



*Sky Soaring
Glider Club
Policies and Procedures
Manual*

Sky Soaring Policies and Procedures

This booklet describes the policies, procedures and business practices of Sky Soaring, Inc. This is required reading for all members and is intended to maximize your membership experience. At Sky Soaring, safety is more than a by-word. It is the primary objective in every phase of our operations. Always take care of your own safety and the safety of everyone at the field.

Safety is every member's responsibility!

Please note: topics within each section are in alphabetical order, not order of importance.

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1. Flight Operations, Safety, and Fleet Management

Introduction to Safe Operations

- Safety is always the prime consideration - take care of your own safety and that of everyone on the field!
- The first step in safety is to study the contents of this Policies and Procedures document.
- All flight operations will comply with the applicable Code of Federal Regulations. These regulations are not necessarily repeated here. Some Sky Soaring Policies are more stringent than the FAR'S.

Abnormal Approach

- When an approaching glider cannot make a normal traffic pattern and approach, immediate positive action is necessary and may include:
 - Take priority.
 - Fly directly to the field.
 - Land in whatever direction required.
 - Land on whatever area of the field necessary
 - See Flight Emergencies and Abnormal Situations_on page 6.

Accident/Incident Response Plan

- Sky Soaring is proud of its safety record. However, members must be prepared to respond efficiently in the event of an accident. In the event of an incident involving injuries:
- IMMEDIATELY: Notify rescue - fire - police - call 911
- Give the 911 operator the address as: Sky Soaring Airport, Illinois, 12020 Route 20 Hampshire, Illinois, 60140, in McHenry County
- Cease all operations.
- Set up command post in the front office or other location with a telephone
- Gather all people at the command post for assignments
- Assign the following tasks
 1. One person to be at the driveway entrance to direct emergency services.
 2. Two people to be the SSI contact with the family at the scene, hospital or home
 3. Two people to handle the aircraft
 4. One person to be the emergency services contact
 5. Spokesperson and at least five others, in at least two cars, go to the scene
- Notify:
 1. SSI Flight Committee Chairman
 2. SSI President
 3. Find these telephone numbers in the membership roster located on the Sky Soaring website or posted in the hangar near the large hangar door.
- Assign one person to gather accident information (witnesses, current conditions, exact times, investigators, landowner name, take pictures at the scene etc.)

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- Club leadership will follow-through with additional incident response tasks as specified in the Incident Response Plan in the members section at www.skysoaring.com website located in the forms section.
- Emergency equipment on site:
- Phone numbers for the local rescue squad, police, and fire departments are posted near the phones at the back of the hangar and in the office.
- Fire extinguishers are located near the hanger door and the workbench.
- A first aid kit is located on a shelf near the workbench.
- [FAR Part 830](#) describes procedures to be taken to notify the FAA and NTSB.

Aircraft Annual/Maintenance Status

- Prior to flight, it is the Pilot in Command's responsibility to determine the aircraft annual and maintenance status. To ascertain if there are concerns about airworthiness for a particular ship, the PIC should check the "Aircraft Status Board" located on the south wall of the hangar adjacent to the workbench. The status board contains information pertaining to the last annual inspection date and whether or not the aircraft is currently flyable or has a grounding maintenance item pending. Note: An annual inspection is current for 12 calendar months. Example: Annual inspection completed on June 5th 2003 is current until the last day of June 2004.

Aircraft Tie-downs:

- At the end of each flying day, members should follow these standard tie-down procedures:
- Place the ship on its wheel blocks (front and rear).
- Hook up the nose chain to the glider's release – on the Krozno, this is easier if a second person operates the release.
- Hook up the wing tie-down straps and pull them tight.
- Tie down the tail – through the tailwheel bracket on the Schweizers and the tie-down hole on the Krozno.
- Place the rudder lock over the rudder, carefully avoiding the total energy tubing (i.e., the slender tube that faces forward from the vertical stabilizer).
- Please note that the rudder locks are labeled, so make sure that top and front are correct. When the lock is installed correctly, it will be roughly horizontal, not angled.
- Slide the aileron locks over each wing's aileron.
On the 1-26 and 1-34, run the bungee back under the wing and hook it to the aileron lock itself.
- On the other ships, hook the bungee to the tie-down strap.
- The aft end of a Schweizer 2-33 fuselage must be elevated on a sawhorse placed just forward of the horizontal stabilizer at the point labeled.
- Covers are now placed over the canopies (soft side to the canopy) and all clips closed.
- Canopies are very expensive so the covers are vital to their good health.
- When getting gliders out at the beginning of the day, carefully place the canopy covers in the plastic boxes next to the glider.

Airspace Restrictions:

- It is the responsibility of every pilot operating out of Sky Soaring to be fully aware of and to observe all applicable airspace restrictions.

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Cleaning Glider and Airplane Canopies

- Do not use Windex or any alcohol based product on the aircraft windows or canopies. A cleaner such as Mirror Glaze which is specifically designed for Plexiglas or plastic is to be used. Also, make sure you use a clean soft (cotton or terrycloth) towel to apply and buff off instead. Do not use paper towels as they can leave scratches. Use long strokes that run parallel to the length of the canopy (in direction of flight).
- Club gliders should be kept clean and washed regularly with mild soap and water.

Cross-Country Flight in Club Gliders

- Sky Soaring encourages the development of cross-country soaring skills. However, before leaving the immediate area of Sky Soaring airport, certain considerations must be made.
- First, if you want to use a club glider, the pilot must first receive authorization from the Flight Committee Chairman or designee before flying cross-country.
- As a minimum, you should meet the requirements for the Bronze Badge and be very experienced at spot and short field landings before considering a cross-country adventure. You should also have completed flights in excess of 2 hours.
- Normally, the club's aircraft are available for a maximum of 1 hour unless no one else is waiting to use the ship AND there is no other glider available (verify by radio to the GSO).
- In order to stimulate our members to explore X-country flying, the PW-5 is exempt from the 1 hour limit.
- Remember, if you land out, it is your responsibility to either retrieve with a trailer and have the required manpower or that you land at an airfield suitable for aerotow.
- All costs associated with a land out are your responsibility (crop damage, etc).
- There will be a charge of \$100.00 per hour for an aero tow retrieve based on the towplane's tach time.

Daily Briefing and Briefing Board

- Prior to the start of all flight operations, a weather and operations briefing will be conducted by the GSO, Towpilot, CFI-G or a rated glider pilot. The Briefing Board will be filled out using local aviation weather, NOTAMS, TFR's, GSO on duty, Towpilot on duty and CFI-G's on duty and any other relevant information as needed. Runway selection will be determined by current and forecast winds. The briefing board will be updated as winds and weather conditions change. The briefing board should be in plain view for any member to see and review. Any member who has not received the morning briefing must be briefed by the GSO or rated glider pilot prior to flying.

Flight Emergencies and Abnormal Situations

- FAR 91.3 Responsibility and authority of the pilot in command.
- (a) The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft.
- (b) In an in-flight emergency requiring immediate action, the pilot in command may deviate from any rule of this part to the extent required to meet that emergency.
- (c) Each pilot in command who deviates from a rule under paragraph (b) of this section shall, upon the request of the Administrator, send a written report of that deviation to the Administrator.

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Flight Log Sheet:

- The Flight Sheet is simple and self-explanatory. It is the responsibility of the PIC on each flight to insure that all flights he has flown are logged on the Flight Sheet and all information for the flight is complete.
- To make this easier on everyone, the flight sheet should be monitored as much as possible. Club members who are otherwise unoccupied should keep the flight sheet current.
- Under the “Pilot In Command” column will be listed the PIC or student if flying with an instructor. Sightseeing Rides, CAP cadets, guests will be listed in the “Instructor or Passenger ” column.
- Keep track of changes in tow pilots. (Tow pilots check to make sure you are given credit for your tows.)
- Fill out all remaining boxes related to the flight. These times become the annual Log Book entry for each Aircraft and is used for member payments. Sightseeing Ride payment will be listed under the “Day Fee” column. If paid by gift certificate make note in the Remarks column.
- At the end of the day the flight sheet should be placed in the folder marked “Completed Flight Sheets”. Do not leave them on the flight board.
- Current pdf and xls copies of the flight sheet can be found on the skysoaring.com website under SSI Files/Docs, Forms.

Flight Sign-Up Sheet

- The Flight sign-up sheet establishes the order that members and guests will fly.
- See *Guest Sightseeing Flights* in the Club Administration section of this document for detailed instructions on managing guests and gift certificates.
- On busy days, the club uses the BookOurPlane.com app to manage flight operations. Book Our Plane, not the flight sign-up sheet determines the launch schedule.
- When a member wants to fly, and there is a waiting list for tows or gliders, the member must enter their name on the Flight Sign-up sheet, filling out all information. After you fly, if you desire to fly again, you must sign-up again at the bottom of the list to establish the order for your next flight.
- Instructors may make an exception to the order of flight rule if they wish to do several consecutive flights with a student for purposes of instructional continuity, however, consecutive instructional flights should be kept to a minimum if others are waiting to fly.
- Pilot not available for 5 minutes after his "turn" has come may be by-passed but not removed from the list.
- Tow pilots who are actively towing and have signed up for a glider will not be by-passed without his concurrence until returning from the tow in progress.
- CAP (Civil Air Patrol) Orientation Flights are usually performed before most members arrive and can have their own sign-up sheet. If the CAP Orientation flights extend into the time when other Club members are present and waiting to fly, they will use the regular sign-up sheet. CAP flights other than Orientation flights will use the regular Flight Sign-up sheet along with Club members.
- Sky Soaring has a “Courtesy Rule.” If all Club ships are in use and members are waiting to fly, the flight should be limited to one hour. (Sightseeing guest flights will be kept to approximately 30 minutes whenever anyone else is waiting for that aircraft.) It is the PIC responsibility to see if this restriction applies. Conversely, if even one Club ship is still tied down, the restriction does not apply. However, common sense should be applied to this rule. For example, if the 1-26 is still

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tied down, but four students are waiting for the 2-33, it would not be in the spirit of the rule for someone in the 2-33 to stay up for more than one hour. “Courtesy” is the key word!

Ground Safety Officer (GSO) Duties and Responsibilities:

- The GSO is usually a job done by a rotating pool of qualified club members. They are qualified by knowing the club Policy & Procedures manual, the SSA Standard Signals and how to delegate duties to the Line Crew, which are the future GSO candidates.
- The GSO must make runway safety the priority, and has the authority to insist that adhering to club procedures for all pilots is mandatory. Rushing to launch, distractions such as logging launch times, or using non-standard signals may lead to confusion and an accident.
- A GSO will hold at least a Private Pilot Glider license or be authorized by the FCC to act as GSO.
- A GSO, CFI-G, Tow Pilot or SSI BOD is required to be present on the field when SSI gliders are operated.
- Wearing the orange vest for positive identification.
- Select the direction of takeoff and landing operations - after consultation with the Tow Pilot, PIC and/or Instructor/s.
- Ensure the runway is well clear of any aircraft, vehicles or persons for takeoffs and landings.
- Staged gliders will be moved to the grid only after both the glider and its pilot/s are ready to launch.
- Appoint available helpers to tasks as necessary (Schedule, Rope, Wing-runner, Push crew, etc.).
- Delay or terminate operations if conditions become unsuitable
- Standard American Soaring Signals shall be used.
- Proper use of radio communications is encouraged with these guidelines:
- GSO shall carry or delegate the base radio and use the call sign "Sky Soaring" on field operations frequency of 123.3.
- GSO and pilots understand that base radio is a means of providing operational information. Aircraft PIC responsibility remains with the pilot.

In-flight Policies:

- Club Gliders will not be flown within 200 ft. of each other.
- Gliders entering a thermal will circle in the same direction as an established glider.
- After confirming towline release the glider will make a right 90 degree turn. The tow plane will make a left 90 degree turn.
- When a club glider has descended to 800 ft. AGL, in local flight, a landing pattern must be established.
- Do not thermal in the landing pattern.
- Aerobatics are prohibited in club gliders.
- Spin training is authorized with a CFI-G for a certificate or rating only. ie. CFI-G certificate.

Landing Patterns - Club Gliders

- Enter the pattern on the upwind, crosswind, or downwind leg.
- Complete the landing checklist before the downwind leg.
- Make the radio call if possible.
- Establish pattern speed of the recommended GFM/POH or 1.5 times the glider's stall speed (V_{so}) plus half the wind velocity. If winds are gusting, also adding the gust factor is appropriate.

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- Fly the downwind leg with sufficient altitude to allow a normal base and final using spoilers/dive brakes as necessary to dissipate excess altitude and to clear all obstacles by a normal height so as to land on a predetermined area of the landing surface.
- Land on the predetermined area with minimum speed consistent with glider characteristics and operating conditions.
- Stop straight ahead near the runway edge, North side preferred, as soon as possible.
- **When landing on runway 27, stop before passing the runway 27 threshold markings.**
- If you cannot stop before the threshold markings, turn left away from the hanger and parked aircraft.
- Move the glider off the active runway as soon as possible.

Landing Patterns – Tow Planes

- During glider operations, for safety and noise abatement, tow planes may utilize:
 - Standard patterns.
 - Noise abatement procedures as applicable to safe towing.
 - South side patterns. Avoid flying over housing developments.
 - Abbreviated entries.
 - Fly outside of the glider pattern, which is normally close in to the field.
 - See the [Noise Abatement Procedures](#) on skysoaring.com for tow routes and patterns.

Landing Touch-and-Go's

- Sky Soaring Policy prohibits airplanes from touch and go landings in order:
 - To preserve the grass
 - To reduce traffic and noise for our neighbors.
 - To avoid starting a "Go" close to the West end obstructions.
 - To reduce repetitive interference with glider operations.

Launch Procedures

- Weight and balance charts and flight manual/pilot operating handbooks are located in each glider. Copies of this information may be viewed on <http://skysoaring.com> in the SSI Files/Docs web pages.
- Members are reminded that weight and balance should be calculated every time the flight crew changes as the glider lands and re-loads.
- Ballast weights are kept in the hanger near the door or in a cabinet. Even if you haven't put ballast in the glider, make sure the previous PIC has removed ballast he may have placed in the glider before you. It is too late to discover you are out of weight and balance after you have released from the tow plane at 3000'.

Noise Abatement Procedures for Powered Aircraft

- Arrivals:
 - Fly outside of the glider pattern
 - Enter a left downwind pattern for runway 27 and right pattern for runway 09 South of the field at 1900 ft. MSL (1000 AGL)
 - Establish a base leg which will result in about a half mile final.
 - Avoid as much as possible over-flying residences

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- Departures:
 - Use the full runway.
 - After passing the departure end of the runway and reaching a safe altitude, avoid as much as possible overflying residences.
 - See the [Noise Abatement Procedures](#) on the skysoaring.com website

Out Landings

- If an off-field landing becomes necessary, some considerations are:
 - Make the decision before all options are gone.
 - Notify Sky Soaring or another aircraft if radio is operable.
 - Field size, surface, obstructions, slope, animals etc.
 - Fly as "Normal" a pattern as possible at normal speed.
 - Make a normal low energy landing and stop as quickly as possible.
 - Secure the glider as soon as possible. Get someone to watch it.
 - Find a phone and call Sky Soaring (847-683-7627). Give good directions for the retrieval crew.
 - Aero tow retrievals may be done only from approved landing areas such as Private Use Airports and Restricted Landing Areas and airports.

Pedestrian Safety

- All pedestrians should be advised to remain off runways and clear of any area where any equipment may be moving (gliders, tow planes, mowers, etc.). Assume that guests, visitors, and children do not understand the hazards of aircraft operations. Keeping pedestrians clear of operations not only keeps them safe but also ensures that crew and pilots waiting for launch are not distracted by their presence. Guests may watch from the deck or may sit on chairs near the entrance of the hangar. They may walk the flight line if they remain on the tree-side of the parked gliders.
- Pay particular attention if winch launching from the west end of the field. For safety, all guests will watch from inside the hangar.
- Members are responsible for any guests they bring.

Pilot Annual Review

- Satisfactorily complete an annual review at the beginning of each season consisting of:
- Tow Pilots; Completing the SSF Tow Pilot Course (soaringsafety.org) Place completion certificate in your office folder.
- All Members; Completing the SSF Wing Runner Course (soaringsafety.org) Place completion certificate in your office folder.
- Attend or otherwise meet the requirements of the annual spring SSI Safety Seminar.
- Spring checkout flight/s with a club CFI-G

Pilot Pre-flight Responsibilities

- The Aircraft Status Board should be checked for aircraft squawks, maintenance, AD's, annual inspections dates etc. before conducting a preflight inspection.
- §91.103 Preflight action. Each pilot in command (PIC) shall, before beginning a flight, become familiar with all available information concerning that flight.
- The purpose of the preflight assessment is to ensure that the airplane meets regulatory airworthiness standards and is in a safe mechanical condition prior to flight. The inspection has

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two parts and involves the pilot inspecting the airplane's airworthiness status and a visual preflight inspection of the airplane following the AFM/POH to determine the required items for inspection.

- A critical assembly check is required for all private ship owners prior to the first flight of the day.
- A positive control check is required for all club and private ships prior to the first flight of the day.
- Each new PIC flying a club ship will perform a preflight inspection including a positive control check prior to flight.

Pilot Post Responsibilities

- The last pilot of each aircraft is responsible for servicing and tying down the aircraft.
- Equipment normally stored in the hangar should be returned to the hangar.
- Aircraft status should be recorded on the Aircraft Status Board. When any mechanical issue is questionable and it possibly affects the flight worthiness of an aircraft, mark the concern on the status board and contact the Chairman of Maintenance directly via telephone or direct email. Please ask that they acknowledge receipt of your communication. Do not use the club skysoaring.com bulletin board email channel to communicate maintenance issues to the club or to the Maintenance Chair.
- A "Red Tag" shall be attached to the tow release knob of any unserviceable aircraft.

Pilot Spring Checkout, Proficiency Flights and Flight Reviews

- Annual Spring Checkouts are required for all members consist of dual flights in a club glider with a Sky Soaring CFI-G to demonstrate proficiency and competence and obtain currency in a glider. A minimum of 2 flights with a Sky Soaring CFI-G is required, more may be necessary. The pilot must demonstrate proficiency with boxing the wake, slack rope, straight and turning stalls, slow flight, steep turns, spiral dive recovery, coordinated flight, slips, Premature Termination of the Tow (PT3), accuracy landings and any other requirements the CFI-G deems appropriate.
- A pilot logbook and Blue Book entry from a club CFI-G is required prior to flying any aircraft including a privately owned aircraft.
- All members require a Spring Checkout with a club CFI-G regardless of any flying the member may have completed in the past 90 days.
- The Spring Checkout flights for CFI-G's and Tow Pilots will be paid for by SSI.
- Club members who fly club aircraft will require a dual flight/s with a club CFI-G if 90 days has elapsed since their last glider flight.
- All Pilots 80 years of age or older will require a proficiency check every 90 days by a club CFI-G. One flight to meet this requirement will be paid for by SSI.
- Any pilot exhibiting unsafe or non-proficient flying will be required to take additional dual training before again acting as PIC of any flight originating at Sky Soaring.
- All Flight Reviews occurring on the Sky Soaring Airport must be conducted using the FAA WINGS PILOT PROFICIENCY PROGRAM. The flying portion must be conducted solely using Sky Soaring CFI-G's

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Pilot Requirements

- This section describes pilot requirements prior to acting as PIC of Sky Soaring aircraft. All appropriate authorizations must be registered on a members "Blue Book" page by a club CFI-G.
- Satisfactorily complete an initial checkout consisting of:
 - Aircraft written quiz.
 - All student glider pilots, including pilots working toward an add-on rating, will complete a pre solo knowledge exam.
 - Dual flights as necessary to demonstrate competence and proficiency and obtain a logbook sign-off from a Sky Soaring CFI-G.
 - Spin training is required for flight instructor-glider applicants only. Spin training is optional and may be requested by the club member. The club Krozno is suitable for spin training. **Parachutes must be worn for spin training. Spins will not be conducted below 3500 AGL.**
 - Student solo pilots require a CFI-G to be present on field and a briefing prior to flying solo.

Radio Use

- Sky Soaring is in Class G airspace and FAR 91.215(b)(3) exempts gliders from having radios, however, radios, either handheld transceivers or mounted radios are available in all club gliders and their use is encouraged.
- Radio is often more efficient than SSA signals, especially for towplane/glider communications during some emergency situations.
- One call from an approaching aircraft on downwind leg is appropriate. Use of Gliders tail number is strongly encouraged.
- Announcing; a non-standard entry or close traffic is encouraged. "Glider 68H, right-base, with Cub in sight", etc."
- Acknowledging other gliders in a thermal is encouraged.
- Safety related communications are encouraged.
- Trivial communications are discouraged.
- No glider shall winch launch without an operable push-to-talk radio. Hand held radios are not acceptable.
- The Ground Safety Officer (GSO) always has a radio and monitors traffic. However, the GSO or anyone using a ground positioned radio to communicate to airborne gliders is doing so as an advisor, NOT in the capacity of formal air traffic control.
- Regardless of what is communicated from the ground via radio, it is always the airborne PIC's responsibility to verify that the field is safe and clear for landing before entering the landing pattern.
- The GSO, wing runner, any PIC's sitting in gliders, the tow plane PIC, and all members should be watching for gliders that are approaching or in the landing pattern. If a glider is seen in the landing pattern an impending launch should stop immediately.
- The argument for using radios is safety but the reality for most of our members is that the radio can be a distraction when the PIC should be concentrating on flying the aircraft. Remember, Aviate, Navigate, and then Communicate but only if there is time and you are not being distracted from the aviating. Special emphasis should be put on the last two L's in the landing checklist, FUSTALL. Lookout and Land!

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- Study Chapter 4 section 2 of the Aeronautical Information Manual (AIM) titled Radio Communication Phraseology to learn the correct way to communicate when a radio is used.

Rope Break During Takeoff Roll

- Tow plane will continue takeoff.
- Glider will stop on runway (to the right.)

Rope Break While Airborne on Tow:

- Depending on altitude, glider land straight ahead, modified or full pattern.

Safety and Courtesy Considerations

- Do not land directly over and near another aircraft in place or stopped on the runway
- Landing tow planes should not fly the rope over other aircraft, people, etc.
- Do not turn a landing aircraft towards another aircraft, person, building, etc.
- Gliders have the right-of-way over power planes.
- Power plane pilots should be patient when the runway is blocked.
- When a glider is in position and the pilot is preparing to take off, the only persons to be in the vicinity are the Wing Runner and GSO.
- "Sterile Cockpit" rules are in effect during launch procedures, once the pilot enters the cockpit.
- When the towplane is running, pedestrians, all guests and carts must remain in the seating/ observation area and be alert for traffic.
- Vehicles, carts, etc. may be in the operating area only to support operations and shall be there only at the request of and under the control of the GSO.

See Something - Say Something

- Safety is the number one priority at Sky Soaring. The Club encourages every member to report anything that is an unsafe operating practice or does not follow procedures. Make your report to either the Flight Chairman or a Board of Director.
- During flight operations, the GSO should be notified immediately of any unsafe operation.
- The Flight Chairman and/or the Board of Directors will investigate all safety related issues.

Suspend Flight Operations if...

- Wind exceeds 20 KTS or gusts exceed 25 KTS.
- Crosswind component is in excess of POH limits or excessive for pilot experience.
- Approaching storm.

Student pilots are limited to;

- logbook endorsements.
- Tailwind for aerotow takeoff exceeds 5 KTS.
- Tailwind for landing exceeds 5 KTS.
- Visibility is less than 3 miles.
- Ceiling is less than 1500 ft. AGL.
- Field conditions are unsuitable.
- Approaching storm conditions.
- Student pilots require a CFI-G to be present.

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Tow Plane Engine Failure During Takeoff Roll

- Tow plane will use left side of runway for stopping.
- Glider will release and use right side of runway.

Tow Plane Engine Failure While Airborne

- Tow plane will give the mandatory release signal (Wing rocking), release and land on best suitable area.
- Glider will release immediately and land on best suitable area.
- Mandatory release signal: The tow plane rocks its wings from side to side. The glider must release immediately.

Tow Rope Release Fails - Glider

- Glider will inform tow plane on radio or move to the [LEFT and rock wings](#).
- Tow plane will verify that the glider is in good position to return to the field and release the rope.
- Glider will make approach sufficiently high to avoid entangling the dragging rope in obstacles.

Tow Rope Release Fails – both Glider and Tow Plane

- Discuss options on radio if available.
- Glider may break the rope:
- Put slack in rope.
- Establish position directly behind tow plane.
- Open spoilers fully.
- Tow plane makes shallow stable approach.
- Glider touches down at same time or before tow plane.
- Glider uses spoilers and brakes aggressively after both aircraft are on the ground to avoid catching the tow plane.

Traffic Patterns

- The standard pattern for all aircraft is to stay on the south side of the field, left hand pattern for 27 and right hand pattern for runway 09.
- The preferred pattern may change on any given day and is under the control of the Ground Safety Officer. Check with the GSO before launch.
- No takeoff should be started after an arriving aircraft has passed midfield on the downwind leg.

2. Membership

Blue Book Record

- The Blue Book is the ultimate authority on a member pilots' current check ride status and flight privileges. In addition, each member has a records folder stored in the hangar office filing cabinet. This folder contains copies of their pre-solo proficiency quiz, glider specific proficiency quizzes, member Waiver of Liability, and other relevant records. It is each member's responsibility to ensure a record is on file with all current contact information and current required pilot information and training records.
- Blue Book record-keeping will be the responsibility of the member, flight committee and CFI-G's to ensure the blue book is kept current with all current members having a record on file.

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- **It will be the responsibility of each member to update the blue book with all current personal and FAA currency requirements**, such as the latest flight review and glider checkout information.
- It will be the responsibility of the CFI-G's to update the blue book when completing a spring checkout, new aircraft checkout, flight reviews, tow pilot checkout or 90 day solo for a student pilot. Blue Book blank forms are located in the [SSI Files/Docs](#) on the club website.

Club Communications, Forms, and Documents

- Most club communications are centered around the www.skysoaring.com website. This document, as well as all club business documentation can be found there. (One exception to this is the club's use of the www.BookOurPlane.com (BOP) app. BOP is a third party app the club uses to communicate and manage glider usage during periods of peak demand. BOP is explained elsewhere in this document.)
- The club publishes a roster of members that includes contact telephone numbers and email addresses. It can be found on the private member side of the website <http://skysoaring.com> under the Member Directory and in the SSI Files/Docs pages. The Membership Roster is for club use only and not to be shared.
- As referenced in the New Member section, our website has a [Message Forum](#) where members can read and write messages of club and soaring interest. When you were given access to the private side of the site you were automatically subscribed to the General Discussion Forum. Creating new message Topics requires you to login to the website and visit the Message Forum. Your message will be sent out via email to all subscribed members of that Forum. You may Reply to a message through your email client without logging into the Forum. Your reply will automatically post in the Forum as well as be sent out to all Forum Subscribers via email. You may subscribe/unsubscribe to a Forum or message thread through the Message Forum. Occasionally the emails may not get sent out so it is recommended that you login to the website and visit the Message Forum to be sure you are seeing the latest messages.
- Although fresh copies of most club forms may be found in the hangar office, the master copy and up-to-date version of all forms and club documentation is available for viewing and down-loading on the SSI files/docs section of our website at <http://skysoaring.com>.
- The club keeps a supply of glider pilot logbooks and instructional books in the office. These may be purchased from the club at cost.
- The club publishes a roster of members that includes contact telephone numbers and email addresses. It can be found on the private member side of the website. <http://skysoaring.com> under the Member Directory and in the SSI Files/Docs pages The Membership Roster is for club use only and not to be shared.
- The following list describes some, but not all, of the club documentation located on the website:

<ul style="list-style-type: none">● SSI Constitution and Bylaws● Policies and Procedures Manual● Blue Book Pilot Data Sheet● Calendar of events● Tow pilot Dues Credit Policy● Sightseeing Release Form● FAA pre-solo test advisory● Flight Sheets● Glider Electronics diagrams	<ul style="list-style-type: none">● Member Waiver of liability form● Membership Application● Checklists● Sky Soaring Pre-solo quiz● Sky Soaring X-country worksheet● Traffic Pattern Policies● Weight and Balance charts for club ships● Launch Procedures● Tow Pilots Guide
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Sky Soaring Policies and Procedures

Member Dues Payment Policy

- All membership costs are determined yearly by the board and are subject to change.
- If the annual dues are paid in-full in 1st Qtr, the member will receive a free tow coupon.
- Dues may be paid quarterly.
- If paid quarterly the payment must be made in advance (i.e. to fly on July 1st, dues for the first, second, and third quarters must be paid in full.)
- If dues payment is not up-to-date, a member is placed on inactive flight status and he or she may not fly at Sky Soaring.
- See the skysoaring.com website for the current member fees.
- The New Member Application Fee is refunded if the application is not accepted.

Member Volunteer Responsibilities and Opportunities

- Sky Soaring, Inc. is a volunteer-led and run organization. We operate as an Illinois (501 C7) chartered tax-exempt organization. While the club purchases services as needed, it relies on the skill and effort of our members to conduct its affairs. We work as A&Ps (FAA certificated Airframe and Powerplant mechanics), flight instructors (CFI-G), wing runners and tow pilots. We fix the hangar, cut the grass, clean the tow plane, open the field in the morning and close it down at dusk. Everyone has a skill and all members are expected to contribute sweat equity.

New Members

- New members will receive an on-site orientation including a review of club policies and procedures, a tour of the hanger, field, and tie down area, and will observe and participate in all aspects of the ground and flight operations including glider movement, launch and retrieval operations under the guidance of an experienced club member.
- New members will receive several important club documents upon being accepted into the club. This Policies and Procedures document is among them. It's expected that these materials be studied and understood. Please direct any questions about any content to your instructor or to someone on the Board.
- As is mentioned above, the club functions only through the generosity of its membership in chipping in and doing the work required to keep the club and the airport safe and operational. All members are expected to contribute sweat equity above and beyond helping with flight-line operations. Please consult with your new member mentor, your instructor, or a Board member as to how you can use your unique professional or preferential skills to help the club.
- The club has its own website located at <http://skysoaring.com>. Once you are a member of Sky Soaring you will be asked to [register](#) on the website. Once approved by the webmaster who will upgrade your status, you will have full access to the private side of the website. There you will be able to find the Message Forum, SSI Files and Documents and more. Please take time to familiarize yourself with all that is available to you. Contact webmaster@skysoaring.com for help.

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3. Club Administration

Activities at the Field – Typical Hours of Operation

- Sky Soaring glider operations run all year but the majority of our flying occurs from early April through the third Saturday in November. We strive to have operations every day that weather and volunteers permit. We inform the members of glider operations through the Message Forum on our website. If you wish to fly during the week, post a message in the forum with the requested day and ask for tow pilots and instructors that are interested and available.
- Staffing the operation requires a qualified and current club tow pilot, a glider pilot-in-command (PIC), and at least one observer or wing runner. Students and non rated glider pilots require a CFI-G to be present. Typical times of operations: weekdays between 11 am and 4 pm; Saturday: 8am to 5pm; and Sunday 8am to 4pm. Saturdays are the busiest days, Sundays are less busy, and weekdays are least busy.

Automobiles on the field

- Automobiles are not permitted to drive on the runway, displaced threshold and taxiways. Exceptions include emergencies, pilots using their vehicles to tow and stage personal gliders, balloon operations and when absolutely necessary. Please use the service road on the north side of the field.

Club Meetings

- The Board holds a monthly membership meeting on the 3rd Saturday of each month. The location of the meeting depends on the season. During warm months the meeting is at the field. All members are encouraged to attend the monthly membership meeting because timely safety and policy and procedure information is discussed. Meetings offer the opportunity to ask questions and raise topics of concern.
- The Annual Meeting held on the third Saturday each November is a special meeting that must be attended by all members. The new Board is elected and the year is reviewed.
- The mandatory Spring Safety Meeting is held in March or early April. It is usually a half day seminar-style event that reviews safety related flight policies and procedures.
- In addition to formal scheduled meetings, we sponsor social gatherings both at the field and elsewhere, including summer picnics and a Christmas holiday party.

Dues Credit Policy for Tow pilots & CFI-G's:

- The club recognizes that the time dedicated to club service in these capacities reduces the amount of time that these individuals can use and benefit from club gliders. Therefore, the club has a policy of reducing the subsequent year's annual dues for tow pilots and CFI-G's in proportion to their level of service. Thus, for each tow given by a tow pilot or instructional flight by a CFI-G, a dues credit is earned. The dues credit may not be converted to cash if membership is terminated.
- To earn the dues reduction credit, tow pilots and CFI-G's must record the number of qualifying flights on the daily flight sheet. There is a similar credit for commercial pilots giving rides.
- Regardless of the amount of dues reduction received by tow pilots and CFI-G's, they must pay the annual (discounted) dues for Soaring Society of America (SSA) and Chicagoland Glider Council (CLGC).
- The maximum dues credit will be 50% of yearly dues. As per BOD resolution dated 12/16/2020.

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Flight Expenses - Pay Envelopes

- Flight expenses must be paid the same day as the flight. Either cash, personal checks or coupons are acceptable forms of payment; the club does not allow members to run an outstanding balance (a tab.)
- Tow and CFI-G fees are now accepted through the skysoaring.com website shop. When using this payment method you must still complete a pay envelope and note the use of the website shop.
- Payments are placed in “Completed Pay Envelopes” folder found in the flight box.
- Make sure Name and Date are filled out. Make sure the correct flight number is shown.
- For Gift Certificates, write that information in the last three columns and show -0- in the amount enclosed box and place in the pay envelope.
- In the “Books, Dues, Other” box, be sure to indicate what the payment is for.
- This would include money from the sale of a gift certificate. Any other comments should be written anywhere on the left side of the envelope.

Gift Certificates



- Gift certificates may be purchased on the www.skysoaring.com website. PayPal handles the payment options for the purchaser. The purchaser will receive the certificate in their email as a PDF document.
- Instructions on the certificate informs the recipient to show a printed copy of the certificate to redeem it however, it is acceptable to show it to you along with the PayPal receipt on their mobile device (cell phone, tablet).
- Make note on the pay envelope that payment was made online. Write the guest name and certificate number on the pay envelope.
- If a guest arrives at the field and wants to take a sightseeing flight they may simply write a check or pay cash rather than buying a gift certificate online. The current sightseeing flight costs are listed on www.skysoaring.com.

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Guest Scenic Ride Flights

- To promote membership in the club, Sky Soaring allows a non-member guest to buy a sightseeing flight.
- We currently offer the following types of Scenic Ride flights (See www.skysoaring.com and the flight sheet for up-to-date prices and additional details):
 - “Mile High Glider Rides”,
 - “Scenic Glider Rides”,
 - “Winch Launch Glider Rides”
 - “Fly A Sailplane Today”, FAST, Introductory Instructional Flight sponsored by the Soaring Society of America.
- Guest scenic ride flights may only be given by a commercial rated pilot who meets 61.57 (recent flight experience)
- **ALL GUESTS WILL SIT IN THE BACK SEAT.**
- **Adult guests should be weighed to assure weight and balance restrictions are adhered to.** There’s a scale in the hangar. Generally, the maximum passenger weight is 210 lbs. Refer to specific glider weight and balance chart. A child must be at least 4 feet tall. For children, the club has a foam booster chair that fits nicely into the backseat of a 2-33.
- Sightseeing guest flights will be kept to 30 minutes whenever anyone else is waiting for that aircraft. It is the PIC responsibility to determine if the aircraft is needed for another flight.
- Prior to flight, a guest must sign a **Guest waiver form**. A guest who is a minor must be accompanied by a legal guardian and the legal guardian must sign the waiver form.
- The member who greets the guest should process the paperwork, add the guest to the flight sign-up sheet, and should arrange for a club commercial pilot to fly the guest. If the club is using the Book Our Plane (BOP) app the day the guest visits, then whoever is processing the guest needs to add the guest into the BOP scheduling system and the commercial PIC’s name should be added to the “reservation” in BOP.
- Provide the guest with your best-guess estimate on how long it will be before he or she will get to fly. If a guest is pressed for time, he or she can be given priority, but only if the Club Member who is above the guest on the sign-up sheet for the same aircraft is willing to be skipped. This is a courtesy, not a requirement.
- The guest payment should be put into an unsealed flight payment envelope to await final processing by the PIC.
- Before the flight, the PIC must verify the pay envelope is started, the payment was processed, and the waiver form signed.
- **The PIC will brief the passenger (FAR 91.519) on all aspects of the flight including emergency egress, what they can hold onto ie. shoulder straps, lap etc. Not to touch any controls. Passenger should notify the PIC if feeling nauseous.**
- After the flight, the PIC must verify the pay envelope is in good order, seal it, and put it into the appropriate file folder in the operations wooden box that’s usually sitting on the flight ops table.

Guest Flights By Club Members

- Club members who hold a Private or Commercial pilot certificate may give their guests rides in club gliders.
- **ALL NON CLUB MEMBER GUESTS WILL RIDE IN THE BACK SEAT.**
- Guests that have purchased a SSA sponsored FAST (Fly a Sailplane Today) instructional ride may sit in the front seat and the PIC is a club CFI-G.

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Last One Out

- Last member at the field must verify that:
 - The gas pump circuit breaker is off and the gas nozzle on the tank is locked.
 - Hangar lights are off and all doors locked.
 - Driveway gate is locked.
 - "Many hands make light work". It is inconsiderate to leave when these chores are in progress.

Locks

- The front gate has a combination lock.
- For purposes of security, you will be sent that combination in an email upon your acceptance into the club, which you can write in the space here _____.
- The combination for the front door of the hanger is _____.
- The common combination for the office, radio room, mailbox and the fuel box are _____.
- Inside the fuel box you will find the key for the fuel pump.

Mower and Tractor Usage

- No person shall operate the riding mowers until properly trained and instructed on its use. This includes the Hustler mowers and Ford Tractor. Mowers will stay at least 10 feet away from gliders.

Personal Aircraft and Trailer Insurance Requirements

- All personal gliders, powered aircraft and trailers that are present on Sky Soaring property must, at a minimum, carry personal liability insurance. A current copy of your insurance declaration must be kept on file and placed in your personal file folder at Sky Soaring.

Personal Aircraft & Glider Trailer Tie Downs

- Personal aircraft & glider trailers will have designated parking spaces on the field. All trailers must be tied down to ground anchors at 3 locations. It is the owner's responsibility to keep the area around his/her trailer mowed and clear of debris.

Waste Management

- Sky Soaring pays for dumpster pickup. However, we encourage members to take home the recycling bottles and aluminum cans.
- Containers will be placed near the southeast side of the hangar. These containers are marked for recycling cans and glass.

Weekly Membership Program for visiting glider pilots

- Weekly Membership offered at \$50/week for private ship owners.
- SSA Membership is required.
- Private ship owners must provide SSI with proof of liability insurance.
- Weekly Members must have Flight Chair approval to fly or do a field checkout flight with any SSI instructor.
- Weekly Members will pay normal Club tow and instructor rates.

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4. Flight Training Program and Student Syllabus.

Glider Flight Lessons

- Glider flight instruction is available to Sky Soaring members. The club has several members who are FAA certified flight instructors in gliders (CFI-G). The [membership roster](#) lists those people who are qualified.
- Access to their time is on a first-come first-served basis. It is the student's responsibility to call the instructor and set-up a lesson. It is suggested that the student contact the instructor (at least) the evening before the student wants to fly. An effective practice is to set-up your next lesson on the day you take a lesson.
- On Saturdays, training flights should occur as early as possible and preferably before 11:00 AM or after 2:00 PM. Sunday is a better day for lessons because traffic is lighter. Likewise, weekdays are an excellent option for lessons.
- It is not required to use the same CFI-G every lesson. Be sure to have your CFI-G sign-off each lesson in your logbook and syllabus handbook.
- You may not solo until you pass the "pre-solo" quiz and your CFI-G makes an endorsement in writing in your logbook. Subsequent to your first solo, you may not solo again until your CFI-G makes an entry on your Blue Book Form. In addition, FAR 61.87(p) requires a CFI-G make a Solo Endorsement entry in your logbook every 90 days.
- Finally, before lessons begin, your CFI-G must ask you to sign the [Waiver of Liability](#) form which may be found on the [skysoaring.com](#) website under SSI Files/Docs, forms.
- For the purpose of flight training, a student includes a currently rated pilot seeking an add on. As such, an add on should also be required to complete a pre solo knowledge exam in addition to the glider specific checkout quiz.

Ground School

- Instructors are encouraged to hold ground school training classes with members covering requirements in, but not limited to CFR Parts 61.105 (Private Pilot), 61.125 (Commercial Pilot) or 61.309 (Sport Pilot) aeronautical knowledge. This training may be held locally or by using Sky Soaring's web conferencing services.
- Instructors generally volunteer their time when performing training. However, within the specific delineated areas of flight and ground training shown below the instructor may optionally request remuneration from members. Remuneration fees are an agreement solely between the instructor and the member.
- Flight Reviews - Covered under CFR Part 61.56 and are typically held biennially. This includes the "FAA-sponsored Pilot Proficiency Award Program" also known as the WINGS program.
- Rating Check Ride Preparation – This preparation begins at the point a member announces a decision to begin preparation for a rating check ride. The areas of training would center on the knowledge and practical testing portions of obtaining a rating. This may be held in a multi-person classroom instruction environment or in a one-on-one environment.

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- Classroom Instruction – This is a multi-person training environment typically offered over a span of weeks. The instructor may choose from a wide range of potential areas of instruction but must be in a glider-relevant area of knowledge. Example areas might include; FAA’s “Glider Flying Handbook”, FAA’s Practical Test Standards (PTS), Bob Wander’s training syllabus “Learning to Fly Gliders”, SSA badge certification, cross country flight, maintenance of gliders, instrumentation (electrical and/or non-electrical), avionics, etc.
- Private Tutorship and Mentorship - There may be cases where a member expresses the desire to receive one-on-one instruction towards a specific training goal. This training would typically be given in a one-on-one environment but may well be of greater benefit to the club’s membership if held in a classroom setting.

Instructor Fees

- See the Flight Sheet Log for current instructor rates. Instructor fees are to be paid at the time of your flights and posted on your pay envelope.

5. Acronyms

AFM = Airplane Flight Manual AGL = Above Ground Level AIM = Aeronautical Information Manual BOD = Board of Directors BOP = BookOurPlane.com CAP = Civil Air Patrol CFI-G = Certified Flight Instructor Glider CFR = Code of Federal Regulations CLGC = Chicagoland Glider Council FAR = Federal Aviation Regulations	FCC= Flight Committee Chairman GFM = Glider Flight Manual GSO = Ground Safety Officer KTS = Knots MSL= Measured Sea level PIC = Pilot In Command SSA = Soaring Society of America SSF = Soaring Safety Foundation SSI = Sky Soaring Inc. POH = Pilots Operating Handbook
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6. Change Log History

- This change log should be updated each time the Policies and Procedures document is changed. The log identifies the revision date, a brief description of the changes, and the author.
- **When you make a revision to this document, please update the date of revision in the footer of the cover page (page 1).**

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Date	Description of Change	Author
10-6-2020	Added this Change History Log	Mike Hurd
10-6-2020	Previous: Aircraft status should be recorded on the maintenance status board. Updated: Aircraft status Board	Mike Hurd
02-12-2021	Reformat and Organize, Minor additions /corrections /clarifications, New Winch Operations section	D. Grillo & M. Hurd
03-12-2021	Change rwy 27 stop point from fuel tank to rwy threshold markings. (Landing Patterns, Club Gliders pg.9)	D. Grillo FCC
03-12-2021	Staged gliders will be moved to the grid only after both the glider and its pilot/s are ready to launch. (GSO, pg 8)	D. Grillo FCC
5-1-2021	Added Ground School, Personal Glider Liability Ins Req.	J. DeRosa Pres.
6-14-2023	Daily Briefing and Briefing Board. Pilot Spring Checkout and Proficiency flights. Delete winch ops. Revise guest sightseeing flights. Add guest flights by club members. Add See Something - Say Something.	D. Grillo FCC and the SSI BOD

END

NOTES:
