



# Operations Rules

This document, dated February 27, 2010, supersedes previous PSSA Operations Rules document dated March 1, 2008



## Table of Contents

1.0	Scope & Introduction.....	3
2.0	Bergseth Field Property .....	4
2.1	General Conditions .....	4
2.2	Use Procedures.....	4
3.0	Field Operations.....	6
3.1	Field Manager .....	6
3.1.1	Qualifications .....	6
3.1.2	Responsibility .....	6
3.1.3	General Duties .....	6
3.1.4	Temporary Absence .....	7
3.2	General Rules and Practices.....	7
3.2.1	Introductory/Demo Flights.....	7
3.2.2	Student Member Solo Flights .....	8
3.2.3	Runway Clearance .....	8
3.2.4	Tow Equipment.....	9
3.2.5	Initial Flight Qualification For Flying Club Aircraft.....	9
3.2.6	Pilot Responsibilities .....	10
3.2.7	Flight Fee Waiver .....	11
3.2.8	Non-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.....	16
3.3.4	Emergency Aid Procedures.....	17



## 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 in 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 Article VI, Section 5 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 not interfere with their farm operations, equipment, and/or installations;
- 2) we keep our operation strictly to the field;
- 3) we, including visitors, family members, children, pets, etc., stay away from the fence north of 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, FARs, 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 fire fighting. Barbecue grills are allowed.
- 4) All PSSA members are responsible for keeping the field clean and free from litter.



- 5) All visitors and spectators must stay off of the field runway and east of the fence, except by permission of the field manager.
- 6) 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
- 7) Power airplanes, with the exception of the PSSA tow plane, are discouraged from landing at Bergseth because it is a private airport and they may interfere with the glider operation. However, permission may be obtained from the field manager for the day of the landing. Radio contact with the field manager is required before landing to ensure no conflict with the glider operation.



## **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 club 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 license with a glider rating and who is aged 18 years or older.

##### **Authority**

The Field Manager's authority is delegated directly from the Board of Directors. His authority and decisions are expected to be accepted by all. However, anyone may question decisions concerning safety of flight and the most conservative action will prevail.

#### **3.1.2 Responsibility**

Principal responsibilities of the Field Manager are:

- 1) to maintain a safe environment for club members and equipment;
- 2) to maintain an orderly operation;
- 3) to maintain a record of operations;
- 4) to represent the club in the absence of board members, to the general public and to the property owners;
- 5) and to be familiar with the PSSA Operations Rules and Procedures of this document.

#### **3.1.3 General Duties**

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

- 1) Generally organize the operation and delegate necessary tasks to other members.



## Puget Sound Soaring Association, Inc Operations Rules



- 2) Be familiar with the club's bylaws, rules and procedures, FARs, and insurance requirements.
- 3) Be present on the field during the entire period of operation or personally delegate duties to another qualified member whenever flying or absent from the field (see 3.1.4 below).
- 4) Maintain the flight sheet, collect tow cards, and send the flight sheets at the end of the operation to the Club Statistician.
- 5) Activate and monitor the telephone.
- 6) Set up and operate the ground radio(s).
- 7) Assign wing runners, downfield signal person, rope retrievers, etc.
- 8) Assure that each glider is preflighted and logbooks are signed.
- 9) Assure that the maintenance squawk sheets are filled out as needed, and are brought to the attention of the Club Maintenance Officer at the end of the operation.
- 10) Assure that the gliders and equipment are properly stowed and secured at the end of the day's operation.
- 11) Assure that any non-member taking a flight has signed a Liability Release form along with a PSSA member witness signature and is filed in the document records book.

### **3.1.4 Temporary Absence**

If the Field Manager has a qualified replacement, he or she may be absent for a portion of, or for the remainder of the day, as agreed to by the substituting member. During this time the member may fly any club glider he or she is qualified in.

## **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 license with FAA currency.
- 2) Bergseth back-seat checkout entry in pilot's logbook if giving a ride from the back seat



Introductory and demo rides will be for a tow altitude difference of 3000 ft 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 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, there is little more the CFIG can do and is not required to stay for the entire flight, and can move onto 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.

### **3.2.3 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 behind end-of-fence line, including those across the road adjoining the overrun area;
- 2) all parked gliders, other aircraft, and glider trailers are to be behind end-of-fence line;
- 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 tailplane.
- 6) If there is a glider or tow plane in the pattern, roll all gliders well clear of the runway and the overrun. 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.

### **3.2.4 Tow Equipment**

#### 1) Tow Rope 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 occurred and that wear of the towline and tow links is acceptable. Use the single tow ring for the 2-33, and the double rings for the Blanik. It is standard operating procedure to show the tow ring to the glider pilot for his approval before attempting hook-up.

#### 2) Tow plane

The towline 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 the PSSA Tow plane Operation Procedures for all operations (see Tow Pilot Manual).

Care must be taken after the last tow of the day, since the tow plane pilot may drop the rope rather than land. The rope comes in fast and almost vertically downwards, and there is not much warning if the tow plane is heading west, as is usually the case.

### **3.2.5 Initial Flight Qualification For Flying Club Aircraft**

Each of the following listed categories and qualifications are intended to be as simple as possible with safety and common sense in mind. The following shall be the minimum club initial requirements to qualify for each category of flying and each will require CFIG signoff:

- 1) Blanik/2-33 solo - Instructor's authorization only.
- 2) Blanik/2-33 with passenger in front seat - Instructor's permission only.
- 3) Single seat - for local flying a pilot must have:
  - (a) a private glider license.
  - (b) thirty solo glider flights with three hours and five landings solo in Blanik or glider of equivalent performance.
  - (c) signed-off approval of a club CFIG who has flown with the pilot within the last 90 days.
  - (d) three glider flights within the preceding 90 days.



## Puget Sound Soaring Association, Inc Operations Rules



- 4) Cross-Country - a pilot must have:
  - (a) a private glider license;
  - (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 (5) glider flights within the preceding 90 days, at least one of which was in the appropriate glider within the preceding 30 days;
  - (d) sign-off from a club CFIG who is, himself, qualified for silver distance.
  - (e) and, additionally, for each flight, have agreement from other club members on the field who fly the appropriate glider; have suitable retrieve vehicle connected to the appropriate trailer; and have a ground crew on standby.
- 5) High altitude (above 12,500 feet) - Instructor sign-off
- 6) Aerobatics

Aerobatics are not permitted in club equipment for safety concerns and lack of proper instrumentation and required instrumentation.

### **3.2.6 Pilot Responsibilities**

- 1) The glider pilot, as PIC (Pilot in Command), 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.

Prior to flying or being towed behind any PSSA aircraft or ground launch vehicle, each pilot shall provide to the Field Manager or the PSSA Operations and Safety officer, photocopies or verification of his/her SSA membership, pilot license, FAA medical certificate, biennial flight review signoff or equivalent, and any currency requirements specified by the FAA for the legal operation of that aircraft. Each pilot operating a privately owned aircraft from property leased by PSSA or behind PSSA aircraft or ground launch vehicles 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 his/her PSSA flight privileges suspended until such requirements are met.



## Puget Sound Soaring Association, Inc Operations Rules



### 3.2.7 Flight Fee Waiver

- 1) On the day when a club member performs the duties as designated Field Manager (not any temporary replacement), the tow fee for one glider flight taken by the Field Manager is waived for an altitude difference up to 3000 feet. This comp tow can be carried forward to another day in the same year.
- (2) On the day when a club tow pilot member 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 an altitude difference up to 3000 feet. This comp tow can be carried forward to another day in the same year.
- (3) On the day when a club member takes the "First Flight" of the calendar year soaring season with a club instructor, the glider rental fee for one glider flight (limited to 30 minutes) is waived.
- (4) Whenever a club Instructor requires a currency flight to instruct in our club, the tow fee and glider rental (limited to 30 minutes) fee are waived. Similarly, whenever a club Instructor is checking out another CFGI to instruct in our club, the tow fee and glider rental (limited to 30 minutes) fee are waived.

### 3.2.8 Non-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 SSA member and have proof of insurance on private glider to be towed
- 2) Must take a one-time orientation flight at Bergseth Field in a two-place glider with a PSSA instructor (normal tow fee and/or glider rental apply)
- 3) Pay a \$5 use fee for each day flown
- 4) Pay normal PSSA tow fees
- 5) Fees will be collected on day of use



## Puget Sound Soaring Association, Inc Operations Rules



### 3.3 Daily Operation Procedures

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. It's easy. 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). Things you should find out are the forecasted winds aloft (you're looking for easterly components up to 5000' or so, which would 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 voice mail system, preferably by 0900, or if a delay is necessary because of weather, announce on the recording when to expect an update.
- (c) Get to the field before the tow plane arrives to take the fence down, and 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 out and turn it on so you can receive incoming calls.
- (e) Set up the table and have the logbooks, sign-up sheet, and tow cards ready.
- (f) Make assignments as needed (glider preflighting, wing runners, downfield signalers, power mower operators, etc.) and provide briefings as needed to assure all know the operating procedures.



## Puget Sound Soaring Association, Inc Operations Rules



- (g) Supervise the untying of gliders and move them into the glider staging area.
  - (h) Confirm that preflight checks are accomplished with logbook sign-offs.
  - (i) Ensure that the towrope 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 towrope, inspect and hook up to tow plane with release check before first flight.
- 3) Glider Pilot
- (a) Enter your name on the sign-up sheet and then prepare a tow card. The necessary items on the tow cards are: Name, date, sailplane (type is OK rather than registration as long as we don't have two of any model), release point and altitude. Make sure you get all these on the cards so the tow pilot knows where to go.
  - (b) Check with the field manager prior to flight for any special instructions.
  - (c) Make sure that the radio is working and have it turned on.
- 4) All members
- (a) Each glider shall be preflighted each day before being flown. There is a logbook for each glider in the box to be signed off as preflighted.
  - (b) Any maintenance items should be entered on the maintenance squawk sheets for attention of the Club Maintenance Officer.
  - (c) One inspection that is not usually on the checklists, but that we need at Bergseth is to check landing gear wells, under seats, and in tail cones in all the gliders for evidence of rodent nests. The Blanik has had the landing gear stick because of mouse nest material.
  - (d) 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.
  - (e) Daily flight scheduling: each member may enter his name on the sign-up flight list for one flight only. An exception for multiple sequential flights may be made with the approval of the field manager. He may sign up for an additional flight only after completing previously scheduled flights. Fly only 60 minutes if someone is waiting to fly the same glider. Two club members signed up on the flight list may fly together and may remain airborne for a maximum of two hours if someone is waiting for the glider.



- (f) Be sure you are doing your part. A successful operation works because all members present are aware of what needs to be done and chip in to 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 overrun area beyond fence line.
- 4) Enforce all other runway clearance guidelines procedures noted in 3.2.2 above, including keeping all parked gliders, glider trailers, other aircraft, and parked cars well behind end-of-fence line, including those across the road adjoining the overrun area.
- 5) Respond to radio calls with ground conditions (wind direction and strength, and if needed, any other conditions to be aware of), 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 Blanik and most of the private ships use the double Tost ring. The smaller ring is attached to the tow hook. The 2-33 uses the single larger round Schweizer ring. Wait to attach the towrope until the glider pilot has signaled or told you that he wants it attached. 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.
- 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.



## Puget Sound Soaring Association, Inc Operations Rules



- 11) Wing runners should wait for signals from the pilot. The wing is to be leveled only at the signal from the glider pilot. Glider pilots shall give definite signals or loud verbal commands: PATTERN CLEAR, LEVEL WING, TAKE UP SLACK, & TAKE OFF. 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 towrope and the hook may release.
- 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 towrope if the tow pilot does not seem to get the message. If the tow plane has inadvertently released the towrope, also put the glider's wing tip back on the ground.
- 14) Signaler, if located down the runway should be positioned so tow pilot can see clearly without craning neck. This means WELL clear of the runway. The signaler should also be alert for other aircraft landing and for horses, deer, or other animals since wing tip runner may not see them.
- 15) TAKEOFF signal should be done with arm extended in a full circle. Maintain TAKEOFF signal until the tow plane has passed the runway signaler because the tow pilot may think there is trouble if signal stops. The signaler should also be alert in case he must signal the glider pilot to release because of towrope fouling or other unsafe conditions not obvious to the glider pilot or wing runner.
- 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.

The wing runner is responsible for writing down the takeoff time. No one is specifically responsible for writing down landing time so anyone witnessing a landing should check to see if it has been recorded.



### **3.3.3 Post-flight Procedures**

- 1) Turn master switches and vario switches off and/or disconnect the battery connection in each glider at the end of the day.
- 2) Tie down all gliders.
- 3) Remove aircraft batteries as appropriate and put on chargers.
- 4) Put headphones in the plastic storage box in file cabinet
- 5) Put handheld radios on chargers.
- 6) Turn off cell phone and connect to charger.
- 7) Put towline and tow links away.
- 8) Put power mower away in shed
- 9) Put all other equipment away, clean up the area, and lock outside cabinet, trailer, sheds, and charger box.
- 10) Collect all daily operating records to mail to Club Statistician (Stefan Perrin), and notify Club Maintenance Officer and Operations & Safety Officer of any noteworthy items to be made aware of.

Put up rope fence across end of runway, and shut the gate when leaving for the day when the property owners (Bergseth family members) are not perceived to be present.



### 3.3.4 Emergency Aid Procedures

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

However, in general, 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 club 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:

- **Dial 911**
- **Give Official Location:** Puget Sound Soaring Association (PSSA) operates out of Bergseth airfield.
  - i. **Bergseth airfield address is:**
    - **31500 S.E. 408th Street**
    - **Enumclaw, Washington 98022**
  - ii. **Coordinates:**
    - **47-14-36.8660 N, 121-55-28.3940 W**
- **Give PSSA Operations Phone Number: 206-660-0019**

- 2) Shut down operations for the day.

- 3) Fully cooperate with all emergency services personnel and the FAA - 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.