



OPERATING POLICIES & PROCEDURES

TABLE OF CONTENTS

REVISIONS1

INTRODUCTION2

1. FLYING ORDER.....3

 1.1. Sign up sheet3

 1.2. Prescheduled flights3

 1.3. Gift certificate redemptions and Introductory flights3

 1.4. Visiting pilots3

 1.5. Active pilots.....3

2. PREFLIGHT OPERATIONS.....3

 2.1. Daily Inspections3

 2.1.1. Aircraft.....3

 2.1.2. Golf carts.....4

 2.1.3. FOO Cart4

 2.1.4. Other equipment4

 2.1.5. Tow Ropes.....4

 2.2. Moving gliders to the flight line4

 2.3. Moving personnel on the field4

3. STAGING AND FLIGHT LINE PROCEDURES.....4

 3.1. Preflight inspection.....4

 3.2. Tail dolly and rudder lock5

 3.3. Towrope hookup.....5

 3.4. Ground signals for takeoff.....5

 3.5. Runway changes5

 3.6. Landing flags5

 3.7. Staging and Launching Gliders (04/22).....6

 3.8. Staging and Launching Gliders (10/22).....6

4. TAKEOFF, PATTERN, AND LANDING PROCEDURES6

 4.1. Communicating with the tow pilot.....6

 4.2. Cockpit check lists6

 4.3. Pattern entry altitude.....7

 4.4. Thermaling in the pattern7

 4.5. Landing7

 4.5.1. Pattern modification7

 4.5.2. Pattern altitude.....7

 4.5.3. Radio communications7

 4.5.4. Runway 04/22 (grass).....8

 4.5.5. Runway 10/28 (paved/grass)8

 4.6. Returning to the flight line8

4.7. Runway Incursions.....10

5. POST-FLIGHT OPERATIONS11

5.1. Securing equipment at the end of the day11

5.1.1. Aircraft.....11

5.1.2. Golf carts.....11

5.1.3. FOO Cart11

5.1.4. Other equipment11

6. TOW PILOT’S STANDARD OPERATING PROCEDURES11

6.1. Flight Safety11

6.1.1. First Turn after Takeoff11

6.1.2. High Density Altitude Operations11

6.1.3. First Flight of the Day11

6.2. Taking Care of the Aircraft.....12

6.2.1. Use of Idle Mixture Control12

6.2.2. Clearing fouled Plugs12

6.2.3. Start on Left Magneto Only12

6.2.4. MAXIMUM Cylinder Head Temperature12

6.2.5. Cold Weather Operations12

6.2.6. Engine operations while stationary12

6.2.7. Move the Throttle Gently12

6.2.8. Minimum Power during Descent.....12

6.2.9. Fuel reserve.....13

6.2.10. Oil Usage13

6.2.11. Engine Shut Down.....13

6.3. Training.....13

7. FIELD OPERATIONS OFFICER (FOO) POLICIES.....13

7.1. Authority13

7.2. Responsibilities13

7.3. Delegation14

7.4. FOO Handout14

8. FLIGHT POLICIES14

8.1. Spring checkouts14

8.2. PIC pilot checkout15

8.3. Student pilots15

8.4. New members with glider rating.....15

8.5. Thermaling restrictions near the airport15

8.6. Aerobatics15

8.7. Flight time limitations15

8.8. Badge flights.....15

8.9. Cross-country flights.....15

8.10. Back seat PIC flights16

9. TOWING POLICIES16

9.1. First flight sans glider16

9.2.	Landing	16
9.3.	Glider position on tow	16
9.4.	Retrieves	16
9.5.	Usage (other than towing).....	16
10.	FINANCIAL POLICIES	16
10.1.	Annual Dues.....	16
10.2.	Membership Purchase	17
10.3.	Inactive Status	17
10.4.	Flying Fees	17
10.5.	SSA Dues	18
10.6.	Introductory and Gift Certificate Flights.....	18
10.7.	Association Instructor Fees	18
10.8.	Visiting Pilots (One Day Membership).....	18
10.9.	Repayments and Reimbursements.....	19
10.10.	Audits	19
10.11.	IRS Information Return for Tax Exempt Organizations.....	20
	APPENDICES	20
A.	FOO HANDOUT	20
B.	PUBLISHED DUES & FEES.....	20

REVISIONS

The first draft of this document was originally assembled on December 25, 2006. It was a compilation of procedures and policies that have been implemented over the years.

<u>Number</u>	<u>Date</u>	<u>Description</u>
2 nd draft	14 January 2007	Compilation of input from RWSA officers
3 rd draft	4 February 2007	Additional input from RWSA officers
4 th draft	30 September 2007	Revisions based on new By-laws
5 th draft	16 October 2007	Additional input from RWSA board members
Rev. 01	25 October 2007	First issued revision.
Rev. 02	26 April 2009	Updates from Chiefs of Safety, Instruction, Flight Operations, Cross-country Instruction. New fees published.
Rev 03	24 March 2010	Dues and fees published. Dropped demo payments to instructors. Updates from Chief of Flight Operations. General updates for Membership Purchase language. Added sections 3.7 and 3.8.
Rev 04	15 September 2010	Per Board's instructions, added paragraphs 10.10d and 10.11a concerning tax return filings.

INTRODUCTION

The Red Wing Soaring Association was founded March 22, 1963 in Red Wing, Minnesota, as a *not for-profit* "co-op" type organization, consisting of members who represent a wide range of backgrounds, all sharing in a common interest: soaring. Members range from first flight students with no previous experience, to those who fly high-performance sailplanes of their own. If you happen to be new to soaring or to our Association, we extend to you a very sincere welcome.

All Active and Inactive members of the Red Wing Soaring Association are expected to do their share of the work; e.g., assembling the gliders at the beginning of the season, disassembling them at the end of the season, maintaining the hangar area, and acting as a Field Operations Officer a few times each year. These duties are light and no one is expected to do it all.

This guide will be maintained in a manner that it is readily available to all members. These procedures can be created or changed by any member; however they must be presented to, and approved, by the Board. After acceptance, they will remain in effect until such time as the Board modifies or removes them.

The By-Laws endorse the existence of this guide and state that they “shall be adopted and have the same force and effect as if part of these By-Laws...” (Article XXI).

1. FLYING ORDER

1.1. Sign up sheet

The back side of the flight log sheet has the tow and flight charges as well as a place to schedule the order of the day's flights. With some exceptions, the rule for scheduling is: *First come, first served*. A member may, however, allow others on the schedule to *pass me up* until he or she is ready to fly. Once on the schedule, a name may not be listed again until the scheduled flight has been completed. Phone reservations are not accepted.

1.2. Prescheduled flights

In order to avoid interruptions in flight instruction and conflicts with other Association members, the normal course of dual flight instruction on the weekend is in the morning.

The following flights may be scheduled in advance and will have precedence over flights scheduled on the sign up sheet as described above because they are exceptions to the normal course of instruction and flights by Association members.

- a. Dual instruction flights with an RWSA instructor.
- b. First solo flights of an RWSA member.
- c. Check rides with an instructor or FAA examiner.
- d. Flights scheduled by the Chief Flight Instructor for Association purposes.

1.3. Gift certificate redemptions and Introductory flights

Gift certificate redemptions and introductory flights are best served by scheduling them between 11:00AM and 1:00PM, or once the students and Association members are done at the end of the day.

1.4. Visiting pilots

Visiting pilots are required to get approval from the FOO and the tow pilot, place their name on the sign up sheet, and receive a briefing regarding airport procedures before they are permitted to fly.

1.5. Active pilots

The Association log book has a list of active members who have attended the spring safety meeting and completed a spring check ride. An Association member who hasn't completed both is considered unprepared for the flying season and must coordinate with the Chief Flight Instructor to fly as pilot-in-command. Inactive members may not fly as pilot-in command.

2. PREFLIGHT OPERATIONS

2.1. Daily Inspections

2.1.1. Aircraft

The pilot-in-command is responsible to check the flight log associated with each glider making certain that it has been signed off by the FOO and that there are no squawks that would prevent safe flight. Additionally, a preflight inspection and Positive Control Check are also a pilot-in-command responsibility. The preflight inspection checklist for the Association gliders can be found in the cockpit side pocket.

2.1.2. Golf carts

Check the tire pressure and fluid levels (gas and oil). Verify that the radio and rotating beacon lights are working properly and make sure that the towrope is longer than one half of one wingspan of the glider being towed. **Do not drive the golf carts under the wings of any aircraft.**

2.1.3. FOO Cart

Check FOO Cart before towing from hanger. It should contain the daily log with pen, tow ropes, ballast, wing weights, tent, chairs, radio, first aid kit, potable water, etc. Unplug the cart from the extension cord. Crank up rear support wheel and turn horizontal. Hitch to golf cart using front support crank as necessary, then turn front support wheel horizontal. A glider may be towed behind the FOO cart using the ground tow rope provided. Reverse support wheel procedure to unhitch and stabilize FOO Cart at staging area. Use both front and rear support wheels.

2.1.4. Other equipment

There is a fire extinguisher for the tow plane and each golf car. Make sure they are in place and in working order.

2.1.5. Tow Ropes

Look for frayed strands and any unusual signs of wear over the full length of the tow rope and the weak link, especially at the point where the tow rings attach. If any abnormalities of the tow rope are found, bring them to the attention of the FOO or tow pilot.

2.2. Moving gliders to the flight line

When moving a glider to the flight line, control surfaces should be kept from bouncing by securing the control column with the seat belt and the rudder with a rudder lock. Tow out should be no faster than normal walking speed, slower if warranted by rough ground. Prior to crossing the paved runway, look to see that there is no conflict with aircraft traffic, then announce your intentions over the CTAF frequency (122.9).

2.3. Moving personnel on the field

Consider all runways and taxiways active. An Association member will escort all guests on the field, using a golf cart for transportation to and from the flight line. (Animals are not allowed on the field, leashed or otherwise.)

3. STAGING AND FLIGHT LINE PROCEDURES

RWSA strongly urges all members to take the online Wing Runner's Course, which can be found on the Soaring Safety Foundation's link from the SSA website.

3.1. Preflight inspection

The pilot-in-command is responsible for the preparation and preflight inspection of the glider. This applies to each flight throughout the day. These preparations shall include but not be limited to:

- a. All glider preflight inspections are done and the Daily Inspection log filled out and signed.
- b. The glider tow rope release has been tested.
- c. All passenger briefings are done and the passengers are in the glider if possible.
- d. Student briefings are completed.
- e. Student questions have been answered.

- f. Seat belts are adjusted.
- g. Ballast is installed or removed as required.
- h. Additional cushions are installed if needed.

When flying solo in a two-place glider the rear seat and any other loose articles shall be removed or properly secured.

3.2. Tail dolly and rudder lock

Remove the tail dolly and rudder lock immediately after the glider is rolled from the staging area to the launch line.

Once all of these preparations are completed and the tow pilot is in the tow plane ready to start the engine, the glider may be placed on the runway, boarded promptly, the takeoff checklist completed, and the launch performed.

3.3. Towrope hookup

The line crew should utilize the towrope hook, not bare hands, to capture the rope and drag it to the glider when it is already connected at the towplane end. This will prevent many types of injuries such as rope burns, loss of fingers and broken bones from tangles.

Inspect the towrope for any knots or tangles that could result in knots when slack is removed by the tow plane. Look for frayed strands, and any unusual signs of wear, especially at the point where the tow rings attach. If a weak link is used, show it to the pilot-in-command. Then, wait for the signal from the pilot-in-command before attempting to hook up the towrope. Check the tow release before the first use of the day.

Stage the tow rope so that traffic can pass around it; avoid driving over the tow rope in order to prevent any weight bearing contact with sharp ground features.

Prior to assisting with ground operations, all persons hooking up the towrope to the glider and/or tow plane shall be fully briefed on the above procedures.

3.4. Ground signals for takeoff

The wing runner, tow pilot and glider pilot will coordinate the launch using the SSA standard signals for soaring. The glider pilot must establish radio contact with the tow pilot before initiating the launch. The wing runner will make a final check for clear pattern before launch.

3.5. Runway changes

A change in wind direction during the day may require a runway change. Any pilot may request a change but only the FOO will have final authority to do so after consulting with the tow pilot and the duty CFI-G. Be aware of possible runway incursions. A change might make traffic in the air and on the ground worse. Such a change should be announced by radio to all aircraft in flight.

3.6. Landing flags

The red landing flags, placed to the side of the runway, may be used as reference points for landing.

3.7. Staging and Launching Gliders (04/22)

Gliders will remain at rest on the “taxiway” as far away from the operations as possible. Occupants will embark the glider at this staging area, then be towed to the runway when they are ready to be launched. This will minimize the time on the runway.

3.8. Staging and Launching Gliders (10/22)

Gliders will remain at rest near the FOO Cart as far south as possible. This will allow landing on the lower level grass AND upper level grass if a second glider arrives at the same time. Occupants will embark the glider at this staging area, then be towed to the upper level grass when they are ready to be launched. Landing will normally be on the lower level grass and departures will be on the upper level grass.

4. TAKEOFF, PATTERN, AND LANDING PROCEDURES

4.1. Communicating with the tow pilot

Keep the tow pilot informed. If the glider has a radio, communications between glider and tow pilot should be established using the CTAF frequency. If the glider has no radio, the wing runner must act as the communications link. Having an operational radio does not eliminate a wing runner. Everyone at the end of the runway, including bystanders, should watch the wing runner.

The glider pilot shall tell the tow pilot how high he wants to be towed, in what direction, and the “release” location. Special maneuvers during the tow, such as boxing the wake, shall be communicated to the tow pilot prior to launch. All tow release altitudes should explicitly state whether AGL or MSL.

Prior to signaling a launch, the glider pilot shall inform the tow pilot over the radio, “Canopy and airbrakes closed and locked”. The tow pilot will then confirm radio communication and the intent of the call, “Confirm canopy and airbrakes closed and locked”. The glider pilot may then signal the tow pilot to launch.

The FOO and/or any other Association member should assist the tow pilot with pattern traffic by using hand signals, radio communication, or direct voice communication.

If Association members have an aviation Hand Held Radio, they are encouraged to bring it to the field charged and ready to use when requested.

4.2. Cockpit check lists

Make sure that seatbelts, ballast, rudder pedals, etc., are adjusted and ready for the launch before taking the active runway and that there are no loose objects in the cockpit that could jam the controls. Handheld radios and water bottles are a primary concern.

Use the **manufacturer’s checklists** found in the glider’s Pilot Operating Handbook for takeoff and landing, however other checklists may apply if they address the features deemed necessary by the aircraft manufacturer. The written checklists stowed in the Association’s aircraft are appropriate for that make and model and should be used with a thorough understanding of each item.

Common glider checklists can take the following form, and the RWSA may use these checklists in lieu of the manufacturer’s checklist. (The following is an extension of the official SSA checklist.)

The **A A B B C C C D E** checklist for **takeoff**:

- A** Altimeter (set to field elevation)
- A** Airbrakes closed and locked
- B** Ballast for weight and balance
- B** Belts (adjusted front and back)
- C** Controls (checked) and trim set
- C** Cable (tow rope connected)
- C** Canopy (closed and locked)
- D** Direction of the wind
- E** Emergency procedures – plan emergency landing sites

The **F U S T A L L** checklist for **landing**:

- F** Flaps (landing configuration)
- U** Undercarriage (extended and locked)
- S** Speed (appropriate speed for the conditions)
- T** Trim (set for pattern speed)
- A** Airbrakes (visually verify deployment, leave hand on airbrake handle)
- L** Look (look for traffic)
- L** Land (land the glider)

4.3. Pattern entry altitude

Arrive over the field at 1500 feet AGL and enter the downwind leg at 800 feet AGL.

4.4. Thermaling in the pattern

Once a glider has entered the pattern, there shall be no thermaling to try to save the flight.

4.5. Landing

4.5.1. Pattern modification

Modify the pattern as needed to achieve a safe landing.

4.5.2. Pattern altitude

To achieve separation from airplane traffic:

- Arrive at the airport 1500 feet AGL, allowing the glider to fly over the airplane pattern while enroute to the airport.
- Fly a pattern beginning at 800 feet AGL to stay below the airplane pattern.
- Fly a tighter pattern to the runway, staying inside the airplane pattern.

4.5.3. Radio communications

Use the radio to announce your intent and position. Briefly announce each of your pattern legs (as attention allows – flying the glider takes precedence – “aviate, navigate, communicate”) and respond to all requests for your position. Phraseology might include:

“Osceola traffic, glider 74 Charlie left downwind Runway 28, Osceola”, “Glider short base 28”, “Glider short final 28”.

4.5.4. Runway 04/22 (grass)

Left hand patterns will be the standard until further notice.

Landing aircraft should touch down at a safe distance beyond the threshold while maintaining sufficient energy to roll into the taxiway on the east side of the runway before coming to a stop. The pilot-in-command must move the glider off of the runway immediately, by hand if necessary, to clear the active runway if the glider is an obstacle to other aircraft.

4.5.5. Runway 10/28 (paved/grass)

Left hand patterns will be the standard until further notice.

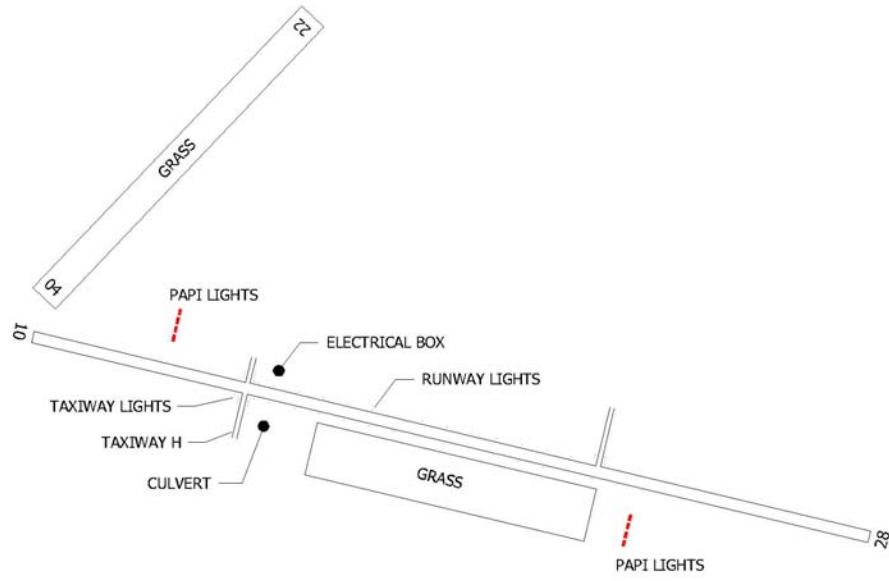
Landing aircraft should touch down at a safe distance beyond the PAPI approach lights at the east end of runway 28 when landing on the grass to the south of the paved runway.

The landing pattern to the grass south of runway 10 should not cross over runway 10 asphalt. Sequencing and separation requires that the Association glider fly a pattern to runway 10 asphalt. This pattern can be modified with sufficient energy to fly the final leg to the grass south of runway 10. Landing aircraft on the grass south of runway 10 should touch down well beyond taxiway H. Taxiway lights and a culvert near the taxiway are hazardous obstructions if the landing is short.

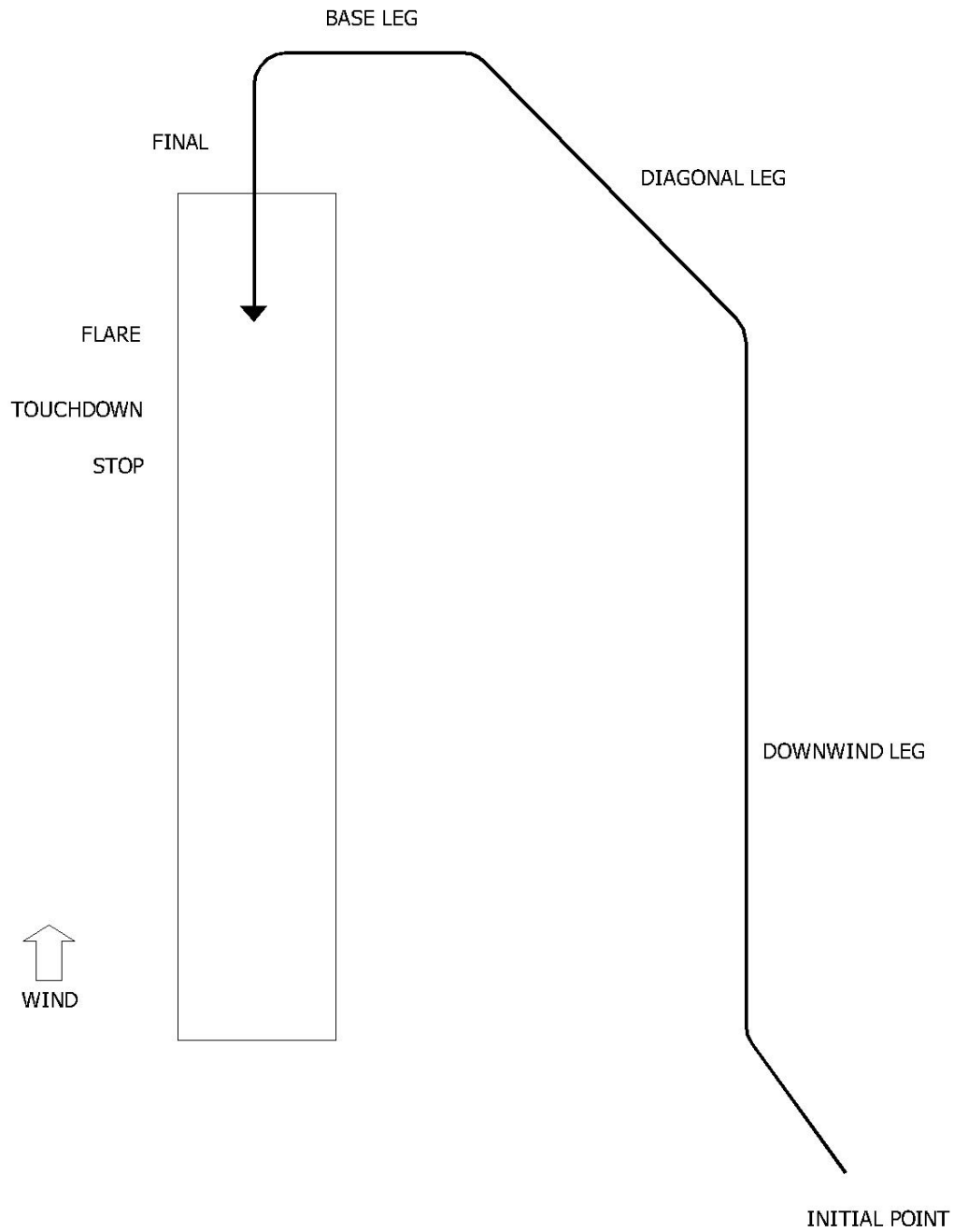
In a non-standard or emergency situation, the pilot-in-command shall follow his safest landing option.
--

4.6. Returning to the flight line

Remain aware of all aircraft in the vicinity, especially those that are, or very shortly will be, in the pattern. When an aircraft is landing, lower the glider wing that is closest to the active runway.



AIRPORT DIAGRAM



STANDARD PATTERN

4.7. Runway Incursions

Do not be a hazard! Be aware of all traffic at the airport and plan accordingly.

5. POST-FLIGHT OPERATIONS

5.1. Securing equipment at the end of the day

5.1.1. Aircraft

All gliders will be parked with Tender Loving Care using the provided dollies, making sure that they are clear of the main door counter weight. A wipe down of the leading edges would be nice, removing bugs and small objects that reduce the glider's performance. After the batteries have been removed and placed on the chargers the canopy covers can then be put in place. This work can and should be shared with the FOO by the Association members who flew and/or used Association equipment.

5.1.2. Golf carts

Driver visibility is critical when moving the golf carts into the hangar. Therefore, do not back the golf carts into the hangar, drive them straight in. Do not drive under aircraft wings! After the golf carts are parked, set the parking brake, and then turn off the ignition and the radio. Throw garbage bags and trash collected into suitable trash containers.

5.1.3. FOO Cart

Tow the FOO Cart to its place in the hanger. (See 2.1.3 for hitching procedure.) Unhitch from golf cart, stabilize it with front and rear wheels, and plug it into the extension cord to charge the battery.

5.1.4. Other equipment

Make sure the towropes are wound onto the reels and that wing weights, seat cushions, and any other items that may have been taken to the flight line are stowed safely back in the hangar. Remove ballast and batteries from gliders and plug batteries into the charger. Plug club cell phone into its charger in the clubhouse.

6. TOW PILOT'S STANDARD OPERATING PROCEDURES

6.1. Flight Safety

6.1.1. First Turn after Takeoff

The first turn should be made as soon as possible after takeoff in the direction of standard departures at the airport. A turn at 200 feet is suggested. If traffic permits, the turn should always be into the wind. This practice will keep the tow plane and the glider close to the airport during the initial climb.

6.1.2. High Density Altitude Operations

During periods of high ambient temperature and high humidity (High Density Altitude) extra care must be taken to ensure safe operations. The Aircraft performance during High Density Altitude conditions is significantly degraded. The takeoff run will be longer and the climb performance is less than normal. A local temperature of 90 degrees F or Density Altitude greater than 3000 feet should cause you to consider assessing probable performance of the tow plane.

6.1.3. First Flight of the Day

The Tow Plane will make a preliminary flight (without glider in tow) to warm up the engine and ensure the satisfactory operation of the aircraft and engine prior to towing any glider.

6.2. Taking Care of the Aircraft

6.2.1. Use of Idle Mixture Control

NEVER extend the idle mixture control when operating at full power under 5000 MSL.

This means do not attempt to gain a few more RPM during departure and climb by adjusting the idle mixture control.

(Reference Lycoming) **Adequate cooling** is more important than maximum power. If the engine is delivering more than 75% of rated power, the only way to adequately cool it is with a rich mixture. If the density altitude is high enough to limit maximum power to less than 75%, it is permissible to lean to maximum power, indicated by maximum RPM.

6.2.2. Clearing fouled Plugs

Given a bad mag check (rough running, excessive mag drop, or excessive difference between mags), it is permissible to operate at 2000 RPM, on both mags, with the mixture leaned to slightly less than maximum power (on the lean side, slightly, no serious misfiring), for one minute, to attempt to clear fouled spark plugs, as indicated by a passing mag check. **Do not launch** unless the mag check is OK!

6.2.3. Start on Left Magneto Only

(Reference Lycoming) The left mag has an impulse coupling, which provides retarded spark timing for starting to avoid damaging the starter or engine. The right magneto does not have an impulse coupling. The starter cranks the engine very fast and the right mag, if turned on during starting, is likely to fire and may damage the engine or starter.

6.2.4. MAXIMUM Cylinder Head Temperature

(Reference Lycoming) Lycoming specifies a limit of 500° F; they recommend not over 435° F for maximum service life.

6.2.5. Cold Weather Operations

The engine must be pre-heated when the local temperature is below 30 degrees F.

6.2.6. Engine operations while stationary

Operate the engine at 1,000-1,200 RPM while stationary to minimize fouling the spark plugs. Idle the engine while taxiing to limit speed; do not ride the brakes while taxiing with the engine operating above idle speed. If it won't idle, don't fly it!

6.2.7. Move the Throttle Gently

Always move throttle slowly, in accordance with Lycoming recommendations, to prevent damaging the crankshaft counterweight bushings (called 'detuning the crankshaft'). This applies to both advancing the throttle and retarding the throttle.

6.2.8. Minimum Power during Descent

Reducing power so that the air is powering the prop causes ring flutter which damages the ring lands of the pistons and breaks piston rings. This practice is emphasized as a No-No by Lycoming.

At indicated air speed (IAS) greater than 90 mph, maintain at least 1,800 RPM.

At IAS 70-90 mph, maintain at least 1,600 RPM

In the traffic pattern, at IAS less than 70 mph, use throttle as necessary for the desired descent.

6.2.9. Fuel reserve

Fuel reserve must equal 1 tow + 30 minutes and time for diversion to Forest Lake (enough to work through a problem).

6.2.10. Oil Usage

Lycoming states that the engine may be operated with 2-6 quarts of oil, RWSA practice shall be to operate with 4-5 quarts, to avoid operating with too little or too much. Add a quart when the oil level is at 4 to 4 1/2 quarts. Record addition of oil in the tow log.

6.2.11. Engine Shut Down

(Reference Textron Lycoming Service Letter L192) Prior to engine shut-down the engine speed should be maintained between 1000 and 1200 RPM until the operating temperatures have stabilized. At this time the engine speed should be increased to approximately 1800 RPM for 15 to 20 seconds, then reduced to 1000 to 1200 RPM and shut-down immediately using the mixture control.

6.3. Training

All RWSA Tow Pilots are required to complete the Online SSF-CAP certificate for tow pilots. Tow pilots will be required to complete the SSF-CAP tow pilot test and provide a copy of the certificate for RWSA files.

7. FIELD OPERATIONS OFFICER (FOO) POLICIES

This section is written to assist Association members in their duties and to help organize and direct the flight activities of the Association, with safety being first and foremost in importance. It is not, however, intended to replace good judgment, as no guide or outline can anticipate all situations that may arise.

7.1. Authority

The FOO's responsibility for *operating safety* in no way relieves pilots and/or ground crew of their responsibility to act safely and responsibly. However, insofar as RWSA operations and equipment are concerned, the FOO may require that Association members and guests cease operations until the FOO is satisfied that all safety considerations are satisfied.

7.2. Responsibilities

In all cases the FOO's primary responsibility is the safety of people on, around, and above the airport.

The FOO's responsibility to ensure a safe operation supplants all other considerations. Where any reasonable threat to safety exists, the FOO must act to eliminate or circumvent that threat, or cease operations over which he has control until the safety of people and equipment can be ensured.

The FOO shall manage a safety area around the tow plane, allowing only himself, or directing his designated assistant, the wing runner, the duty CFI, or the PIC to approach it from the tailplane area.

The FOO shall coordinate activities to ensure a safe planned premature termination of the tow (PT3). This shall include advising the instructor of conflicting traffic before takeoff or after takeoff by radio, if possible.

Keep spectators near the FOO cart. Be courteous and answer their questions. We would like to encourage them to become members. If they are at the airport for a glider ride, use the golf cart to shuttle them to and from the flight line as necessary. This is especially critical when operating on runway 04/22. (Airplanes and spectators don't mix well.)

7.3. Delegation

The FOO has the authority to delegate tasks to other Association members. The FOO is not expected to perform all tasks him/herself. The FOO always needs help.

7.4. FOO Handout

Review the FOO Handout, which can be found in the Appendix. It is reviewed at the annual safety meeting. This handout has checklists, phone numbers and radio frequencies.

8. FLIGHT POLICIES

All Association aircraft must be flown within placard limitations, FARs, local flying regulations, and in accordance with good flying procedures.

8.1. Spring checkouts

All Association members, instructors and tow plane pilots, are required to take an annual spring checkout flight with an Association instructor before flying in or being towed by RWSA equipment. The purpose is to ensure safe flight proficiency as defined by the FAA's Practical Test Standards before flying as pilot-in-command in and being towed behind RWSA aircraft. Checkouts requiring more than one flight should, whenever possible, be flown in consecutive flights. Instructors will note satisfactory completion of the spring checkout flight in the FOO book and the pilot's logbook.

The Association has created a standard list of items that each instructor will use to perform spring checkouts for its members. Note: items on this list are subject to the instructor's discretion and judgment.

- a. Instructor review of member's logbook for flight review currency.
- b. Preflight aircraft inspection and discussion of flying speeds and limitations.
- c. Staging of glider for launch, connecting, and takeoff check list.
- d. Signals for takeoff.
- e. Takeoff conducted properly including accommodation for cross wind.
- f. Announce "two hundred feet"
- g. Announce "five hundred feet"
- h. Normal high tow position plus boxing the wake.
- i. Clearing before release, turn to the right.
- j. Clearing turns and straight-ahead stalls and turning stalls.
- k. Incipient spin and recovery from stalling turn with wing drop (opposite rudder, forward stick; do not try to lift the wing tip with the ailerons)
- l. Fully developed spin and recovery (if sufficient altitude is available).
- m. Steep turns both directions.

- n. Slow flight.
- o. Landing checklist.
- p. Proper pattern entry altitude and position.
- q. Pattern and landing: proper airspeed, use of dive brakes, slip or crab for cross-wind, touchdown in the second fourth of the runway, clearing the runway.
- r. Stowing the glider at the launch area.

8.2. PIC pilot checkout

Members must be currently qualified in the aircraft they fly. To that end, a qualified RWSA instructor must authorize any pilot holding a private or commercial glider rating who has not flown within the preceding ninety days before flying any Association aircraft. A dual checkride may be required before granting such authorization.

8.3. Student pilots

Student pilots are required by the FARs to be supervised by a CFIG on all dual and solo flights.

8.4. New members with glider rating

New members with glider ratings will demonstrate flight skills in as many areas as needed to an RWSA Instructor. These skills shall be consistent with the FAA's Practical Test Standards, and any other skill deemed necessary by the RWSA. The pilot must have an RWSA Instructor's endorsement to fly Association gliders and tow behind Association tow planes.

8.5. Thermaling restrictions near the airport

The limitations upon thermaling in the vicinity of the airport are posted in the clubhouse. All pilots-in-command are required to observe this boundary and elevation standard.

8.6. Aerobatics

All aerobatics, except stalls, are prohibited in Association aircraft unless authorized by an Association instructor.

8.7. Flight time limitations

The policy of RWSA is to encourage badge and cross-country flights by qualified members. For this reason, on any day of the week, one Association glider can be made available to members for badge attempts such as two hour and five hour flights, or for dual or solo cross-country flights. For the other two gliders, the FOO shall specify a time limit – usually one hour – if there is a waiting list to fly or if it is anticipated that other members may show up to fly.

8.8. Badge flights

In order to encourage full use of Association aircraft and badge leg attempts, flight charges shall be capped at two hours for a 5-hour Silver Badge leg attempt. Flights resulting in a successful badge, or a badge leg, shall incur no hourly flight charge for the glider.

8.9. Cross-country flights

Before cross-country flight in an Association glider is permitted, the member:

- a. Must have at least a Private Glider Certificate.
- b. Must have earned an SSA Bronze Badge or higher.

- c. Must have accumulated at least 50 hours in gliders, including 5 solo hours in the aircraft to be used.
- d. Must have a logbook endorsement by an RWSA Instructor before making his/her first such flight.
- e. Prior to a specific flight, should arrange a ground retrieve crew or a retrieve by aero tow, to ensure the aircraft is available for the next flying day.
- f. In order to reserve an Association glider for a cross-country flight, the pilot must notify other cross-country qualified pilots of his/her intention to make the flight, including posting his/her intention on the Association's web scheduling calendar. (A list of said qualified pilots will be provided.) This notification shall be made by the day prior to the planned flight.
- g. If the pilot does not begin his/her preflight by the scheduled start time, the flight will be considered cancelled and the aircraft will be available for others.

8.10. Back seat PIC flights

Before club members can fly as PIC from the back seat of club gliders (with passengers in front), they must be checked out by a club instructor.

9. TOWING POLICIES

9.1. First flight sans glider

Require tow plane take a preliminary flight (without glider in tow) to warm up and checkout the tow plane before operations start.

9.2. Landing

Recommend using the Piggott "clipped base" landing pattern.

9.3. Glider position on tow

Recommend towing in a high position, just above the tow plane wake.

9.4. Retrieves

When an extra long tow or a retrieve from another airport is desired, an additional charge per hour (tracked by the engine's tachometer) will be assessed to the pilot-in-command. See Appendix B for this tow plane usage fee.

9.5. Usage (other than towing)

When use of the tow plane by an Association member is requested for a purpose that benefits the Association (other than towing) we will charge a fee for its use, e.g. a tow pilot's annual review. See Appendix B for tow plane usage fee.

10. FINANCIAL POLICIES

10.1. Annual Dues

- a. These are payable on or before April 1st of the Calendar Year and are valid through March 1st of the following Calendar Year. Annual dues are set each year by the Board according to the current financial position of the Association. The Board has the right to solicit payment earlier than the due date if Association funds are not expected to meet those required to commence the new season startup costs. Existing levels of dues continue in effect unless and until they are altered by the Board. Annual dues are not refundable in full or in part if the member decides to leave the Association.

- b. Annual dues for members joining RWSA on or after July 1st of the current Calendar Year are reduced by 50% to recognize the reduction in length of the soaring season.
- c. Annual dues are not payable on a periodic basis other than annually, except where the (whole) initial payment is reduced as in (b) above, thereafter all dues are payable in accordance with (a).

10.2. Membership Purchase

- a. A Membership Purchase must be paid to join the Association. This is a non-refundable joining fee.
- b. A new member may pay the Membership Purchase in full upon joining. He/she may also elect to pay one third of the Membership Purchase amount in each of the first three years of membership. If a member decides to terminate membership before three years, the balance of the Membership Purchase amount will be cancelled.

10.3. Inactive Status

- a. An Association member may elect to go to an inactive status. The dues for inactive status must be paid annually in the same way as normal annual dues. The amount is set annually by the Board. The member may return to active status at any time by paying the incremental difference between the Inactive dues already paid and the current year's Active dues.
- b. During the period of being inactive, flying privileges (except as a guest), certain voting rights and eligibility to hold an Officer position are suspended. The inactive member may not fly as PIC, with the following exceptions provided by the by-laws: *"An Inactive member that meets all Association requirements in regard to dues, assessments, etc., and that is an authorized RWSA instructor and holds a valid FAA CFIG rating, may fly in Association equipment as a Pilot in Command during the course of instruction and check flights of an Active member."*
- c. A member who fails to pay either active or inactive dues will be suspended. Suspension can be lifted by paying back dues. After three years of suspension, membership will be terminated. To rejoin the Association (at the Board's discretion), the individual will have to make a new Membership Purchase.

10.4. Flying Fees

- a. Flying fees are payable by the member on the day and date that the flight is undertaken. Flying fees will consist of payment of the tow charge and flight charge. It is the responsibility of the member to liaise with the FOO to ensure that the FOO log is properly endorsed with the correct payment made and the check number recorded.
- b. There are no provisions for "post invoicing" members for flying fees.
- c. Payments should be made by CHECK made out to "RWSA" whenever possible and such check number should be recorded on the FOO log. Cash will be accepted. There are no provisions for credit card payments or any other form of payment.

- d. Instructional, Flight Reviews, Spring Checkout flights, and guest flights provided by other members shall be paid by the member requesting same.
- e. Instructors shall not pay launch or towing charges for annual currency checks or Flight Reviews and the like. Instructors shall pay only for personal flights or personal guest flights. At the beginning of the flying season, for the convenience of the Association, instructors who are not current shall be allowed to take two pattern altitude tows (1,300 feet AGL) and 1 high tow (3,000 feet AGL) in which the tow and flight charges will be absorbed by the Association. (This courtesy does not eliminate the *spring checkout* flight obligation of each member of the Association.)
- f. As stated in section 8.8, members attempting Badge Flights shall pay only the tow charge if the flight is successful in achieving the badge. If unsuccessful, the member shall pay for the flight time also. Flight charges shall be capped at two hours for an unsuccessful 5-hour Silver Badge duration attempt.

10.5.SSA Dues

- a. SSA dues will be paid by the Association to the SSA on behalf of the member, whether active or inactive. The member's annual dues payment includes the SSA dues payment.
- b. SSA Dues are normally payable by the Association on behalf of the members in July of the current year.
- c. For members joining after 1st July of the current year, SSA dues will be paid as soon as practicable after joining.
- d. For members who are suspended for being in arrears on their annual dues (see Section 10.3c), the board may elect to terminate SSA membership payments until such time as the back dues are paid and suspension is lifted.

10.6.Introductory and Gift Certificate Flights

Introductory and gift certificate flights shall tow to a height of 3000 feet AGL or 5000 feet AGL. Maneuvers should be gentle and predictable; nothing sudden and beyond the expectations of the passenger. Guests should be briefed on what to expect during the launch, the release, and in flight in addition to what controls they can and cannot touch. The pilot-in-command must hold a commercial glider license or higher to give the flight. Payment for the flight must be arranged prior to launch.

New members, who have taken a demonstration flight for the purpose of determining interest in becoming a glider pilot, will have \$40.00 deducted from the annual dues when they join the Association within 12 months of that demonstration flight.

10.7.Association Instructor Fees

All RWSA instructors charge the same amount for their services to Association members. The fees will be agreed upon by the flight instructors each year. Talk to your instructor to get the current fee.

10.8. Visiting Pilots (One Day Membership)

A One Day Membership is required for visiting pilots who fly their own glider. The fee is published in Appendix B and includes one tow to 3000 feet AGL. This One Day Membership allows the applicant a tow with his/her own glider with the approval of

the Field Operations Officer and the tow pilot. However it does not provide access to RWSA gliders.

The One Day Membership rate applies only to visiting gliders having previously landed at Osceola. Pilots wishing to launch on a regular basis (operating on more than one day per 90 day period) MUST become members of RWSA.

Additional tows (relights) are charged at RWSA rates.

Same day payment is required.

Applicant must be a current SSA member to meet insurance requirements.

Members of other glider clubs that are SSA affiliates with a reciprocal agreement with RWSA (e.g. MSC) do not need the One Day Membership. Insurance rules allow courtesy tows (at regular RWSA rates) as long as proper documentation of club and SSA membership is available.

Special arrangements may apply for “Fly-ins” or joint-club operations, e.g. “Soaring Safaris”.

10.9. Repayments and Reimbursements

- a. For small purchases required for immediate operational needs (primarily fuel), the board authorizes members to spend up to \$100. This will be reimbursed by the Treasurer. A board member may authorize a purchase or expense by a member or self up to \$200 as permitted by the by-laws. A board motion will be required for payments in excess of \$200. All payments must be supported by a receipt or invoice.
- b. Exceptions: Regular and/or routine payments made by the Treasurer on behalf of the Association such as Insurance premiums, Tow Plane Gasoline, SSA dues and the like (not an exhaustive list), and supported with a formal invoice shall be paid by the Treasurer without reference to the board unless the Association’s working capital is compromised by doing so. Capital purchases are not included in this exception.
- c. The board may from time to time authorize ex-gratia, advances or other similar payments to members for services rendered or in special circumstances. Such authorizations will be supported by a motion approved and accepted by a quorum of the board and are limited as stated in the by-laws.

10.10. Audits

- a. On completion of a satisfactory audit per the by-laws, the Treasurer will submit a balance sheet to the board, incorporating any amendments by the audit committee, for approval. The balance sheet will be made available for view by the members once approved by board motion.
- b. The Treasurer will keep accounts in such a way as to be able to show clearly the income and expenditure of the Association, bank balances etc, together with any forecast significant expenditures (liabilities) and will be made available at board and general meetings for review.
- c. The Treasurer shall provide timely and concise information to the board or nominated accountants for the submission of tax returns to the IRS, if such tax return information is required under Federal or State Law.

- d. The audit will check that an IRS information return has been filed for the fiscal year being audited. If a return has not been filed the audit committee will notify all members of the board of directors immediately.

10.11. IRS Information Return for Tax Exempt Organizations

- a. An Information Return (currently form 990-EZ or 990-N) must be filed with the IRS within 3½ months after the end of each fiscal year (October 31) regardless of gross revenue for the year.

APPENDICES

- A. FOO HANDOUT**
- B. PUBLISHED DUES & FEES**

FOO Handout

Date:

Memo to:

From: Kelsey Campobasso, Redwing Soaring Association, Chief Flight Operations Officer

Reference to: FOO Duty

Please see the Flight Operations Initial Checklist on the following page. To expand on this information, please note the following:

Your appointment at OEO, Osceola, Wisconsin Airport, for duty as Flight Operations Officer is at **8:00 am** on the above day. Tows will begin at **9:00 am**.

Your duties for the day include:

1. **Maintain a safe operation.**
2. Ensure efficient movement of people and machines.
3. Help the pilots in command.
4. Record operations and collect fees.
5. Welcome guests to the operations

If you cannot be present it is your responsibility to find a substitute. Trading days is always an option. Please be sure to update the schedule calendar to show who is acting as FOO.

Please check the website calendar to find out who your tow pilot is, then get his phone number from the club directory. Call him and confirm the next day's schedule. Keep the number with you to call again if he does not arrive on time, or if conditions at the field are questionable and you need to discuss them.

Call other helpers you may need to have the equipment and aircraft at the runway by 9:00.

Call for weather briefs. Prepare for a full day of soaring action and working together.

Remember, you are welcome to make flight(s) but before going aloft should always delegate someone to keep the launch and landing records, emphasizing that they must log in the proper aircraft. This is critical for smooth operations in general and for proper billing in particular. (It almost goes without saying, but like anybody else you should be on the flight list and take your turn when it comes up, unless you decline or swap with another member. Obviously you shouldn't be up longer than the maximum allowed for the day.)

Your effort is very important and appreciated. Have a great day and have fun.

THANKYOU

FLIGHT OPERATIONS INITIAL CHECKLIST

1. Note your FOO dates on your calendar
2. If there is a conflict call another person and exchange dates. Get the new dates on the Scheduling Calendar on the RWSA website. (Use the Help function on the Scheduling Calendar for instructions on how to change it.)
3. Review the Operating Policies & Procedures Manual for operations at Osceola.
4. Check the calendar for the tow pilot and call him to confirm the schedule.
5. Plan to begin preparations at 8:00 am.

6. Be ready to begin Tows and Instruction at 9:00 am.

FOO RESPONSIBILITIES

1. Inspect the gliders before use. **MAKE CERTAIN THAT A POSITIVE CONTROL CHECK IS DONE** on each machine that is to be flown.
2. Maintain safe and efficient ground operations.
3. Assist pilots, instructors, and tow pilots.
4. Keep a flight schedule, record flights, and collect fees. *Be sure to record the time in flight for each aircraft. This is critical for their maintenance logs.*
5. Delegate responsibilities.
6. Maintain airport ground and air safety rules.
7. Monitor and use the aviation radios.
8. Talk to airplane flight school instructors when necessary for coordination.
9. Take appropriate actions in emergencies.
10. Welcome guests to the airport *and make certain they are not endangered by operations.* This is especially critical when children are present!

FIELD OPERATIONS CHECK LIST

1. Discuss traffic conflicts, weather, and the day's operations with the tow pilot.
2. Decide on the duty runway.
3. Inspect the aircraft, tow rope and related equipment.
4. Make positive control checks.
5. Sign the daily inspection (yellow book) logs.
6. Inspect the golf carts before driving them around. Check that they have enough gas.
7. Wash and Dry the aircraft (as required).
8. Keep the phone with you.
9. Move the gliders to the launch area and park them in the holding area.
10. Start the flight schedule.
11. Make sure the helpers know the job and expectations.
12. Log all flights accurately.
13. Be constantly aware of the traffic in the air and on the ground.
14. Watch for changes in the weather and wind conditions.
15. Require that the pilots in command preflight the aircraft before moving to the runway.
16. Stop any unsafe practices immediately.
17. Know and use the standard hand signals.
18. Refuse to launch any pilot who is unable to conduct a safe flight.
19. Use the aviation radios.
20. Make sure the gliders are handled correctly.
21. Ground any unsafe aircraft.
22. Report any unsafe activities to flight instructors and Chief Flight Operations Officer.
23. Store all equipment at the end of the day *including the phone.*

IMPORTANT PHONE NUMBERS:

EMERGENCY:	911
RWSA Cell Phone	651-653-1631
Osceola Police	715-294-3628
Polk County Sheriff	715-485-8300
St. Croix County Sheriff	715-381-4320
Osceola Medical Center	715-294-2111
OEO AWOS	715-294-3845
Osceola Aero Sport, LLC	715-294-4500
ANE Anoka Airport AWOS	612-780-9025
ANE Anoka Tower	612-717-2045
CBG Cambridge ATIS	612-689-9562
FBL Faribault Airport	507-332-0140
PNM Flight Service Station	1-800-WX-BRIEF (992-7433)
SYN Stanton Airport	507-645-4030
Cross Country Soaring	612-730-3905

IMPORTANT FREQUENCIES:

(Before a cross-country check sectional for changes)

EMERGENCY	121.5
OEO Osceola Airport CTAF	122.9
OEO AWOS	119.925
AHH Amery Airport	122.8
ANE Anoka Airport tower	132.4
ANE Anoka Airport ATIS	120.625
FBL Faribault	122.8
BBB Benson's Airport	122.8
EAU Eau Claire	118.575
LUM Menomonie	122.7
RNH New Richmond	122.975
MSP Minneapolis / St. Paul International CTAF	122.95
RGK Red Wing	123.05
SYN Stanton	122.8
Air to Air	122.75, 122.85, 123.025
Flight Watch	122.0
Flight Service Station	122.2
Gliders, Balloons, Instruction	123.3, 123.5, 123.45

RWSA Dues and Fees

(Published annually as required by the RWSA By-laws)

- Membership Purchase (non-refundable): \$900
- Annual dues (effective for 2010):
 - Active member: \$600
 - Family member increment: \$50
 - Inactive member: \$300
 - Associate member: \$0
- Tow charges: \$32 + \$0.50/(100 ft above 1400 AGL)
- Association owned glider rental: \$12/hour (\$.20/minute)
- One-day membership (incl. one 3K AGL tow): \$40
- Tow plane usage fee: \$100/hour of tachometer time
- Demonstration rides
 - to 3000 AGL: \$99*
 - to 5000 AGL: \$149*
 - *(\$40 refundable if rider joins RWSA as active member within 12 months of demo flight)
- Tow pilot travel cost reimbursement: \$25
 - Paid on request to each scheduled tow pilot who comes to the field and remains until noon or later, regardless of the weather.
- Private trailer storage:
 - Indoor (hanger) storage over winter: \$150/year
 - Outdoor tie-down, north of RWSA hanger: \$100/year
(May be prorated for late-starting contract only – no refunds.)