

# Orange County Soaring Association, Incorporated

## Operations Guide

Revised April 2008

The OCSA Operations Guide outlines operating procedures and provides information for the use of club equipment. Its purpose is to promote safety and the sharing of equipment and flight time for the benefit of the Flight Group members. It also serves as an introduction to OCSA procedures for new members. All members should thoroughly read and understand the Operations Guide, since these procedures are the basis of our safe flying activity. If there is any discrepancy between the Operations Guide and the OCSA By-Laws, the By-Laws take precedence.

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### 1. Flying at the Field

The site for most flying is Hemet-Ryan Airport, Hemet, California. Any questions concerning the aircraft, equipment, flight schedules, or operating rules should be directed to a club flight instructor, board member or another responsible club member. Equipment is stored in the Flight Shack and/or the Clubhouse. Both are secured by combination locks. All new Flight Group members are given the combinations, and are expected to maintain these facilities in a neat and orderly manner.

#### 1.1. Field Rules

At Hemet-Ryan, flight instructors for OCSA or for Sailplane Enterprises can explain the patterns and rope break procedures that are currently being used. At other fields, a check-out for that field is required and familiarization of the patterns and rope break procedures is also necessary. All flights in OCSA gliders should be managed such that a normal approach to the designated pattern can be made, with pattern entry at the proper altitude.

#### 1.2. Sailplane Enterprises Procedures

Sailplane Enterprises is a separate commercial operation not affiliated with OCSA. SE defines field and runway usage, tow procedures, and landing patterns for the glider operations at Hemet-Ryan. It is the responsibility of each member to learn, understand and abide by Sailplane Enterprises' requirements.

### 2. Sign-Up Sheet and Flight Duration

Members share the use of the club gliders on the basis of first come, first served. In order to facilitate the sharing of the club's aircraft among its members, OCSA uses a Sign-Up Sheet. At Hemet-Ryan, the Sign-Up Sheet is kept in the Sailplane Enterprises Office. Eligible club members may sign up for an available ship for an available one-hour time slot only. This allows a member arriving at the field to consult the Sign-Up Sheet and determine when any particular glider will be available.

All flights must be kept to a maximum of one hour (exceptions noted below). If a member causes his or her own flight to be delayed, then he or she must also limit the air time of his or her flight so as to stay within the one-hour limit. A pilot may take more than one flight in his or her one-hour time slot (for example, patterns tows) as long as the one-hour maximum is not exceeded.

A flight may be extended if, via radio, the pilot has his or her name added to the next time slot for the aircraft, if available. Pilots wishing to plan flights longer than one hour on a weekend or holiday in advance may do so after receiving approval from the Board of Directors. Approval for extended flights is not needed during the week if sailplane usage is minimal.

In all cases, the Sign-Up Sheet must reflect the intentions of the pilot. After you have completed your flight, you may then sign up for another time slot for an available plane as long as it does not affect later scheduled flights. Always be courteous of other members and help in keeping all flights on schedule.

To keep flights on schedule, the following rules shall apply:

1. The first scheduled flight should be ready to take off on time regardless of "lift" conditions. If a first flight is intentionally delayed, the pilot must reduce his flight time in order that the next scheduled pilot may take off on time.
2. Pilots and/or passengers for the next scheduled flight should stand by so as to be ready to go should the current flight land early. Long waits for tow planes may cause the schedule to be behind. Pilots should be considerate of others who are signed up after them and limit their flight time.

The following are exceptions to the above:

1. If, after a scheduled flight with a flight instructor, a student pilot is approved for solo, or a pilot is approved to solo a new ship, that solo flight may be made immediately, and is limited to 20 minutes.

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2. During special events such as outings and contests, the President will designate a Flight Director (usually the Vice President), who will have complete authority over the Sign-Up Sheet, passengers and flight duration.
3. Instructors may adjust the flight order as necessary to facilitate training.

### 2.1. The "Back-to-Back" Rule

The "Back-to-Back" Rule allows that two pilots flying together in a two-place ship may sign up for two consecutive one-hour time slots. Both pilots must be Flight Group members in good standing; one must hold a private license or better. All rules regarding signup, flight duration and extended flights still apply.

This practice is not allowed during campouts or contests unless approved by the Campout/Contest Director.

## 3. Other Soaring Sites

Any or all of the club ships may be moved to another site for temporary operations after the Board of Directors has voted to do so and the members have been notified. The temporary site is known as an "OCSA Remote Base of Operations" for purposes of club contests.

The Operations Officer will account for and coordinate the transportation of OCSA ships and equipment both to and from other soaring sites.

## 4. Flight Rules

For safety and insurance reasons, all members are required to comply with all FAA and OCSA regulations. It is the responsibility of each member to be familiar with and comply with applicable FAR'S. Failure to do so is cause for expulsion from OCSA.

### 4.1. Guest Passengers

The pilot in command of a flight in which a non-member is a passenger shall be responsible for obtaining a signed waiver of liability from the passenger prior to the flight. The signed waiver stays on the ground in the flight shack in the appropriate aircraft paperwork bin.

### 4.2. Pre-Flight Inspection

Before the first flight of the day, a Pre-Flight Inspection is to be performed, using the club's approved pre-flight checklist for that particular ship. If the pre-flight is performed by a pre-solo student, the instructor shall approve the pre-flight inspection. All pilots are responsible for determining the flight readiness of their ship. The pre-flight checklist, which also serves as the daily flight log, stays with the ship until the ship is done being flown for the day. It is then filed in the flight shack in the appropriate aircraft paperwork bin.

### 4.3. Grounding Planes

If a ship is determined to be not airworthy, then the inspecting pilot has the authority and responsibility to ground that aircraft. "GROUNDED" signs are located in the flight shack and should be placed in the cockpit where clearly visible. If you ground a plane, write "GROUNDED" and the reason on the aircraft status board in the flight shack, and notify the Maintenance Officer, President or other board member right away.

### 4.4. Tie-Downs

Gust locks must be put in a safe place when removed, and properly installed when the ship is returned to its tie-down location. NEVER leave a ship unattended when it is not tied down. All tiedown ropes must be inspected and replaced as necessary. Use of chains is encouraged. Blanik wingtips should be tied down loosely.

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### 4.5. Launches

Sailplane Enterprises may supply properly trained staff to assist in launching. If no Sailplane Enterprises staff is available, other members or non-members may assist in launching, provided they are knowledgeable of proper procedures. Prior to attaching the tow rope to a glider, always verify the pilot in command is ready for hook up. Never hook a tow rope to an unoccupied glider or raise a wing on any glider near the flight line unless the pilot inside requests it and it is safe to do so. Use standard SSA signals during launch. When running a wing, let it leave your hand naturally without pushing or pulling.

### 4.6. Aerobatics

Aerobatics are allowed in only those ships placarded for aerobatics. Permitted maneuvers are: loops, spins, lazy eights, etc. which do not involve inverted flight. No inverted flight is permitted other than at the top of a loop. No member shall attempt aerobatics in an OCSA ship unless the following provisions are met:

1. The pilot has received acrobatic instruction by a qualified flight instructor.
2. The pilot has been found competent to perform the specific maneuvers being taught.
3. The pilot has received a sign-off in his or her logbook by a qualified OCSA instructor to perform specific acrobatic maneuvers.

### 4.7. Off-Field Landings

If a club glider is landed off an airport proper, the pilot must secure the ship before leaving for help or wait with the ship for help to arrive if wind conditions warrant. The pilot shall be responsible for the safe return of the aircraft to the base of operations the same day. The pilot is also responsible for returning the plane to flight-ready condition as soon as possible. All such landings must be reported to the Safety Officer as soon as possible and followed up by a written report no later than seven days after the incident.

### 4.8. Auto and Winch Towing

Auto or winch towing of club equipment is not allowed without the approval of the Operations Officer or the Chief Flight Instructor. OCSA does at times operate at locations where auto and/or winch tows are available. At such times, rules and regulations deemed necessary by the Operations Officer and/or the hosting operation, will be enforced. See the OCSA Winch Operating Rules for more information.

## 5. Pilot Qualifications

### 5.1. SSA Membership

All Flight Group members must be SSA members.

### 5.2. FAA Licensing Requirements

All members of the Flight Group must hold or obtain a valid FAA Certificate. Student pilots must comply with FAR 61.83 and are required to obtain a Student Pilot Certificate prior to being cleared for solo flight. After meeting the requirements specified in FAR 61.103 and passing a written and a practical exam, a student pilot will be issued a Private Pilot Certificate for Gliders.

### 5.3. Annual Check Ride

All members of OCSA who intend to fly club aircraft are required to take an annual check ride with an OCSA flight instructor in the first 3 months of each year. Members failing to comply are considered grounded until their annual check ride is completed. Reserve member check ride daily use fee is included in annual Reserve Member dues.

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### 5.4. New-member Checkride

All new Flight Group members who are already solo students or already hold a Private Pilot-Glider certificate must complete 10 dual flights in club equipment and receive two OCSA instructor sign-offs prior to soloing in club equipment. Eight of these flights may be with non-instructor Flight Group members.

### 5.5. Backseat Endorsement

In order to fly any of the club two-seat aircraft from the backseat, the pilot must have a logbook endorsement by an OCSA instructor for each model of sailplane he wishes to fly from the backseat.

### 5.6. High-Performance Gliders

To act as PIC of the Grob 103 or PW-5, the pilot must have a logbook endorsement by a club instructor.

## 6. Cross Country and Off-Field Use

Any member in good standing may reserve a ship for cross country or off-field use for up to ten days, subject to the following rules:

1. The pilot must have had a private glider license for at least six months.
2. The pilot must apply in writing for and receive permission from the Board of Directors. The written request for the ship must include the details of the proposed trip and names of crew members. The Board of Directors may alter or deny the request, or amend the ten day period, at its discretion.
3. The ship must be returned to the field within the permitted time and be made ready for flight.

## 7. Pilot Responsibilities

### 7.1. Instructional Flights

Students or pilots wishing to fly with a club instructor must make prior arrangements to ensure that the instructor will be at the field for their training flight(s). Instructors scheduled for the weekends may or may not be there if they have not been contacted by students or pilots.

### 7.2. Student Pilot Flights

Student pilots planning to fly solo must request and receive permission from a club CFIG for each flight day. The supervising instructor must be on the field during the student's flight(s).

### 7.3. Minor Aircraft Problems

Minor problems ("squawks") that have no impact on the safety of the aircraft should be noted on the pre-flight checklist and repaired if possible. They should also be written on the aircraft status board at the line shack and reported to the maintenance officer.

### 7.4. Smoking

Smoking is not permitted in or near the aircraft.

### 7.5. Washing

When required, ships should be washed and canopies cleaned. When cleaning canopies, rinse gently, dry and polish with soft cloth. Never dry-wipe a canopy. Keeping our gliders clean is the responsibility of all members.

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### 7.6. Ground Handling

It is the responsibility of all members to see that anyone helping does not lift or push on horizontal stabilizers, trailing edges, fabric areas, or any other vulnerable area. At least two people should be involved in moving any plane.

### 7.7. Damage to Equipment

A member who is negligent in causing an accident may have flight privileges restricted or withdrawn, and may be assessed up to the amount of the insurance deductible.

## 8. Clubhouse and Equipment

### 8.1. Clubhouse

The club maintains a clubhouse at the field, providing a meeting room and storage. It is for the use of all Flight Group members and their guests. It is available on a first come, first use basis. No person shall store or cause to be stored any personal items in the clubhouse without first obtaining permission from the Board of Directors.

### 8.2. Equipment Storage

Flight equipment is stored in the flight shack and in the clubhouse. No OCSA equipment should be removed from the field overnight without first contacting the President or Operations Officer. Members have the obligation to return equipment to the field promptly, and make it ready for use by other members.

### 8.3. Parachutes

OCSA maintains several parachutes for use by members. Members should be familiar with the use of parachutes and must, at all times, handle them with care. If you use a parachute, check that it has been repacked within the last 120 days per FAR requirement.

## 9. Membership

- **Flight Group Member** - A Regular Flight Group member is entitled to instruction and has right of flight over other membership categories in situations where a flight order must be established.
- **Instructor** - Members who hold a valid FAA Instructor rating for Gliders, are recommended by the Chief Flight Instructor, and are approved by the Board of Directors, may instruct for the club. They instruct on a rotating schedule as determined by the Chief Flight Instructor. They instruct without compensation.
- **Reserve Flight Group Member** - Reserve membership may be granted upon ownership or part ownership of sailplane, and three continuous years as a Flight Group member. Upon payment of a daily use fee, a Reserve member may fly club aircraft as Pilot in Command or with an instructor. (This is the only membership category eligible to pay a daily use fee for use of club equipment.)
- **Family Member** - A member of the immediate family of a Regular Flight Group member may join the club as a Family member and has the same flight privileges as a Regular Flight Group member.
- **Student Member** - To be eligible for a Student membership, the student must be enrolled full-time at an academic school and be age 22 or less. Student members have the same flight privileges as Regular Flight Group members.
- **Life Member** - Life membership is occasionally granted by the Board of Directors for actions or services of a Flight Group member above and beyond the call of duty. Life Members have the same flight privileges as Regular Flight Group members.

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- **General Member** - General membership entitles a person to take flights with a private or commercially-rated pilot in the Flight Group, but he or she is not entitled to instruction and may not fly solo. This membership category is intended for non-flying members who do not intend to be part of the active flight group, and for potential Flight Group members.
- **Honorary Member** - Honorary membership is occasionally granted by the Board of Directors as a gesture of appreciation to a non-member who has gone out of his or her way to help OCSA. Honorary members have the same flight privileges as General members.
- **Leave of Absence** - A leave of absence may be taken from the Flight Group at any time for a reasonable or extended period of time for such reasons as military service, school commitments, excessive financial hardship, job transfer, extended illness or special circumstance taken up with the board. The Flight Group member must have been a dues paying member in good standing for at least 12 months before such a request may be granted. Dues must be current and request must be submitted in writing to the Board of Directors for approval. Flight privileges revert back to General member status. This membership category is intended to allow temporary relief from monthly dues for members who intend to be part of the active flight group in the future. The member may re-enter the Flight Group upon written request to the Board. In doing so, the member must remain a dues paying member in good standing for an additional 12 months before a subsequent request for a Leave of Absence may be granted.

## 10. Financial Considerations

### 10.1. Monetary Assessments

If necessary an assessment may be collected from the active Flight Group members to repair sailplane damage or to meet an insurance deductible. Refer to the club By-Laws for more information.

### 10.2. Tow Bills

Tows at Hemet-Ryan are provided by Sailplane Enterprises. Club members are responsible for paying their tow bills at the end of their flying day.

### 10.3. Flight Eligibility

A member is not eligible to fly club aircraft when he or she is 60 days or more behind on dues.

## 11. Club Information and Communication

### 11.1. Meetings

- **General Meetings** - General meetings are held once a month, usually on the third Saturday of the month at a location specified in the Zero Sink. In addition to discussing current club activities and operation issues, there will often be a presentation on some facet of soaring. All members are encouraged to attend. Meetings are an excellent opportunity to get to know other members.
- **Board Meetings** - A meeting of the board of directors is held once a month, usually the first Thursday of the month, at a location specified by the board and reported in the monthly newsletter, Zero Sink. Current issues affecting the club's operation are discussed. Board members are expected to attend, but all members are welcome.
- **Remote Base of Operations Pilot Meetings** - When OCSA operates at another airport temporarily (for campouts, etc.) there will usually be a mandatory pilot's meeting held each day before flying begins. The purpose of the pilot's meeting will be to determine flight order and familiarize everyone with unique flying conditions or requirements at the new location.
- **Work Parties** - From time to time maintenance work is performed by the members under the leadership of licensed personnel or the Maintenance Officer. Arrangements are made at the monthly meetings, via the Zero Sink or at the field. Members unable to attend Work Parties may be assigned projects at other times. Members not performing a reasonable amount of work as deemed by the Maintenance Officer may be subject to an assessment not to exceed \$50.

### 11.2. Newsletter

The club's publication **Zero Sink** will be made available to each member via U.S. Mail or on the OCSA web site. Included in the publication will be the names and phone numbers of all board members and the dates and locations of the next general and board meetings. The Zero Sink also includes news and information of interest to club members. Members are encouraged to submit news items, articles and photos to the Zero Sink editor.

### 11.3. OCSA Website

The club maintains a website at <http://www.ocsoaring.org>. Members are encouraged to check the web site for the most current information such as the instructor schedule and other calendar items. A members-only section protected by a password contains private information such as a complete membership roster. For information or assistance with the website or the email system, contact [webmaster@ocsoaring.org](mailto:webmaster@ocsoaring.org).

### 11.4. Email Lists

OCSA provides three email lists to assist members with mass communications:

- [all@ocsoaring.org](mailto:all@ocsoaring.org) is for general club- and aviation-related communication to current and former members. Members are strongly encouraged to subscribe to this list in order to receive timely information from the club leadership. You can join the list by using a link on the private Members Page. Please do not use this list for political or chain-letter content. Attachments to emails are limited to 2 megabytes; longer messages will be held for review by the webmaster.
- [board@ocsoaring.org](mailto:board@ocsoaring.org) is only for the use of OCSA Board members. Membership is managed by the webmaster.
- [cfi@ocsoaring.org](mailto:cfi@ocsoaring.org) is only for the use of OCSA instructors. Membership is managed by the webmaster.

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### 11.5. Email Forwarders

You can contact the OCSA Board members and instructors using various email addresses @ocsoaring.org. See the Club Officers page and the Instructors page on the website for these addresses.

### 11.6. By-Laws

The club By-Laws are the basic constitution by which the club operates.

### 11.7. Training Aids

1. Student Training Manual. Students must obtain and use the training manual used by the OCSA instructors, currently **Glider Basics** by Tom Knauff.
2. Flight Manuals. Flight manuals for the club sailplanes are available to all members, from the instructors or in PDF form on the website.
3. Other training aids new members should obtain:
  - A current copy of the **Federal Aviation Regulation (FAR)** handbook
  - **FAA/SSA Glider Flying Handbook**
  - A current Los Angeles Sectional Aeronautical Chart and/or a current Los Angeles VFR Terminal Area Chart.

## 12. Glossary

**Active** - Any Flight Group member who is not on a leave of absence and is less than 60 days behind on their dues is considered active.

**Board of Directors Approval** - When Board approval is required, the query of at least four board members with the approval of a majority of those queried shall be sufficient.

**CFIG** - Certified Flight Instructor, Glider

**Eligibility** - A member is considered eligible to fly club aircraft when he or she is less than 60 days behind on dues.

**FAA** - Federal Aviation Administration

**FAR** - Federal Aviation Regulations

**Flight Order**- On occasions when a flight order must be established (campouts or very busy flying days, for example), the Flight Director as assigned by the President will determine the flight order. Flight Group members will generally have priority over General members and guest rides. On campouts, work performed such as towing equipment will be considered when composing the Flight Order.

**Good Standing** - A member is considered to be in good standing when he or she is less than 30 days behind on dues.

**PIC** - Pilot in Command

**SSA** - Soaring Society of America.