

OPERATIONAL RULES–

Definitions:

Operations – Any time club aircraft are used for the intended purposes of Evergreen Soaring.

Glider-only operation – When a club glider is flown by a member at other than a club operation.

Glider Operations Area – the designated grass landing and take-off areas for gliders, as shown in the Arlington Airport Master Plan.

Scheduled Operations – An operation (typically at KAWO, on a weekend day, with students and other pilots) that appears on the scheduling system.

Unscheduled Operations – An operation (typically at KAWO, on a midweek day) that does not appear on the scheduling system.

General Procedures for All Operations

- 1) Every club glider needs to be properly signed off for preflight and tie-down, and flights and flight times need to be logged on a Flight Log sheet and sent to the Bookkeeper at the end of the operation.
- 2) For planning and scheduling purposes, a Minimum Operation consists of three glider tows. Operations executed with less than the minimum number of tows, or equivalent, are inefficient and are discouraged.
- 3) All visitors will be given a safety briefing before entering any airport operations area. At KAWO, visitors are to be escorted whenever possible. Visitors will be escorted to a waiting area when not part of the operation.
- 4) If another member is waiting to use a club glider, the pilot will limit their flight to one hour except by agreement with those present on the field.
- 5) Field Manager: A designated Field Manager is needed for all operations involving club tow planes. If a field manager is not available, one must be appointed by agreement of those present.
- 6) The designation “Field Manager” for any operation can be transferred to another qualified member with mutual consent.
- 7) Tow vehicles need to have a flashing light or other accepted device when operating on the Glider Operations Area at KAWO.
- 8) All personnel, objects and vehicles will be kept west of Taxiway Alpha Object Free Area, which is marked by the Airport and approximately 30 feet west of the taxiway edge.

Scheduled KAWO Operations (typically weekends, with students among other pilots)

- 1) Scheduling Needed: Sign-up Genius is the scheduling tool. Pilots that are considering flying should sign up at least the day before the operation.
- 2) FM duties: The Field Manager organizes the operation and is the designated point of contact. A Flight Log with tow cards marked must be filled out and sent to the Bookkeeper at the end of the operation. Any club gliders need to be

- properly signed off for preflight and tie-down, and flights and flight times need to be logged. The Field Manager phone will be manned by the FM or designee.
- 3) Student Pilots: Back-to-back flights are encouraged for pre-solo and solo students needing multiple flights with the CFG. To qualify for this privilege, the student needs to be at the field to help start operations and to pre-flight the aircraft, as well as provide assistance at the end of the day to secure the gliders and equipment, unless other arrangements are made. The student signup needs to indicate "back to back".
 - 4) Operations Start Time: Normal KAWO scheduled operation start time is 9:00 am when Daylight Saving Time is in effect, 10:00 when Standard Time is in effect. Start time changes can be made by prearrangement and announcement by club email.
 - 5) Cancellation or Delay of Operations: The Field Manager, Tow Pilot, and/or CFG can concur to cancel or delay the operation for weather or operational reasons. A notice of delay, predicted time of go/no-go decision, and/or cancellation will be made by club email. If weather is iffy, a call to the Field Manager phone is recommended before continuing to the airport.
 - 6) Demo flights will be designated on the schedule by a demo pilot or demo manager. That person will assure all operational capabilities for the demo flight are available on the scheduled day of flight.
 - 7) A launch order list will be maintained by the Field Manager for all launches. A member may place their name on the list when they first arrive at the field.
 - 8) A soaring flight launch list will be maintained when pilots sign up with the FM. The FM will schedule that list to launch at a time determined by the pilots on the list. Other launches will be delayed for the time it takes to launch, or 1 hour, whichever is shorter.

KAWO Unscheduled Operations (typically mid-week)

- 1) Scheduling: An unscheduled operation does not need to be scheduled on the signup system. An announcement when an operation is confirmed must be made by club email as early as possible, including start time and whether instruction is available.
- 2) FM duties: The Field Manager or designee organizes the operation. At all times, someone acts as Field Manager and is the designated point of contact. Any club gliders need to be properly signed off for preflight and tie-down, and flights and flight times need to be logged on a Flight Log sheet. A Flight Log with tow cards marked must be filled out and sent to the Bookkeeper at the end of the operation.
- 3) Student Pilots: Student pilots can take advantage of an unscheduled operation. The student or students need to recruit an instructor. Solo students still need to fly under the supervision of a club instructor in compliance with the FARs.
- 4) Cancellation or Delay On the Unscheduled Day: The Field Manager, Tow Pilot, and/or CFG can concur to cancel or delay the operation on the day of the

operation for weather or operational reasons. A notice of delay, predicted time of go/no-go decision, and/or cancellation will be made by club email.

Expedition/Encampment Operations

- 1) Encampments will run as a Scheduled KAWO Student Operation when there is planned student instruction, otherwise, as an Unscheduled Operation.
- 2) Club glider flights need to be properly signed off for preflight and tie-down, and flights and flight times need to be logged on a Flight Log sheet and returned at the end of the operation.

Glider-only Operations

- 1) Please coordinate a glider-only operation with the Operations Director or designee, if the aircraft is not stationed at the location at which the pilot wants to fly.
- 2) The glider needs to be properly signed off for preflight and tie-down, and flights and flight times need to be logged on a Flight Log sheet and sent to the Bookkeeper at the end of the operation.