



# **Skyline Soaring Club Operations Manual**

**Revision 7.2**

**January 2013**

# Revision History

Date	Revision	Comment
4 Jul 2008 (BOD/RC/CB)	6.0	Major revision.
16 Aug 2009 (BOD/RC/CB)	6.1	First MS Office version Updated Special memberships, tow pilot information, and tow aircraft information. Updated Sprite, Cirrus and badge/record attempt sections, Updated appendixes, renumber paragraphs and corrected grammar.
29 Feb 2011 (CB)	6.2	Change references and figures for change of Runway 27/09 to Runway 28/10, Cirrus requirements, Tow Pilot requirements, FAST certificate requirements, DO duties
22 Apr 2012 (JN)	7.0	Major reorganization of content. Establishes member responsibility to settle bills each flying day. Clarifies definition and rules for non-scheduled flying days. Formalizes requirement for daily coordination briefing prior to flying. Expands guidance on use of taxiways and ramp space. Expands guidance on ops in windy conditions. Adds guidance for offsite operations. Adds guidance for traffic pattern airspeeds. Updated aircraft performance reference (App A). Clarifies launch signals and sequence (App B).
1 Aug 2012 (JN)	7.1	Acknowledges new-member orientation session (1.4) Formalizes guidance for advance coordination of instruction (2.1.4) Clarification of runway change coordination guidelines (2.2.1) Restricts reservations for guest flights to once per calendar quarter (2.3.2) Clarification of launch sequencing guidelines (2.4) Clarifies duty instructor responsibility to monitor student solo (3.1.4) Clarification of flight duration limits (3.6)
Jan 2013 (JN)	7.2	<b>Gives DO primary responsibility for terminating ops in high winds (2.9)</b> <b>Clarifies rules for practice PTT (3.3)</b>

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# Introduction

Skyline Soaring Club (SSC) is based at the Front Royal - Warren County Airport (KFRR) in Front Royal, Virginia. The Club operates primarily at KFRR but occasionally conducts operations at other sites as well. KFRR is a public airport, with facilities and local airspace shared with other users. We must maintain a high standard of courtesy, professionalism, and discipline in the air and on the ground. All aspects of operations will comply with Federal Aviation Administration (FAA) Aviation Regulations (FAR's).

## Chapter 1 -- Membership Categories and Key Personnel

All memberships are subject to approval of the Board of Directors. Temporary approval may be granted by a Club officer or the Duty Officer. To meet insurance requirements all members must be a current SSA member prior to manipulating aircraft controls inflight. See Article IV of the Club By-Laws for more information on memberships.

### 1.1 Full Member

A full member has all membership privileges and responsibilities (see Club By-Laws). A full member pays a non-refundable initiation fee and regular member dues (see SSC fee schedule). Every candidate for full membership serves a one year probationary status before becoming a full member.

### 1.2 Probationary Member

A probationary member has all membership privileges except for voting and holding office. A probationary member pays one-half the initiation fee upon submitting their application for full membership, and pays full member dues during the year. Upon acceptance as a full member by the Board, the other half of the initiation fee is due as a prerequisite to full membership status. Should a probationary member be denied full membership by the Board, the half initiation fee paid will be refunded.

### 1.3 Special Members

Qualifications, rights, duties, fees, and dues for special members are determined by the Board. Special members may not vote. The privileges and limitations of special memberships are defined below.

#### 1.3.1 Introductory Member

Introductory memberships may be established for individuals who are interested in experiencing soaring and sampling SSC operations before committing to full membership. Also, individuals who are involved in soaring elsewhere and who are in this geographic area for a limited period of time may establish introductory memberships. If an individual is a current SSA member they need to provide a SSA membership number and expiration date, fill in a membership application and pay an Introductory Membership fee (see SSC fee schedule) for the privilege of 30 calendar days of membership. If an Individual is not an SSA member and has never been one in the past (including a temporary membership from a previous FAST certificate in their name), they will need to participate in SSA's FAST program (see SSA website SSA.org) and fill out a membership application and provide a FAST voucher (not receipt). The FAST voucher will pay for the introductory flight and a 30 day SSC Introductory Membership. The Introductory membership entitles them to utilize Club equipment and assets at normal membership fees within conditions and privileges set by the Board.

The Board of Directors reserves the right to withdraw any introductory membership for any reason deemed appropriate by the Board. An introductory member has no voting rights and may participate in the Club decision-making process only as an observer. Introductory members who reside within 125 miles of the Club's base of operations are limited to two (2) introductory memberships per calendar year. Introductory members may not use Club gliders to carry passengers or obtain ratings, recommendations, endorsements, or flight reviews

### **1.3.2 Visiting Pilot Member**

Visiting pilots may be interested in receiving a tow for their own aircraft from a Club tow plane. A one-day Visiting Pilot Membership is limited to 10 days per calendar year. Rated pilots may be granted a one-day membership upon completing a logbook review by a Club instructor or DO to verify that they have at least three glider takeoffs and landings in the last 90 days. The pilot must be a member in good standing of the Soaring Society of America. Prior to being connected to the Club tow plane, the pilot must complete a membership application and present a check to the Duty Officer for the cost of the anticipated tow plus a daily visiting pilot membership fee (see SSC fee schedule). Additional tows on that day must also be pre-paid. This category is intended for experienced pilots flying their own sailplane, and is not to be used for instruction or in lieu of the Introductory Membership Category. A visiting member may not otherwise use Club equipment.

### **1.3.3 SSA Affiliated Club Visiting Member**

Visiting members of other SSA affiliated clubs may be interested in flying with an SSC instructor to gain experience in flying at a different location or flying different gliders. An SSA Affiliated Club Membership is limited to 5 days per calendar year. An individual may be granted a one-day membership upon completing a check of their SSA and affiliated club membership currency and a logbook review by a Club instructor or DO to verify their training status. Prior to flying, the individual must complete a membership application and present a check to the Duty Officer for the cost of the anticipated tow and glider rental plus a daily SSA Affiliated Club Visiting membership fee (see SSC fee schedule). Additional flights on that day must also be pre-paid. An SSA Associated Club visiting member must fly with a SSC instructor and may not use Club gliders to obtain ratings, recommendations, endorsements, or flight reviews unless approved by the Board of Directors.

### **1.3.4 Family Member**

A family member is a spouse or dependent child of any full or probationary member. Family members are not required to pay any additional initiation fees or annual dues, and pay the reduced SSA family membership rate. Family members pay normal fees for rental of Club gliders and for tow services.

### **1.3.5 Service Member**

A service member performs special critical service for the Club; e.g. tow pilot or instructor, and may only use Club equipment in connection with the performance of that service. Service members are not required to pay dues or fees. A Service Member must be approved by the Board of Directors prior to using Club equipment.

### **1.3.6 Student Member**

A student member is a full-time student of an accredited school who is otherwise not eligible to be a family member. Student members are not required to pay initiation fees, but pay Club dues and normal fees for use of Club assets.

### **1.3.7 Transient Member**

A transient member is on temporary job assignment to the mid-Atlantic region. Transient membership is granted by the Board on a case-by-case basis upon individual application. Transient membership will not exceed twelve months. Transient members will pay a set monthly fee (see SSC fee schedule) to be paid in advance for the member's anticipated length of membership, plus an annual full SSA membership fee. The transient member will pay up-front from the starting month through December of the same year. In January, the Treasurer will bill the transient member for the remaining estimated time for the transient member's membership. Normal fees apply for use of Club equipment.

### **1.3.8 Inactive Member**

Current members in good standing may request in writing to the Membership officer to be placed in inactive status. Inactive members have no voting privileges and may not fly Club gliders or be towed by a Club tow plane.

Inactive members will not be assessed annual dues if the request for inactive status is made and granted prior to the due date set for the payment of annual dues. No refunds will be made for dues paid prior to the request for inactive status and an inactive member will pay full dues for the year in which he/she requests return to active status.

### **1.3.9 Emeritus Member**

Emeritus Members are named at the discretion and initiative of the Board of Directors. Emeritus Members are inactive members who, because of their past service to Skyline Soaring Club, have been granted the privilege of voting by the Board of Directors.

### **1.3.10 Honorary Member**

An honorary member is a member who is honored by his/her experience or standing in the aviation community and who would otherwise not be another class of member. Flying privileges and fees for honorary members will be approved by the Board on a case-by-case basis.

## **1.4 Member Responsibilities**

All new members are strongly encouraged to attend, at their earliest convenience, a one-hour SSC New Member Orientation Session, normally scheduled on one of the first weekend days of each month.

### **1.4.1 Work Commitment**

In addition to the timely and full payment of all fees and charges, members are expected to contribute personal labor to the operations and maintenance of the Club and the assets we share. This commitment will average 6–10 days a year, and be based on personal skills. Most new members serve initially as Assistant Duty Officer. All members participate in operations, maintenance, and administrative responsibilities.

### **1.4.2 Duty Roster**

A duty roster with assignments for each scheduled flying day will be established and made available to members via the Club web page (<http://www.skylinesoaring.org>). The Roster will include Duty Officers, Tow Pilots, Instructors, and ADOs for all normally scheduled flying days. Members must monitor the online roster for scheduled assignments. Members are responsible for resolving their own scheduling conflicts and arranging for replacements, if necessary. The member scheduled for a given assignment is responsible for advising the Duty Officer for that day, and the Scheduling Officer, of any substitutions he or she has arranged.

### **1.4.3 Communication**

Club information is disseminated via various email lists, and through a monthly electronic newsletter, “Skylines”. Members are encouraged to obtain/maintain internet access in order to benefit from the web site and email lists.

### **1.4.4 Financial Obligations**

Each member is responsible for settling payments due before leaving the field at the end of each flying day. Discuss your flying charges and any other purchases with the Duty Officer, and pay by check before leaving the airfield. If you choose to carry a (positive) credit on account with the Treasurer, it is your responsibility to track the balance, and if the balance is sufficient to cover the entire day’s charges, you may direct that the charges be deducted from your account. Cash is not accepted. Credit cards may be accepted but there is no guarantee that the system will be available on any given day, so plan on paying by check. Club dues, and other charges such as hangar fees for members who keep a trailer in club spaces, will be invoiced by email and those charges are due upon receipt, by check mailed to the Treasurer.

## **1.5 Elected Officers**

Members of the Board of Directors are elected by the membership and manage Club operations. The President, Secretary, and Treasurer are elected by the Board of Directors. See Club By-Laws for details.

## **1.6 Appointed Officers**

Certain operational positions are filled by appointment by the Board of Directors.

### **1.6.1 Chief Tow Pilot**

The Chief Tow Pilot (CTP) is appointed by the Board of Directors and must meet FAA requirements for towing gliders. The CTP must be a qualified SSC Tow Pilot, and should be rated as a Certificated Flight Instructor - Airplane if possible. The CTP may designate CFIA-qualified Tow Pilot Instructors, as required, to conduct aircraft checkouts, provide towing instruction, and log necessary endorsements. The CTP shall have the authority to select, train, and recommend to the SSC Board of Directors Tow Pilots who meet the certification, experience, training and currency requirements set forth in Section 2.2.3 and who are a probationary, full, or service member. All potential Tow Pilots will be evaluated by the CTP, which may include flight and knowledge evaluation. The CTP shall also have the authority to monitor, evaluate and, if necessary, rescind SSC Tow Pilot status. The CTP will evaluate towing operations and will coordinate with the Board of Directors, the Safety Officer, and the Chief Duty Officer if it appears that operating procedures need to be revised.

### **1.6.2 Tow Pilots**

Tow pilots must fulfill all Skyline Soaring Club, FAA, and insurance requirements for towing and have an endorsement by the Chief Tow Pilot (or a designated Tow Pilot Instructor) in his or her logbook, in addition to the experience, instruction, and endorsement requirements of 14 CFR Parts 61.31 and 61.69. To begin training as an SSC Tow Pilot, a pilot must have logged at least 200 total hours flight time in airplanes and have a tail-wheel endorsement. Additionally the pilot must have logged at least 10 hours of pilot in command time in tail wheel airplanes after receiving a tail-wheel endorsement. All pilots who desire to become SSC Tow Pilots must:

- Complete the Soaring Safety Foundation (SSF) online Tow Pilot Course
- Satisfy the minimum experience requirements required by the current insurance policy in the tow aircraft that they will be qualified in, before acting as PIC during towing operations.
- Complete a Tow Pilot checkout conducted by the SSC Chief Tow Pilot or an SSC Tow Pilot Instructor. Additionally, the Board of Directors must approve all Tow Pilot candidates after recommendation by the Chief Tow Pilot.

### **1.6.3 Chief Flight Instructor**

The Chief Flight Instructor is appointed by the Board of Directors will oversee Flight and Ground Instruction and designate other Club flight instructors. He/she will direct the development and maintenance of a Skyline syllabus of instruction for all student and transition pilot members; participate in the Club's standing Safety Review Committee; coordinate periodic training sessions for Club flight instructors; maintain a confidential summary of student members' Instruction Reports for review by Club instructors; and actively encourage sound training programs for Club flight instructors. He/she must hold appropriate current FAA certification as a flight instructor in gliders.

The Chief Flight Instructor shall have the authority to appoint flight instructors who meet the requirements set forth in Section 2.2.5 and are a probationary, full, or service member. The Chief Flight Instructor shall promptly inform the Board of each new flight instructor appointed.

### **1.6.4 Flight Instructors**

Club flight instructors must meet FAA requirements to instruct in gliders, be a designated Soaring Society of America Instructor (SSAI), and be approved by the Chief CFI. Flight instructors shall provide all flight instruction offered by the Club; follow the Club training syllabus; promote and encourage the members' progress of through the entire continuum of the Soaring Society of America/Federation Aeronautique International (SSA/FAI) badge series; maintain currency on training issues promulgated through the Soaring Safety Foundation (SSF) and other sources as appropriate; conduct Flight Reviews under FAR 61.56 and other instructional programs promoted by the Club; participate in periodic Club Instructor's Meetings; and fully utilize the SSC online Student Progress Reporting (SPR) system. Flight instructors are expected to participate in collaborative ventures such as development of training materials and programs for the Club.

Club flight instructors are encouraged to participate in SSF-sponsored Flight Instruction Renewal Clinics (FIRC)s for the renewal of their CFI certificates. To promote that activity, the Club shall reimburse each Club instructor for up to \$150 of the registration fee for attending any such Clinic, not more often than every other calendar year.

### **1.6.5 Membership Officer**

The Board of Directors will appoint a Membership Officer, who shall facilitate new member recruitment, coordinate demonstration flights for potential new members, and oversee the participation of Introductory Members in Club activities. He shall develop and distribute materials to help new members get established, and generally provide member guidance. The Membership Officer shall have the authority to approve individual written requests for inactive membership status and will promptly notify the Treasurer and Board of Directors of this action

### **1.6.6 Safety Officer**

The Board of Directors shall appoint a Safety Officer who will assess the flying safety environment and coordinate recommendations with the Board of Directors and appropriate Club Officers. The Safety Officer will develop at least one mandatory safety seminar per year, conduct an annual audit according to Soaring Safety Foundation guidelines, and perform other duties as requested by the Board. When directed by the Board, the Safety Officer will select, convene, and chair a Special Review Panel to investigate any specific issue or incident which indicates the need to review operating procedures, or to resolve incident-specific problems.

### **1.6.7 Scheduling Officer**

The Board of Directors will appoint a Scheduling Officer, who shall establish and maintain the duty roster.

### **1.6.8 Chief Duty Officer**

The Chief Duty Officer (CDO) is appointed by the Board of Directors and shall oversee all Duty Officers, and maintain and develop a Duty Officer training program. The CDO will coordinate with the Membership Officer to periodically assess when members should be considered for assignment as Duty Officers or Assistant Duty Officers.

### **1.6.9 Duty Officers and Assistant Duty Officers**

Duty Officers (DO's) and Assistant Duty Officers (ADO's) are appointed by the Chief Duty Officer. DO's must be full members of the Skyline Soaring Club and possess a minimum of a Private Pilot Glider certificate. ADO's are appointed by the CDO when assessed as being familiar enough with local operations and procedures to safely and efficiently assist the DO, normally not earlier than 90 days after joining the Club. The CDO will notify the Board and the Scheduling Officer when a member is approved for duty in either DO or ADO capacity.

## **Chapter 2 -- Ground Operations**

### **2.1 Operations Scheduling**

The Scheduling Officer assigns a full duty crew for each weekend day in the normal flying season, as determined by the Board of Directors.

#### **2.1.1 Hours of Duty**

The assigned duty crew (Duty Officer, Assistant Duty Officer, Tow Pilot, and Instructor) shall normally arrive at the field by 0900L in order to start operations no later than 1000L, unless prior arrangements are made to start operations at another time. Each member of the duty crew should remain on the flight line during his/her period of duty, unless a suitable substitute accepts the responsibilities of the office and remains until their return or until normal close of operations. The Duty Officer will ensure that all gliders have landed prior to official sunset, and shall remain at the field until all launched gliders are accounted for at the end of the day.

#### **2.1.2 Weather Cancellation**

If the current weather does not permit safe operation and is not expected to clear in reasonable time (2–3 hours), the Duty Officer may cancel flying for the day and, after securing all Club equipment, the duty crew may leave the airfield. Any subsequent initiation of operations will require appointment of a new qualified duty crew from among members present.

#### **2.1.3 Weekday Flying**

Members who wish to initiate operations on a day without a full duty crew assigned by the Scheduling Officer (such as weekdays or off-season) may poll the membership to determine if there is sufficient interest. Any such operations on a previously non-scheduled day must conform with all Club rules. Members who choose to run an operation assume responsibility for Club equipment, must ensure that the operations logs for each day are uploaded to the Club web site, and must ensure checks and receipts are sent to the Club Treasurer. When organizing members determine that there is sufficient interest, the flying day will be added to the duty roster schedule, with a minimum of the towpilot and duty officer positions identified, and notice will be provided to all members by email.

#### **2.1.4 Prioritization for Instruction**

Members who desire instruction are encouraged to coordinate in advance with the scheduled Duty Instructor, to ensure both the instructor and student are able to prepare for planned flights, and to allow the instructors to manage student workload. Duty Instructors should list any pre-coordinated instruction on the duty roster (under notes), and may limit instruction to students who have already committed on the schedule, if the anticipated workload exceeds what can be expected in a normal full day of flying. Students who arrive at the field without prior coordination will be prioritized for available instruction by the Duty Officer (after coordination with the Duty Instructor) based on their arrival time at the field. Even if additional instructors are available, the launch queue for instruction will still be managed by the Duty Officer and Duty Instructor.

### **2.2 Duty Officer Responsibilities**

The Skyline Duty Officer Instructions & Checklist (provided by the Chief Duty Officer) establishes a detailed and comprehensive set of instructions for use by Duty Officers. The following information is provided for use by all Club members. The intent is to ensure that all members understand and coordinate ground and flight operations with the DO.

The Duty Officer is in charge of, and responsible for, the smooth, efficient, and safe execution of ground and flight operations. A Duty Officer will be assigned for all operations of Skyline, and no such operation will be initiated except by the Duty Officer or his/her recognized delegate. The Duty Officer will not fly when so assigned, and will

remain on duty until flight operations are complete and Club equipment securely stored, unless he/she is properly and willingly relieved. For each period of operations, the Duty Officer shall bear responsibility for all club operations other than those strictly under the control of a PIC of an aircraft in flight. During SSC operations the Duty Officer is the Club's sole representative for any discussions with or guidance from the airfield manager, or press or public safety officials.

It shall be the general duty of the Duty Officer to direct the day's flight operations including, but not limited to, the airworthiness of equipment, the safety of operations, the priority and duration of flights (except where otherwise controlled), the logging of flights, and the observance of FAA, airport, and Skyline rules. The Duty Officer is entitled to take all reasonable steps which he/she feels will promote safety of SSC operations. Specific duties of the DO (assisted by the ADO) include, but are not limited to, those listed in the following paragraphs:

### **2.2.1 Coordination & Communication**

At the beginning of each operating day, the Duty Officer shall notify the Potomac TRACON Supervisor by telephone of the planned start/finish times for glider operations, maximum altitudes expected, and the approximate area of most glider traffic with reference to appropriate local NAVAIDS.

Before initiating operations, the Duty Officer shall conduct a daily coordination briefing with all members of the duty crew and all available Club members.

The Duty Officer will determine the active runway for Skyline operations by coordinating with the airfield manager and the duty tow pilot and duty instructor, will continue to verify that the proper runway is in use, and make appropriate changes in the glider operations as needed. When the glider pattern is changed, he/she should notify all glider pilots of the change, including those who are airborne, via radio. Transition between runway ends is an inherently delicate balance between the overriding safety concerns, and the practical need to fit in with other traffic, and minimizing adverse impact on club members. The decision to launch gliders from the currently active end and recover on the other end, versus just ground-towing gliders to the other end for the next launch, is a judgment call left to the Duty Officer after consultation with the airfield manager and the duty tow pilot and duty instructor.

In addition to notifying pilots of changes in the glider pattern, the Duty Officer shall ensure that gliders announce taking the active runway on the radio. Detailed radio operation procedures are included in the Skyline Duty Officer Instructions and Checklist.

### **2.2.2 Operations Logs**

The Duty Officer shall keep, or cause to be kept, an accurate operations log concerning both SSC equipment and member owned sailplanes, including names of pilots, passengers and students, release altitudes, takeoff and landing times, new member information, payments received, and expenses. This is normally done through the SSC Duty Log software program in the Club laptop computer. It is the responsibility of the Duty Officer upload the Duty Log file to the Club web site at the end of the day's operations. The Duty Officer is also responsible for mailing members' personal checks (no cash!) covering all flight services, receipts, and membership applications to the Skyline treasurer as soon as possible (within 2 days) after each period of flying activity. Credit card payments may be accepted if the DO or another willing member is equipped with a suitable smart phone and uses the provided software and hardware in accordance with the checklist kept with the Club laptop.

### **2.2.3 Daily Aircraft Inspections**

The Duty Officer shall ensure that each club glider has been preflighted (daily inspection and positive control check) by a qualified pilot prior to its first flight. This will normally be performed by the first scheduled pilot for each aircraft.

### **2.2.4 Towropes**

The Duty Officer will ensure that an adequate number of satisfactory towropes (at least two per tow plane) are available in the event that a malfunction in the Tost reel system dictates use of standard towropes. He/she will ensure that all towropes are inspected prior to use. Once a tow rope is deemed unsafe for use, the Duty Officer will remove the rope from service, attach a note to the rope and return it for repair or replacement. Do not dispose of towropes by cutting them into pieces.

### **2.2.5 Verifying Pilot Qualifications**

The Duty Officer shall ensure that each pilot is authorized to fly the Club equipment he/she plans to use if there is any question of the member's qualifications. This will be done by checking the member's log book endorsements, SSC training record, and SSA membership (as applicable). Always check solo endorsement currency for student pilots.

### **2.2.6 Aircraft Parking**

The Duty Officer will direct Club aircraft ground traffic and parking. He/she may take steps to keep traffic and parking near the flight line to a minimum. The Duty Officer should arrange the flight line in such a manner as to permit safe landings of tow planes and gliders, and safe parking and efficient flow of aircraft on the ramp.

### **2.2.7 Assignment of Wing Runners**

The Duty Officer shall ensure that a qualified wing runner is assigned and available for each takeoff. To be considered qualified, a member must have completed the Soaring Safety Foundation online Wing Runner Course, and have received practical training on the KFRR flight line. The DO may rotate this duty among qualified members present when there are sufficient personnel available. The Duty Officer may request that qualified members use the opportunity to train new members. The DO/ADO will monitor takeoff operations to ensure that the standard signals and procedures are used at all times.

### **2.2.8 Water**

The DO shall make drinking water available on the flight line. All pilots are encouraged to drink sufficient quantities before and during flight.

### **2.2.9 Securing Aircraft at End of Day**

The Duty Officer will direct the return of Club gliders and other Club equipment to the hangar or tie-down as appropriate and ensure that the gliders are adequately secured. The Duty Officer will require members to secure hangar doors after movement of gliders from or to a hangar, and will make sure that the hangar is secure (locked) at the end of each flying day.

## **2.3 Reserving Skyline Gliders**

### **2.3.1 Flight Tests and Badge/Record Attempts**

The Club two seat gliders may be reserved for a designated two hour period for a flight test.

Reservations for the Sprite and Cirrus may be made for FAI badge/record attempts. Members may reserve the Sprite and the Cirrus no more than one day per month and no more than three days per year for badge/record attempts.

Reservations for scheduled days of operations will be made by notifying the scheduled Duty Officer no later than 2100L on the evening before the reservation day

Members may reserve Skyline gliders on nonscheduled days of operations by notifying the Operations Officer, or other officer or director if the Operations Officer is unavailable, at least 24 hours in advance, and by complying with all other applicable requirements for operating Club equipment on nonscheduled days.

The Club electronic data recorder may be used for badge/record attempts in the Club aircraft. The DO must be notified prior to its removing it from the Cirrus and the recorder must be returned to the Cirrus after its use.

### **2.3.2 Guest Flights**

Members may reserve any of the Club two-seat gliders for a one-hour period between 1100L and 1400L hours on days of scheduled Club operations, for the purpose of flying guests (provided the member is qualified and current). The purpose of this privilege is to permit members to fly a guest without having to be the first person at the field to establish position in the launch queue, making it possible for them to escort their guest to the field. Each member is limited to one guest flight reservation per calendar quarter. Members wishing to reserve a Club ship should contact the Duty Officer directly no later than 2100L on the evening before the reservation day. Reservations are permitted for one hour increments between 1200L and 1500L hours (e.g., for 1200-1300L; 1300-1400L; 1400-1500L). The pilot must arrive at the airport at least 15 minutes before his/her scheduled start time. Failure to do so will cause the reservation to be canceled. Multiple flights during a pilot's allotted time are permitted.

Pilots should plan to land by 50 minutes of flight time in order to permit the glider to be returned to the launch point for the next pilot by one hour after takeoff. This rule may be waived by the DO when there are no other pilots waiting to use the ship.

The Duty Officer shall administer the schedule in accordance with Club operating procedures pertaining to duration of flights in Club ships, priority for use of Club ships, etc., and shall have the authority to adjust the schedule as conditions warrant.

Reservations for guest flights shall defer to reservations for flight tests and badge/record attempts, as described below.

## **2.4 Launch Sequencing**

The Duty Officer is the final authority on the establishment of tow priority and all decisions concerning launches.

The Duty Officer will maintain a takeoff priority list. It is the responsibility of the individual pilot to add his or her name to the list upon arrival at the airport on the day of the operation, and to record the time of arrival. This is a list of priority for tows and not necessarily an order for takeoff. Pilots are expected to be in their plane, in position at the staging area, by the time the tow plane is ready to take the active runway for the next tow. If they are not ready, the Duty Officer should coordinate to stage the next glider in the launch queue in their place.

Deviations from the takeoff priority list may be handled as follows:

- (a) A pilot declaring an FAI badge leg or record attempt may exercise a single priority for tow. If he/she fails to stay up, his/her name is entered at the end of the list when he/she lands. Dishonest priority declaration may result in withdrawal (by the Board) of their privilege for the season. The Duty Officer shall report dishonest declarations to the Board of Directors for action.
- (b) Members taking FAA-required Practical Examinations shall have priority for equipment at any time the examiner or DPE is available for the flight(s).
- (c) On Saturdays, Sundays, and legal holidays before 12:00, student pilot club members (excludes introductory members or FAST flyers) will have priority for tows and use of Club gliders. Instructional student flights will have priority over solo student flights.

- (d) An aborted launch due to no fault of the glider pilot (e.g. actual or simulated rope break) will entitle the pilot to an immediate relaunch provided he/she lands promptly after the abort.
- (e) Full, probationary, family, and student members have priority over introductory members for use of Club aircraft.

## 2.5 Vehicles

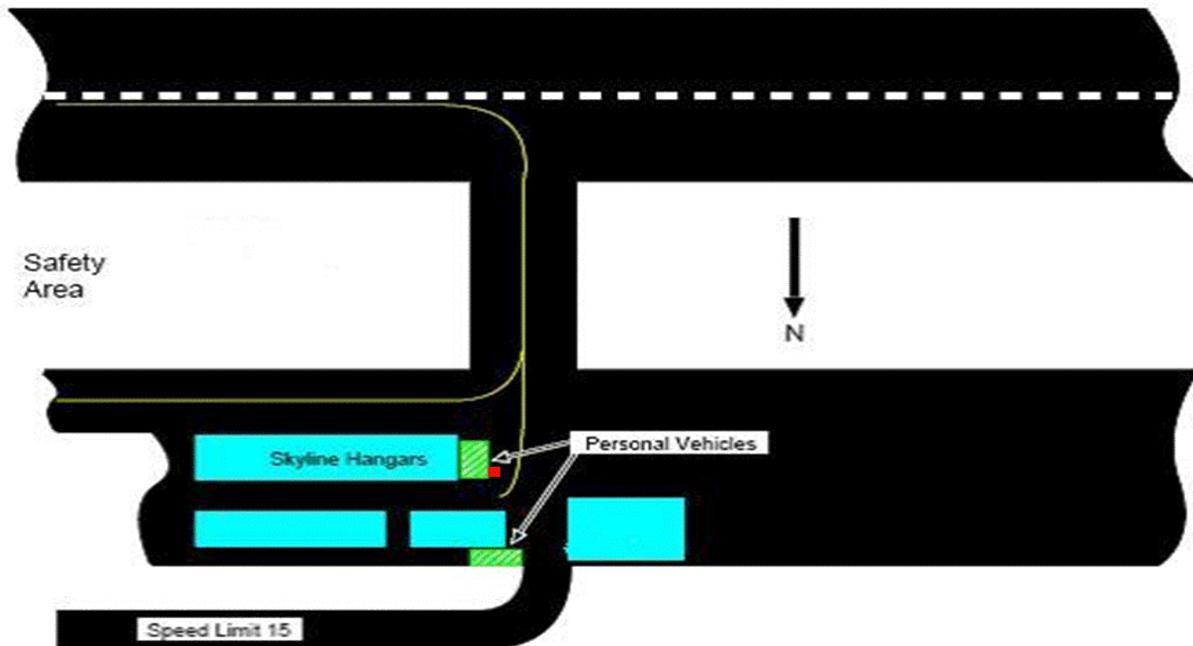
The final authority concerning the use of vehicles on airport property is the fixed base operator, who hosts Skyline Soaring operations, acting under the authority of the Warren County Airport Commission.

### 2.5.1 Parking

Parking for Club members and guests is normally in the main parking lot on the east side of the airport terminal. For Runway 10 operations Club members will need to drive around the north side of the airport and enter at the gate near the end of Runway 10 and park in the small parking area west of the taxiway.

Club members may also park their cars close to the west end of the Club hangar spaces, well out of the way of any aircraft that may need to taxi, as indicated by the cross-hatched area in the following diagram. Limit parking in this area to no more than four vehicles side by side, extending no further from the hangar than the red square painted on the ramp. This will typically allow for up to 11 vehicles if parked without wasting space. Under no circumstances should any vehicle ever be parked unattended in front of any hangar. No vehicle may be left unattended (driver not at the controls) with the engine running. Member glider trailers may also be parked at the end of the hangars for the purpose of assembly/disassembly of gliders, but shall be positioned so as not to interfere with other airport operations.

With the consent of the Duty Officer, Club tow pilots and/or instructors may park inside the Club hangar in the spaces where Club aircraft have been removed. It is imperative that keys be left in any cars parked inside the hangar. No exceptions!



### 2.5.2 Ground Towing

Unnecessary auto traffic on the airport is very strongly discouraged. Only Club tow vehicles (or vehicles designated by the Duty Officer) shall be used to move Club gliders on the ground. When not in use, these vehicles should be parked next to the grass on the edge of the ramp/taxiway closest to the ops area. Owners of private gliders may optionally use their own vehicles for moving their gliders, with approval of the Duty Officer after coordination with the airfield manager, but must return their vehicles promptly to the normal parking area(s) after completing the move. The taxiway should not be used for auto travel without a glider in tow — if you need to move between the hangar and the staging area, drive on the auto access road. When operating on runway 10, you will have to drive on the grass on the north side of the taxiway. Vehicles should never be driven on the runway or on the runway-side of the hold-short lines, unless necessary to resolve a safety-of-flight issue, and then only after coordination with the Duty Officer.

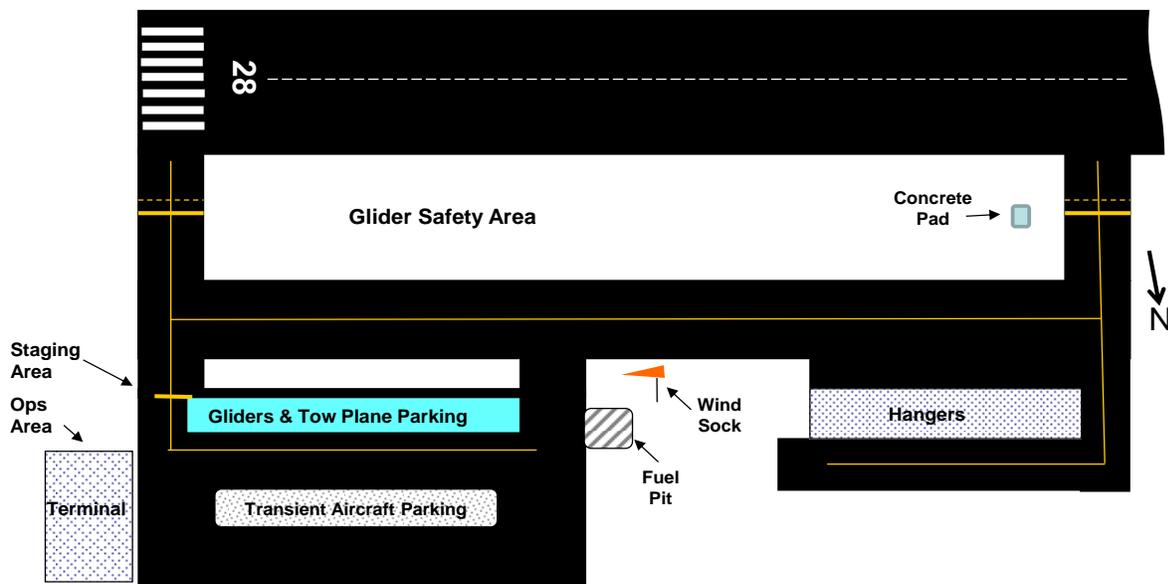
## 2.6 Minimizing Runway Incursions

In the interest of expeditious traffic flow the Glider should be prepared for flight prior to entering the runway. When possible, pilots should strap in and perform pre-takeoff checks at the glider staging line. The glider can then be pulled into position by other members designated by the Duty Officer. Launch preparation on the runway should be kept to a minimum. If a problem is recognized which will delay the launch, consider removing the glider from the runway for re-staging. The Duty Officer will ensure that a pattern of delays does not develop and that minimum time on the runway is observed.

All personnel involved in staging a glider must be vigilant for aircraft traffic in the air or on the ground and ensure that a glider is not moved into position on the runway until it is safe to do so. The radio in the glider will be turned on and used to announce entry onto the runway and to assist personnel in clearing for other aircraft traffic.

## 2.7 Operations Area, Runway 28

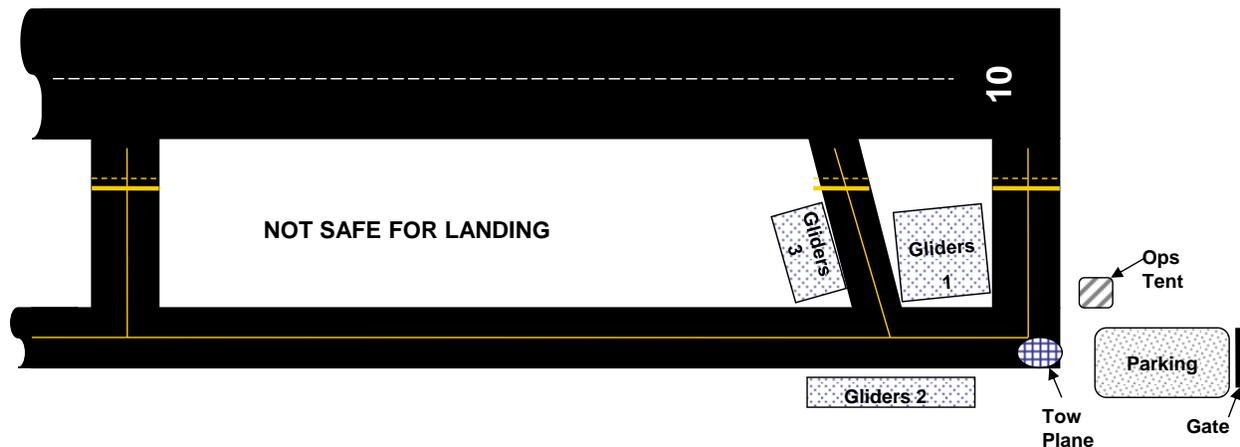
Runway 28 is the preferred no-wind runway. It will be used for operations unless weather conditions (wind) dictate otherwise. The safety area, which is the grass area between the runway and taxiway east of the mid field taxiway, provides an alternate glider (only) landing area if the runway is occupied. If you need to use the Safety Area, plan to land and stop before crossing the mid-field taxiway, and avoid the concrete pad that remains just East of the taxiway.



Towplanes (and all other power aircraft) should enter and exit the main parking ramp by the entrance nearest to the fuel pit, and avoid use of the area between the terminal and the East end of the main taxiway – airfield management wants to keep the glider staging area free from power traffic to the maximum extent practical.

## 2.8 Operations Area, Runway 10

Gliders will normally be parked between the two short cross-taxiways near the end of runway 10, no closer to the runway than the hold lines. If there are more gliders than can fit into "Gliders 1" then the additional gliders they should then be placed into location 2 then location 3. If gliders or the towplane are blocking the end cross-taxiway and power traffic approaches on the main taxiway for takeoff, be prepared to make a radio call to the taxiing aircraft to determine if the pilot can accept taking the runway from the angled cross-taxiway.



## 2.9 Operations in Windy Conditions

The Duty **Officer** has the primary responsibility for deciding when the weather has become too hazardous to continue flying or is unsuitable for starting operations. **The Duty Officer will coordinate this decision with the duty towpilot and duty instructor. If the Duty Officer or the tow pilot or the duty instructor considers it hazardous to continue, operations shall be terminated.** The Duty Officer will ensure the following rules are observed to help protect the aircraft from wind damage:

- (a) Sailplane tail dollies shall be removed any time a glider is left unattended, and wings should never be allowed to overlap, in case weather-vaning causes a glider to rotate.
- (b) Sailplane spoilers will be secured open any time winds exceed 10 knots, and wings will be weighted with shot bags. Tow plane parking brakes will be set any time winds exceed 10 knots.
- (c) Operations with wind speeds or gusts above 15 knots require a person on each wing tip of any Club glider, unless it is tied down.
- (d) With steady or gusty winds exceeding 20 knots, Club gliders must be returned to storage areas and secured. With steady winds or gusts reaching 30 knots, tow planes shall be returned to the hangar. Operations in windy conditions must be discontinued and Club equipment put into the hangar whenever the number of people present falls below the number needed to safely handle the aircraft on the ground.
- (e) Quartering tail winds of more than 5 knots, particularly with high performance gliders and/or gliders with CG tow hooks, often cause directional control problems and require particular caution by glider pilots and their wing-runners.

## **2.10 Visitor Control**

The DO and ADO shall ensure that visitors are properly briefed and supervised. The Duty Officer is responsible for ensuring that ONLY people required for aircraft operations are allowed on the runway and taxiways. Supervision of children is a must! All children at Skyline operations who are not family members or student pilots shall be under the direct and constant supervision of an adult member of Skyline Soaring.

All pets shall be on a leash or in a cage while at any Skyline flying operation.

# Chapter 3 -- Flying Operations

## 3.1 Flight Eligibility

### 3.1.1 Field Orientation

A member may not fly a Club aircraft as Pilot in Command (PIC) without a field orientation flight with a Skyline instructor at the location where the flight is to be made. The instructor will ensure the field orientation includes a discussion of local operating procedures, Club operating rules, and local area features such as terrain, airspace, and weather.

### 3.1.2 Pilot in Command Authorization

A member may not fly a Club glider as Pilot in Command unless he/she has been checked out by a Skyline instructor for the specific type aircraft, documented by an endorsement in the member's logbook. Approval to fly a Club single place glider shall require flight instruction in a two place glider of similar performance or prior solo experience in type, a cockpit check, and Skyline instructor endorsement for solo flight.

### 3.1.3 Back Seat Endorsement

A member may not fly a Club two-seat glider as Pilot in Command from the back seat, unless he/she has been checked out by a Skyline instructor for the specific type aircraft, documented by an endorsement in the member's logbook.

### 3.1.4 Student Solo Flight Endorsements

A Skyline-approved glider instructor must be present at the airfield for all student or transition pilot solo flights. For the purpose of this paragraph "present" is defined as being on the ground at the airfield, or flying in the local area, and the instructor must have discussed with the student or transition pilot what the intended flight profile will be, prior to the flight.

### 3.1.5 Special Currency Requirements

If a member of any type does not meet both of the following requirements, that pilot shall receive a field check from a Skyline instructor before flying a Club glider, or towing with a Club tow plane.

- (a) The pilot must have made three takeoffs and landings in the past 90 days in the applicable type (i.e. airplane or glider) of aircraft that they will be piloting.
- (b) The pilot must have flown at the particular field of operation within the past two years.

### 3.1.6 Non-Club Gliders

Members of any type not meeting the special currency requirements above may receive a tow in a non-Club glider provided that a Skyline instructor approves, following a review of their credentials, discussion of applicable Club and airport operating procedures, and/or performance of a field check flight at the instructor's discretion.

## 3.2 Specific Glider Requirements

### 3.2.1 Grob-103 and ASK-21

The Grob-103 and ASK-21 are intended for primary instruction and pleasure flying. Their use is open to all members. These gliders are also intended for advanced training, e.g., preparation for cross-country soaring.

If the member pilot has no experience in type or in a similar glider, a minimum of three dual flights with a Skyline instructor will be required before solo or PIC operation.

### 3.2.2 Sprite

The SGS 1-36 is intended for member pleasure flying (including cross-country soaring for qualified member pilots) and student supervised solo flying. Solo students will be transitioned to the SGS 1-36 after dual instruction in the ASK-21 or Grob-103. A cockpit briefing and signoff by a Skyline instructor is required for all members prior to flying as Pilot in Command. The maximum flight time charged for the 1-36 on a single flight shall be three hours.

### 3.2.3 Cirrus

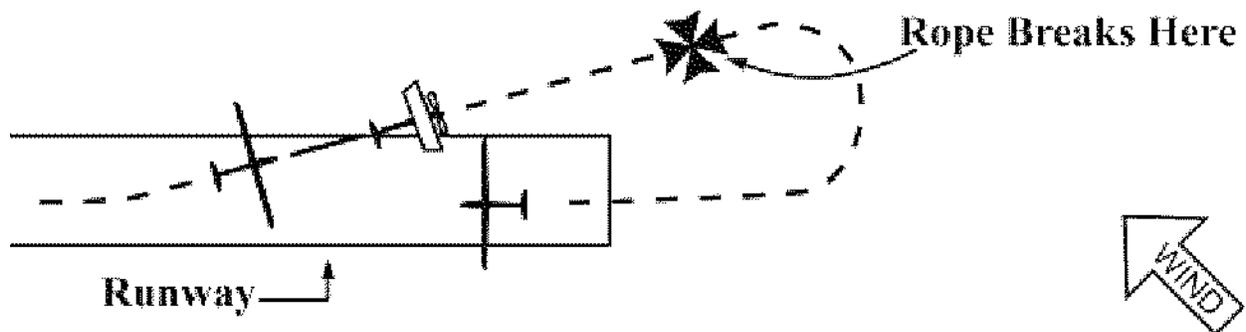
The Cirrus is intended for member pleasure flying (including cross-country soaring for qualified member pilots). The minimum requirements for flying the Cirrus are: 50 PIC glider flights, of which at least twelve were in the last twelve months, Glider Private Pilot certificate, an endorsement in the member's logbook by a Club CFI that he has received ground instruction in the operating characteristics and control systems of the glider and is deemed proficient for safe flight, and an endorsement in the member's logbook by either a Club CFI or a non-CFI Club member who is experienced in the assembly/disassembly of the glider and use of the trailer that he has performed those tasks under supervision and is capable of directing those actions himself/herself. Highly qualified pilots with less than 50 PIC glider flights may be waived to fly the Cirrus on a case-by-case basis if recommended by the Chief Instructor.

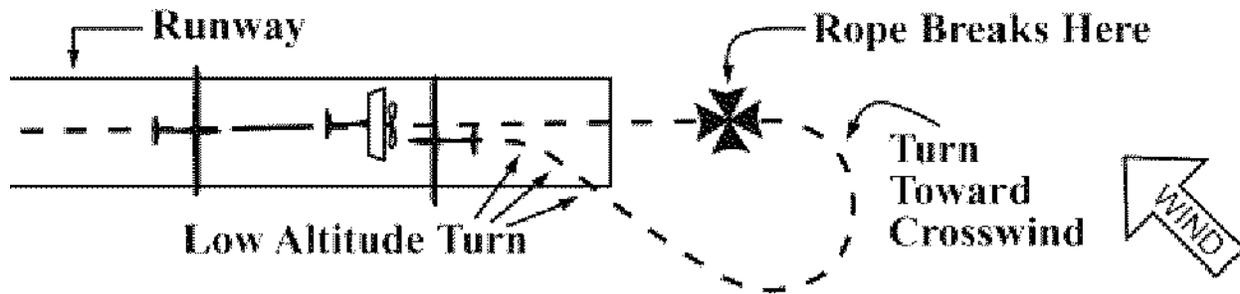
## 3.3 Takeoff Considerations

Front Royal operations present a unique challenge for towed glider takeoffs. The lack of good landing areas off either end of the runway require us to be especially vigilant. We can accept tail winds up to about 5 kts; however, the pilots of both the glider and the tow plane must be in agreement as to what is acceptable. Local thermal activity will often cause the windsocks at opposing ends of the runway to be in disagreement.

The most critical consideration is the initial climb from a point where the Glider can no longer abort and land straight ahead, to about 150 ft above the departure end of the runway. The ability to return for a downwind landing is greatly enhanced by flying an offset immediately after liftoff. One significant exception — when departing on Runway 09 with a southeast wind, do not fly directly toward and over the Terminal Building. The minimum altitude for initiating an intentional (practice/training) **simulated rope break / Premature Termination to Tow (PTT)** is 200 ft AGL. **Student (not glider-rated) pilots may not practice a PTT without a club instructor on board the aircraft.** The instructor pilot (or PIC) will coordinate with the Duty Officer and airfield management prior to initiating an intentional **PTT**.

When operating in high temperatures (density altitude exceeding 3000 ft), the Tow Pilot should endeavor to stay within reach of the runway until reaching an altitude of about 1500 ft MSL (800 ft AGL). The Crosswind turn may be either to the left or the right depending on the wind, and other traffic.





### 3.4 Tow Procedures

The Skyline Tow Pilot Manual provides a detailed and comprehensive set of instructions for use by Club tow pilots. The following information is provided for use by all Club members, so as to better understand and coordinate with towing operations. The Tow Pilot is responsible for the safety and proper operation of the tow plane and launch operations. The Tow Pilot shall not leave the pilot's seat while the prop is turning.

#### 3.4.1 Tow Plane Inspection

The Tow Pilot is responsible for a thorough preflight inspection of the tow plane. When using the Tost tow reel, the rope shall be fully extended and ground inspected by the tow pilot prior to use. When using a droppable tow rope, the rope shall be inspected by the Duty Officer prior to use. All discrepancies from normal conditions must be brought to the attention of the assigned maintenance officer and entered in the permanent operations log and the aircraft operations log. The Tow Pilot must refuse to fly the aircraft if he/she considers the operation hazardous for any reason.

#### 3.4.2 Fuel and Oil

Fuel and oil should be sufficient at the start of operations to minimize the necessity of refueling during the primary flying hours. When the fuel quantity has been reduced to one quarter full, the tow plane shall be refueled. The oil level of the Husky should be maintained between six and eight quarts. The oil level in the Pawnee should be maintained between eight and nine quarts. The Tow Pilot will ensure to the maximum extent possible that the fuel tanks are appropriately filled before the tow plane is returned to the hangar for the night, in order to reduce the accumulation of condensation in the tanks and reduce the workload at the beginning of the next day of operations.

#### 3.4.3 Towing Speeds

Since each type of glider has its specific best towing speeds, it is essential that the Tow Pilot be aware of which type he/she is towing at all times, and observe the proper towing speed. In general, gliders of low wing loading (e.g., Sprite, 1-26 etc.) should be towed at 63 MPH IAS (55 KIAS). All others (e.g., Grob, ASK 21, Private fiberglass gliders) should be towed at 70 MPH IAS (60 KIAS) or higher if requested by the glider pilot, as may be the case when water is carried. At no time should prolonged towing below 63 MPH IAS (55 KIAS) be conducted.

#### 3.4.4 Towing Area

Unless otherwise requested, Tow Pilots will maneuver so as to be on the upwind side of the field on reaching the altitude of expected release, and remain in the vicinity of the field during the entire tow. Additionally, Tow Pilots will comply with noise abatement procedures established by the CTP and/or the Board.

#### 3.4.5 Turning on Tow

The primary requirements of the towing operation are to maintain a correct and consistent attitude, and to avoid maneuvers or attitudes which are inconsistent with the experience of the glider pilot. Unless a fully experienced pilot is in the glider, turns should be restricted to bank angles of twenty degrees. With students on tow, turning should be held to the minimum consistent with safety.

### **3.4.6 Towrope during Landing**

The landing approach shall be made so as to avoid dragging the towrope over any obstruction. When using the Tost reel system the towrope should be retracted prior to pattern entry. When using a droppable tow rope, the rope shall be dropped in the clearway short of the runway. The Duty Officer or an assistant should confirm that the towrope has been retracted or dropped, as appropriate, and advise the tow pilot, via radio, prior to landing if it has not. The Tow Pilot shall avoid taxiing over the towrope, especially on hard surface runways

### **3.4.7 Aero Retrieves**

An aerial retrieve will be initiated only after the Duty Officer and Tow Pilot determine that it will not interfere with normal towing schedules, and when it is certain that the retrieve can be completed before dark. Priority for aerial retrieve of Club equipment may be given if it appears in the best interest of most members present. The Duty Officer makes the final decision on this priority. Aerial retrieves will only be made from published airports. The PIC will be charged an aerial retrieval fee (see SSC fee schedule). A Skyline Tow Pilot is the only person who may perform an aerial retrieve of a Club ship.

### **3.4.8 Launches to Signal Knob**

When departing to the northwest, the Tow Pilot must be particularly watchful of turbulence along the east slope of the Massanutten Ridge. It is best to approach Signal Knob from the northeast at the end of the ridge. If requested by the glider pilot, the tow pilot may transition to a cross country tow configuration, or climb at reduced power, to avoid climbing above 1000 meters (3281 ft) AGL for badge flight attempts. The recommended release point is at about 3700 ft MSL along the west slope of the ridge.

## **3.5 Ridge Flights and Orientation**

Ridge familiarization flights on the Massanutten Ridge will include briefing considerations for avoiding hang glider traffic and the Woodstock launch area. Remain well clear of their launch area and associated observation tower. Another hang glider launch area exists on the western slope of the Blue Ridge near the parking area along Skyline Drive, adjacent to the Linden VORTAC. Plan to return from Signal Knob from an altitude of at least 3000 ft MSL. Note that trees will block the view of the runway at this altitude and identification of the airport will be difficult. From Signal Knob, the Front Royal airport is approximately on a 140 degree bearing.

## **3.6 Duration of Flights**

Flights in the two place Club gliders are normally limited to one hour, and flights in assembled single place Club gliders are normally limited to one and one-half hours. Club aircraft that normally require assembly prior to flight do not have a time limit. The Duty Officer may reduce this time if, in his/her judgment, the waiting list is abnormally long. He/she may also increase this time provided that such action will not deny any member use of the sailplane. The Duty Officer will notify aircraft by radio if they need to land early or are exceeding their time. Pilots of airborne club aircraft must confirm with the DO by radio before extending flights beyond the published limit.

## **3.7 Returning to Front Royal Airport**

Plan all local flights to return to within one nautical mile of the field at a minimum altitude of 2000 ft MSL (1300 ft AGL), in a position for normal pattern entry. Do not attempt to work lift over the airport or traffic pattern at an altitude less than 2000 ft MSL (1300 ft AGL).

### 3.8 Traffic Pattern

The airport management has established, as standard and published practice, that powered aircraft (including the tow plane) will fly left traffic and gliders will fly right traffic. The normal midfield downwind position for gliders is at 1500 ft MSL (800 ft AGL). The normal traffic pattern airspeed is 55 indicated (knots in the ASK-21, Grob, or Cirrus, mph in the Sprite), or 50 plus half the maximum wind (including gusts), whichever is greater, until established on final and landing is assured, at which point the POH-recommended final approach speed may be used (adjusted for winds).

Radio (KFRR Unicom 123.0) shall be used to monitor traffic and announce all pattern entries. Be sure to include the phrases “glider” and “right traffic” (in some form) in radio calls for all glider patterns.

If the main runway is not available due to a traffic conflict, the safest alternative may be landing in the grass Safety Area between the runway and the main taxiway, East of the midfield taxiway. When landing on runway 10, plan an early turn to base accordingly and plan to land after crossing the midfield taxiway, and avoid the concrete pad that remains in the grass. This Safety Area is intended to be used only by gliders. If the main runway is not available and the Safety Area is not available, and delaying the landing is not an option, gliders may land on the main taxiway. If this is necessary, use the radio to clearly announce the intention to all aircraft and ground traffic, and ask the Duty Officer (“Skyline Ground”) to assist in keeping the taxiway clear.

### 3.9 Cross Country Flights

Any flight in a Club glider which requires atmospheric lift to return to the appropriate traffic pattern of the takeoff airport is, for the purposes of this section, considered to be a cross country flight. Except for flights with a Club Instructor in the aircraft, all cross country flights in a Club glider must be authorized in advance by a Club Flight Instructor. The member pilot must also meet the following requirements:

- (a) The pilot must hold a current Private Pilot Glider (or higher) certificate, must have logged at least 15 hours and 50 flights in gliders, have earned the Bronze Badge (or higher badge’s distance leg), have been approved by a Skyline instructor for cross country flight, and have made a landing in a glider on more than one field.
- (b) The pilot must demonstrate adequate preparation for the cross country flight to a Skyline instructor on the airport at the time of the planned flight.
- (c) The pilot must establish with the Duty Officer that he/she has firm arrangements for a competent retrieve crew and an adequately equipped retrieve vehicle. The pilot must return the sailplane to the glider hangar, tie-down, or flight line as appropriate in time for the next scheduled flight, or on the morning of the day subsequent to the cross country flight, whichever is earlier. Reassembly (of a normally assembled glider) is the responsibility of the cross country pilot.

### 3.10 Aerobatics

Aerobatics in Club gliders are not allowed except:

- (a) By Club-approved CFIG Aerobic Instructors for the purpose of maintaining aerobatic proficiency;
- (b) For dual instruction in aerobatics for Club members by a Club-approved Aerobic Instructor;
- (c) For spin training required by the FARs for flight training purposes.

All Club-approved CFIG Aerobic Instructors must be approved by the Board of Directors, based on the recommendation of the Chief Flight Instructor. Aerobatic instruction will be conducted according to guidelines in the Skyline Aerobatics Guide. All aerobatic flight in club gliders shall be conducted in strict compliance with the applicable FAR’s (14 CFR 91.303) and only after coordination with the FBO of the operational site where the flight(s) are conducted.

## **3.11 Oxygen**

Members may not fly Club aircraft above 12,500 feet MSL without use of an approved oxygen system, and must have a logbook entry documenting training on the oxygen system to be used, signed by a Skyline Soaring instructor.

## **3.12 Skyline Wave Window Operations**

The Skyline Soaring Club, Inc. occasionally operates within a wave window established under a waiver agreement with the FAA to permit sailplane operations in Class A airspace above FL 180, which would ordinarily not be accessible to non-IFR operations. SSC maintains the waiver for the wave window, near New Market, VA and it is imperative that the procedures outlined below (and in Appendix C) be adhered to, for both safety and certificate enforcement purposes. An annotated Sectional map showing the lateral boundaries and ground reference points of the wave windows must be carried in the glider during any use of the wave window.

(Note: A similar wave window is available near Grant County Airport, Petersburg, WV, and the airfield manager there is responsible for coordinating activation, entry, and exit.)

### **3.12.1 Advance Notice**

Skyline Soaring is responsible for coordinating with the Washington Center Area Manager by telephone at (703) 771-3470 or (703) 478-1470 at least two (2) hours in advance of anticipated use of the wave window and must leave a phone number where a Skyline representative can be contacted during authorized use of the area.

### **3.12.2 Entering and Leaving the Wave Window**

Final approval from Washington Center just prior to entering the area at FL 180 must be obtained, either directly by airborne radio on 133.2 MHz or via the glider frequencies 123.3/123.5 MHz to a Skyline representative on the ground, who would then contact Washington Center by phone (as specified above).

Upon leaving the authorized area (i.e., descending below FL 180), Washington Center must be notified using the same procedures (as described above).

### **3.12.3 Termination of Wave Window Ops**

When all wave window operations are completed on any given day, the Duty Officer must advise Washington Center as soon as possible.

## **3.13 Planned Offsite Operations**

Skyline Soaring occasionally plans and conducts offsite events that include flying operations, such as 'away days' or deployments to wave camps, or in support of activities organized by the SSA or other clubs, including competitions.

Any proposed offsite operation will be identified in advance to the board of directors, a volunteer project officer will be designated to conduct detailed planning, and interim approval of the concept is required prior to beginning detailed planning or negotiating details with offsite event coordinators. When substantive details are known, the project officer will present the proposal to the board of directors for final approval. Factors which must be considered include:

- Proposed dates of the event
- Proposed participating members
- Club assets that will be relocated, and what means of transportation will be used

- Probable financial arrangements – especially any requirement to expend club funds in excess of revenue
- Means by which operations will be recorded, and logged into club ops log software
- Any exceptions to normal club operating rules, whether more restrictive or less restrictive – for example, limits on student solo flights, or higher limits on winds (as in wave camp ops), or local rules which conflict with club rules

### **3.14 Emergency Action Plan**

The Club has an established Emergency Action Plan, developed in coordination with the fixed base operator, to provide guidance to members in the event of any accident or incident involving Club members or Club aircraft. All members are required to become familiar with the EAP.

### **3.15 Responsibility for Damage**

#### **3.15.1 Damage Reports**

It is the responsibility of the Skyline member serving as Pilot in Command when any damage occurs to promptly report that damage to the Duty Officer and directly or via telephone to the President or the designated maintenance officer, as well as the proper authorities, if necessary. A written report must be sent to the President within seven days. This applies to all accidents occurring at Club facilities whether in flight or on the ground.

#### **3.15.2 Accident Investigation**

The Board of Directors will investigate all cases of damage to Club equipment. The Board shall be obliged to find the Pilot in Command financially responsible for damage if evidence indicates that the Pilot in Command has been negligent. (The PIC may be found negligent if a breach of FAA, airport, or Skyline rules is found to have contributed to the cause of the damage.) It will be assumed that any damage resulting from an off-field landing is the PIC's financial responsibility.

#### **3.15.3 Insurance and Deductible**

Skyline insures all Club gliders with an appropriate deductible, determined by market rates at the time of renewal of insurance policies. (Members may determine the specific deductible at any given time by contacting the Treasurer of the Club.) All damage up to the deductible is the financial responsibility of the Skyline member serving as PIC. In extraordinary circumstances, the Board may waive all or part of his/her initial liability. The Board of Directors may find a member fully responsible for damage to Club equipment in the event that, in its view, the member has deliberately or willfully violated FAR's, Skyline policies or rules, or Skyline directives regarding flight operations. The Board's determination is final.

## Appendix A

### General Performance Reference

For reference only! Refer to POH for safety-of-flight data.

Glider	Stall	Stall w/brakes	Min. Sink	Rec Appch	Best <i>L/D</i>	Vne	Max Aero Tow	Va	Max Crosswind
ASK-21 Dual	38 kts	40 kts	40kts	49 kts	34@50 kts	151 kts	97 kts	97 kts	
ASK-21 Solo	35 kts	37 kts	37kts	49 kts	34@48 kts	151 kts	97 kts	97 kts	
Grob 103 Dual	39 kts	46 kts	46kts	51 kts	37@57 kts	135 kts	92 kts	92 kts	11 kts
Grob 103 Solo	36 kts	41 kts	43 kts	51 kts	37 @51 kts	135 kts	92 kts	92 kts	11 kts
SGS1-36	35 mph	39 mph	42mph	55 mph	31@53 mph	121 mph	98 mph	64 mph	
Cirrus	34 kts	36 kts	39 kts	43 kts	44 @46 kts	119 kts	75 kts		

# Appendix B

## Wing Runner Overview

Wing Runners must have completed the Soaring Safety Foundation's online Wing Runner Course (<http://www.soaringsafety.org/school/wingrunner/toc.htm>), and must have completed practical training under the supervision of a Club DO, ADO, or Instructor. The following is a summary of what is expected of a Wing Runner during the course of a typical launch:

### B.1 Responsibility

The Wing Runner is responsible for the glider, its pilot, and people and property in the vicinity of the takeoff path. Only when it is evident that some hazardous condition exists which is not observed by the glider pilot or tow pilot, should the wing runner attempt to interfere with the takeoff procedure. That is, his/her signals mean that the glider and its pilot are ready for takeoff, they do not mean that all conditions affecting the takeoff are satisfactory.

### B.2 Assisting Pilot

The Wing Runner assists with the shoulder harness, and then, only after the pilot is fully ready for hookup, connects the towrope. It is important that the wing runner avoid rushing the pilot's preparations, because this can lead to a potentially dangerous oversight. It is much better to start getting ready a little earlier. The wing runner should ask the pilot if he/she has performed a positive control check and should ensure that the tail dolly, if applicable, has been removed. Note: The Duty Officer shall direct the glider pilot in the lead glider to be ready for launch before the tow plane lands from its previous tow.

### B.3 Takeoff Sequence

After connecting the towrope, the wing runner shall station himself at the tip of the left wing. After confirming that the glider pilot is ready, the wing runner signals the tow pilot to take up slack by swinging one arm, extended downward in front of the body, continuously in a wide arc. When all the slack is removed and the wing runner has confirmed that the traffic pattern is clear, spoilers are closed and locked, canopy is closed and locked, and tail dolly has been removed, the sailplane pilot signals the wing runner to level the wings with a thumbs-up signal. At this point, the wing runner waits for the sailplane pilot to give the begin takeoff signal (sailplane rudder waggle). The wing runner then gives the begin takeoff signal by rotating the same arm in a full circle, and continuing this motion until the tow plane acknowledges with a rudder waggle, and takeoff is started.

### B.4 Stopping the Launch

If for any reason it is necessary to stop the takeoff before it actually starts, the stop signal is given by lowering the wingtip to the ground and giving the stop operations signal (waving expended arms over the head). Normally, this will not be done for reasons of traffic, but it must be done if there is evidence that the glider pilot and/or tow pilot has failed to see some immediate hazard. The PIC is responsible for the timely release of the towrope at any time he/she perceives an emergency.

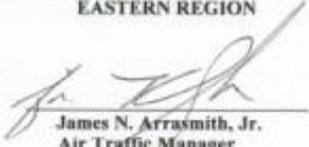
### B.5 Running the Wing

When the glider starts to roll, the wing runner provides balance until aileron control is established. This normally occurs as the glider's speed exceeds the capability of the wing runner to keep up during a normal takeoff. Care should be exercised not to impose fore and aft loads on the wingtip, because this will cause the glider pilot swerve when the wingtip is released. However, it is the wing runner's responsibility to keep the wing level. This may be particularly critical in a crosswind situation when a gust may pick up a wing before aileron control speed is attained. In crosswinds, the upwind wing should be held a little lower than the level position. Holding the wing down in such a situation can greatly assist the pilot of the glider and is a primary reason for having a wing runner.

# Appendix C

## Skyline Wave Window Documentation

(Example certificate of waiver or authorization, updated annually.)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF WAIVER OR AUTHORIZATION</b>	
ISSUED TO	<b>SKYLINE SOARING CLUB, INC.</b>
ADDRESS	17015 Gaines Road Broad Run, Virginia 20137
This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.	
OPERATIONS AUTHORIZED  Glider operations within Class A airspace not in compliance with FAR 91.135 (A). Glider flights may be conducted within the glider area between FL180 and FL230, inclusive. These operations are authorized only during the time period approved by Washington ARTCC in accordance with the special provisions of this authorization. The glider area referred to in this authorization is depicted on the map and is described as a polygon defined by the following coordinates: beginning 38 52' 30" / 78 51' 31", 38 48' 58" / 78 46' 13", 38 45' 15" / 78 38' 00", 38 39' 20" / 78 42' 29", 38 40' 00" / 78 56' 30" to beginning point.	
List of Waived Regulations by Section and Title FAR 91.135 (A) operations in Class A airspace.	
<b>STANDARD PROVISIONS</b>	
1. A copy of the application made for this certificate shall be attached to and become a part hereof. 2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations. 3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein. 4. This certificate is nontransferable.	
NOTE— This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.	
<b>SPECIAL PROVISIONS</b>	
Special Provisions Nos. 1 to 9, inclusive, are set forth on the attached pages.	
This certificate is effective from April 17, 2012 to April 17, 2013, inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.	
Date: <u>2/8/12</u>	BY DIRECTION OF THE ADMINISTRATOR EASTERN REGION   James N. Arrasmith, Jr. Air Traffic Manager Washington ARTCC

FAA Form 7711-1 (7-74) DISTRIBUTION:

## **SPECIAL PROVISIONS**

1. Pilots shall comply with applicable Federal Aviation Regulations.
2. Pilots shall become familiar with local terrain features so that flights will be contained within the glider area by visual reference to the ground.
3. Pilots shall not fly in the authorized area With less than 1,000 feet vertically and 1 mile horizontally from any cloud formation or when flight visibility is less than 5 miles. Visual contact with the ground shall be maintained throughout the flight
4. This authorization is applicable only during the hours between official sunrise and sunset.
5. Skyline Soaring Club Inc., (SSC) shall be responsible for coordinating the times of the intended use of the authorized area with the Washington ARTCC operations manager in charge: 703-771-3470. This coordination shall be accomplished at least 2 hours in advance and shall include the telephone number where the SSC representative can be contacted during authorized area usage.
6. The SSC shall receive final approval from Washington ARTCC prior to entry into the authorized area on 133.2 or via telephone. SSC shall advise Washington ARTCC when the authorized area is clear of glider aircraft on frequency 133.2 or via telephone at the number listed in provision 5,
7. SSC shall assume responsibility for relay of communications between glider aircraft using the authorized area and Washington ARTCC,
8. SSC shall advise the Washington ARTCC operations manager in charge as soon as possible after glider operations applicable to this waiver have ceased.
9. SSC shall assume separation responsibility between authorized aircraft operating in the glider area

