



OPERATING POLICIES & PROCEDURES

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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.

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 own a share in the Association assets. Members 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

The following flights may be scheduled in advance and will have precedence over flights scheduled on the sign up sheet as described above.

- 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 for 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 completed the quiz and spring check ride. 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 check list 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. 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.

2.1.4. 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.

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.

2.3. Moving personnel on the field

Consider all runways to be active prior to walking or driving the golf cart out on the taxiway or runway. When moving guests to and from the flight line, the golf cart should be used whenever possible. An Association member should escort guests while they are on the field if a golf cart is unavailable. (Animals are not allowed on the field, leashed or otherwise.)

3. STAGING AND FLIGHT LINE PROCEDURES**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 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 if 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

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.

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.

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.

3.4. Ground signals for takeoff

Check the radio before takeoff. Ground signals will be used by a wing walker even if the radio works properly.

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.

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 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.

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 should 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, should be communicated to the tow pilot prior 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 **A A B C C C D E** checklist for **takeoff**:

- A** Altimeter (set to field elevation)
- A** Airbrakes closed and locked
- 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

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 AGL and enter the downwind leg at 800 AGL.

4.4. Thermaling in the pattern

Once an aircraft has entered the pattern, there shall be no thermaling to try and save the flight.

4.5. Landing

4.5.1. Modify the pattern as needed to achieve a safe landing.

4.5.2. Arrive at the airport 1500 feet AGL. This provides separation as the glider crosses the airplane traffic pattern and sufficient altitude before beginning an 800 AGL pattern.

4.5.3. 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.

4.5.4. Runway 10/28 (paved/grass)

Left hand patterns will be the standard until further notice.

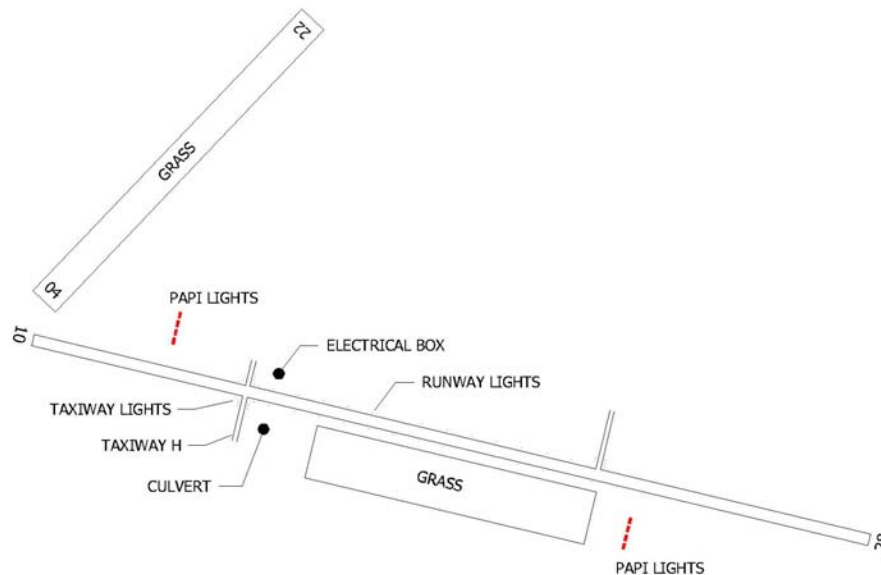
Landing aircraft should touch down at a safe distance beyond the PAPI approach lights at the east end of runway 28 when landing on the grass to the south of the paved runway.

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.

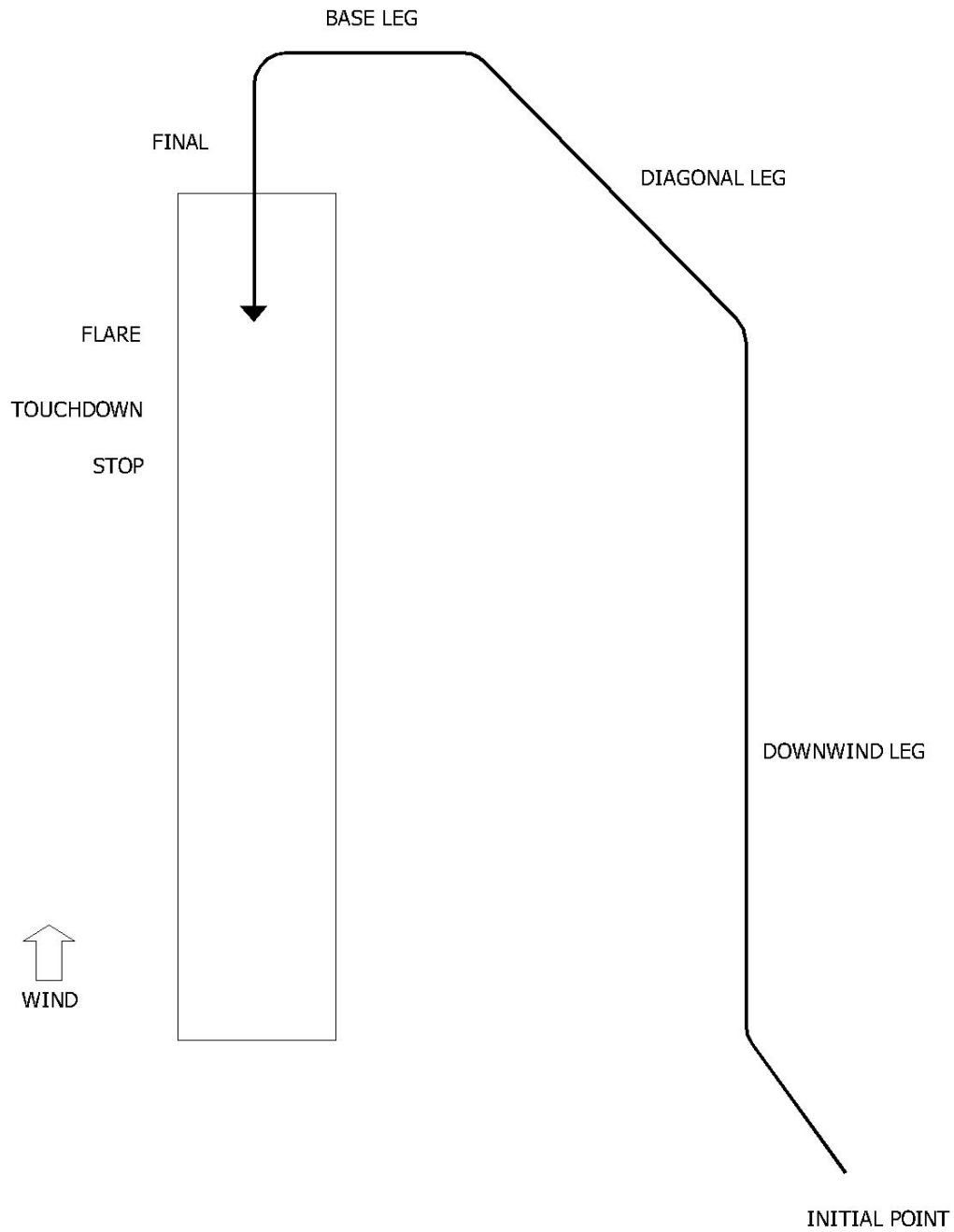
In a non-standard or emergency situation, the pilot-in-command shall follow his safest landing option.

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 L/D. 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. 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.

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.

Keep spectators near the RWSA clubhouse. Be courteous and answer their questions. 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 check lists, 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.

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. Normal high tow position plus boxing the wake.
- h. Clearing before release, turn to the right.
- i. Clearing turns and straight-ahead stalls and turning stalls.
- j. 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)
- k. Fully developed spin and recovery (if sufficient altitude is available).
- l. Steep turns both directions.
- m. Slow flight.
- n. Landing checklist.
- o. Proper pattern entry altitude and position.
- p. 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.
- q. 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 check ride 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, and these skills shall be consistent with the FAA's Practical Test Standards, and any other skill deemed necessary by the RWSA, and 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. Prior to a specific flight, should arrange a ground retrieve crew or a retrieve by aero tow.

Cross-country flights in Association aircraft must be approved one day before the flight by:

- a. The Chief Field Operations Officer
- b. The Chief Flight Instructor
- c. And notify the scheduler of the plans to make a cross-country flight the evening before the flight after obtaining the noted approvals.

If the pilot does not begin his preflight inspection of the aircraft by the scheduled start time, the flight will be considered cancelled and the aircraft will be available for others.

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 of \$50 per hour (tracked by the engine’s tachometer) will be assessed to the pilot-in-command.

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 \$50 per hour for its use, e.g. a tow pilot’s annual review.

10. FINANCIAL POLICIES

10.1. Annual Dues

- a. These are payable on or before 1st April of the Calendar Year and are valid through 31st March of the following Calendar Year. Annual dues are set each year by the Board according to the current economic climate and Equity level of the member. 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. Dues for members joining RWSA on or after 1st July 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. Equity

- a. Equity amounts are payable in full on joining the Association. A new member may elect to join the Association at the full, 2/3 or 1/3 equity level and the Annual Dues level is set at the equity level elected. Equity levels are set by the Board on an annual basis according to the Association’s financial status.
- b. Special equity arrangements exist for Youth Members under the age of 23 to facilitate entry into and training with the Association.
- c. If a member decides to terminate his/her membership, equity is repayable at the following rates: Full Equity – 75%, 2/3 Equity – 62.5%, 1/3 Equity – 25% of the equity level set by the board and prevailing at the date of termination with appropriate adjustments for unpaid dues.

- d. The Association undertakes to repay any equity owing as soon as practical within the constraints of the Association financial resources prevailing at the time. This could lead to delays of up to 12 months or more. In cases of hardship or emergency, the Board may choose to accelerate payment of part or all of the equity entitlement.
- e. See note below regarding erosion of equity under “Inactive Status”.

10.3. Inactive Status

- a. An Association member may elect to go on an inactive status. The fees for inactive status must be paid annually in the same way as normal annual dues. The amount is set annually by the Board. If the Association member fails to pay his/her inactive dues, his/her equity is fixed at the rate prevailing in the last year that dues were paid, or, at the current year’s rates, whichever is lower. The Association will deduct the equivalent of any unpaid inactive dues from the member’s equity until it is exhausted or notification of termination of membership is received. The member may return to active membership at any time provided the inactive dues are up to date, or, outstanding inactive dues are paid by the member together with the residual difference between inactive and active dues for the current year.
- 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 CFI rating, may fly in Association equipment as a Pilot in Command during the course of instruction and check flights of an Active member.”*

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, 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’ AGL) and 1 high tow (3,000’ 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 inactive members who are in arrears of their inactive dues, the board may elect to terminate SSA membership payments until such time as the arrears of dues are paid.

10.6. Introductory and Gift Certificate Flights

Introductory and gift certificate flights shall tow to a height of 3000' AGL or 5000' AGL. Maneuvers should be gentle and predictable; nothing sudden and beyond the expectations of the passenger. 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 membership dues when they join the Association at any membership equity level 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 4000 ft MSL. This membership does not allow solo access to RWSA gliders. (Applicants are required to be SSA members.)

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 exhaustive), 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.

APPENDICES

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

Date: _____

Memo to: _____

From: Walter Johnson, Redwing Soaring Association, Chief Flight Operations Officer

Reference to: FOO Duty on _____

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.

Please call Craig Cowell, the RWSA scheduler, at 651-653-6829 to find out who your tow pilot is.

Call that tow pilot and confirm the next day's schedule. (Schedule may be modified due to weather or for other reasons.)

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.

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

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

THANKYOU

Important phone numbers:

EMERGENCY:	911
Osceola Police	715-294-3628
Polk County Sheriff	715-485-8300
Osceola Medical Center	715-294-2111
St. Croix County Sheriff	715-381-4320
OEO AWOS	715-294-3845
Osceola Aero, Inc.	715-294-4500
RWSA Cell Phone	651-653-1631
PNM Flight service at Princeton	1-800-WX_BRIEF
76Y Benson's Airport	612-429-0315
ANE Anoka Airport AWOS	612-780-9025
ANE Anoka Tower	612-717-2045
CBG Cambridge ATIS	612-689-9562
SYN Stanton Airport	507-645-4030
FBL Faribault Airport	507-332-0140
Cross Country Soaring	612-730-3905

Important frequencies:

EMERGENCY	121.5
OEO Osceola Airport CTAF	122.9
OEO AWOS	119.925
OEO VOR	117.3
AHH Amery Airport	122.8
RNH New Richmond Airport	122.8
76Y Benson's Airport	122.7
ANE Anoka Airport tower	126.05
ANE Anoka Airport ATIS/AWOS	120.625
Gliders, Balloons, Instruction	123.3, 123.5, 123.45
Air to Air	122.75, 122.85, 123.025
Flight Watch	122.0
Minneapolis / St. Paul INTL MSP	126.7
Stanton SYN	122.8
Red Wing RGK	123.05
Faribault FBL	122.8

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.
3. Review the Operating Policies & Procedures Manual for operations at Osceola.
4. Call Craig Cowell at 651-653-6829 on the day before your FOO day. Determine the tow pilot and his arrival time at the airport.
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.
2. **Maintain safe and efficient ground operations.**
3. Assist pilots, instructors, and tow pilots.
4. Keep a flight schedule, record flights and collect fees.
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.

Field Operations Check List

1. Discuss traffic conflicts 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. Sign the daily inspection (yellow book) logs.
5. Inspect the golf carts before driving them around.
6. Wash and Dry the aircraft (as required).
7. Move the gliders to the launch area and park them in the holding area.
8. Make positive control checks.
9. Set out the red flags in the landing zone. This zone is 200 and 500 feet from the runway end.
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 to instructors and Chief FOO.
23. Store all equipment at the end of the day.

RWSA Dues and Fees

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

- Full Equity share: \$1800
- Annual dues (effective for 2008):
 - Active full equity member: \$400
 - Active 2/3 equity member: \$475
 - Active 1/3 equity member: \$550
 - Family member increment: \$50
 - Inactive member: \$100
 - Youth member: \$100
 - Associate member: \$0
- Tow charges: \$27 + \$0.50/100 ft above 1400 AGL
- Association owned glider rental: \$12/hour
- One-day membership (incl. one 4K MSL tow): \$35
- Demonstration rides
 - to 3000 AGL: \$99*
 - to 5000 AGL: \$149*
 - *(\$40 refundable if rider joins RWSA as equity member within 12 months of demo flight)