

EDMONTON SOARING CLUB

Operations Manual

Version 3.0

Approved

Feb 13, 2002

Edmonton Soaring Club
Operations Manual

Record of Change

The following table will contain information on the updates made since the previous version.

Version	Date	Changes
1.0	1982	Original
2.0	May 2000	Significant updates and revision.
2.1	July 2001	Draft update
2.2	Sept 2001	Accept July updates and make additional changes Draft 2
2.3	Oct 2001	Accept Sept updates and make additional changes draft 3
2.4	Dec 2001	Accept Oct changes and make changes draft 4
3.0	Feb 13, 2002	Motion to accept was passed at the club meeting

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FOREWORD

Section 12 of the Edmonton Soaring Club bylaws provides that: “Flying rules will be established in detail by the executive and ratified by a motion at the next club meeting.

The following Operations Practices have been updated by the 2001 Executive and adopted by the Executive as the governing rules for all flying operations of our Club. Members are required to read all sections; to know and to adhere to these rules, orders and practices in the interest of safety and the greater enjoyment of soaring.

Disciplinary actions for breaches of these Regulations will be the business of the Executive.

This document was originally prepared in 1982 by Reg Adam, Mike Apps, Ron Salmon, Jack Towers, and Garnet Thomas. It was converted to electronic format, updated, and reissued in 2000 by Doug Lessard, Wayne Watts, Simon Mackintosh, Henry Wyatt, Fred Becker, and John Broomhall. It has been updated and approved in 2002 to reflect the changes to the bylaws and the present mode of club operations.

This document should be used in conjunction with the instruction manual of the Soaring Association of Canada “*Soar and Learn to Fly Gliders*”.

Nothing in this document is meant to contradict, supercede, or overrule Transport Canada regulations. In such a case, Transport Canada shall be the ultimate authority

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1. QUALIFICATIONS AND ENDORSEMENTS

1.1 Licenses and Permits

In order to fly with the E.S.C., all members must have in their possession a Glider Pilot License, or a Student Pilot Permit, or a Private Pilot License, as applicable, and a current License Validation Certificate (LVC) and be in good standing.

1.2 Glider Pilot license requirements

Age: 16 years

Medical: Category 4 (self declared)

Flight training: 6 hours total flight time, with 1 hour dual instruction flight time, 2 hours solo including a minimum of 20 takeoffs and landings.

Ground School: 15 hours classroom or self study program

License issue requirements:

- Flight test
- 60% on written exam
- Application
- Letter from club CFI
- Fee (to Transport Canada)

1.3 Pilot Log Books

In order to fly with the E.S.C., the member must have his/her personal logbook available for inspection by the CFI or CFI designate. Members must maintain their logbooks to Transport Canada Regulations (401.08):

A personal log that is maintained for the purposes referred to in paragraphs (1)(a) and (b) shall contain the holder's name and the following information in respect of each flight:

- (a) the date of the flight;
- (b) the type of aircraft and its registration mark;
- (c) the flight crew position in which the holder acted;
- (d) the flight conditions with respect to day, night, VFR and IFR;
- (e) in the case of a flight in an airplane or helicopter, the place of departure and the place of arrival;
- (f) in the case of a flight in an airplane, all of the intermediate take-offs and landings;
- (g) the flight time;
- (h) in the case of a flight in a glider, the method of launch used for the flight; and
- (i) in the case of a flight in a balloon, the method of inflation used for the flight.

1.4 Check Flights

Following are the guidelines under which check flights must be performed

- All pilots require annual check flights at the beginning of each flying season.
- They are to consist of 2 separate flights and are to be conducted by the CFI or designate.
- Check flights are also required if the pilot has not flown a glider in the last 60 days.
- They will include a check of license and medical paperwork, CofG calculation, and demonstration of wave-off and open spoiler signals from tow plane.
- The flight will include a demonstration of spin recovery.
- Check flights are required for a passenger carrying endorsement (see 1.11).
- The C.F.I. or his designate may require additional check flights with any member, whenever deemed necessary.
- Additional check flights are required for:
 - Passenger Carrying Endorsement (Front Seat Pilot)
 - Passenger Carrying Endorsement (Back Seat Pilot)
 - Glider Type Checks

1.5 Daily Inspection and Reporting of Snags

No Club aircraft may be flown without a Daily Inspection prior to the first flight of that aircraft on that day done in the prescribed manner, and entered in the daily inspection log by a licensed pilot endorsed to fly that type. No Pilot is to record a Daily Inspection unless he has the endorsement mentioned above for each aircraft type.

The inspection is to be done by following the printed Daily inspection checklist in the Daily Inspection Book located in each Club glider. No one is to assume that because a D.I. has been done earlier in the day, no further inspection is required. The pilot of an aircraft is responsible to ensure the aircraft is airworthy before flying it.

All pilots must report any snags they detect to the Duty Instructor, or by contacting the Director of Fleet as soon as possible. - A note reporting the snags should be made on the flight sheet inspection sign-off, and a more detailed description in the aircraft snag log kept in the operations trailer.

1.6 Tow Pilot Qualifications and Endorsements

To qualify as a Tow Pilot, the applicant must (a) satisfy the minimum Transport Canada requirements for Tow Pilots and (b) satisfy the Chief Tow Pilot that he is currently familiar with towing procedures and capable of handling the aircraft safely. Following a satisfactory check of all the above he will obtain an endorsement in his logbook. All training for Tow Pilots shall be under the direction of the Chief Tow Pilot.

1.7 Cross Country Endorsements

All pilots must have the endorsement of the C.F.I. or his designate before flying cross-country.

1.8 Wave Flying Endorsements

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In order to fly solo in Wave conditions, a pilot must obtain an endorsement for Wave Flying from the C.F.I. or his designate at the wave camp.

1.9 Student Pilot Flight Authorization

All Student Pilots must have the specific authorization of an Instructor before undertaking any solo flight.

1.10 Guest Pilot Endorsements

Canadian guest pilots may fly E.S.C. gliders as pilot in command if they have received a check flight and endorsement from the C.F.I. or his designate, if they have a Glider Pilot License with a current License Validation Certificate. and an up-to-date Log Book in their possession.

Non-Canadian pilots must have a "Limited Term Glider Pilot License & Medical Certificate", or a "Foreign License Validation Certificate" (issued by Transport Canada) in addition to CFI or CFI designates endorsement before they may solo ESC aircraft.

They must have paid the Guest Pilot fee, which is fixed annually. A "Guest Pilot" is one who is visiting for two weeks or less and who is a current member of a Soaring Association of Canada Club, or a member in the counterpart organization in their home country (e.g. SSA, BGA, FFVV. This is taken by SAC as the equivalent of SAC membership).

1.11 Passenger Carrying Endorsements

A pilot must have 10 hours solo flying time (a club requirement) before being checked for passenger carrying. A pilot must be checked for passenger flying in each type of glider that they wish to carry passengers. Front and back seat endorsements are separate. An endorsement shall require a minimum of 3 check flights. Club members may not carry passengers unless they have an endorsement in their Log Book to authorize passenger carrying signed by the C.F.I. or his designate.

401.24 The holder of a pilot license - glider may, under day VFR, act as

(a) pilot-in-command of a glider in which no passenger is carried on board;

(b) pilot-in-command of a glider in which passengers are carried on board where

(i) the glider is launched by a method of launch endorsed by the holder of a flight instructor rating - glider in the holder's personal log, and

(ii) The method of launch has been used by the holder for not less than three previous solo flights

1.12 Familiarization Flights

Familiarization Flights may be flown by a pilot endorsed to carry passengers when the visitor has

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paid the Daily Membership Fee and has signed the Responsibility Waiver Form, complete with their full name, address and postal code. Familiarization Flights shall be paid for in advance.

For the courtesy of those on the ground waiting for aircraft rentals or subsequent Familiarization rides, flights will be limited to 30 minutes. To extend the flight radio contact will be established with the ground, and permission must be sought. If radio contact cannot be established the pilot shall return to the field. Standard rental rates will apply after 30 minutes, and will be charged to the pilot's account unless other arrangements have been made (e.g. Media flights, etc.). Familiarization flights shall take the same priority as requests for member flights.

1.13 Member Sponsored Passenger Flights

A Club member, endorsed to carry passengers may carry a personally sponsored guest, provided the guest has signed the Responsibility Waiver Form. This type of flight will receive the same priority at the flight line as any other members solo flight.

2 GENERAL FLYING REGULATIONS

2.1 Transport Canada Air Regulations

All flying by Club members must adhere to Transport Canada Air Regulations.

2.2 Soaring Association of Canada

Except where otherwise indicated in these Regulations, the E.S.C. follows the procedures and practices outlined in “*Soar and Learn to Fly Gliders*” the S.A.C. Soaring Instruction Manual. Specifically, the SAC. Pre-flight and cockpit checklists are used.

- Use a Positive Control Check during a daily. Inspection and if the glider has just been re-rigged
- PRE-TAKEOFF CHECKLIST - “CISTRSC-O”
- PRE-STALLS, SPINS, AEROBATICS CHECKLIST “CALL”
- PRE-LANDING CHECKLIST - “SWAFTS”

2.3 Aerobatics

Aerobatics flown in club aircraft require the prior approval of the C.F.I. or named designate (who must be an aerobatic instructor) for each individual flight. The only exception shall be endorsed aerobatic instructors, flying solo. Aerobatics performed in club OR private aircraft must only be performed away from the Circuit and well clear of other aircraft or over the field and only with two way radio communication. Aerobatics will only be approved when the circuit is cleared of other aircraft. No intentional spins/stalls are to be initiated below 3000 feet A.G.L. Recovery shall be complete no lower than 2000 A.G.L. Neither passes nor maneuvers are to be made over people or parked aircraft or equipment. Powered aircraft may only perform aerobatics over the field if all other Club aircraft are on the ground and only with two way radio communication established.

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400.01(1) "aerobatic maneuvers" - means a maneuver where a change in the attitude of an aircraft results in a bank angle greater than 60 degrees, an abnormal attitude or an abnormal acceleration not incidental to normal flying;

602.27 Aerobatic Maneuvers - Prohibited Areas and Flight Conditions

No person operating an aircraft shall conduct aerobatic maneuvers

- (a) over a built-up area or an open-air assembly of persons;
- (b) in controlled airspace, except in accordance with a special flight operations certificate issued pursuant to [Section 603.67](#);
- (c) when flight visibility is less than three miles; or
- (d) below 2,000 feet AGL, except in accordance with a special flight operations certificate issued pursuant to [Section 603.02](#) or [603.67](#).

602.28 Aerobatic Maneuvers with Passengers

No person operating an aircraft with a passenger on board shall conduct an aerobatic manoeuvre unless the pilot-in-command of the aircraft has engaged in

- (a) at least 10 hours dual flight instruction in the conducting of aerobatic maneuvers or 20 hours conducting aerobatic maneuvers; and
- (b) at least one hour of conducting aerobatic maneuvers in the preceding six months.

2.4 Placarded Speeds

Exceeding Placarded speed No Pilot is to intentionally exceed placarded maximum tow, smooth or rough air speeds. Any suspected exceeding of the placarded maximum speeds should be reported to the Duty Instructor who shall in turn report the incident to the Director of Fleet. An entry of this incident and examination shall be made in the Daily Inspection log, The aircraft should be inspected for signs of damage. An entry in the incident log should be made.

2.5 Takeoffs

All takeoffs from the E.S.C. airfield at Chipman are to be normally done on the southernmost one third of the width of the runway, regardless of takeoff direction. (See diagram in section 2.8). Take-off to the East (runway 10) must begin at the extreme west end to provide a safety margin over the road.

All members must make use of the Soaring Association of Canada signals as shown in Chapter I Section III of *Soar and Learn to Fly Gliders*.

Particularly, everyone engaged in launching must be familiar with the signals for:

- Hookup
- Signal for Takeoff - Imminent (All Clear?)
- Take Up Slack
- Takeoff, or All Out
- Running the Wing
- Take-off Emergency Stop

Before signaling, "take up slack", the wing runner must check for a clear circuit, tail dolly removed, and spoilers retracted.

2.5.1 Launch Signaling

- With normal operations, there will be a wing runner and forward signaler used for all launching.
- If there is nobody available as forward signaler, the glider pilot must be in radio contact with the tow pilot to give launch instructions. [This may be overridden by the tow pilot if the tow pilot can see the wing runner's signals via the rearview mirror. This is at the discretion of the tow pilot.
- The tow pilot may refuse to launch without provision for adequate signaling.

2.5.2 Launch Operations

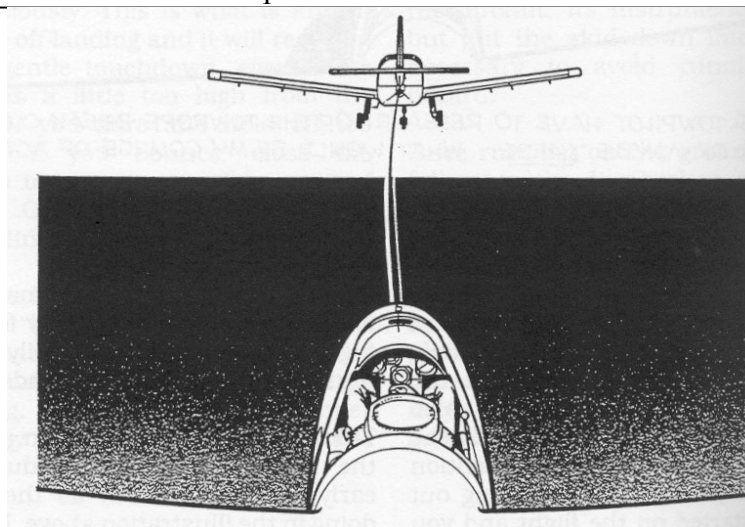
The Duty Instructor and Tow Pilot are in command of the field operation. Either may choose not to launch an aircraft, or to shut down flying operations, due to unsafe runway, weather, or other conditions. The decision to change runway ends will be made by the Duty Instructor and Tow Pilot. The pilot-in-command of a landing glider has the ultimate responsibility for the choice of landing direction.

2.6 Towing

Tows at the ESC are normally to be done in the HIGH TOW position, above the wake from the tow plane. Prior arrangement has to be made with the tow pilot to fly in LOW TOW position and is normally only permitted on long ferry flights. The correct High Tow position is shown in the diagram following.

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View of Tow Plane from a Glider in High Tow Position

2.6.1 Tow Signals and Emergencies

The only recommended in flight tow signals, other than radio communication, are emergency signals. However, glider pilots on occasion have been known to "steer" the tow plane to a more desirable location by moving out to one side and dragging the tow plane tail around. This practice, which is widespread in the U.S.A. and Europe, is not recommended as it may be mistaken for an emergency signal. If a specific area of release is desired, prior arrangement should be made on the ground, or radio contact made in the air.

All glider pilots flying at Chipman must be thoroughly familiar with the Aero tow Procedures as described in Chapter III, Section VII of *Soar and Learn to Fly Gliders*:

- Tow plane Wants Sailplane to Release
- Close Dive Brakes
- Sailplane Unable to Release
- Failure of Both Sailplane and Tow plane Release
- Releasing From Tow

2.7 Circuits:

Pilots must familiarize themselves with the circuit and landing procedures as shown in *Soar and Learn to Fly Gliders*:

- Circuit Planning
- SWAFTS check
- Airspeed calculation
- Running out of height in the circuit
- Winds and Wind Gradients
- Final Approach

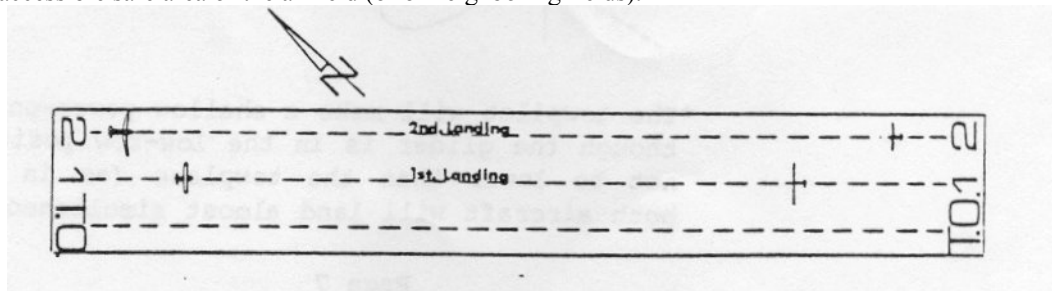
Note the circuit-planning diagram (page 68) in *Soar and Learn to Fly Gliders* does not show the

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speed adjustment until passing "Goal 2". The procedure at the ESC will be to perform the approach speed calculation as part of the SWAFTS check, and adjust the speed at that time.

2.8 Landing

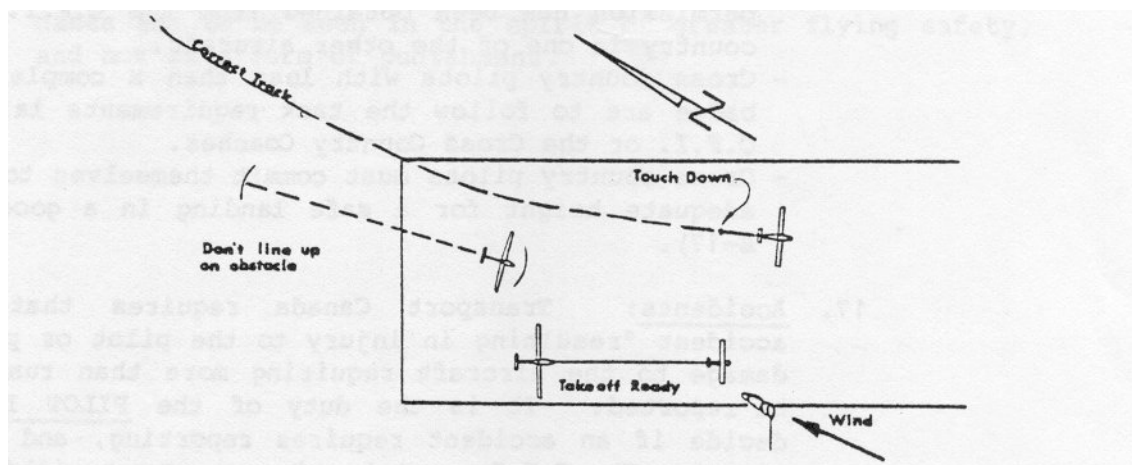
Our 450 ft. wide runway at Chipman is divided into three lanes. The southernmost-100 feet of width is to be the takeoff lane exclusively. (See diagram below.) Landings are to be in the center and northern-most lanes. When the runway is clear, landings are to be in the center lane and touch down not prior to the double cone markers. If the center lane is occupied, or about to be by a glider ahead of you in the circuit, landings are to be in the northernmost lane. This applies regardless of landing direction. (If all the space on the runway is occupied, land on the most accessible safe area of the airfield (or of neighboring fields).



Upon touchdown the glider is to be tracked straight in its lane until fully stopped. Do not steer the glider off the runway to your tie down spot. There may be a glider landing behind you!

Crosswind landings require a slightly different technique. If the crosswind is quite strong and cannot be adequately compensated for by landing with the upwind wing slightly low, the pilot may then compensate for the wind by approaching in a level winged 'crabbed' position, turning straight at the point of touchdown. If the wind is quite strong, land slightly across the runway width, being sure not to line up your final approach in line with obstacles on the runway or beside it (note diagram).

Regardless of the lane used for landing it is important that the glider be kept in that lane (a straight track) during the rollout. The glider should be removed from the landing field immediately. Tow back to the launching line should be done in the area to the south of the runway. Pilots must not attempt to fly in conditions of severe crosswinds where the safety of the glider and its occupants may be in danger.



2.9 Landing Emergencies

2.9.1 Landing After Rope Break

Successful handling of the emergency is very dependent upon good judgment and rapid decision-making. One of our goals is to train pilots to handle these situations effectively. *Soar and Learn to Fly Gliders* PG 98,99 should be read. The essential rule for the E.S.C. is, at approximately 300 feet altitude or below, the pilot should attempt to land on a suitable field into wind making small turns (less than 180 degrees) as necessary to position the glider for a safe landing. During a rope break at approximately 300 feet or above to 500 feet, a 180 degree turn to land downwind may be made, provided the wind speed is fairly light (10 mph approximately). Rope breaks at altitudes higher than this should be handled with a modified circuit to land into wind on the runway. Caution must be exercised on a downwind landing to ensure that a head on approach to additional traffic on the runway is avoided.

In the event of a low altitude release (under 1000' AGL), the tow pilot should continue flying straight ahead to allow the glider pilot the option of turning either way.

2.9.2 Straight -in or Right Hand Circuit Landings

Straight in or right hand circuit landings are in the emergency category only. A "straight in" landing is a landing without a downwind or base leg before the final approach. No one shall attempt a straight in or right hand circuit landing unless he is sure of not cutting off circuit traffic.

2.10 Ground Handling

The tow buggy should do all glider towing on the field. Vehicles should be kept off the runway, particularly when the field is wet.

The tow buggy is not a toy, and must be operated by club members only.

Gliders are to be towed to the launch area on the south side of the runway. Gliders being towed to the west end should make sure they do not conflict with the take-off lane, particularly between the clubhouse and the fuel pumps, where there is limited room (around the ditch).

Removing landed gliders from the runway is the first priority of the tow buggy, followed by towing gliders to the launch area from the tie-down areas.

The operator of the tow buggy must ensure that the circuit is clear before crossing a runway, or towing a glider across runway lanes when retrieving.

Unattended gliders must be tied down to a cable or secured with a weight on the wing. Gliders unattended on the flight line must have the windward wing up.

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To move a glider out of or into the hangar requires a minimum of three people must be available.

2.11 Thermaling Regulations

All thermaling will end at the required height to make a normal circuit entry at 1000 feet AGL. When joining any thermal with another glider turning in, or near it, the joiner must circle in the same direction as the glider already there. The thermaling pilot must always maintain adequate separation from other thermaling aircraft to ensure being able to maneuver away from potential collision situations. If a pilot becomes concerned about the position of another aircraft in the thermal, he should cautiously move straight out of the thermal changing direction as little as possible until well clear. There must be no thermaling after entering the circuit.

2.12 Cross Country Regulations

(See Qualifications, 1.6.)

- Cross-country flights in club ships must be approved by the CFI or his designate.
- Cross country pilots with less than a complete 'Silver C' badge are to follow the task requirements laid out by the C.F.I. or the Cross Country Coaches.
- Cross-country pilots must commit themselves to landing with adequate height for a safe landing in a good field.

2.13 Accidents

ESC members should familiarize themselves with the A.I.P. "General" section dealing with the definition of accidents, and the reporting requirements. Generally, any flying accident that causes "serious injury" or results in "damage or structural failure" must be reported.

It is the duty of the PILOT IN COMMAND to decide if an accident requires reporting, to preserve and protect the accident site, and to make that report. The C.F.I. must be contacted as soon as possible after an accident, and should be part of the decision-making around reporting.

Any pilot involved in an accident must meet with the ESC CFI prior to flying again.

2.14 Incidents

The ESC wants to foster an environment where we can share incident descriptions for the benefit of all, without the stigma associated with public admonishment. For this reason, incidents must be recorded without identifying those involved.

One way of defining what an incident is that it is a cheap learning experience. It was an accident that never happened, but could have, and we should learn from it.

An incident log will be kept at the flight line to record incidents. They will later be reviewed as part of our ongoing safety program.

All members are responsible to ensure that incidents are documented after they occur. If you see something happen that you are uncomfortable with, or feel the club could learn from, write it

down!

2.15 Pilot Performance Expectations and Disciplinary Measures

As a member of the ESC, you should expect that the CFI, the Duty Instructor, and other members are constantly monitoring your flying performance as part of the club's risk management program to improve the safety and enjoyment of our sport.

Demonstration of poor airmanship or technique will be discussed with you towards improving your flying skills and procedures.

Continued demonstration of poor practice and decision-making could result in the requirement for additional training, or the removal of flying privileges.

Unless flying members can give a satisfactory explanation of low approach and short field landings to the Safety Officer on the field or unless such members engage in useful discussion with the Safety Officer on the field, they shall be suspended from flying pending review by the CFI.

A member may be required to take a check flight, on the spot, with the CFI or the Duty Instructor, if his infraction of the rules seems to warrant this action instead of grounding. It is understood that breaches of Operational procedures are often unintentional. The disciplinary actions taken in these cases are to be seen in the spirit of greater flying safety, and not as a form of punishment.

A member may be grounded by the C.F.I or Designate as the result of an accident, an incident, demonstrated poor practice, or a breach of the Operations Procedures. If they wish to appeal they should use the following process:

- The member shall contact the President or any member of the Executive, indicating that they would like a review at the next executive meeting.
- The Executive will review the information, and make a decision. The club secretary will keep meeting minutes.
- The decision from the Executive will outline a course of action necessary for the pilot to regain flying privileges, including, but not limited to: additional training, flight or passenger carrying restrictions, or re-testing, as recommended by the CFI.
- In extreme circumstances, the Executive may recommend permanent grounding.
- If still dissatisfied the member may bring the appeal to the club membership through a motion at a recognized meeting.
- The club membership shall be the final authority of appeal.

3 AIRMANSHIP AND PILOT IN COMMAND RESPONSIBILITIES

3.1 Pre-Flight Responsibilities

General: All members who fly an aircraft as pilot in command must ensure that all factors related to flight meet the requirements for a safe flight. These factors are:

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- The proper licensing and health of the pilot in command,
- Checking the D.I. Book regarding recent inspections with regard to any comments recorded there;
- The inspection of the aircraft prior to the flight;
- Suitable weather conditions; and
- In general, all other conditions that contributes to flight safety.

The pilot must have with them.

- Pilots license, medical certificate
- And radio license

Onboard the glider there must be

- CofA,
- CofR,
- Insurance
- Operations handbook.
- Weight and balance documents
- Journey log (except for flights of less than 25 nautical miles from Chipman)

3.2 Placarded Weight and Balance

The pilot in command of any flight must observe the placarded maximums and minimums regarding weight restrictions and positioning of seats and passengers.

3.3 Parachutes (Condition of)

When parachutes are worn the pilot in command must check the packing date (that it has not expired), and the general condition and appearance of the parachute pack and harness (that it appears serviceable). The parachute harness must be adjusted to fit properly. (See Section 4.3 for when parachutes must be worn. Club members should not attempt to open the parachute compartments.

Parachutes must be stored with the straps down and must not be stacked

Check the expiry date on the parachute every time you use it

3.4 Weather Considerations

The pilot in command of any flight must ensure that weather conditions, either at the time of launch or at any point in the flight, do not become hazardous to that flight, and must make a safe landing before hazardous conditions reach the area of the flight. Wind strength and direction of the runway are a vital concern. It is a requirement, however, that all pilots use good judgment with regard to wind and weather conditions to ensure that those conditions do not jeopardize the safety of a flight. Do not exceed your own limitations!

The Duty Instructor or Tow Pilot may shut down flight operations at any time.

3.5 Post Flight Responsibilities - General

Post flight responsibilities are largely a matter of ensuring the safe securing of the aircraft, and the entry of the flight logs. A pilot in command must assume full responsibility for the aircraft until it is adequately tied down, hangared, or in the control of another pilot, and must ensure that the information on the daily flight sheet is correct.

3.6 Tie Downs, Hangaring and Parking of Gliders

The pilot in command of any flight must tie down, hangar or park the aircraft according to the requirements at the time. Tie downs must be fastened in the manner prescribed by the Director of Fleet. (Parking normally means to temporarily secure the glider prior to it making another flight.) No pilot in command should simply park a glider unless he is sure it will be flown again immediately and is left in the charge of a responsible person.

3.7 Aircraft Logs and Timesheets

The pilot in command of any aircraft must ensure the correct record of the flight has been entered on the daily timesheet after a flight. The Duty Pilot must ensure correct entries have been made in the aircraft journey logbook at the end of the flying day.

3.8 Special Responsibilities Regarding Cross Countries

For your own safety, and that of other members, pilot's flying club gliders cross country must ensure that they are endorsed for the proper rigging/de-rigging and trailering of that glider, and that when the glider is trailered great care is taken to avoid any damage. The towing car must have a safe hitch and trailer lights connection. No inexperienced driver should attempt to tow the glider on its trailer. The glider must be re-assembled correctly by the pilot in command as soon as feasible in order to avoid inconveniencing a pilot wanting to fly that ship. In no case should the re-assembly be left to others. (The cross-country pilot must have an endorsement-in his logbook indicating that he knows how to assemble the glider.) In all cases:

- The glider should be re-assembled by noon of the day following the flight.
- The re-rigged glider must be inspected by another qualified rigger before flight.
- An entry must be made in the journey log indicating the time and location where the glider was re-assembled.
- A positive control check must be made before the next flight.
- The Club barograph must be taken to an O.O. and resealed ready to go and returned to the Clubhouse by noon of the day following the flight.
- The Aircraft Journey Log Book must be carried in the glider on all cross-countries.

4 FLYING RESTRICTIONS

4.1 Alcohol, Narcotic Drugs, Medication

No club member or guest pilot shall act as a crewmember of an aircraft within eight hours after the consumption of any alcoholic beverage; while under the influence of alcohol or narcotic drugs; or while using any drug that affects his faculties to an extent where the safety of the aircraft is endangered in any way.

It is recommended that club members keep in mind that the 'hang over' depressant effect can last up to twenty-four hours and that they restrict alcoholic consumption to modest amounts during the twenty-four hour period prior to acting as a crew member of an aircraft especially in **WAVE** conditions.

No club pilot is to fly as passenger a person apparently under the influence of alcohol or drugs.

4.2 Smoking

Smoking is discouraged anywhere on the field as dry grass can be a fire hazard. If it is necessary, please smoke inside your vehicle while on club property.

There is no smoking inside the clubhouse, the bunkhouse, the hangar, or on the clubhouse decks. No one is to smoke in or near any aircraft or within 100 meters of refueling the tow plane.

4.3 Parachutes - When and Where to be Worn

It is advised that parachutes be worn in the following situations:

- All Wave Flights.
- All gliders designed to have parachutes worn (e.g. ASW15, 1-23)
- Two-seat gliders during aerobatics.

It is the decision of the pilot-in-command to wear a parachute.

4.4 Duration of Flights

As a courtesy to members waiting to fly, all local soaring flights are to be limited to 70 minutes without the prior permission of the Duty Instructor. Flight duration may be extended in the air by radio if nobody is waiting on the ground for its use. The Duty Instructor may shorten the allowed flight time if conditions warrant the limitation.

See Section 1.12 regarding the length of Familiarization Flights.

5 DUTY ORDERS AND DUTY CREW RESPONSIBILITIES

The following are descriptions of defined operational roles within the ESC. One person may hold one or more of these roles.

5.1 *Director of Flying Operations/Chief Flying instructor - Elected*

The Director of Flying Operations (CFI) has responsibility for all flying activities of the Society including Instructional, Recreational, and Badge flying. The CFI may recommend to the executive a name for the Training Coordinator and the Chief Tow Pilot.

Responsibilities:

- Responsible for all flying operations
- Responsible for overseeing all instruction and maintaining the quality of all instruction.
- Club Flying Regulations (maintaining booklets and amendments as developed by the Flying Committee). Liaison with Transport Canada
- Responsible for organizing cross-country training, advanced training and aerobatic training programs. Responsible to ensure that proper check flights of all students are done prior to license recommendation. Responsible for training and recommendation of new instructors.
- Oversees the Training Coordinator and Chief Tow Pilot.
- Responsible for holding regular instructor meetings
- Schedule instructor meetings
- Responsible for safe practices during all flying operations
- Deals with poor flying standards on a case by case basis
- Deals with violations of Club Flying Orders
- In serious cases, suspends flying privileges and suggests remedial actions. In the matter of remedies the CFI may seek advice from the Executive

5.1.1 Training Coordinator_- Appointed by Executive

Responsibilities:

- Maintaining Rosters of Duty Instructors, Duty Pilots and Tow Pilots.
- Assists CFI with organizing training groups - students, instructors, and times. Monitor progress of students and instructors in flying and at ground school.
- Assemble student kits (coordinate content with C.F.I.
- Report problems to and makes recommendations to C.F.I.
- Organizes all student post license and Instructor training programs
- Ensures that all pre-flight requirements are met
- Ensures that all post-flight requirements are completed

5.1.2 Duty Instructor of the Day

The Duty Instructor of the Day is in all ways the representative of the CFL.

Responsibilities:

- The Duty Instructor's tour of duty is from 9:00 AM until flying ceases that day.
- He should use the first half hour to prepare for flying.
- He is responsible for the safety of flying operations at the field while on duty.
- He must enforce Club and Transport Canada Flying Regulations and has the authority to

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ground pilots that he deems are violating these rules. Any grounding under this rule must be reported to the CFI within twenty-four hours. The suspended pilot has then the right to meet with the CFI and the Duty Instructor of the Day to appeal and to discuss the remedy.

- He must ensure that proper Daily Inspections have been carried out on Club gliders.
- He must check that pilots flying Club equipment have properly endorsed and up-to-date licenses and log books.
- He must ensure that the Duty Pilot carries out his/her duties
- The Duty Instructor of the Day should phone the vital members of his crew (i.e. tow pilot, duty pilot, timekeeper) a few days previous to his duty day to ensure the presence of a full crew.
- This does not negate the responsibility of each crewmember to make substitutions if they cannot fill the responsibility.

5.1.3 Duty Pilot of the Day

- All members of the club, except Duty Tow Pilots, or Instructors are expected to take the responsibility of Duty Pilot.
- The Duty Pilot's tour of duty is from 9:00 AM, starting with the removal of planes from the hanger, until flying ceases and all equipment has been put away.
- He must check the tow ropes being used that day.
- He is responsible to supervise ground operations such as the launch grid, parking, etc.
- He is responsible for seeing that Club gliders get moved to the launch line and have appropriate cushions, etc., in them.
- He is responsible for seeing that the gliders are properly parked at the flight line.
- He is to maintain a daily flight log, to record all flights and to collect all applicable fees.
- He must maintain a flying order list for each Club glider based on the order in which pilots inform him that they wish to fly.
- He must see that all equipment is moved to tie downs, hangars, and in proper storage at the end of flying.
- He must ensure that the towropes are collected and put away.
- He must fill out the aircraft journey logbooks at the end of flying.

5.1.4 Chief Tow Pilot - Appointed by Executive

Responsibilities:

- Maintain safe flying techniques and towing procedures. Checkout of all new tow pilots.
- Maintain active list of tow pilots and provide names to the training coordinator for the duty roster.
- Routine and annual maintenance of tow planes.
- Ensures adequate fuel and oil supplies.

5.1.5 Duty Tow Pilots of the Day

- The duty tow pilots will be responsible for ensuring that the tow planes are inspected, fueled, and ready for flight at the beginning of the day.
- They must ensure they are aware of any training requirements in advance, such as simulated rope breaks, boxing the wake, etc.
- They are responsible for cleaning the tow plane at the end of the day, and ensuring that the towropes are collected and put away.
- All snags or problems must be written into the inspection log, and reported to the chief tow

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- pilot as soon as possible.
- Tow pilots are responsible for supplying their own headsets.

5.2 Director of Operations – Elected

The Director of Operations shall have responsibility for the maintenance of ground facilities and machines needed for the operation of the Society. The Director of Operations shall recommend to the Executive the names of those members to whom responsibilities shall be delegated. The responsibilities falling to the Director of Operations include:

- All aspects of routine field maintenance, including grass cutting, garbage removal, etc.
- Supervision of short-term construction projects and routine building maintenance.
- Winter maintenance program.

5.3 Director of Fleet – Elected

The Director of Fleet shall have the overall responsibility for the maintenance and availability of aircraft owned and operated for the purposes of the Society and needed for the operation of the society. The Fleet Director shall recommend to the board the names of members to whom responsibilities shall be delegated. The responsibilities falling to the Fleet Director include:

Responsibilities:

- All aspects of glider maintenance including annual C of A and routine maintenance.
- Maintain adequate towropes and weak links.
- Maintain parachutes, radios, barographs and other miscellaneous Club equipment.
- Maintain up-to-date inventory of Club equipment and supply of spare parts.
- Maintenance and allocations of tie downs.
- Keep inside of equipment shack clean and organized.
- Appoint - recruit additional personnel to assist the above duties.

5.4 Director of Events – Elected

The Director of Events shall be responsible for the planning and execution of all calendar events of the society and of those activities of the Alberta Soaring Council for which the society is responsible. This shall include both calendared events and special and social events. The Events Director shall recommend to the board the names of those members to whom responsibilities shall be delegated. The responsibilities falling to the Events Director include:

Responsibilities:

- Tracking and reporting of badge flights
- Determining the recipients of the annual awards
- Organizing BBQs and breakfasts during the flying season
- Organizing the Xmas party

5.5 Safety Officer – appointed by executive

- Is responsible to maintain club safety program.
- Produce annual reports to SAC.
- Ensure that yearly check flights of instructors and members are carried out

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- Ensure all documents and licenses are valid

5.6 Regular Members Not on Duty

Safety is every member's responsibility!

All members at the field but not on duty are expected to assist wherever possible in launch operations, moving and tying down equipment and in any way that the Duty Crew designates.

5.7 Substitutions on Duty Roster

The cooperative nature of the Club requires that all members participate as equally as possible on the Duty Rosters. These rosters are difficult to organize in such a way that everyone's desired duty dates can be met. The Duty Rosters will be posted at the Club airfield, at the Monthly regular Meeting locations and by e-mail or Canada Post at regular intervals. It then becomes the Club member's responsibility to arrange substitutions or trades if you are unable to meet your duty date (s). Note that Duty Pilots are to be drawn from Licensed Pilots or Post-solo students only.

5.8 Instructor qualifications and currency;

(Wayne to get license and medical requirements)

ASSOCIATION STANDARDS for INSTRUCTOR CLASSIFICATIONS

The Association issues three levels of instructor classifications to pilots who are members of Association clubs and who have successfully completed an Association-approved instructor course. A class III classification is issued to beginner instructors when they first receive their Transport Canada (TC) endorsement to their glider pilot license. After achieving more experience and attending a refresher or upgrade clinic an instructor may be issued a **Class II (basic instructor)** or **Class I (advanced or senior instructor)** classification. These classifications are issued by and records are kept in the Association national office. All classifications are valid for three years, and may be renewed upon application.

	Class I	Class II	Class III		
Training required	SAC Upgrade Clinic conducted by SAC instructor Course Director	SAC Upgrade Clinic, or Training within the club by two SAC Class I instructors	SAC Instructor Course; or SAC-Approved course of instructor training within the club plus check flights and exam by a SAC Course Director (CFI to apply to FTS Committee member for details).		
Pass mark in SAC instructor Exam	70%	70%	60%	60%	60%
Badge required	Silver	Bronze			
No. Of hours gliding time (solo or instructing)	200	50	20	15 PPL or Commercial	10-Flight Instructor Rating – Airplanes
No. Of hours instructing in gliders	100	25	N/A	N/A	N/A
No. of gliding flights, Pilot-in-		200	100 – air tow	75 – a 125 – w	25 – a 50 - w

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Command; incl. min. of 10 rear seat flights					
Privileges	As for Class II, plus may send students for first solo flights. May provide advanced training such as cross-country and, following additional training, may train pilots to become instructors.	May instruct students up to and beyond solo stage. May send a student solo with second recommendation from another Class II or Class I instructor. May train pilots for passenger carrying and cross-country flight	May instruct students up to and including solo stage. May recommend students for solo flight to a more senior instructor.		
Currency	During the previous season, minimum required number of instructing flights - 20				

Currency. To retain the current classification of his or her club instructors, the club CFI is to certify to the FTS Committee by the end of May each year that the pilot is still competent to instruct at the current level. If the instructor has not maintained currency in the previous season, check flight(s) are to have been conducted within the previous 6 months to make this certification. Use the attached form; if it is e-mailed a signed copy of the form is to be kept on file at the club. If less than this, even if 0, CFI can do sufficient review flights to certify as current.

To upgrade a pilot from **Class III to Class II**, the instructor may attend an SAC upgrade clinic, or he or she may be upgraded by the club CFI, plus one other Class II or Class I instructor. The club CFI is to apply to the FTS Committee for such an upgrade, using this form.

To upgrade a pilot from **Class II to Class I**, the instructor must attend a SAC upgrade clinic, usually run in conjunction with instructor courses by a national course director who will make the requisite recommendation for the upgrade and will inform the club CFI accordingly.

As an alternative, the club CFI may request a Class I upgrade clinic be run at his/her club. Contact a member of the Flight Training and Safety Committee closest to you, and suitable arrangements will be made.

A further requirement to maintain instructor currency is that he must attend a minimum of one-third of the instructor meetings in any one calendar year.

6 GLIDER CHECKOUT QUALIFICATIONS

The following would be typical minimum requirements. It might be necessary to waive some of the requirements from time to time, but that would be at the CFI's discretion. The CFI's decision is final.

6.1 **2-33.** Passenger in *rear* seat. **NON – INSTRUCTOR**

1. Minimum 10 hours solo time.
2. At least 25 solo aerotow launches on type.
3. One solo soaring flight of at least 30 minutes.
4. Glider pilot license
5. Valid medical certificate
6. Be current. (see revised club requirements)
7. Check flight with CFI / DCFI only.
8. CFI's approval. (log book entry)

2-33. Passenger in *front* seat. ***INSTRUCTOR ONLY** unless approved by CFI

1. Minimum 10 hours solo time.
2. Glider pilot license.
3. Valid medical certificate.
4. Valid instructor rating
5. 5 hours instructional flying on type. (within previous 12 months)
6. Be current. (see revised club requirements)
7. CFI's approval. (log book entry)

SZD-50. Puchacz . Solo pilot – no passengers

1. Glider pilot license.
2. Not less than 80 total aerotow launches.
3. At least 30 **solo** aerotow launches (2-33).
4. At least 10 hours solo time.
4. One solo soaring flight of at least 60 minutes duration.
5. Sufficient dual checks on type. (re; laminar wings, airbrake familiarization)
6. Be current. (see revised club requirements)
7. MCQ open book test.
7. CFI / DCFI's approval. (log book entry)

SZD-50. Puchacz. Passenger in *rear* seat. **NON - INSTRUCTOR**

1. Glider pilot license.
2. Valid medical certificate.
3. Minimum of 90 total aerotow launches.
4. Minimum of 25 hours solo time.
5. At least 15 solo aerotow launches on type.
6. Be current (see revised club requirements)
7. Check flight with CFI/DCFI only.
8. CFI's approval. (log book entry)

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SZD-50. Puchacz. Passenger in *front* seat. *INSTRUCTOR ONLY unless approved by CFI

1. Glider pilot license.
2. Valid medical certificate.
3. Valid instructor rating.
4. Minimum 15 hours solo time.
5. 5 hours instructional flying on type.
6. Be current. (see revised club requirements)
7. CFI's approval. (log book entry).

PW-5. Local flight.

1. Glider pilot license.
2. Valid medical certificate.
3. Minimum 10 hours solo time.
4. At least 30 **solo** aerotow launches.
5. Sufficient dual checks in Puchacz (re; laminar wings, airbrake familiarization).
6. Be current. (see revised club requirements)
7. MCQ open book test.
8. CFI's approval. (log book entry)

PW-5. Cross Country flight. As for PW-5 local flight plus;

1. Minimum of 10 hours on type in preceding twelve months.
2. At least 15 aerotow launches on type.
3. At least one dual cross country flight.
4. Bronze 'C' certificate. (to include field landing checks, rig/de-rig procedures, trailer loading and handling, etc.)
5. Be current. (see revised club requirements)
6. CFI / DCFI briefing. (mandatory)
7. CFI's approval.

ASW-15. Local flight.

1. Glider pilot license.
2. Valid medical certificate.
3. Minimum 20 hours solo time. (5 hours in preceding 12 months)
4. At least 3 hours, or 10 flights in PW-5.
5. At least 50 solo aerotow launches.
6. Be current. (see revised club requirements)
7. MCQ open book test.
8. CFI's approval (log book entry)

ASW-15. Cross Country flight. As for ASW-15 local flight plus;

1. Minimum of 10 hours on type in preceding twelve months.
2. At least 15 aerotow launches on type.
3. At least one dual cross country flight.
4. Bronze 'C' certificate. (same additional details as for PW-5)
5. Be current. (see revised club requirements)
6. CFI / DCFI briefing. (mandatory)
7. CFI's approval

7 .GLIDER DAILY INSPECTION CHECKLISTS

2-33 Checklist

Cockpit

Canopy Attachment Points
Operation of all instruments
Cable release and tensions (front and rear)
All controls for freedom and movement
Rudder Pedals and cables for security and wear.
Trim lever for freedom of movement.
Rear door hinge, catches, and rear window.
Wing bolts for position and wear.
Brake and spoiler/dive brake connections
Interior panels for security and condition.

Wings

Condition of strut bolts.
Wing tip wheel for security and condition.
Aileron hinges, attachment points, and pushrods for security.
Wing and canopy fairing on upper wing surface is flush and secure.
Spoiler/dive brake hinges and connections for security and wear.
Ensure no water collected in wings.

Fuselage

Fabric for holes and tears.
Ensure no water collected in low spots.

Tail

Rudder cable connections for security.
Hinges on elevator for pins and wear.
Hinges on rudder for nuts, pins, and wear.
Rudder ribs for damage.
Pushrod attachment to elevator for security.
Elevator struts for nuts, pins, and condition.
Condition of tail wheel.

Fuselage Cockpit Area

Main tire for proper inflation.
Skid for condition.
Pitot and static vents clear.
Air tow release mechanism for proper operation.
Aircraft documents on board.

Sign Daily Inspection form on flight log.

Puchacz Checklist

8 WAIVED PAYMENT POLICY ON GLIDER OR TOW PLANE RENTAL

Glider rental fees are waived for club members who ferry ESC gliders to or from an Alberta Soaring Council or Edmonton Soaring Club promotional event.

Glider rental and tow fees are waived on instructor check rides with the CFI or his designate. This includes a 3000-foot tow and glider rental (this is covered by the ASC)>

Glider and tow fees are waived on any promotional flight that two executive members may deem necessary in the interest of the Edmonton Soaring Club for the promotion of the sport of soaring.

Glider and tow fees are waived on glider test flights deemed necessary to comply with the rules of the Ministry of Transport to a MAXIMUM of 20 minutes' duration.

Members attending flying events which occur away from the Chipman airfield and who are utilizing ESC aircraft will be responsible as a group for all costs incurred in moving gliders and tow planes to and from the site with the exception of glider rental fees as indicated in number 1 above.

Cross country flights (declared) lasting less than two hours in circumstances where the aircraft lands away from the starting airfield will incur a minimum rental fee of two hours.

9 POLICY FOR PLACEMENT AND CONTROL OF PRIVATE HANGARS ON CLUB PROPERTY AT CHIPMAN

Private hangars shall be used for the storage of aircraft only. Such aircraft may be in/on their respective trailers.

All construction, placement, and siting shall first be approved by the Club, and then by County of Lamont No. 30

Private hangars shall be owned and controlled by the Club from the beginning.

Each hangar shall have the capacity to accommodate, as a minimum, a fully rigged standard class glider. A minimum opening of 52 feet shall be required, whether or not a power aircraft only is intended to be hangared therein.

Each hangar shall be fully enclosed, and shall have a door or doors, as may be necessary.

If a member or syndicate of members (Syndicate) funds a hangar, then such member or Syndicate shall have rent-free use of the hangar for seven years, subject to compliance with all of the Articles of this policy. At the end of the seven years, occupancy and rental control revert back to the Club.

Further to Article 6, any costs arising from the placement of a hangar (i.e. tax increase, insurance, etc.) shall be borne by the member of Syndicate for the rent-free duration.

Further to Article 6, the member or Syndicate shall maintain the hangar to Club standards for the rent-free duration.

Only active members may install and utilize private hangars within the scope and intent of these Articles. Non-members have no privileges unless authorized by the Club.