



# Operations Rules

This document, dated **March 18<sup>th</sup>, 2017**, supersedes previous PSSA Operations Rules document dated March 5<sup>th</sup>, 2016.

## Summary of March 18<sup>th</sup> 2017 Document Revisions

Paragraphs ...

- 3.1.1 Field Manager Qualifications – deleted the requirement that the field manager have a glider rating.
- 3.1.3 Field Manager General Duties – Made clear that the field manager need not remain at the field if only private ships are airborne.  
  
Added language encouraging pilots of private ships to have a contact whom they will notify when having completed their flying.
- 3.2.1 Introductory (demo) Flights – Inserted “Commercial” Glider Rating – to correct a previous omission.
- 3.2.5 Initial Flight Qualification for Flying Club Aircraft – Deleted language regarding glider glide ratios; combined language into a single paragraph.
- 3.2.6 Pilot Responsibilities – added “upon request” to the language
- 3.2.7 Flight Fee Waiver – Deleted tow fee / glider use fee waiver benefit for persons serving as field manager.
- 3.2.7 Sub-paragraphs 2 and 3 – places a time limit on how long the waiver of fees applies to first flight of the year and instructor currency flights.
- 3.3.1 Preflight Procedures – made **bold** the requirement the field manager contact the tow pilot for the purpose of discussing whether to have an operation and when.

NOTE: New language is underline. Deleted language has ~~strike-through~~.

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# 1 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 for 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 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 land-use 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, 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.
- 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. 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 must make radio contact with the Field Manager to assure there is no conflict with glider operations.

## **3 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 pilot certificate ~~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. The Field Manager's authority and decisions are to be respected and accepted by all. However, anyone may question decisions concerning safety of flight, and the most conservative action shall prevail.

#### **3.1.2 Responsibility**

Principal responsibilities of the Field Manager are:

- 1) Maintain a safe environment for club members and equipment;
- 2) Maintain an orderly operation;
- 3) Maintain a record of operations;
- 4) Represent the club 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 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 Operation Procedures.

- 1) Generally organize the operation and delegate necessary tasks to other members;
- 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 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 that each glider is preflighted and glider preflight logbooks are signed;
- 9) Assure that the maintenance squawk log is filled out as needed, and issues are brought to the attention of the Club Maintenance Officer by 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 completed both sides and signed the PSSA Liability Release form, that 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.

## ***3.2 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) Board Approval to act as a demo flight pilot
- 3) If piloting from the back seat, CFGI back-seat-checkout entry for Bergseth Field in pilot's logbook.



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 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.

### ***3.2.3 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 the end-of-fence line, 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 well behind the 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 tail plane.
- 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) 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 Schweizer 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 whenever the tow plane pilot drops the rope prior to landing or when departing the area. 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 qualifications is 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 flying club aircraft:

#### 1) Gliders for local flying:

- a. A valid student pilot certificate.
- b. SSA Membership
- c. PSSA CFIG logbook signoff; and per-flight authorization for solo students.

#### 2) ~~Gliders with a maximum lift over drag ratio greater than 30, Pilot in Command~~

- ~~i. A valid student pilot certificate~~
- ~~ii. SSA Membership~~
- ~~iii. PSSA CFIG logbook signoff; and per flight authorization for solo students~~

- 3) Two-place gliders with passenger in front seat – PSSA CFIG endorsement for piloting from the back seat and logbook signoff.
- 4) Single-place glider for local flying:
  - (a) A valid student pilot certificate
  - (b) Authorization and signoff by PSSA CFIG who has flown with the pilot within the last 90 days, and has flown that type glider within the past 180 days or within the current calendar year.
  - (c) Three glider flights as PIC within the preceding 90 days.
- 5) Cross-Country flights:
  - (a) A private or higher rating glider certificate;
  - (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) Logbook signoff from a SSA Silver Badgeholder;
  - (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 qualified ground crew on standby.

### ***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.
- 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), current biennial flight review, and any other currency requirements required by the FAA for the legal operation of that aircraft. 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.

### **3.2.7 Flight Fee Waiver & Personal Use of the Tow Plane**

- ~~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.~~
1. On the day when a club Tow-Pilot regular 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. [Note that volunteer Tow-Pilot members (not dues-paying) cannot avail themselves of this waiver due to PSSA Bylaws article III.7.]
- 2) 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. Applicable Tow fees apply. NOTE: This provision only applies up through the eighth weekend of the gliding season (normally the last weekend in April).
- 3) Whenever a club Instructor requires a currency flight to instruct in our club, the tow fee and glider rental (limited to 30 minutes per flight) fee are waived. NOTE: This provision only applies up through the eighth weekend of the gliding season (normally the last weekend in April). This waiver is limited to 3 flights per year. 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 per flight) fee are waived.
- 4) On the day when a club instructor regular member 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 an altitude difference up to 3000 feet. This comp tow can be carried forward to another day in the same calendar year. [Note that volunteer instructor members (not dues-paying) cannot avail themselves of this waiver due to PSSA Bylaws article III.7.]
- (6) 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 club approved business related flights only.
  - (i) For any passenger who is not a PSSA member, be covered by a properly executed and valid liability waiver (this includes a parent/guardian signature if the passenger is a minor); the waiver must be on file with PSSA. [Note: see Section 4.3.1 regarding carrying passengers on PSSA business flights]

### ***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 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.

### 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. 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 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 voicemail system, preferably by 09:00, 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 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 preflighting, wing runners, power mower operators, etc.) and provide briefings as needed to assure all know the operating procedures.
- (g) Supervise the untying and assembly of gliders and move them into the glider staging area.
- (h) Confirm that preflight checks are accomplished with glider preflight logbook sign-offs.

- (i) Ensure 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 in the box 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 his name on the Daily Flight Log sign-up sheet for one flight only. Exceptions for multiple sequential flights are permitted for students conducting flight training with instructors with approval of the field manager, that is, the field manager may adjust student and aircraft scheduling as needed on extraordinarily busy days. Otherwise signing up for an additional flight is permitted only after completing previously scheduled flights. There is a 60 minute flight limit if someone is waiting to fly the same glider. Two club members signed-up on the flight list may fly together and may remain aloft for a maximum of two hours if someone is waiting for the glider.
  - (g) 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) Enforce all other runway clearance guidelines procedures noted in Section 3.2.3 above, including keeping all parked gliders, glider trailers, other aircraft, and parked cars well behind the end-of-fence line, including those across the road adjoining the overrun area.
- 5) Respond to radio calls with ground conditions (wind direction and velocity, runway status and other relevant conditions), 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 and PW-6 gliders and most of the private ships use the double Tost ring- the smaller ring is attached to the tow hook. Schweizer gliders use the single larger round Schweizer 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, & 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 tow rope 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 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 and for horses, deer, or other 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. Maintain TAKEOFF signal until the glider wing is released.
- 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.

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

- 1) Turn radio, vario, and master switches off. Disconnect, remove and connect the battery to the battery charger at the end of the day.
- 2) Tie down all gliders.
- 3) Put headphones in the plastic storage box in file cabinet
- 4) Put handheld radios on chargers and set the timer to 8 hours.
- 5) Turn off cell phone and connect to charger.
- 6) Put towrope and tow links away.
- 7) Put power mower away in shed.
- 8) Put all other equipment away, clean up the area, and lock outside cabinet, trailers, sheds, and charger box.
- 9) Mail the Daily Flight Log, the top portion of any temporary membership applications and any proceeds to the PSSA Treasurer, and notify Club Maintenance Officer and Operations & Safety Officer of any noteworthy items.
- 10) Put rope fence up across end of runway, and, when the Bergseth family members are perceived to be away from home, shut the gate when leaving for the day.
- 11) Send a brief email Operations Report to members email address: [members@pugetsoundsouaring.org](mailto: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](mailto:pssabod@pugetsoundsouaring.org) .

### **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.)

## **4 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:

- (i) carrying a passenger is not allowed;
- (ii) a second pilot may ride in the tow plane if the clear intent of the flight is check ride for becoming a PSSA tow pilot. The tow pilot candidate must have been pre-approved by the PSSA Chief Tow Pilot, Tow Pilot Committee and board of directors in writing (such as in the board's meeting minutes, or an email message from a board member) prior to such flying activity.