstrating proficiency while flying at least one take-off and landing circuit.
 - e. A flight check of at least one dual flight with a club CFI-G.
8. The club will keep a detailed Pilot Information Log (Appendix "B") to document all pilots' personal contact information, license ratings held, Flight Review dates, dates of instructor 90-day endorsements, aircraft qualifications, insurance coverage, SSA dues currency and monthly meeting attendance requirements. The Pilot Information Log will be signed by each pilot and maintained in a club file.

B. Procedures for Reserving Gliders

Procedures for reserving gliders may change from time to time. These procedures are posted on the club's website (www.agcsc.org).

Members are allowed a maximum of one hour's use per flight. Two hours if two members are sharing a two-seater. This can only be extended if no other members are waiting to use the glider.

In the case of last minute requests, it is the responsibility of the follow-on pilot to advise the lead pilot of intention to fly the glider. This can best be done before the day of the requested flight. Any follow-on pilot is responsible to contact the lead pilot before 8:00 AM on the day of the flight to coordinate use of the glider. The lead pilot should arrive at the field with enough time to allow preparation for take-off at the requested time. The follow-on pilot should be at the field prepared to recover the glider and take over responsibility in a timely manner. Any other scheduling arrangements conducted via radio or signals from the ground are the mutual responsibility of the parties involved.

If your desired date and time are taken, you may want to leave a message making your desires known in case of a cancellation. In case of cancellations, please be sure to leave a message advising others of the change in glider availability.

In case of aircraft mechanical or other airworthiness factors please notify the club Maintenance Officer and any scheduled members.

C. General Flight Procedures

All flight regulations required by the FAA will be followed by club members at all times. In addition, club pilots should maintain familiarity with and follow the generally accepted soaring procedures contained in the SSA Soaring Flight Manual as well as any local procedures imposed by FBO's from which the club operates.

Only AGCSC Certificated Flight Instructors may give instruction in stall and spin recognition and recoveries and instruction in more advanced aerobatic maneuvers. FAR 91.303 defines aerobatic flight as: an intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal flight. Note that aerobatic flight is not demarcated by a specific pitch attitude or bank angle (that is the rule that requires parachutes to be worn). Aircraft operating limitations and airspeeds must be obeyed, in accordance with the respective glider flight manuals and placards.

Prior to any flight, the PIC must conduct a complete pre-flight inspection of the glider. A positive control check will be performed at the beginning of each flying day.

The use of checklists for takeoff and landing is mandatory. Two good ones are:

Takeoff - ABBCCDE:

A=Altimeter set

B= Belts and harnesses secure.

B= Ballast is correct for the passenger load.

C=Controls free and correct, spoilers locked closed, trim set.

C=Canopy closed and secure.

C= Cable connected.

D=Direction and velocity of wind noted.

E=Emergency plan in mind for take-off.

Landing – WAGS:

W=Wind direction.

A=Airspeed.

G=Gear, down and locked.

S=Spoilers.

The pilot in command is responsible for properly securing glider after flight and checking for any damage. Report any discrepancies to the club maintenance manager.

In the event that a land-out is required, the pilot in command is responsible to return the glider to full club use status as soon as possible.