

Operations Rules

This document, dated **February 16, 2021**
supersedes previous PSSA Operations Rules
document dated October 8, 2020.

Summary of September 4th, 2020 Document Revisions

- 3.1.5 Exception to Field Manager Requirement – Updated to allow unassisted operations with one glider aloft at any given time.
 - 3.3.2 Paragraph 11- Launch procedures-take off signals
Paragraph 17-Unassisted launch procedures
- Appendix A-Visual summary of assisted and unassisted launch procedures

Summary of July 30th, 2020 Document Revisions

All document revisions have not been noted below. Please read the entire document for additions, deletions and revisions.

- 3.1.3 Field Manager General Duties – Updated to include ensuring Covid-19 liability release form is signed, witnessed and filed.
- 3.2.6 PSSA PIC – Noted requirement for initial checkout in each PSSA glider with CFIG or mentor pilot with logbook entry. Deleted waiver of annual rear seat check flight for CFIG's and mentor pilots.
- 3.3 Daily Ops Procedures – Added requirement for member use of SignUp Genius and guidelines for scheduling demo flights.
- 3.3.1 Field Manager Preflight Duties – Revised to include placing orange cones and STOP sign across the access road.

Summary of May 28th, 2020 Document Revisions

- 3.2.1 Introductory (Demo) Flights – Added additional Introductory (Demo) pilot proficiency requirements: 200 PIC glider flights, 3 glider flights in the last 30 days with one as PIC from rear seat; added annual approval from BOD.
- 3.2.2 Mentor Pilots – Added new pilot designation and requirements.
- 3.2.6 Flight Qualification for Flying PSSA Aircraft – Updated subparagraphs regarding qualification requirements for flying PSSA aircraft as: PIC, piloting passengers from rear seat, and cross country flights.
- 3.2.7 Pilot Responsibilities – Deleted "Biennial" from "Flight Review."

- 3.2.8 Pilot Responsibilities – Updated to provide consistency with Bylaws revisions regarding Dues-paying Instructors and Dues-paying Towpilots. Revised subparagraph 5 to move non-member towplane passenger waiver requirement language to 4.3.1 PSSA Business Flights.
- 3.3 Daily Operation Procedures – Added *Signup Genius* as an online scheduling tool.
 - 3.3.1 Preflight Procedures – Updated subparagraph 4 (f) to include allowance of multiple sequential flight review flights.
 - 3.3.2 Launch Procedures – Added an additional takeoff safety check: glider pilot callout/wing runner verification callout “CANOPY AND SPOILERS LOCKED” prior to leveling the wing.
- 5.0 Emergency Response Procedures – Removed Emergency Aid Procedures from subsection 3.3.4 and created Section 5.

Summary of October 8, 2020 Document revisions

3.3.2 Paragraph 11 Reinstated rudder wag as part of glider pilot signal to wing runner to indicate “take-off.” Appendix launch procedure similarly updated for assisted and unassisted launch to incorporate rudder wag.

Summary of February 16, 2021 Document revisions

3.2.3 Glider instructors charging for their expertise.

Summary of March 10, 2021 Document revisions

Appendix-Take off procedures—added thumbs-up glider pilot hand signal-wings level/take up slack along with caveat about hand signals at other airports.

Summary of May 24, 2021 Document revisions

3.2.9 2 & 3 Remove first 8 week of season restriction on fees

Summary of November 1, 2021 Document revisions

3.2.10 Added orientation flight requirement for daily temporary members

Table of Contents

1.0 Scope & Introduction	4
2.0 Bergseth Field Property.....	5
2.1 General Conditions	5
2.2 Use Procedures.....	6
3.0 Field Operations	6
3.1 Field Manager.....	6
3.1.1 Qualifications.....	7
3.1.2 Responsibility	7
3.1.3 General Duties.....	7
3.1.4 Temporary Absence	8
3.1.5 Exception to Field Manager Requirement.....	8
3.2 General Rules and Practices	8
3.2.1 Introductory (demo) Flights.....	8
3.2.2 Mentor Pilots.....	8
3.2.3 PSSA Glider Instructors.....	9
3.2.4 Student Member Solo Flights.....	9
3.2.5 Runway Clearance.....	9
3.2.6 Tow Equipment	9
3.2.7 Flight Qualification for Flying Club Aircraft	10
3.2.9 Flight Fee Waiver & Personal Use of the Tow Plane	11
3.2.10 Daily Temporary Member Glider Flights	11
3.3 Daily Operation Procedures.....	12
3.3.1 Preflight Procedures.....	12
3.3.2 Launch Procedures	14
3.3.3 Post-flight Procedures	15
4.0 Flight Operations	16
4.1 On-Tow Maneuvers	16
4.1.1 On-Tow Maneuver Altitude.....	16
4.2 Aerobatic Flight	16
Aerobatics, except spin training with a PSSA instructor, are not permitted in club equipment.	16
4.3 Passengers in the Tow Plane	16
4.3.1 PSSA Business Flights.....	16
4.3.2 Towing Flights	17
Appendix A-Launch Procedure.....	18

1.0 Scope & Introduction

This document contains the rules and procedures to be followed by all Puget Sound Soaring Association, Inc. (PSSA) members and guests during PSSA sanctioned glider operations. Safe operation is the primary concern of PSSA. The rules contained in this document are issued by the Board of Directors and are intended to promote safety of flight and ground operations and set out the policies and procedures which apply to all PSSA members, and which all PSSA members are required to follow.

These operations rules are the flight rules referred to in the Bylaws of PSSA, and all members are required to comply with them. Penalties for non-compliance include suspension of flying privileges and/or termination of membership.

Members of PSSA are reminded that an operation like PSSA's, where there are no employees or compensated help, functions only by members assisting other members in all operations. These include:

- Assembly and disassembly of PSSA and private gliders
- Washing and cleaning of PSSA aircraft
- Moving aircraft on and off the field
- Maintenance of PSSA aircraft
- Maintenance of field, training center, and storage areas
- Managing field operations
- Carrying out of club task assignments
- Keeping all members, their families, and visitors informed of safety and operating procedures

PSSA functions solely as a result of the efforts of its members volunteering to perform work in all the areas listed above, and more. Some put in more time than others because they can; however PSSA needs concerted effort by all members to contribute some time each month... both members who fly club gliders and members who own and fly their own gliders. Please do not wait to be asked to help... volunteer.

2.0 Bergseth Field Property

2.1 General Conditions

Bergseth Field is a privately owned airstrip that is made available to PSSA club members for glider operations by the property owners with the provisions that:

- 1) We do not interfere with their land-use operations, equipment, and/or installations.
- 2) We keep our operation strictly to the field.

The continued availability of the field is dependent upon the cooperation of all PSSA members and visitors. Compliance with all field operation procedures is our best assurance for a long and welcomed stay at Bergseth Field. All members of PSSA are individually responsible for the enforcement of these procedures and shall deny use of the field to anyone connected with the glider activity who does

not comply with these field operation procedures, FAR's, and normal safe-operation practices.

2.2 Use Procedures

1) Cars are to be parked in the parking area along the road south of the entrance gate or just north of the entrance gate on the east side of the road. The exception will be one member's car that is being used as field office or tow vehicle and any car essential to the assembly, disassembly or otherwise servicing of a glider in the glider assembly area. Cars parked north of the entrance gate and east of the road should stay well away from the runway overrun area.

2) Members and visitors are responsible for their guests, pets, etc. and must control them at all times. Children and pets are welcome, but it is important to be sure that all know enough to stay well away from the runway, and that pets are strictly under control at all times, or are leashed. At no time shall pets be allowed to roam unattended during flight operations.

3) No open fires are allowed on the field. There is no water available for firefighting. Barbecue grills are allowed.

3) All PSSA members are responsible for keeping the field clean and free from litter.

4) All visitors and spectators must stay off the field and runway, and must remain east of the fence along the entry road, except by permission of the field manager.

5) Trailers of individual members are to be parked only in designated areas. Prior permission from the PSSA Board of Directors is required for parking and/or leaving trailers overnight.

6) Power airplanes, with the exception of the PSSA tow plane, are discouraged from landing at Bergseth. Field Managers are to advise Non-member pilots radioing their intention to land at Bergseth as follows: "You are requested not to land at Bergseth. This is a private airport with a short runway, significant rising terrain to the east limiting go-around options and a challenging approach. This area is used for glider operations. Any attempt to land is strictly at your own risk. Again, you are requested not to land."

PSSA members intending to invite power pilot friends to the field should: a) notify a Board member of your intention, b) bring the pilot to the field via ground transportation so they may appreciate the field environment and speak with power pilots at the field, c) notify the Field Manager on duty and, d) get a waiver of liability form signed in advance.

Power pilots intending to land at Bergseth Field should make radio contact with the Field Manager to assure there is no conflict with glider operations.

3.0 Field Operations

3.1 Field Manager

If you do not know exactly how to do something at the field, either get someone who does know how to do it, or ask someone who is qualified to help you.

One PSSA member shall be designated as being in charge of the field operation. That person shall be referred to as the Field Manager.

3.1.1 Qualifications

For all operations, the Field Manager will be selected from among those members holding a private or higher pilot certificate and who is aged 18 years or older.

Authority: The Field Manager's authority is delegated directly from the Board of Directors. The Field Manager's authority and decisions are to be respected and accepted by all. However, anyone may question decisions concerning safety of flight.

3.1.2 Responsibility

Principal responsibilities of the Field Manager are:

- 1) Maintain a safe environment for PSSA members and equipment.
- 2) Maintain an orderly operation.
- 3) Maintain a record of operations.
- 4) Represent PSSA in the absence of board members, to the general public and to the property owners.
- 5) Be familiar with the PSSA By-Laws & Operations Rules.

3.1.3 General Duties

The general duties of the Field Manager are listed below. Specific procedures are described in section 3.3 Daily Operation Procedures.

- 1) Generally organize the operation and delegate necessary tasks to other members.
- 2) Be familiar with the PSSA Bylaws, Operations Rules and procedures, FARs, and insurance requirements.
- 3) Be present on the field during the entire period of operation of club aircraft [not personal aircraft] or personally delegate duties to another qualified member whenever flying or absent from the field (see 3.1.4 below). Pilots flying their personal aircraft are strongly encouraged to have a pre-arranged contact person who they will notify at the end of their flying day.
- 4) Maintain the Daily Flight Log, collect tow cards, collect member fees, and at the conclusion of the day's operations mail the Log, top portion of any temporary membership application, plus receipts to the Club Treasurer.
- 5) Activate and monitor the telephone.
- 6) Set up and operate the ground radio(s).
- 7) Assign wing runners, rope retrievers, etc.
- 8) Assure each glider is preflighted and glider preflight logbooks are signed.
- 9) Assure issues are brought to the attention of the Club Maintenance Officer by the end of the operation.
- 10) Assure the gliders and equipment are properly stowed and secured at the end of the day's operation.
- 11) Assure any non-member taking a flight has completed both sides and signed

both the PSSA Liability Release form and the Covid-19 Liability Release form. Ensure a PSSA member witness has signed the form and that the form is filed in the appropriate PSSA records file at the field.

3.1.4 Temporary Absence

The assigned Field Manager may be absent for a portion of, or for the remainder of the day, if a qualified replacement has agreed to be substitute Field Manager. During this time the member may fly any personal or club glider for which he or she is qualified.

3.1.5 Exception to Field Manager Requirement

Unassisted operations are discouraged but allowed in situations where only one glider is aloft at any given time.

3.2 General Rules and Practices

3.2.1 Introductory (demo) Flights

Introductory and demo flights will only be given by member pilots who meet the following qualification requirements:

- 1) Commercial Glider Rating with FAA currency.
- 2) If piloting from the rear seat, CFIG rear-seat-checkout for Bergseth Field in pilot's logbook.
- 3) Minimum 200 flights as PIC in gliders.
- 4) Minimum 3 glider flights in last 30 days, one of which is from rear seat as PIC if flying demo flight from rear seat.
- 5) Annual Board approval to act as demo flight pilot.

Introductory and demo rides will be for a tow altitude difference of 3000 feet and will be limited to 30 minutes to accommodate other introductory or demo rides and members who may be waiting to fly.

3.2.2 Mentor Pilots

PSSA mentor pilot program is to enhance safety and improve member accessibility to PSSA aircraft. PSSA mentor pilots do not have authority to make endorsements that require a signature from an FAA representative such as a CFIG. PSSA places certain minimum flight time and/or currency requirements on pilots to fly PSSA owned aircraft. PSSA Mentor Pilots may fly as PIC with pilots that are not current with PSSA flight minimums so as to meet PSSA currency requirements for flying PSSA aircraft. Mentor pilot(s) will make recommendations as to pilot's proficiency after mentor flight(s).

1) Minimum requirement to be designated a PSSA Mentor Glider Pilot:

- (a) CFIG rating OR
- (b) Has been an active member of PSSA for a minimum of two years, and
- (c) Has logged a minimum of 250 PIC flights in gliders, and
- (d) Annual approval by the PSSA Board of Directors.

3.2.3 PSSA Glider Instructors

PSSA glider instructors are independent contractors not receiving payment from PSSA. Their time and skills are highly valued, and, as such, students should expect to pay the instructor at a rate determined by the instructor.

3.2.4 Student Member Solo Flights

A member without a glider rating shall not operate any club aircraft without direct supervision of a club CFIG; which means that the CFIG is to be on-site (not at home, not at work, and not flying above the airport) just prior to take off to evaluate the airport, evaluate the glider, evaluate the proposed solo flight, and evaluate the non-glider-rated pilot's ability to successfully complete that flight. If the pilot is departing the pattern, the CFIG is not required to stay for the entire flight, and can move on to other things. However, if the pilot is remaining in the pattern for multiple flights, the CFIG must remain on the ground to provide direct supervision for each flight.

3.2.5 Runway Clearance

It is imperative during times when aircraft are taking off and landing and when the tow plane is maneuvering on the ground that all personnel are attentive and clear of the runway, overrun area, and tow plane parking area. It is the responsibility of each and every person on the field to be cognizant of and follow safe practices. The Field Manager is responsible for the administration of these rules and to assure that visitors, who may not know the rules, adhere to them for their safety.

Operating safety rules that apply to maintaining runway clearance include:

- 1) All parked cars are to be kept 50 feet away from the extended runway edge, including those across the road adjoining the overrun area, to assure the runway overrun is unimpeded.
- 2) All parked gliders, other aircraft, and glider trailers are to be at least 50 feet away from the edge of the runway.
- 3) During takeoffs and landings all personnel and animals are to be clear of runway, including overrun area beyond fence line.
- 4) All personnel are to be clear of tow plane parking area.
- 5) Special care is to be taken in moving gliders. If it is not windy or gusty, one person walking the wing tip is sufficient. However, in strong winds and gusty conditions, one person should be on each wing tip. Under no conditions should a glider be moved by pushing or pulling on the horizontal tail plane.
- 6) If there is a glider or tow plane in the pattern, roll all gliders well clear of the north/main runway and the overrun. The landing pilot may choose to use the south/slant runway to land. The overrun has been used in the past on several occasions during landing. Also be alert for situations when a glider or tow plane must land to the west (or is practicing the maneuver in case of emergency). This may occur more often when there are students under instruction.

3.2.6 Tow Equipment

- 1) Towrope and Rings. Only towropes with proper hook-up rings shall be used

and shall be thoroughly inspected before each day's operation. During operation, care shall be taken to assure no knots have developed and that wear of the towline and tow links is acceptable. Use the single tow ring for Schweitzer gliders and the double Tost ring where applicable. It is standard operating procedure to show the tow ring to the glider pilot for approval before attempting hook-up.

2) Tow plane. The towrope will be attached to the tow plane and checked for release at the beginning of each day's operation. The tow plane shall be parked in a designated parking area during the day's operation. Tow pilots shall adhere to PSSA tow plane operation procedures for all operations.

Care must be taken when the towpilot drops the rope prior to landing or departing the area. The rope comes in fast and falls almost vertically downward, and there is little warning if the tow plane is heading west, as is usually the case.

3.2.7 Flight Qualification for Flying Club Aircraft

1) The following shall be the minimum PSSA requirements to qualify for flying PSSA aircraft as PIC:

- (a) Be a member of PSSA.
- (b) Have a valid FAA pilot's certificate.
- (c) Complete an initial checkout in each PSSA club aircraft--including familiarization questionnaire (specific to each glider/towplane) and flight—with PSSA CFIG or mentor pilot. This checkout shall be noted in the pilot's logbook.
- (d) Solo students must have PSSA CFIG logbook signoff, CFIG preflight briefing and CFIG must be onsite during takeoff.
- (e) Licensed pilots must have three glider flights as PIC in the last 60 days.* OR
- (f) Demonstrate satisfactory performance with a PSSA Mentor pilot or CFIG within the preceding 60 days. Such shall be noted in the pilot's logbook.

*PSSA-approved CFIG's and Mentor pilots may follow FAA 90 day currency requirements.

2) Flying two-place gliders with passenger in the front seat:

- (a) Initial satisfactory rear seat checkout and logbook endorsement by a PSSA CFIG, plus annual start-of-season recurrent rear seat check and logbook entry by a PSSA CFIG or mentor pilot is required.
- (b) Annual satisfactory recurrent rear seat check flight with a PSSA CFIG or Mentor pilot and such noted either in the pilot's logbook.

3) Cross-Country flights (over 10 miles from takeoff location)

- (a) A Private or higher glider rating.
- (b) Fifty hours total glider time including at least ten flights and a minimum of five hours in the appropriate glider.
- (c) At least five glider flights within the preceding 90 days, at least one of which was in the appropriate glider within the preceding 30 days.
- (d) Equivalent of SSA C-Badge experience.
- (e) Logbook signoff from a PSSA member with an SSA Silver Badge or equivalent experience.
- (f) Has made arrangements for a ground crew, confirmed the appropriate glider trailer is prepared and ready to be towed, and has an appropriate vehicle available for towing.

3.2.8 Pilot Responsibilities

1) The glider pilot, as PIC, is ultimately responsible for assuring the safe

preparation for, and conduct of, the flight.

- 2) The glider pilot is responsible for knowledge of all aircraft procedures and operational limitations necessary to safely operate the glider to be flown.
- 3) All pilots in aircraft with operating radios will announce their entry into the pattern.
- 4) Prior to flying or being towed by any PSSA aircraft or ground launch vehicle, each pilot shall upon request provide to the Field Manager or the PSSA Operations and Safety officer, photocopies or verification of SSA membership, pilot certificate, FAA medical certificate (if required), verification of current flight review, and any other FAA or PSSA currency requirements. Each pilot operating a privately owned aircraft on property leased by PSSA or being towed by PSSA aircraft or ground launch vehicle shall also provide proof of aircraft liability insurance on that aircraft. Upon expiration and renewal of any of the above documents each pilot shall provide the updated information to the Operations and Safety officer. Any pilot that does not meet the above requirements will have their PSSA flight privileges suspended until such requirements are met.

3.2.9 Flight Fee Waiver & Personal Use of the Tow Plane

- 1) On the day when a PSSA Dues-paying tow pilot performs the duties as designated tow pilot (not any temporary replacement), the tow fee for one glider flight taken by the tow pilot is waived for a tow to 3000 feet AGL. This comp tow can be carried forward to another day in the same year. [Note that non Dues-paying tow pilot members cannot avail themselves of this waiver due to PSSA Bylaws article III.8.]
- 2) On the day when a PSSA member takes the "First Flight" of the calendar year soaring season with a PSSA instructor, the glider rental fee for one glider flight (limited to 30 minutes) is waived. Applicable Tow fees apply.
- 3) Whenever a PSSA Instructor requires a currency flight to instruct at PSSA, the tow fee and glider rental (limited to 30 minutes per flight) fee are waived. NOTE: This waiver is limited to 3 flights per year. Similarly, whenever a PSSA Instructor is checking out another CFGI to instruct at PSSA, the tow fee and glider rental (limited to 30 minutes per flight) fee are waived.
- 4) On the day when a PSSA Dues-paying instructor performs the duties as a designated instructor (not any temporary replacement), the tow fee for one glider flight taken by the instructor is waived for a tow to 3000 feet AGL. This comp tow can be carried forward to another day in the same calendar year. [Note: non dues-paying instructor members cannot avail themselves of this waiver due to PSSA Bylaws article III.7.]
- 5) The PSSA tow plane is a critical asset and PSSA operations are dependent on its continuous availability. The tow plane may not be used for private use. Use is limited to PSSA approved business related flights only. [Note: see Section 4.3.1 regarding carrying passengers on PSSA business flights]

3.2.10 Daily Temporary Member Glider Flights

Glider pilots who are not members of PSSA, desiring to fly personally owned gliders with PSSA, shall adhere to the following requirements:

- 1) Must be an SSA member and have proof of Liability insurance coverage on the glider to be towed.
- 2) Pay a use fee for each day flown (see current rate sheet).
- 3) Pay normal PSSA tow fees.
- 4) Fees will be collected on day of use.
- 5) Must have an orientation flight in a PSSA glider with PSSA instructor endorsement; this requirement may be relaxed by the Board of Directors on a case-by-case basis.

3.3 Daily Operation Procedures

PSSA uses *SignUp Genius*, an online scheduling tool, to facilitate visibility and planning of daily operations including: field manager, towpilot, and instructor, participation and club glider use. Members must signup online no later than the prior day. Failure to signup online relegates that member to the bottom of the list for use of club gliders for that day.

In general, demo rides are to be scheduled as early in the day as practicable and preferably before noon on days of operations; they may be scheduled after noon only if member access is not adversely limited.

All field managers, tow pilots, glider pilots and members shall adhere to the following procedures for all flight operations.

3.3.1 Preflight Procedures

1) Field Manager

- (a) Check the weather.

Get a weather briefing from the FAA Flight Service Station. The number is 206-767-2726 or 1-800-992-7433 (800-WX BRIEF). If you talk to a live briefer, they will ask for a tail number, use N333TM (PSSA tow plane). Ask for the forecasted winds aloft (you're looking for easterly components up to 5000' or so, which may rule out an operation if exceeding five knots), ceiling, freezing level, chance of rain, atmospheric pressures west and east of the Cascades (pressure differential of 0.10 " or more higher on the east side would suggest easterly winds across the mountains). Checking the route conditions through Stampede Pass and checking the weather condition at Enumclaw High School will give additional weather information.

Once you've checked the weather, call the tow pilot and discuss whether or not to have an operation. The decision is made jointly since the tow pilot may have other concerns about the weather. Coordinate with the instructor for the day as appropriate.

- (b) Put recording on the PSSA voicemail system, preferably by 9AM, or if a delay is necessary because of weather, announce on the recording when to expect an update.

- (c) Get to the field **and place orange cones and the STOP sign across the road south of the overrun**. Check the entire runway length for debris, animals, anything that might be a hazard to the tow plane. Have a radio handy to communicate wind conditions and any additional information useful to the tow pilot.

- (d) Get the cell phone and handheld radio out and turn them on so you can

receive incoming calls.

(e) Set up the table and have the glider preflight logbooks, Daily Flight Log sign-up sheet, and tow cards ready.

(f) Make assignments as needed (glider preflights, wing runners, power mower operators, etc.) and provide briefings as needed to assure all know the operating procedures.

(g) Delegate assembly of gliders and move them into the glider staging area.

(h) Confirm preflight checks including positive control checks are accomplished by verifying glider preflight logbook sign-offs.

(i) Assure that the tow rope and connecting link are out and physical condition has been checked.

2) Tow pilot

(a) Coordinate with the Field Manager regarding weather and start time.

(b) On arrival at field, get tow rope, inspect and hook up to tow plane, and perform a tow plane release check prior to first tow.

3) Glider Pilot

(a) Enter your name on the Daily Flight Log sign-up sheet and prepare a tow card. All items on the tow card must be completed. Student pilots must write STUDENT after their name. Planned training maneuvers like boxing the wake and slack tow line must be noted on the tow card or briefed with the tow pilot.

(b) Check with the Field Manager prior to flight for any special instructions.

(c) Make sure that the glider radio is working and turned on.

4) All members

(a) Each glider shall be preflighted each day before being flown. There is a logbook for each glider to be signed off by the member completing the preflight.

(b) Maintenance items should be entered in the maintenance squawk log book for attention of the Club Maintenance Officer.

(c) Check landing gear wells, under seats, and in tail cones in all the gliders for evidence of rodent nests.

(d) All gliders must have the seatbelt secured around the control stick during ground handling.

(e) If it is windy, extend the spoilers of gliders while resting on the ground so they will not liftoff by themselves. Leave the canopies closed unless access to the cockpit is needed, to avoid wind damage.

(f) Daily flight scheduling: Each member may enter their name on the Daily Flight Log signup sheet for one flight. Signing up for an additional flight is permitted only after completing previously scheduled flights. With Field Manager approval, exceptions for multiple sequential flights are permitted for flight reviews and for students conducting flight training with instructors. The Field Manager may adjust aircraft schedule sequencing as needed to maintain efficient operation. Flights are limited to 60 minutes if someone is waiting to fly the same glider. Two club members signed-up on the Daily Flight Log may fly together and may remain aloft for a maximum of two hours if someone is waiting for the glider.

Be sure you are doing your part. An operation is successful because all members are aware of what needs to be done and help make it work.

3.3.2 Launch Procedures

- 1) Have the next pilot and glider ready to go with tow card filled out when the tow plane returns from towing. Either have the pilot in the glider ready to move into position, or ready to immediately get into the glider once in position. Only straight-ahead takeoffs with glider directly behind the tow plane on the centerline of the runway are allowed.
- 2) Keep all people clear of the tow plane staging area, other than the tow pilot and Field Manager, for safety reasons.
- 3) Keep all people clear of the runway when aircraft are taking off or landing, including the overrun area beyond fence line.
- 4) Keep all parked gliders, glider trailers, other aircraft, and parked cars at least 50 feet from the runway edge as specified in runway clearance rules Section 3.2.4.
- 5) Respond to radio calls with ground conditions (wind direction and velocity, runway status and other relevant conditions— “cleared to land” is inappropriate terminology), whenever a glider pilot transmits landing intention. Also, transmit advisory information to all local aircraft when other aircraft are noted in the area for safety sake.
- 6) Get gliders off the runway and into the glider staging area as soon as possible after landing!
- 7) Maintain awareness of all operating aircraft (aircraft in the pattern, including low entry that might be landing from the east, aircraft on final approach, and aircraft on rollout).
- 8) Maintain order and keep record of all glider operations, especially the recording of take-off and landing times for each glider launched.
- 9) When attaching the towrope, make sure that the appropriate rings are at the glider end. The PW-5, PW-6, and L-23 gliders and most of the private ships use the double Tost ring--the smaller ring is attached to the tow hook. Schweitzer gliders use the single larger round Schweitzer ring. Wait to attach the towrope until the glider pilot has signaled or communicated to attach it. In the case of a glider with a CG hook, be sure to check the release by pulling straight ahead, and not at an angle to the side, since this can damage the glider's tow hook. The towrope shall never be connected to a glider that is ready to fly unless it is occupied by the pilot intending to fly it.
- 10) Keep the towrope off the runway when a plane is landing, as the gear or skid may foul it and cause damage to plane or rope.
- 11) Wing runners should wait for signals from the pilot. The wing is to be leveled only upon a signal from the glider pilot. Glider pilots shall give definite signals and loud verbal commands: PATTERN CLEAR, LEVEL WING, TAKE UP SLACK, signaled verbally or by a thumbs-up hand signal. The wing runner will wait for a separate TAKE OFF hand signal command from the pilot: a hand in the shape of a pistol,

pointing down the runway accompanied by a rudder wag. Seeing this signal, the wing runner will rotate their arm in a large 360-degree windmill fashion for the Take OFF signal to the tow pilot. Wing runners should never pick up the wing automatically because the pilot may not be ready to go. Tow pilots need to be careful about taxiing out and taking up slack before the pilot is ready. A wing on the ground indicates "not ready to takeoff."

12) When running the wing, use clear hand signals. TAKE UP SLACK swing (swinging arm from side to down to side and back while supporting wing) should be continuous and relatively fast (unless there is a problem); the swing should not go above shoulder height. Holding hat or hankie in your hand is recommended. It is helpful to slow or stop your swing when the rope is almost straight, so the tow pilot can slow his roll. If he continues after the rope has become taut, the glider may roll forward over the tow rope and the hook may release. See appendix A: PSSA Aerotow Takeoff Procedure

13) If it is necessary to stop taking up slack or to abort the takeoff, drop the wing tip to the ground and cross your arms above your head. The glider pilot should be ready to release the tow rope if the tow pilot does not seem to get the message. If the tow plane has inadvertently released the towrope, put the glider wing tip back on the ground.

14) The wing runner should be alert for other aircraft landing, encroaching vehicles including the mower and for animals on or near the runway and any other hazardous obstacles on the runway.

15) TAKEOFF signal should be done with arm extended in a full circle until takeoff roll is underway.

16) After the roll has started, the wing runner should let the wing just rest on his hand rather than holding on to it. Be careful not to shove up or down on the wing after the roll starts, because the pilot will try to compensate with the controls, and could hit a wing tip on the ground after you let go. It is appropriate to hold onto the wing at rest to keep the wing from lifting in gusts.

17) The Field Manager is responsible for recording the takeoff and landing times. The wing runner should verify takeoff time has been recorded and anyone witnessing a landing should note that time on the Daily Operations Log.

18) Unassisted Takeoff-For training purposes or on those occasions when a wing runner is not available and in compliance with PSSA Operations Rules and Procedures, the glider pilot may conduct an unassisted takeoff. A thorough briefing with the tow pilot must be completed prior to operations to verify verbal and/or visual signals to be used throughout the tow as well as the plan for departure. See appendix A: PSSA Aerotow Takeoff Procedure

3.3.3 Post-flight Procedures

- 1) Remove the Blanik L-23 ballast weight seat and store in the training center.
- 2) Turn radio, vario, and master switches off. Disconnect, remove and connect the battery to the battery charger.
- 3) Tie down all gliders.
- 4) Put handheld radios on chargers and set the timer to 8 hours.
- 5) Turn off cell phone and connect to charger.

- 6) Put towropes away.
- 7) Put power mowers away in shed.
- 8) Put all other equipment away, clean up the area, and lock outside cabinet, trailers, sheds, and charger box.
- 9) Field Manager mail the Daily Flight Log, the top portion of any temporary membership applications and any proceeds to the PSSA bookkeeper, and notify Club Maintenance Officer and Ops & Safety Officer of any noteworthy items.
- 10) When the Bergseth family members are perceived to be away from home or it is late in the day, shut the gate when leaving for the day.
- 11) Send a brief email Operations Report to members email address: members@pugetsoundsouaring.org reporting the days soaring conditions, number of flights, names of any new members, and other items of interest. Please do not include maintenance items. Maintenance items should be logged and forwarded to the Maintenance Officer or pssabod@pugetsoundsouaring.org

4.0 Flight Operations

All flight operations are to be conducted in accordance with the Federal Aviation Regulations. Additional rules and clarifications are given in the following paragraphs.

4.1 On-Tow Maneuvers

4.1.1 On-Tow Maneuver Altitude

Maneuvers by the glider while on tow behind a tow plane are to be conducted above 1000 (one thousand) feet above ground level. Such maneuvers include boxing the wake, slack line practice, and steering the tow plane. The pilot(s) in the glider need to obtain agreement in advance by the tow pilot to perform such maneuvers.

4.2 Aerobatic Flight

Aerobatics, except spin training with a PSSA instructor, are not permitted in club equipment.

Note: The PW-6U pilot operating handbook, section 2.9, requires the use of parachutes for all aerobatic maneuvers.

4.3 Passengers in the Tow Plane

4.3.1 PSSA Business Flights

When the PSSA tow plane is being flown without towing a glider but used for any other PSSA business (such as getting fuel, exploring the day's weather conditions, or other missions requested by the board of directors), a passenger may ride along. For all non-PSSA member passengers, a properly executed and valid liability waiver for this passenger must be on file with PSSA (this includes a parent/guardian signature if the passenger is a minor).

4.3.2 Towing Flights

When the PSSA tow plane is being flown with a glider in tow:

- 1) Carrying a passenger is not allowed.
- 2) A second pilot is allowed in the tow plane if the clear intent of the flight is for that pilot to become a PSSA tow pilot. The tow pilot candidate must have been recommended by the PSSA Chief Tow Pilot, and approved by the Tow Pilot Committee (whose authority is delegated by the Board of Directors) prior to such flying activity.

5.0 Emergency Response Procedures

All members should read and familiarize themselves with the Emergency Response Procedure on file at the field.

In the event of an accident or incident many things will happen in a compressed time period. Some things will happen without direction. People will rush to the scene for first aid and rescue, but other tasks need supervision. The PSSA Field Manager will be responsible for executing the Emergency Response Procedure, and will remain in charge until that responsibility is turned over to another club member by agreement.

In event of an accident or serious incident:

- 1) **IMMEDIATELY** contact Emergency Help: Fire – Police – Medical – Search & Rescue and provide the following information:

<p>DIAL 911</p> <p>PROVIDE TAKEOFF AIRPORT LOCATION: BERGSETH FIELD 31500 SE 408th STREET ENUMCLAW, WA 98022</p> <p>GPS COORDINATES: 47-14-36.9 N, 121-55-28.4 W</p> <p>PROVIDE APPROXIMATE LOCATION OF ACCIDENT SITE.</p> <p>PSSA FIELD PHONE: 206-660-0019</p>

- 2) Shut down operations for the day.
- 3) Fully cooperate with all emergency services personnel and the FAA and NTSB. (Investigation officials will ask questions; only the questions asked should be

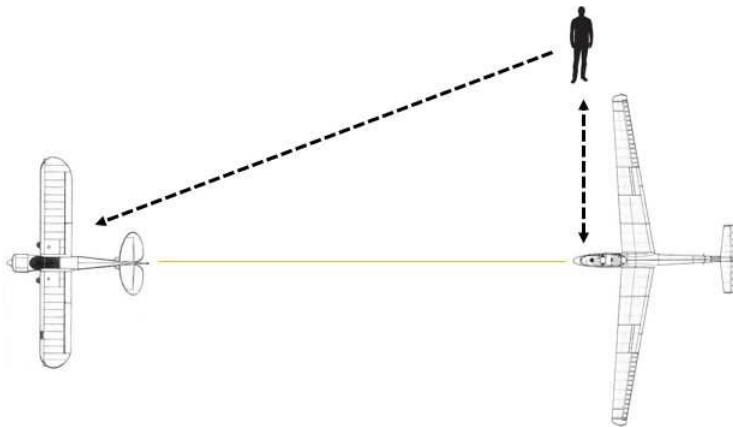
answered. The response should be based on first-hand knowledge. Do not respond with opinions, speculations, suppositions or conclusions.)

Appendix A-Launch Procedure

PSSA Aerotow Takeoff Procedure

Launching a nonpowered glider requires the use of callouts, visual signals and actions for communication and coordination between glider pilot, wing runner and tow pilot.

The glider pilot communicates with the wing runner. The wing runner communicates with the glider pilot and with the tow pilot.



PSSA Assisted Aerotow Takeoff Procedure Sequence – Checks, Callouts, Visual Signals, and Actions		
Glider Pilot (PIC)	Wing Runner	Tow Pilot
<ul style="list-style-type: none"> • Before Takeoff Check complete 	<ul style="list-style-type: none"> • Verify Positive Control complete • Verify tailwheel dolly removed • Verify wing wheel removed • Verify probe(s) installed 	<ul style="list-style-type: none"> • Position towplane in front of glider with tow rope slack
<p>“HOOK UP”</p>	<p>“OPEN” “CLOSE”</p>	
	<ul style="list-style-type: none"> • Verify tow rope hooked up • Verify canopy closed and locked • Verify spoilers retracted & locked • Signal to start towplane 	<ul style="list-style-type: none"> • Start towplane engine
<p>“CHECK THE PATTERN”</p>	<ul style="list-style-type: none"> • Verify traffic situation 	<ul style="list-style-type: none"> • Scan area clear for launching

	“PATTERN IS CLEAR”	<ul style="list-style-type: none"> • Observe glider properly positioned • Focus on wing runner for launch signals
“LEVEL WINGS AND TAKE UP SLACK” <ul style="list-style-type: none"> • Signal with thumbs up 	“LEVEL WINGS AND TAKE UP SLACK”	
	<ul style="list-style-type: none"> • Raise wing to level position • Verify tow rope connected and clear • Verify people clear of glider • Verify runway clear of animals and vehicles • Verify traffic clear • Signal take up slack and signal hold when tow rope is taut 	<ul style="list-style-type: none"> • Take up slack and hold position
“TAKEOFF”		
<ul style="list-style-type: none"> • Signal takeoff (hand in shape of pistol & point down the runway) * • Rudder Wag 	<ul style="list-style-type: none"> • Verify Runway is clear 	
	“TAKEOFF, TAKEOFF, TAKEOFF” (loudly) <ul style="list-style-type: none"> • Begin takeoff signal-Arm swung in windmill fashion 	<ul style="list-style-type: none"> • When the wing runner gives takeoff signal perform rudder kicks, then takeoff.
IF THE GLIDER PILOT IS <u>NOT READY</u> FOR TAKEOFF ONCE OBSERVING THE RUDDER KICK FROM THE TOW PLANE, PULL THE TOW RELEASE HANDLE.	CAUTION NOTE: PUTTING WING TIP ON THE GROUND IS SIGNAL TO STOP LAUNCH OPERATION.	

*Sometimes other fields may have differing meanings for “thumbs-up,” for instance, in Ephrata Thumbs-up means level wings, take-up slack, to be followed immediately by take-off.

PSSA UNASSISTED Aerotow Takeoff Procedure Sequence – Checks, Callouts, Visual Signals, and Actions (After the tow rope is hooked up to the glider, the “CALLOUTS” are completed via radio communication)

Glider Pilot (PIC)	QUALIFIED INDIVIDUAL	Tow Pilot
<ul style="list-style-type: none"> • Before Takeoff Check complete • Verify Positive Control complete • Verify tailwheel dolly removed • Verify wing wheel removed • Verify probe(s) installed <p>“HOOK UP” (Do not hook up the tow rope unless there is a qualified pilot in the glider)</p> <ul style="list-style-type: none"> • Conduct Radio check with Tow Plane <p>“CHECK THE PATTERN”</p> <p>“PATTERN IS CLEAR”</p> <p>“TAKE UP SLACK”</p>	<p>(May be asked to assist with tow rope hook up to the glider.)</p> <p>“OPEN” “CLOSE”</p>	<ul style="list-style-type: none"> • Position towplane in front of glider with tow rope slack <p>(May be asked to assist with tow rope hook up to the glider.)</p> <p>“OPEN” “CLOSE”</p> <ul style="list-style-type: none"> • Start towplane engine • Conduct Radio check with glider pilot <p>“PATTERN IS CLEAR”</p> <ul style="list-style-type: none"> • Scan area clear for launching • Observe glider properly positioned <p>“TAKING UP SLACK”</p> <ul style="list-style-type: none"> • Take up slack and hold position
<p>Once slack is removed from tow rope</p> <p>“Glider call sign—ready for Take-off” Rudder wag</p>		<ul style="list-style-type: none"> • Perform rudder kick, then takeoff.
<p>IF THE GLIDER PILOT IS NOT READY FOR TAKEOFF ONCE OBSERVING THE RUDDER KICK FROM THE TOW PLANE, PULL THE TOW RELEASE HANDLE.</p> <p>IF VHF RADIO IS AVAILABLE, IT SHOULD BE USED FOR PRIMARY COMMUNICATION THROUGHOUT THE TOW.</p>		