



# OPERATING PROCEDURES

REVISED 2017

(Version 8.1)

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## INTRODUCTION

SOSA is a not for profit corporation whose primary goal is to provide safe enjoyable flying for its members by providing a high quality soaring operation at a modest cost. These procedures are designed to, as much as reasonably possible, achieve that goal.

At SOSA, individual members are required to comply with any applicable Canadian Air Regulations (CARs). If a SOSA procedure conflicts with a CAR, the CAR always takes precedence.

Members are required to carry out assigned duties when scheduled to do so on the duty roster and to maintain a positive account balance during the flying season by pre-paying for their flying fees.

There will be times when adherence to the operating procedures is impossible or impractical because of lack of personnel, space, weather conditions or in an emergency. When choosing to circumvent club written procedures safety must come first - all pilots and members are responsible at all times for ensuring the safety of all personnel and equipment involved in any operation.

**While reviewing these procedures always remember that Gliding is a sport that carries with it a certain degree of risk, including the risk of serious injury or death. Although these procedures are designed to mitigate the risk to the extent reasonably possible, members who choose to participate in gliding are voluntarily agreeing to assume this risk.**

## DEFINITIONS

### **Aerobatics:**

An intentional maneuver involving an abrupt change in an aircraft's attitude, an abnormal attitude, or abnormal acceleration, not necessary for normal training or soaring flight. An *aerobatic maneuver* means a maneuver where a change in the attitude of an aircraft results in a bank angle greater than 60 degrees, an abnormal attitude or an abnormal acceleration not incidental to normal flying;

### **CARs (*Canadian Aviation Regulations*):**

The government legislation under which aircraft are allowed to fly in Canada. When a conflict exists between SOSA procedures and the CARs, the CARs always have precedence.

### **CFI (*Chief Flying Instructor*):**

A SOSA instructor appointed annually by the Board of Directors to oversee and manage club flight operations.

### **Checkout Book:**

A book (or books) maintained at the flight line that contains the official record of which aircraft individual members are qualified to fly.

### **Checkout Instructor:**

A SOSA instructor designated by the Chief Flying Instructor as able to perform Spring Checkouts, Spin Checks, first solo authorizations, passenger rating, rear seat rating, new type rating. Check instructors are also authorized to perform a license flight test. An instructor may be designated for only a subset of possible checkout functions. Check Instructors may not sign off Intro privileges, only the CFI or his designate can do so.

### **Cross Country Instructor:**

A SOSA instructor designated by the Chief Flying Instructor as able to take a student on a cross-country flight as a shepherd or a dual flight.

### **Cross Country flight:**

Intentional flight beyond normal gliding distance from the airfield, considering expected wind and sink. Any flight outside a 10Km circle around the airfield is considered cross-country regardless of altitude.

**Duty Roster:**

A list compiled during the flying season by the membership director (or designate) providing assignments of members to flight line jobs on weekends and holidays.

**Flight Cards ("*Pink Tickets*"):**

The two-part form used to record flight information at SOSA Gliding Club. The card records billing information (member name, aircraft flight time, tow height etc) and also is the form for the Transport Canada required sign off of lessons to be taught by an instructor to a student. With the exception of takeoff and landing times all information on the pink ticket must be completed prior to a given flight.

**Flight Line Vehicle ("*The Bus*"):**

The SOSA vehicle designated to contain the material necessary for flight operations, including but not limited to parachutes, ballast, cushions, flight cards, flight sheets, tow ropes, checkout book, waiver book and radio. When field conditions are too soft for "the bus" to be moved to the active runway the Gator is used as the flight line vehicle.

**Flight Status Sheets ("*Free-Flight daily Flight Sheets*"):**

Logging sheets completed with aircraft flight information at the time of the flight. Considered a part of the record normally put in the Journey Log of Club aircraft and as such their upkeep is a legal requirement under the CARs.

**Free-Flight:**

SOSA's online cloud based flight recording software. All flights, member accounts and other features are built-in to the software.

**Gator & Golf Carts:**

All-purpose 4 wheeled vehicles. Used to tow gliders and operates as a mini flight line vehicle when field conditions warrant. Also used to retrieve the cable for winch launches.

**Informed Consent and Release forms:**

Declarations signed and witnessed by any individual wishing to fly at SOSA. Filling these out is considered a condition of membership.

In the case of Intros and passengers completion of this form makes them a "day member".

**Member:**

An individual that has signed the Informed Consent and Release form and paid both the SOSA and SAC membership fees owing for the year.

**PTR (*Pilot Training Record*):**

Transport Canada mandated record of all flights undertaken by a particular student in the course of training for a glider pilot license. PTRs are kept in the flight bus and remain the property of SOSA Gliding club.

**Qualified Member:**

A "member" as defined above with the following additions:

- 1) at least 13 years of age or a pilot in training,
- 2) have been trained in the particular operation being Discussed.

**SOSA Qualified instructor:**

A SOSA member that meets the following requirements;

- 1) is in possession of a valid Glider Instructor Rating
- 2) has been approved to fly as instructor at SOSA by the CFI

**SOSA Aerobatic Instructor:**

A SOSA member that meets the following requirements:

- 1) is in possession of a valid Glider Aerobatic Instructor rating
- 2) is in possession of a valid Glider Instructor license
- 3) has been named as a SOSA Aerobatic Instructor by the SOSA Board of Directors
- 4) meets the requirements of CARs 602.28

**Student Pilot:**

A member of the club learning a new skill or getting checked out on a new type of glider with a qualified instructor. A student pilot can be the holder of a Glider Pilot License.



**Tow Vehicles:**

Various vehicles, including club owned and privately owned machines, used to ground handle gliders. At the time of writing the only tow vehicles allowed on an active runway for a glider retrieve are the 2 golf carts and the two Gators. All tow vehicles are to be operated by or under the control of "qualified members". For normal Club operations, tow vehicles do not need to cross the active runway. If it becomes necessary to cross the active runway in a tow vehicle, it shall be done to minimize time spent on the runway. Tractors are not accepted as tow vehicles.

## **1 GROUND OPERATIONS (NON-FLIGHT LINE)**

### **1.1 Daily Inspections (D.I.)**

#### **Aircraft**

A D.I. is to be carried out on an aircraft before it is moved to the flight line. D.I.s may be performed by licensed pilots or qualified members under supervision of an instructor. Any defects found shall be recorded in the D.I. book. If there is any question of aircraft airworthiness the aircraft must be grounded by fixing a clearly visible note in the cockpit. Any grounding should be reported to the Duty Instructor and the Maintenance Director.

In addition to mechanical considerations an aircraft is not airworthy if it does not have a valid C. of R., C. of A, weight and balance and Insurance Certificate present in the aircraft.

Further, the aircraft and canopy must be cleaned and cockpit vacuumed, the battery installed and the DI book signed off before moving it to the flight line.

#### **Tow Vehicles**

All tow vehicles shall receive daily inspections that should include checking tire pressures, checking fluid levels (gas, oil and coolant) and inspection for damage. Any required service is to be completed before the vehicle is put into service.

#### **Other Equipment**

Other specialized equipment (for example the flight line bus or grass cutters) is outside the scope of this document. Specific training will be provided as required.

### **1.2 Moving Gliders**

Under normal conditions a single person on the windward wing tip is sufficient to control a glider being ground towed. In some circumstances (gusty wind, downhill slope) extra people may be required to ensure the glider is moved safely. Only under exceptional circumstances should people be holding both wingtips at once.

The rope used to tow the glider should be longer than half of one wingspan to avoid wings striking the tow vehicle.

When operating ground equipment on any runway, continuous vigilance is required to avoid potential conflict with aircraft traffic.

Club tow vehicles are to be operated by or under the control of "qualified members". When crossing runways the tow vehicle shall be driven across so as to minimize time spent on the runway.

### **1.3 Pilots' Responsibility for Aircraft**

The member in charge of an aircraft is responsible for its care until another member has relieved him or the aircraft is properly stacked in the hangar.

A member that removes an aircraft from the hangar is considered to have taken charge of the aircraft and is responsible for it as detailed above. Canopy covers are to be placed on a glider if it is to be left idle for an extended period both outside or inside the hangar.

### **1.4 Member Vehicle Movements on the Field**

Vehicles other than club tow vehicles may be used to tow aircraft or equipment on the airfield. To the extent possible these movements are to be by way of the taxi strip (adjacent to the runway on the hangar side). When driving on the airfield all runways shall be considered either active or potentially active and the appropriate care taken when crossing.

Vehicles shall be returned immediately to a designated car parking area once the tow is completed (See Figure 2).

Only designated club tow vehicles may cross the current "in use" runway.

### **1.5 Personnel Movements on the Field**

Extreme caution shall be exercised when proceeding on foot on club property. Consider all runways to be active or potentially active. Keep clear of runways. If it is necessary to cross a runway, a 360 degree scan shall be performed to ascertain potential conflict with aircraft traffic prior to crossing any runway.

### **1.6 Housekeeping**

Cushions, ropes, tail dollies or any other potential obstacles not in use should be returned to the flight line vehicle, and in any case must be well clear of the runways and taxi areas.

### **1.7 NOTAM Procedures**

SOSA normally informs local air traffic control when significant glider operations are going to occur. See Appendix 3 for detailed NOTAM procedures.

### **1.8 Children**

Young children must be under close adult supervision whenever they are on the airfield maneuvering area or near aircraft.

### **1.9 Pets**

No unleashed pets are allowed on the manoeuvring area of the airfield during aircraft operations. Dogs must always be on leash or the owner must prove demonstrated control of his dog.

## 2 FLIGHT LINE OPERATIONS

During weekends and holidays between May and October, the flight line is scheduled to be staffed by the following duty personnel:

- 1) Duty Instructor
- 2) Field Manager
- 3) Time keeper
- 4) Duty Tow Pilot
- 5) Intro Coordinator

Duty personnel assignments are found on the duty roster, prepared in advanced and posted on the club website. Duty Personnel job descriptions are detailed in Appendix 1. During the day additional members will be recruited by these officials as required to maintain smooth running of the operation.

### 2.1 Flight Sequence Book

Flying priority is determined by the Field Manager (FM) on a "first come first served" basis using the Flight Sequence Book ("The Book").

Each page in "The Book" contains space for pilots names and a glider list for members to indicate their glider preference. Pilots wishing to fly a club glider shall write their name at the bottom of the list and place a check mark in the column for the aircraft they wish to fly. The first uncrossed name at the top of the list is the next pilot for that glider.

Once launched the pilot's name shall be crossed off the list by the Field Manager or designate. If the member wishes to fly again that day then they can add their name back at the bottom of the list after landing. Note that student pilots are allowed two flights in a row with an instructor or one dual and one solo, if the first flight is less than 30 minutes and the total flight time does not exceed 1 hour.

Placing your name in The Book obligates you to be available to help with flight line activities. Unless engaged in other club business, pilots placing their name in the book and disappearing from the flight line will have their names crossed off or placed at the bottom of the list at the discretion of the Field Manager.

The Field Manager may at any time alter any priority standing in The Book but this will only be done to achieve fair and efficient aircraft use.

At the discretion of the Field Manager pilots who are not ready for launch when the tow plane is in position should be removed from the grid.

The Priority Book should be left on the shelf outside the bus by the time keeper's window or on the picnic table if the time keeper is outside. It should not be carried around by the Field Manager.

On weekend and holiday mornings from 0800-1300, priority for dual training in the K-21's is given to pre-solo students, or solo students in need of a dual flight before their next solo flight

## 2.2 Flight Cards

A Flight Card ("Pink Ticket") must be filled out for every glider flight at SOSA. These tickets contain billing information. When properly filled out and initialed by both the instructor and student they also fulfill the Transport Canada requirement for preflight lesson allocation on instructional flights.

The white copy of the pink ticket is retained at the flight bus until the end of the day when all tickets from the day's activity are deposited in the clubhouse mail slot. The pink copy is for the member's records.

## 2.3 Flight Sheets – Free-Flight software

All flights are to be entered in Free-Flight software before take-off. At the end of day, ensure all gliders are in the landed state in the software.

The Flight Sheets are a record of the date, registration, launch time, landing time and crew names for each glider flight launched from SOSA. They are required as part of the CARs for maintaining the club glider's journey logs and they serve as a backup to the pink ticket system.

All glider flights originating at SOSA require an entry to be made on the appropriate flight sheet.

## 2.4 Glider Time Limits

On weekends and statutory holidays the maximum flight time in club aircraft is one hour, except for the LS4's that are designated for longer cross-country flights.

During mid-week operations, all gliders are available for use by one pilot for a full day. If multiple pilots desire the same aircraft, use of the glider shall be decided amongst the individuals involved. Priority for the LS4 and Duo-Discus is to be given to members going cross-country. Pilot with the most days lapsed since flying an LS4 or Duo-Discus will have priority.

Gliders shall not be called down after one hour of flight time if there is another serviceable glider of the same type in the hangar.

Weekend Exceptions:

A) Pilots may stay airborne for longer than 1 hour provided they contact the Field Manager after 50 minutes airborne to determine if the glider is required. If permission is granted to extend the flight the pilot must have the Field Manager sign and annotate the flight card to avoid overtime charges. Once an extension is granted the pilot must abide by whatever conditions are specified by the FM in the extension.

B) The LS4's are available for ½ day rentals on weekends and holidays. The person with the most days lapsed since last flying the LS4 has higher priority. To take advantage of this, a pilot must inform the Duty Instructor of their intentions by 11:00 am for final approval at 11:00 am. If there are conflicting requests for one aircraft the Duty Instructor will decide how the glider is to be used. Taking the LS4 earlier than other pilots doesn't give you priority.

C) Pilots wishing to use a club aircraft for a badge or record attempt must inform the Duty Instructor of their intentions by 11:00 am for final approval at 11:00. If there are conflicting requests for aircraft the Duty Instructor will arbitrate. Generally, legitimate badge attempts will have priority.

D) Cross-country flights in club gliders other than LS 4's requires authorization by the Field Manager in collaboration with the Duty Instructor.

To be considered for approval any proposed cross-country training flights in all gliders except the LS4's must be with a designated cross-country instructor. Unless A) or C) above apply cross country flights in all gliders but the LS4's are limited to 2 hours on weekends and statutory holidays.

E) When a significant wait for launches becomes evident, the Field Manager may authorize flights longer than one hour to facilitate the launching operation.

## **2.5 Student Pilots**

The student must be proactive getting their name into The Book and arranging for an instructor (all student flying, including solo, requires an instructor be present). All the provisions of Section 2.1 apply to student flying.

The Field Manger or Duty Instructor will provide assistance locating an instructor for those that are having difficulty.

Students must ensure they are fully briefed before engaging in any flight line activity.

## **2.6 Five Flight Members**

Five Flight Memberships are limited trial memberships sold to persons who are thinking of joining the club. For the purpose of these procedures Five Flight Members are considered to be regular pre-solo student pilots.

## **2.7 Aircraft Allocation**

The ASK-21s and the Puchacz are allocated for (pre-license) student training.

Any available two-seat glider can be used for Intro Flights. The Duo-Discus should be the last glider used for Intro flights.

The ASK-21 and the Puchacz equipped with G-meters are the only gliders to be used for aerobatics.

Weekday operation

Gliders are allocated on a first come first serve basis.

The LS4s are allocated according to the following:

Pilots wanting to fly an LS4 will meet at 10:00 am to decide allocation of gliders. The pilots with who have the longest time since flying the glider will have priority. Pilots are encouraged to post their plans to fly and date of last flight in the LS4 a day or two before in *Free Flight*.

If needed the CFI or is designate (CFI team) can be contacted for a final ruling. Fair play has priority.

## **2.8 Members' Friends**

Friends or family members of SOSA members may take passenger flights at normal member rates. Flights may be billed to the member's account even if the member did not pilot the flight. Standard Informed Consent and Release forms must be filled out and the flights will be flown on the regular member priority system (The Book).

## **2.9 Visiting Pilots**

Pilots from other parts of Canada and other countries may fly from SOSA at the discretion of the CFI or his designate. This requires:

- 1) That they complete an Informed Consent and Release form
- 2) Have a sign-out recorded in the Checkout Book by the CFI or their designate showing approval to fly at SOSA.

If the visiting pilot wishes to fly SOSA club aircraft, there are the following additional requirements:

- 1) Demonstrate flying proficiency in a dual local-area check flight
- 2) Have documented evidence of insurance
- 3) Have a Canadian glider pilot license or a Foreign License Validation Certificate.

## **3 GROUND OPERATIONS (FLIGHT LINE)**

### **3.1 Aircraft Tail Dollies**

Remove tail dollies immediately after an aircraft is placed on the flight line. Gliders must never be towed without their tail dollies.

### **3.2 Pre-flight Inspection**

The pilot-in-command of any SOSA aircraft shall ensure the aircraft has been D.I.'d and the tow rope has been inspected prior to flight.

Before any flight a walk-around will be performed to inspect for damage, remove any ground handling equipment, verify ballast configuration and check for cockpit setup. When flying two seat aircraft solo the rear seat must be properly secured and any loose articles removed.

If there is any question of aircraft airworthiness the aircraft must be grounded by fixing a clearly visible note in the cockpit. Any groundings should be reported to the Duty Instructor or Maintenance Director.

### **3.3 Parachutes**

Parachutes are required for all occupants when performing aerobatics.

For all other flights, it is recommended that parachutes be worn but the decision whether to use them on a particular flight rests solely with the pilot-in-command for that flight. Parachute bags should be placed in the baggage compartment of the aircraft if a parachute is worn in flight and the parachute immediately returned to the bag and bus after the flight.

Always inspect a parachute prior to use. Never place parachutes on the ground. Never leave parachutes unprotected from the harmful effects of dampness and sunlight.

When not in use parachutes must be placed in their bag and stored in the flight line vehicle.

### **3.4 Connecting Tow Ropes to Aircraft**

Prior to assisting with ground operations all persons hooking up the glider and tow plane ends shall meet the definition of a "qualified member", be fully briefed on requirements, and shall be shown the operation of the different hook mechanisms.

The towrope shall not be attached to the glider until the pilot-in-command is strapped in and has given the signal for the rope to be connected. The towrope shall not be connected to a towplane unless there is a pilot in the towplane and they are aware that the rope is being connected.

Persons hooking up the towropes shall ensure the ropes are free of knots loops or tangles and inspect the rope for wear. If any doubt about serviceability exists, the rope should be removed from service.

### **3.5 Ground Signals for Takeoff**

SOSA uses the SAC takeoff signals.

During busy weekend operations, a wing runner and a towplane signal relay person shall be used. If conditions permit it is permissible to use just a wing runner or no wing runner at all.



Anyone can stop a launch if there is a question of safety.

No takeoff shall be started if it will clearly interfere with a landing aircraft.

### **3.6 Runway Changes**

Runway changes may be requested by any pilot but shall only be initiated by the Field Manager after consultation with the Duty Instructor and the tow pilot.

Once initiated those at the flight line shall be informed of the runway change and the change should be broadcast by radio to aircraft in flight prior to any required change in landing runway.

#### **Until the Flight Line Vehicle ("the Bus") Has Been Moved and Parked at Its New Location:**

1. Except in an emergency situation the original runway is the active runway.
2. No gliders shall be positioned on the runway at the "new" location if aircraft launching from the original location will over fly them.

Pilots are cautioned of the large potential for traffic conflicts both during and after a runway change due to the possibility of multiple runways being inadvertently in use.

#### **When the Flight Line Vehicle is Relocated:**

Resume normal activity.

### **3.7 Flightline Tow Vehicles**

The club tow vehicles are for flightline use to improve the efficiency of the operation. They shall not be used to run personal errands. The tow vehicles should not be removed from the flight line to retrieve a glider from the hangar until the glider has been removed from the hangar, inspected, cleaned and is ready for immediate tow to the flightline.

When tow vehicles are not in use, they should be parked out of the way so as not to block the retrieve lane for other gliders being towed to the flight line. In general, this means not parking them immediately beside the bus, but parking them at the front or back of the bus where they are not blocking retrieve lanes.

## **4 GLIDER TAKE OFF, CIRCUIT & LANDING PROCEDURES**

### **4.1 Check Lists**

SOSA uses the SAC mnemonic checklists: Pre-Takeoff C I S T R S C O; Pre-Landing S W A F T S; Before height-loss exercises C A L L. For details see *SOAR and Learn to Fly Gliders*. Before aerobatics the HASELI checklist is used. Pilots are encouraged to develop their own checklists for rigging, cross-country flights and for their own private gliders.

### **4.2 Take Off Lane**

The runway side nearest to the hangars is considered the takeoff lane on all runways regardless of takeoff direction and all aircraft shall make every effort to confine their takeoff runs to that area.

### **4.3 Landing Lane**

The runway side farthest from the hangars is considered the landing lane regardless of the landing direction. In non-standard or emergency situations, the pilot-in-command shall follow their safest landing option.

### **4.4 Height above the Active Runway**

Gliders crossing the active runway (and the extension of the runway in either direction where circuit traffic might be expected) must cross at or above 1850 ft. ASL (1000 ft. AGL)

During winching operations gliders, shall not cross directly overhead the runway below 1500 ft. AGL (2350 ft ASL).

### **4.5 Thermaling**

No thermaling is allowed in the circuit area below 800 ft. AGL (1650 ft. ASL) .

### **4.6 Circuit Direction**

At SOSA gliders use left hand circuits and powered aircraft use right hand circuits.

### **4.7 Glider Circuits**

Figure 1 shows the circuit and while it is drawn for operations on runway 36 the same rules apply for the other runways. Note the direction gliders turn off the runway on landing varies for different runways but regardless of the runway in use gliders and towplanes clear the runway by turning in a direction toward the hangars.

Glider circuit entry is normally made onto the downwind leg from the high-key area at an altitude no lower than 1550-1650 ft. ASL (700-800 ft. AGL). If necessary, the circuit may be joined at the mid-downwind point.

A right-hand circuit may be flown under some situations such as training exercises, emergencies or when unable to cross the active runway above 1000 ft. AGL.

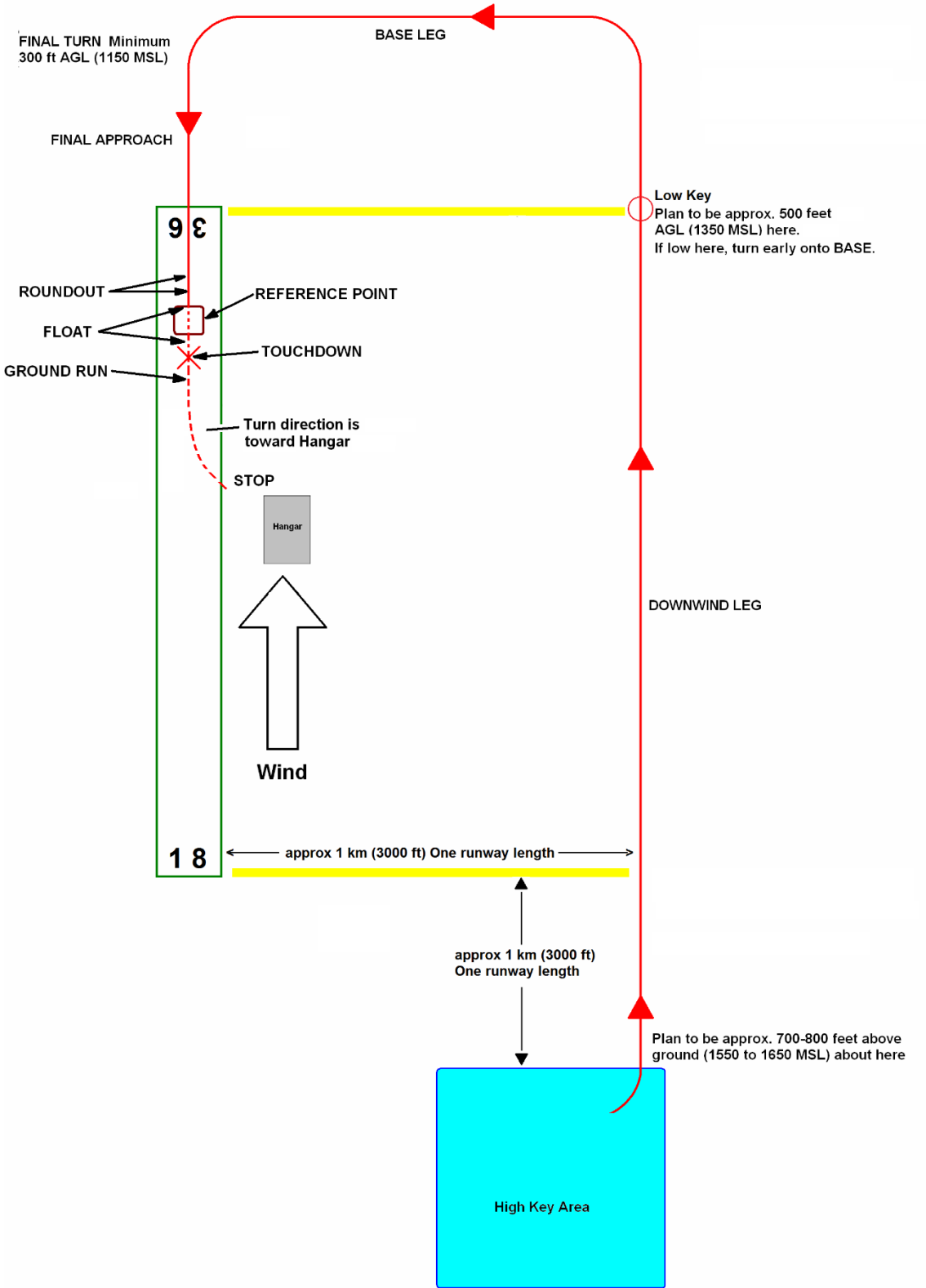


Figure 1: Standard Circuit (Rwy 36 shown) – not to scale

## **4.8 Landing**

Landing aircraft shall touch down beyond all aircraft on the flight line and come to rest just off to the edge of the hangar side of the active runway. If the glider is an obstacle to other landing traffic it must be moved immediately.

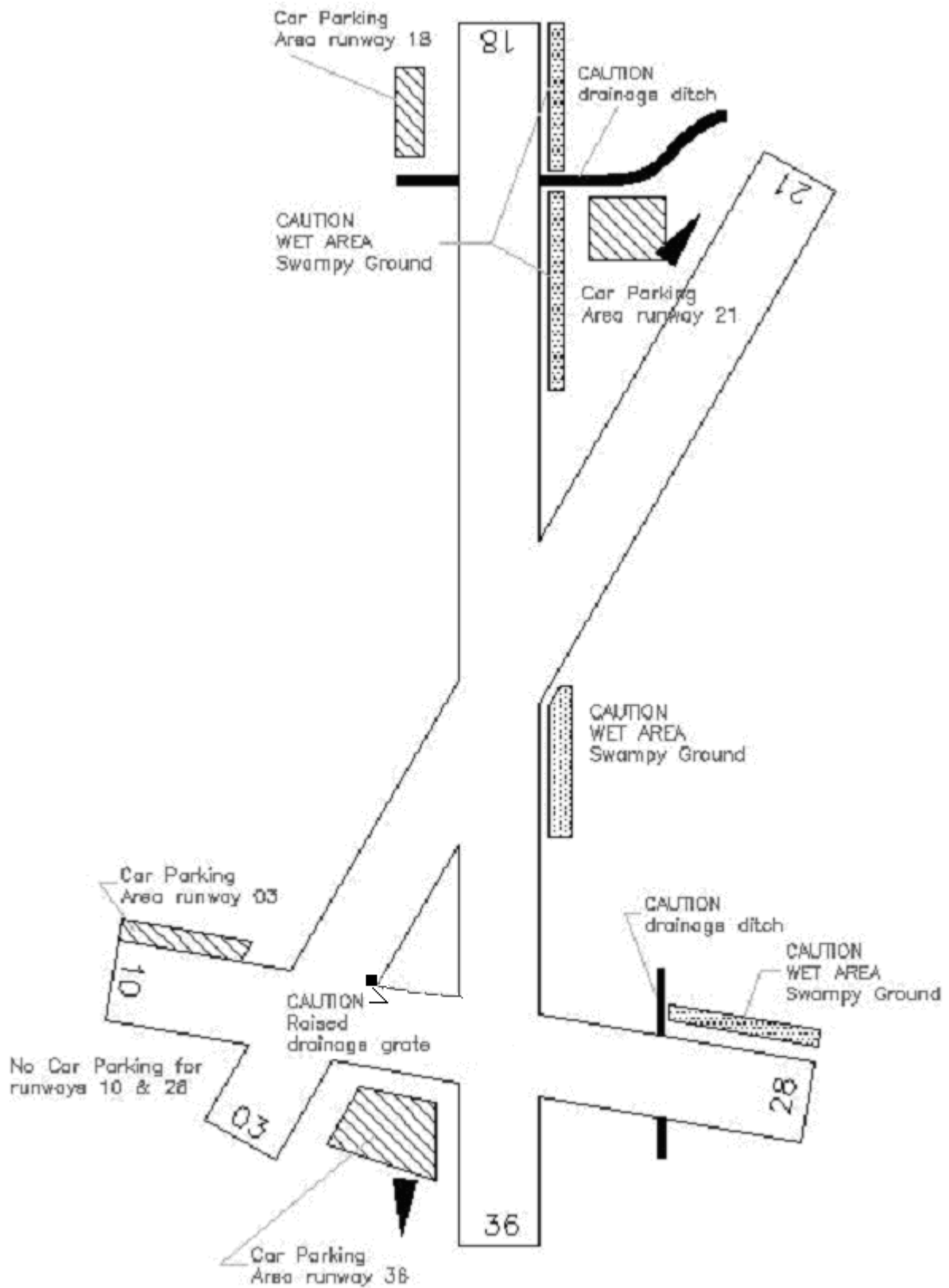
## **4.9 Taxiing or Returning to Take off Area**

Personnel moving aircraft on the take-off, landing, and taxi lanes shall be vigilant in keeping a lookout and shall clear these areas as quickly as possible to avoid being in the path of a landing or launching aircraft.

Measures are required to assure the takeoff can be safely completed; this can include making use of the normal glider launch crew to provide takeoff signals and wing leveling service.

If takeoff from a non-active runway is required (due to length or crosswind limitations) extreme care must be exercised to avoid conflict with traffic on the active runway.

**Figure 2: Airfield Diagram**



## **5 FLIGHT PROCEDURES**

### **5.1 Noise Abatement**

Flying operations at SOSA shall not commence before 9 am on any day.

To the extent possible Towpilots should vary the tow out routes to avoid flying over one area all the time.

All non-club powered aircraft require prior permission to operate from the SOSA aerodrome. For club members written permission from the Board is required. Once permission has been granted for a specific aircraft it is valid as long as the member owns that aircraft. Aerobatics in powered aircraft are prohibited over the airport and club property below 2000' AGL.

### **5.2 Flight Training**

Flight training follows the SOSA Flight Training Curriculum (Appendix 6). Supporting documents include the SAC Student Manual, Soar and Learn to Fly Gliders and the Soaring Instructor's Manual.

### **5.3 Spring Checkouts**

Anyone wishing to fly at the SOSA airfield shall have an annual check flight(s), normally done at the beginning of the flying season. The annual check flight(s) shall include a spin check. Checkout procedures requiring more than one check flight should whenever possible be flown in consecutive flights. Exemption from these requirements is at the discretion of the CFI.

A list of instructors authorized by the CFI to provide annual check flights and spin check flights shall be posted in the flight line bus and on the website.

All pilots shall have a valid license/permit and medical and provide evidence of recency.

Before flying with passengers or acting as an instructor, pilots shall meet all applicable Transport Canada and SOSA requirements.

The authorizations resulting from check flight(s) and details of licenses, medicals and recency shall be recorded in the Checkout Book.

### **5.4 Glider Checkout Requirements**

Checkout requirements can be found in Appendices 5 and 8. They are also posted in the front of the Checkout Book located in flight line bus.

### **5.4 Student Pilots**

Prior to any student training flight (dual or solo) the flight card (pink ticket) must be marked with the lesson numbers for exercises to be flown and the initials of the student and supervising instructor.

The lesson numbers are those shown in the SOSA Flight Training Curriculum and SOSA Pilot Training Record (PTR).

A maximum of 2 solo flights are allowed between dual flights until all post-solo exercises are signed to a level 5, then a maximum of 4 solo flights are allowed. A maximum of 7 days may elapse between dual flights.

All student pilot solo flights must be authorized by an instructor and shall follow the SOSA Flight Training Curriculum for Post Solo Flight. Only instructors designated by the CFI may authorize first solo flights.

After any flight the student shall record the flight details in the PTR and the instructor shall record assessments and comments for each exercise.

The PTR must always be left in the flight bus. Students are not under any circumstances to take the PTR home with them. The student is responsible for maintaining their personal Glider Pilot logbook.

## **5.6 Passengers**

Glider instructors may carry passengers and perform introductory flights (see Appendix 2 for details on Introductory Flights).

Licensed pilots require endorsement from a checkout instructor for passenger carrying and by the CFI for introductory flights. It must be renewed annually and entered in the Checkout Book. Experience requirements to fly passengers and intros at SOSA can be found in Appendix 8 and are also posted at the front of the Checkout Book. SOSA requires all pilots that fly intros to have at least a class 3 medical and all pilots that fly passengers to have at least a class 4 medical signed by a doctor.

Licensed pilots may act as pilot-in-command from the back seat following authorization by the CFI or designate. Any authorizations shall be recorded in the Checkout Book.

## **5.7 Informed Consent and Release Forms**

Anyone flying from SOSA must complete an Informed Consent and Release form during the current calendar year. This includes members of the public, family members, friends, visiting pilots and pilots flying their own gliders.

## **5.8 Aerobatics**

Except as specified in Appendix 10 aerobatics are not permitted in club aircraft. Under this section "Aerobatics" does not include spins, and steep turns.

A full description of the curriculum and rules governing the SOSA Aerobatics Program can be found in Appendices 9 and 10. The following are a selection of the rules governing aerobatics at SOSA that all members should be aware of:

- 1) Solo or dual aerobatics must be under direct supervision of a SOSA aerobatic instructor.
- 2) Glider aerobatics on weekends are to be conducted with the approval of the Duty Instructor.
- 3) Aerobatics must be conducted within 2 nm of Rockton airport.
- 4) Glider and Powered Aircraft Aerobatics below 2000 ft. AGL are not permitted at any time.

## **5.9 Final Glide Finishes (“Contest” Finishes)**

Prior to a pilot attempting a final glide finish at SOSA, the pilot must contact the Duty Instructor for approval.

Any instructor or pilot has the authority to deny a final glide finish.

In the event there is no Duty Instructor, or the Duty Instructor is unavailable, a finish may still be done if the pilot-in-command receives a suitable traffic advisory from an individual in the aerodrome vicinity.

Finishes are to be no lower than 20m (70’) over the ground. A pilot finishing lower is subject to disciplinary action.

Regardless of the level of pre-approval received the sole responsibility for the safe conduct of, and any liability arising from, a final glide finish is exclusively that of the pilot-in-command.

### **5.10 Badge & Cross Country Flying**

The qualifications required to fly club gliders cross-country are found in Appendix 8 and are also posted at the front of the Checkout Book in flight line bus. Each glider type requires a separate checkout and each checkout must be signed off in the Checkout Book.

Requirements to book gliders for cross country are specified in section 2.4 of these procedures.

A club aircraft that has landed off field shall be returned to club service as soon as possible. It is the pilot's responsibility to rig, conduct a positive control check and D.I. the glider before it is presented to an instructor for sign off in the D.I. book that it is safe to return to service. In lieu of an Instructor's sign-off, the glider may also be returned to club service after successful completion of a test flight at the member's expense.

### **5.11 Glider Day Rentals**

The "Day Rate", if available in the fee schedule, is for club glider rental is only for club members and applies only under the following circumstances:

- 1) when the glider is being flown in a contest or organized soaring course
- 2) when a glider is taken to a location such as the Ridge, with previous Board approval.
- 3) when the pilot is attempting a bona fide badge flight or record attempt.

The "Day Rate" is payable for each day the glider is unavailable for club service.



## **6 DISCIPLINE**

### **6.1 Instructor's Authority**

Instructors have the authority to discipline any pilot for infractions of the club flight rules or ground rules related to the flying operation. Discipline can include removal of specific privileges or grounding. Any infractions requiring discipline must be reported to the CFI for review.

### **6.2 Flying Committee**

The flying committee consists of flying members appointed by the Board. The committee members shall elect a chairman from the members of the committee.

The flying committee may be called to investigate accidents and infringements of the SOSA Operating Procedures and related incidents.

The committee may be asked to recommend suitable actions that may include disciplinary measures. These may include, but are not limited to the restriction of some or all of a member's flying privileges or revocation of the member's membership pursuant to the club's Bylaws.

In the case of an accident or incident, involving a club aircraft, the committee may be asked to assess an amount up to \$500 payable by the pilot(s) involved, regardless of whether or not an insurance claim has been filed. Additionally, the committee also has the authority to assess a further amount of \$500 to offset other costs and/or insurances increases.

The committee may be called as a court of appeal when a member is not in agreement with a ruling passed by the CFI against that member.

### **6.3 Appeals**

A member may appeal a disciplinary ruling.

The sequence of appeals is:

- 1) Instructor
- 2) CFI
- 3) Flying committee
- 4) Board of directors
- 5) Meeting of the sustaining members at a properly convened general meeting.

The appeals process must not proceed to the next level until a member specifically requests it.

Decisions are binding unless overruled by an appeal.

## **7 TOWING PROCEDURES**

Details of all Tow Pilots' procedures are covered in Appendix 4 however; all pilots shall be familiar with the following:

### **7.1 Landing**

After touch down the tow plane will normally turn off the runway toward the hangar side of the runway and use the taxi strip to return to the flightline.

### **7.2 Cross Country Retrieves**

Only airfields may be used for retrieves. Before requesting an aerotow retrieve the glider pilot who has landed out shall obtain permission from the airfield owner for the retrieve.

Cross-country retrieves shall be permitted:

- when there is an available tow plane.
- when there is a tow pilot who is checked out for cross country tows.
- An aerodrome with a windsock may be used at the towpilot's discretion and glider pilot's expense if the towpilot finds upon arrival that the field is unsuitable for takeoff or landing.

### **7.3 Ferry Flights**

All ferry flights require:

- The approval of the Aircraft Maintenance Director or their designate.
- The pilot of the glider to be checked out for cross-country on the glider type.
- Competency in cross-country towing techniques.
- The tow and glider pilots shall fully Discuss the flight plan, including emergency procedures prior to departure.

## **8 MIDWEEK OPERATIONS**

There are no scheduled duty personnel to supervise midweek operations outside of statutory holidays. At the discretion of the Board of Directors a Summer tow-pilot maybe assigned for the summer months.

As there is no designated Duty Instructor or Field Manager, members engaged in midweek operations shall ensure all critical functions normally undertaken by duty personnel are performed.

Members operating midweek shall, as far as possible follow the written procedures, but may put alternative controls in place to ensure the safety of the operation and the performance of all necessary administrative and housekeeping functions.

Members shall ensure that the flight line data system is used to record all flights accurately. In this regard, members are responsible for entering their name and flight details into Free Flight, recording the flight number on their flight card and completing all flight details on the card. At the end of the flight, it is the pilot's responsibility to ensure that his landing time has been recorded on both the white sheet and in Free Flight.

## 9 EMERGENCY RESPONSE PLAN

### In Case of an Accident

The following are general procedures. Depending on the severity of the accident and the specific circumstances some sections of these procedures may not be applicable in some cases. All members are expected to use a very high standard of due diligence before electing to vary from these procedures.

There are 2 distinct sections to this procedure, the ground response and the air response.

The ground response section details procedures required to handle the immediate effects of a serious accident.

The air response procedures are designed to prevent another accident from occurring as a result of the disruption to normal operations that occurs in these circumstances.

In general, the Field Manager is responsible for the ground response and the Duty Instructor is responsible for the air response but nothing in this document should prevent all personnel from doing their utmost to aid victims and ensure the safety of all individuals.

Some information within this procedure is subject to change (i.e. phone numbers). Where this procedure varies from procedures posted at the flight line or the clubhouse, the posted procedures are to be used.

### 9.1 Ground Response:

1. Tend to the injured.
2. CALL 911 or (519) 621 2911 FOR FIRE DEPT. & AMBULANCE IF NECESSARY.
3. Say: *"We have an accident at Sosa Gliding Club. Emergency Location Code is 1144 Cooper Road. Require Ambulance and Fire Truck. Our phone number is (519) 740-9328. We will send spotters onto Hwy 8 and Cooper Road to direct the emergency crew."* Give brief details of accident after this.
4. Note: The terms "Sosa Gliding Club, Emergency Location Code 1144 Cooper Rd." and our phone number are in the dispatcher's database. Using these terms will ensure the services are given the correct directions.
5. SEND TWO SPOTTERS, one to the intersection of Hwy 8 and Cooper Road and one to the entrance to the club, to direct the emergency crew. Tell spotters to stay at their locations until all emergency services have arrived.
6. Those on site should immediately appoint a senior club member to manage the public, the media and membership to ensure immediate post-emergency safety of the operation. All requests for information from the media or members of the public should be directed to the club member appointed as above. Other members are encouraged NOT to give any details, it is important that everyone approached insist reporters obtain information only from our designated source so that accident reporting is handled objectively, discreetly, and with due regard to possible liability.
7. DO NOT MOVE THE AIRCRAFT, unless its location is a major hazard.

8. Call the CFI (see the current SOSA Directory for phone number)
9. Call Transport Safety Board (905) 676-4509, ask for the On-Duty Investigator. (He or she will call back within 30 minutes.) Give a cell phone number if possible so as not to tie up the club phone. Delegate someone to receive the call.
10. When the investigator phones back, be prepared to supply details of the accident, pilot license numbers, hours flown, currency etc. The investigator should speak to the pilot-in-command if possible. Note name of the investigator and time of the call. When details have been given, request permission to move the aircraft.
11. Prior to moving the aircraft, take photos if possible.
12. Write up accident report. Place in sealed envelope, addressed to the CFI and deposit it in the box in the clubhouse.
13. Notify a member of the Board of Directors so the club's insurer can be notified of accident.

## **9.2 Air Response:**

1. Suspend all launch activities.
2. Using the radio announce that if possible all aircraft are to remain airborne until advised to land.
3. Determine if the active runway is usable. If active runway is unusable due to debris or rescue/recovery activity determine which runway is suitable for safely landing traffic.
4. Confirm that crowd and personnel control measures are in place to ensure the landing runway will remain clear of pedestrians and rescue vehicles.
5. Establish ground vehicles to remove landed gliders from the landing runway.
6. Using the radio, announce landing runway change and allow aircraft to start landing.
7. At the earliest opportunity move flight bus to the new landing runway.
8. At the discretion of the Duty Instructor normal flight operations maybe resumed when conditions permit.

## **APPENDIX 1 DUTY ROSTER Job Responsibilities**

The Duty roster is divided into morning duties (800 to 1300 hours) and afternoon duties (1300 to 1800 hours) for the following positions: Time keeper and Duty Tow Pilot.

The Duty Instructor, Field Manager and Duty Intro Pilot duty is from 11:00 to 18:00 hours.

The Duty Roster will be published as far in advance of the first duty day listed as possible. To the extent possible members will not be assigned days or duties that conflict with their schedules or capabilities. However, it is the responsibility of the individual member to either carry out their duty once assigned, or to find a member that can substitute for them.

### **Duty Instructors**

The Duty Instructor is responsible for:

1. ensuring flight operations are conducted safely.
2. mentoring/monitoring the Field Manager in the efficient operation of the flight line
3. ensuring the NOTAM has been called in
4. coordinating and delegating student training tasks.
5. ensuring that the flight training exercises are indicated on the flight card for all instructing and solo student flights with the necessary details and initialed before flight by both the student and the instructor.
6. carrying out flight and ground instruction and supervision as required
7. when no other instructor is available, supervising solo flights by students, including pre-flight briefings, observing the flight and de-briefing the student after the flight,
8. approving/deconflicting member requests for Badge/cross country flying in club aircraft.
9. ensuring that all pilots are properly signed out for the operations they are undertaking.

In addition to the above, various sections of these procedures require the Duty Instructor to be consulted on situations that may arise in the normal operation of the flight line. It is the responsibility of the Duty Instructor to rule on all such issues in a fair and impartial manner.

### **Field Managers**

The Field Manager is responsible for:

1. the efficient and fair operation of the flight line.
2. the initial setup of the flight line in the morning and an organized shutdown of flying operations in the evening.
3. maintaining "The Book" and organizing launch order of club and private gliders.
4. initiating any runway change after consultation with the Duty Instructor and towpilot.

5. training and overseeing the Timekeeper in their duties.
6. in cases where the Timekeeper does not show up the Field Manager must ensure the Timekeeper duties are performed by other volunteers.
7. authorizing extensions of flights and signing off the authorization card

## **Timekeepers**

The Timekeeper is responsible for:

1. assisting the Field Manager as required.
2. entering all flight data in Free-Flight software
3. Completing the flight information on the flight cards.
4. learning the job of Field Manager
5. instructing new members and students in timekeeping operations.
6. when flying operations end:
  - i) ensuring the white portion of the flight cards are deposited in the clubhouse drop box.
  - ii) ensure all flights are landed in Free Flight
  - iii) Shutdown the computer and Wi-Fi hotspot.
  - iv) ensuring the flight line radio and computer batteries are placed on charge.
  - v) place credit card terminal on charge in the clubhouse
  - vi) ensuring bus garbage and recycle bins are emptied

## **Duty Tow Pilot**

The Duty Tow Pilots are responsible for:

1. selecting the runway based on weather forecast.
2. ensuring a tow plane is ready for towing when the morning operation commences.
3. performing the towing operation when no other tow pilots are available.
4. calling in the NOTAM
5. informing the Duty Instructor and/or Field Manager of any events or conditions that may impact the towing operation, e.g. refueling, weather restrictions, requirement for a runway change, etc.

There are two duty tow pilots scheduled per day

## **Intro coordinator**

The Duty Intro Pilots are responsible for:

1. welcoming all visitors wishing to purchase an introductory flight or have valid flight certificate

2. creating a wait-list for all introductory flights.
3. Ensuring release forms are filled in and signed
4. Finding an intro pilot

The Duty Intro Pilot does not necessarily fly intro flights.

### **Summer Tow Pilot**

The Summer Tow Pilot is responsible for:

- 1) being available to tow on weekdays (non-holiday) during the assigned period (usually mid-May through the end of August).
- 2) calling in the NOTAM
- 4) ensuring that the appropriate member of the Board of Directors is made aware of any events or conditions that may impact the flying operation, e.g. safety concerns, aircraft serviceability, airfield condition etc.
- 5) helping with general jobs when not required to tow



## **APPENDIX 2                      INTRODUCTORY FLIGHTS**

Introductory flights are experiential flights the club performs for individuals that are interested in gliding but want to try it before making the decision to join as a member. Signing the Informed Consent and Release Form has the effect of making them SOSA "members for the day".

### **Flights:**

Introductory flights may be flown in any available two-seat glider. However, the use of a K-21 for intro flights should not be considered when they are in demand for student training. Introductory flights are towed to a minimum height of 2000 AGL and limited to a maximum time of 30 minutes. Normal Introductory flights are expected to be about 20 minutes. If the pilot expects that a duration of 20 minutes will not be achieved from a 2000 ft tow, the pilots may release at any intermediate altitude up to 3000 AGL to ensure a minimum duration of 20 minutes. Overtime is charged at the per-minute rate to all pilots after 35 minutes airborne. People requesting introductory flights will sign up with the Intro Coordinator (IC) on an Intro Priority List.

### **Intro Coordinator IC Duties:**

The duty roster includes an Intro coordinator who is assigned duties on weekends and statutory holidays. The IC is responsible for managing the Intro Priority List for the day and finding pilots to fly each introductory flight. If the IC is an Intro rated pilot, he/she may also fly some of the flights as required.

### **Informed Consent and Release form:**

The pilot flying introductory flights is responsible for ensuring that the passenger has completed a SOSA Informed Consent and Release form and that it is signed by a SOSA member witness. The witness should not be the pilot flying with the passenger. The visitor should also be instructed to complete the survey at the top of the form.

### **Payment:**

Payment methods include debit card, credit card, Gift Certificates. All Introductory flight payments must be submitted to SOSA daily and must include the pilot's name, visitor name and the flight number.

Credit card and debit card payments are processed using the swipe card terminal. Once the transaction has been completed the pilot's name and voucher number must be written on the signed copy of the receipt and the receipt placed in the cash box in the clubhouse.

### **Videos:**

Videos of the flight should be offered by the Intro pilot. Videos can be purchased by all visitors. The visitor's name, address, email and phone number must be captured.

## **APPENDIX 3 NOTICE TO AIRMEN (NOTAM)**

SOSA will normally call London FSS to issue a NOTAM when significant glider operations are expected at Rockton.

### **Responsibilities**

The NOTAM is to be issued whenever there is a flying operation at Rockton that will result in sustained glider activity in the vicinity of the Rockton airport. It must also be opened for any aerobatic activity.

The Duty Tow Pilot is responsible for calling London FSS. The Duty Instructor is responsible for verifying the NOTAM has been called in. On days with no duty crew it is the responsibility of the members flying that day to ensure the NOTAM has been issued.

### **Procedure**

When calling London FSS to issue the NOTAM, provide as much lead time as possible. One hour is generally considered a minimum.

A NOTAM log is kept beside the telephone in the clubhouse. It is used for recording the status of the NOTAM. It will contain the current phone number used to contact London FSS.

When calling for the NOTAM give the following information:

1. Date and time to activate;
2. Time to deactivate
3. Maximum height to which glider operations are anticipated (MSL);
4. name of member who called
5. return phone number (club house number is acceptable)

Items 1 through 4 are to be recorded in the NOTAM log.

### **Early Termination**

The NOTAM is to be canceled anytime operations are suspended earlier than anticipated in item 2 above.

### **NOTAM Status Confirmation**

If the status of the NOTAM is in doubt it can be confirmed by checking the Hamilton ATIS (128.1 MHz). If Gliders at Rockton are advertised as being active then the NOTAM has been issued.

## APPENDIX 4 TOW PILOT PROCEDURES

During all towing operations normal standards of good airmanship apply. In the case of any conflict between the CARs and these procedures, the CARs take precedence.

### A4.1 Daily Inspections

The towplanes are inspected as indicated in the operator's manuals for the aircraft.

In addition to the normal items, special attention must be paid to areas that have proven to be subject to additional wear and tear because of the towing operation:

- On Pawnees also check wheel bolts, PK screws, landing gear bolts, engine mounts, tailwheel springs and brakes/brake fluids.
- On the Citabria also check landing gear U-bolts, landing gear legs (especially at bends), belly stringers, tail wheel springs, fuel tank leaks and engine mounts.
- For all towplanes the tailwheel pivot and tail wheel bearings should be greased at the beginning of each day. The tow hook is to be clean. Also check time available to next inspection

The tire pressure and engine oil are also of particular interest when inspecting aircraft for towing operations. Below is a summary of information pertaining to the SOSA towplanes.

Tire Pressure:

- Main wheels 25 psi,
- Tail wheel 50 psi.

Engine Oil:

- Pawnees 9 quart minimum, at 9 add 1 litre.
- Citabria 5 quart minimum, at 5 add 1 litre
- In the summer AD100 oil is used in all aircraft
- In the winter 15W50 oil is used in the Citabria
- In the winter the Pawnees are filled with Aeroshell Fluid 2F preserving oil and not flown.

### A4.2 Initial Start Up and Run Up

#### STARTING

The following startup notes are intended as a supplement to the normal procedure provided for the aircraft. They are not exhaustive and should not be treated as such.

Citabria	Pawnee
<ul style="list-style-type: none"> <li>- in cool weather (10-20C) use 2 shots of prime and 2 throttle pumps.</li> <li>- in cold weather (&lt;10C) use 3 or 4 shots of prime and 2 throttle pumps.</li> <li>- start on both mags</li> <li>- keep RPM low until oil pressure is &gt; 50psi</li> <li>- keep RPM below 1200 until oil temperature is off the peg.</li> </ul>	<ul style="list-style-type: none"> <li>- in cool weather use 4 shots of prime and 2 throttle pumps.</li> <li>- in cold weather use 6-8 shots of prime and 2 throttle pumps.</li> <li>- start on the left mag, turn on right mag once the engine is running</li> <li>- keep RPM low until oil pressure is &gt; 50 psi</li> <li>- keep RPM below 1200 until oil temperature is off the peg.</li> </ul>

**RUN-UP**

1. Do not exceed 1200 RPM until oil temperature is off the peg
2. Run-up at 1800 RPM
3. Check gauges (oil temp, oil pressure, ammeter charging, CHT indicating)
4. Max mag drop 150 RPM, 50 RPM max difference
5. Check carb heat
6. Check mixture
7. Check Idle with carb heat hot
8. Set 1000 RPM carb heat cold.

**PRE-TAKEOFF CHECKS**

Use a flow cockpit check appropriate to type:

Citabria (left to Right)	Pawnee (left to right)
straps tight Switches set. left fuel (1/8 tank minimum) carb heat cold trim set flaps set fuel on primer locked mixture rich gauges green radio set intercom set transponder to "ON" Flarm ON parking brake off door latched right fuel (even with left, 1/8 minimum) controls free and correct	shoulder harness locked Straps tight trim 1/4 turn off full nose up flaps up harness and headset cables free of flap handle carb heat cold mixture rich left door latched primer locked gauges green fuel checked (electric and site gauge) Radio set Flarm ON right door latched controls free and correct

**FIRST FLIGHT OF THE DAY**

Takeoff should not be attempted until the oil temperature is high enough that full power may be applied without exceeding maximum oil pressure (100 psi). Note, it may require 10 minutes of ground idle to warm the engine to an appropriate level. It is not good practice to accelerate the warming by running the engine at high RPM for extended durations on the ground. Arrive early enough to account for the long warm-up time.

The first flight of day should be a “systems check” circuit with no glider attached.

The tow release should be checked before the first tow of the day.

**A4.3 Tow Procedures****TAKEOFF AND TOW**

Before accepting an all-out signal verify the type of glider being towed and ensure a pre-takeoff cockpit check has been completed.

After receipt of the all-out signal advance throttle smoothly to full power and verify static RPM (2300 GDK, 2400 BWY, 2450 KXJ). If the RPM is too low quickly check that the carb heat is "cold" and the mags are both on. If the condition is unresolved abort the takeoff (see takeoff abort below).

Once the tow combination is airborne smoothly establish desired tow speed<sup>\*\*</sup>: Minimum tow speed is 70 mph unless water ballast is carried in which case 75 mph minimum. If there is any doubt as to which speed is desired, confirm with the PIC of the glider. *\*\*Important! In GDK the IAS is incorrect; you must add 10 mph to the tow speeds above.*

Tow to lift using the established tow patterns (Figure 4). Avoid turns below 300 feet. During the tow avoid overflying the noise sensitive areas in Figure 3. On letdown overflight of these areas is permitted above 1000' AGL but should be avoided when operationally convenient.

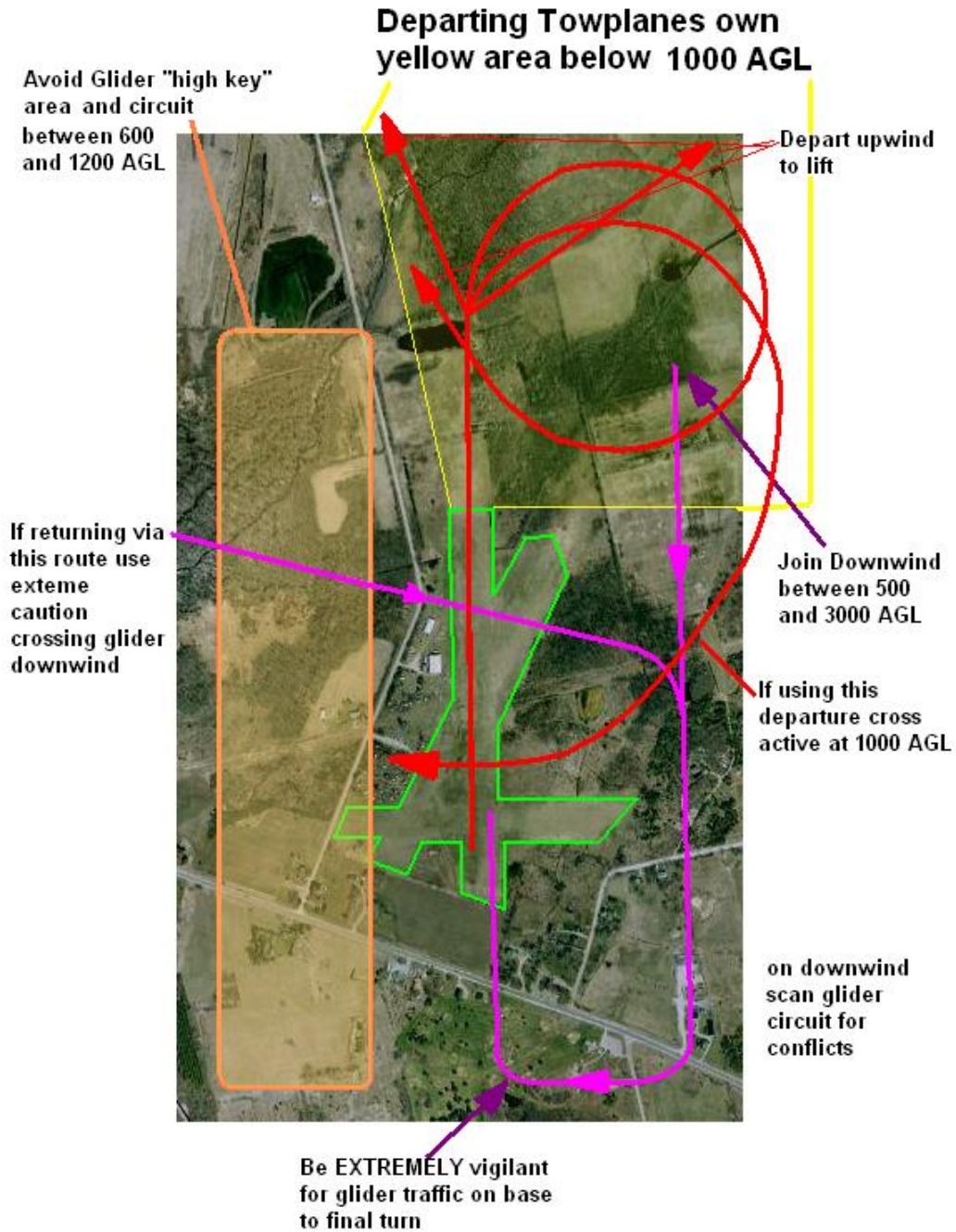


**Figure 3: No-fly areas with glider on tow.**

**TAKEOFF ABORT**

If the abort is towplane initiated first release the glider then either 1) continue with the takeoff or 2) slowly retard throttle and stop. Option 2 is normally used only in cases of towplane engine problems. During an Option 2 abort watch that the glider does not overrun the towplane, particularly if the glider is airborne when the abort is started.

If the abort is initiated by the glider releasing the tow rope then the towplane shall continue with the takeoff unless there is no possibility of the glider over running the towplane.



**Figure 4. SOSA towplane flight paths. Shown for RWY 36, others similar**

#### A4.4 Let Down

##### CITABRIA LETDOWN

Immediately on release establish initial letdown configuration while turning left 90 degrees:

- i) 2100 rpm
- ii) full flaps
- iii) establish at 80 mph IAS max (Do not exceed 80 MPH!)

*(This configuration will give about level flight in still air)*

Then:

- 1) Clear the glider area
- 2) Proceed directly to the towplane downwind entry point
- 3) Once the CHT is below 315F change configuration to
  - i) 90 mph (max)
  - ii) 1600 RPM
- 4) After 1 minute in configuration 3 the aircraft engine may be handled normally.
- 5) If required do steep turns or side slips to lose height
- 6) Join downwind between 3,000 AGL (3850 MSL) and 500' AGL (1,350 MSL)
- 7) If joining downwind above 2000' AGL indicate "high downwind" in downwind radio call
- 8) Do your pre-landing checks (fuel, carb heat, flaps)
- 9) SCAN for sailplanes in the glider circuit
- 10) Continue to smoothly reduce power to idle on short final.
- 11) On short final use 70 MPH IAS if using no flap or 60 MPH with full flap.
- 12) Cross final threshold barrier at least 200' AGL to clear towrope
- 13) Keep the rope attached.

**Caution:** below 60 mph there is insufficient airspeed to arrest the descent rate from a full sideslip.

##### PAWNEE LETDOWN

Immediately on release establish initial letdown configuration while turning left 90 degrees:

- i) 2000 rpm
- ii) full flaps
- iii) 105 mph IAS

*(This configuration will give about 1500 fpm down in still air)*

Then:

- 1) Proceed directly to the towplane downwind entry point
- 2) If required do steep turns to loose height
- 3) Join downwind between 3,000 AGL (3850 MSL) and 500' AGL (1,350 MSL)
- 4) If joining downwind above 1000' AGL indicate "high downwind" in downwind radio call
- 5) On downwind gradually reduce power to turn base at 1500 RPM
- 6) Do your downwind checks (fuel, carb heat, flaps)
- 7) SCAN for sailplanes in the glider circuit!
- 8) Continue to smoothly reduce power to idle on short final.
- 9) On short final use 70 mph IAS (80 mph GDK)
- 10) Cross final threshold barrier at least 200' AGL to clear towrope
- 11) Keep the rope attached



**Caution:** because of handling peculiarities and the high rate of descent generated new Pawnee pilots must approach the use of a side-slip on final with caution.

**AFTER LANDING (all towplanes):**

1. retract flaps
2. carb heat cold
3. turn toward hangar
4. landing light off
5. return to takeoff point along the taxiway on the hangar side of the runway

## **A4.5 Ancillary Procedures**

### **CHECKOUTS**

Each towpilot must receive a spring checkout each year and be signed off in the SOSA Checkout Book.

To be qualified to perform Spring Tow Checks a tow pilot must:

- have been checked out to tow during the previous flying season and
- be current (5 takeoffs and landings within the previous 6 months)
- be comfortable flying the Citabria from the backseat.

Initial tow training and Pawnee checkouts shall be performed only by the Chief Tow Pilot, Assistant Chief Tow Pilots or other pilots designated by the Chief Tow Pilot.

### **TOWPLANE SCRIBBLER**

When towing, every towpilot will record the date, their name, SOSA number, time in/out and Tach time in/out and runway in use in the scribbler provided in each towplane.

Daily inspections are to be shown in the far right column along with oil level and any oil added and tire pressure.

Any snags found are to be entered at the front of the scribbler. In addition, if a snag necessitates grounding the aircraft it will be indicated on the first unused line in the main body of the scribbler and a note will be affixed in the cockpit.

The back of the scribbler contains rental control sheets and flight tickets for maintenance, retrieve and rental flying (see below).

### **JOURNEY LOG**

The journey log shall be filled out by the last person to fly the aircraft on a particular day

If the towplane has landed at another airport, the journey log shall be filled out for the individual flights originating and terminating at different airports.

### **AEROTOW RETRIEVES**

Before setting out on an airtow retrieve the towpilot shall determine if:

- The airfield is suitable for a safe aerotow retrieve
- Permission for the retrieve has been obtained from the airfield owner.
- There are sufficient towplanes and towpilots remaining to meet expected club needs.

### **FERRY FLIGHTS**

All ferry flights require the approval of the Aircraft Maintenance Director or designate. The flight must be recorded separately in the journey log and the rental control sheet and a flight ticket must be completed for the flight

If ferrying a glider:

- the glider pilot must be cross-country rated on the glider type.
- both the glider pilot and towpilot must be competent in cross-country towing techniques.
- the flight plan, including emergency procedures, must be discussed prior to departure.
- a pink ticket and flight sheet entry must be completed for the glider.

### **CROSS COUNTRY TOW PROCEDURES**

General considerations:

- never tow a glider faster than its maximum allowable aerotow speed
- in general a continuous gentle climb is easier on the glider pilot than a hard climb then a level cruise
- in level cruise flight, low tow position is far easier for the glider pilot
- choose the routing with special regard to outfield landing options

If a descent on tow becomes necessary:

- communicate with the glider pilot prior to descent
- tow at as high an airspeed as practicable
- do not exceed 500 fpm rate of descent
- do not slow and descend at the same time
- the glider pilot should be briefed to use dive brakes as required.

### **REFUELING**

Carefully monitor the towplane fuel state. If there is a pause in launch activity use the opportunity to refuel even if it is not required immediately. If refueling is required during intense launch activity advise the Field Manager at least one tow ahead of time.

When taxiing in the vicinity of the fuel pump be careful to avoid prop blast into the open hangar doors or any parked aircraft. When parking at the pump be very cautious of obstacles around the towplane.

Always use the provided grounding cable when refueling. Attach it to the landing gear or exhaust stack.

Do not fill the Citabria past 1/2 full, even when parking for the night. Be careful to fill the Pawnees right up. Note that GDK and KXJ use sealed fuel caps. BWY uses a vented cap, the vent must point forward after installation.

Towplanes are to be refueled before being stacked for the evening (Citabria only 1/2 tanks).

Do not leave aircraft unattended in front of the pump.

### **GENERAL CAUTIONS**

- Never tow students downwind.
- To the extent possible vary the tow out routes to avoid flying over one area all the time.
- Take care that the glider is always within gliding distance of airport.
- Midair collision is one of the biggest potential hazards, especially base to final:
  - use the downwind to check glider circuit thoroughly
  - be constantly aware of the traffic around the airport that may cause conflict later

When field conditions are soft, extra care must be exercised. Walk the maneuvering area in advance to determine any potential soft spots. If the towplane becomes stuck SHUT DOWN and get help to pull it out. DO NOT use more than 2000 RPM in an attempt to move a stuck towplane. Pawnees are extremely susceptible to “nose over” in soft conditions. To the extent possible use the Citabria when the field is soft.

### **ENGINE MANAGEMENT**

Whenever moving the throttle, either during a power up or power down, move the throttle slowly. Sudden changes of power are not good for the engine. It should take 3-4 second to change the power from idle to full during take-off. It should take 2-3 seconds to reduce power from full after the glider release to the descent power setting.

Power changes during the descent (in the circuit) should also be gradual. Once the engine has cooled sufficiently, power should be reduced in 100-200 RPM increments such that upon turning final the power is close to idle. Turning final with 2000 RPM and reducing to idle to land is not good engine management.

Pre-shutdown cool down: leave idle for 1 minute before shutdown

## **A4.6 Special Procedures**

### **CONTEST TOWING**

These procedures assume that the towpilots involved are experienced and that all concerned have been briefed on the proposed operation.

Contest towing varies from normal club towing in the following ways:

- all gliders are released at the same point
- the launch rate is very high and continuous
- there is almost no landing glider traffic

If the wind allows, landings can be made on intersecting runways to minimize taxi time. Very close coordination with the grid boss and other towpilots is required for this to work safely.

In order to de-conflict the towplanes the circuit shown in figure 5 is used. Figure 5 is for rwy 36, other runways similar. Alternate landing schemes are shown.

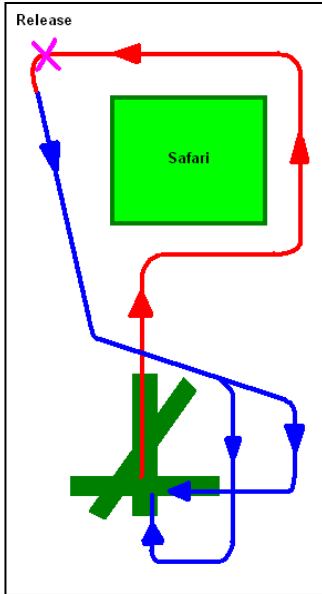


Figure 5: Contest towing circuit

## A4.7 Emergency Procedures

The following standard visual signals shall be used.

### RELEASE FAILURE

The towplane to glider signal to **release immediately** is:

- rock the towplane wings vigorously.

If glider doesn't release immediately, the towplane shall release the rope from towplane end.

The glider to towplane signal that they are **unable to release** is:

- the glider flies out to the side and rocks its wings.

The towplane shall proceed to a suitable location and release the tow rope from the towplane end.

In the event that neither the tow aircraft nor the glider can release, the tow pilot shall return for a landing with the glider on tow (see descending on tow and cross country towing above). The glider should adopt a low tow position and the towpilot should set the approach to allow the glider to land first. Once on the ground the towplane should extend the ground roll to prevent the glider from overtaking. The glider pilot should be briefed to use a significant amount of spoilers on the approach and to use maximum wheel braking once the towplane has touched down.

### DIVE BRAKES OPEN

The towplane to glider signal to close spoilers immediately is:

- to vigorously wag the towplane rudder.

**CAUTION:** beware the secondary effects of rudder causing a wing wag. If the glider pilot mistakes the signal for a wing wag and releases they may be in a VERY bad spot. If a positive rate of climb is possible avoid the rudder wag signal until the glider is in the high key area. Note also that if safe, even a slight reduction of tow speed can significantly increase climb rate with the dive brakes open. Time-permitting, the radio may also be used in emergency situations to communicate with the glider

## **APPENDIX 5 CHECK OUT– FIRST SINGLE SEAT GLIDER FLIGHT**

**Whenever possible, the checkout instructor should conduct this procedure either late in the day or early morning. Ideally, the check flight and first flight on type should take place on the same day.**

1. A check ride in either Puchacz or Duo-Discus is **mandatory** before the first flight in a single seat glider. There will be no exceptions to this policy.
2. The student shall read the flight manual and will receive a verbal test on the critical airspeeds and control functions.
3. The checkout instructor shall conduct a full ground briefing with the assistance of a member current on type.
4. The check instructor will confirm that the student seating position, access to all controls, including radio is within reach of the student. The check instructor shall verify that the student is capable of full dive brake deployment when strapped in the cockpit. Check list location shall be shown to the pilot.
5. The check instructor shall confirm that he/she will be in radio contact with the pilot as necessary, throughout the flight.
6. The tow pilot shall be briefed indicating that this is a first flight on type.
7. The glider shall be towed to 3,000' AGL in close proximity to the airport.
8. The student shall cycle the landing gear – if applicable.
9. The student shall practice slow flight, circuit speed flight and shall deploy full dive brakes at altitude, at the agreed circuit speed.
10. The student shall not thermal on this first flight and will land within 30 minutes.
11. The student shall be debriefed by the checkout Instructor after the first flight.
12. When possible, the student shall fly the glider for the second time immediately after the first flight. The second flight may be a soaring flight.

## APPENDIX 6 SOSA GLIDING CLUB FLIGHT TRAINING CURRICULUM

Stage	Exercise	Description	Flights	Total
A	1	<b>Familiarization Flight</b> -Familiarization with surrounding area	1	1
A	2	<b>Aircraft Familiarization and Preparation for Flight</b> -controls, instruments, cockpit checks *	0	
A	3	<b>Ground Handling</b> * -Take-off signals/ glider hook-up/ wing-running	0	
A	4	<b>Daily inspection and walk around</b> *	0	
B	5	<b>Attitudes and Movements</b> -look-out * -effects of controls - <b>Cover ASI/Altimeter in stages B, C and D</b>	1	6-11
B	6	<b>Aileron Drag, Straight Flight, Gentle Turns</b> * -straight flying towards a point on the horizon - coordinated 90°, 180°, and 360° gentle turns	1-3	
B	7	<b>Further Effects of Controls</b> -stability, -attitude (speed control) and use of trim	1-3	
B	8	<b>Turns</b> * - gentle and medium turns	2-3	
C <sup>1</sup>	9	<b>Take-off</b> *	1-2	13-27
C <sup>1</sup>	Student progress evaluation at flight 12 Pre-solo Exam is to be completed after approximately 15-20 flights			
C	10	<b>Aerotow</b> * - Low and High tow *	1-2	
C	11	<b>Effects of airbrakes</b> on attitude (speed)	1-2	
C	12	<b>Approach and Landing</b> * - under and overshooting	2-5	
C	13	<b>Circuit Planning</b> * - High and Low Key Areas	2-5	
D	14	<b>Reduced G, Slow flight</b> * and <b>Gentle Stalls</b> *	1-2	
D	15	<b>Spin Recovery</b> *	1-3	20-40
D	16	<b>Spiral Dive Recovery</b> *	1-2	
D	17	<b>Sideslips</b> *	2-3	
D	18	<b>Rope Breaks</b>	2-3	
D	19	<b>FIRST SOLO</b>	1-2	

<sup>1</sup> Pre-solo Exam is to be completed within Stage C after approximately 15-20 flights

## APPENDIX 7 - FLIGHT TEST CONTROL SHEET

### Glider Pilot Licence

Name: \_\_\_\_\_ File No. : \_\_\_\_\_ Medical: \_\_\_\_\_ Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) Place: \_\_\_\_\_ Time: \_\_\_\_\_ Aircraft: \_\_\_\_\_

5. No errors 4. A few minor errors 3. Frequent minor errors 2. One major error 1. More than one major error 0. Unacceptable performance

#### Flight 1

5 4 3 2 1 0

Comments

	5	4	3	2	1	0	Comments
1. A. Documents and Airworthiness							
1. B. Glider Performance							
1. C. Weight and Balance, Loading							
1. D. Pre-Flight Inspection							
1. E. Operation of Aircraft Systems							
2. Pre-Takeoff Procedures							
3. Takeoff							
4. Aerotow Procedures							
5. Slow Flight							
6. Stall							
7. Spin							
8. Slipping							
9. Circuit							
10. Approach and Landing							

#### Flight 2

11. Preparation for Flight							
12. Takeoff							
13. Aerotow Procedures							
14. Spiral							
15. Steep Turn							
16. Off Field Landing							
17. Circuit							
18. Approach and Landing							

Totals:

Total Mark

Max total: 110 pass: 55

Additional Notes and Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX 8 – GLIDER CHECKOUT REQUIREMENTS**

### **INTRODUCTION**

All checkouts are for a level or group of gliders. In all cases, the pilot must possess a Student pilot permit or glider pilot license. It is the pilot's responsibility to familiarize himself with the operating manual for the particular glider. The results of the checkout or check flight(s) shall be recorded in the Checkout Book stored in the flight line bus.

Checkouts can be completed by a checkout instructor(s) only.

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#### **ASK21 solo (not for first solo)**

- Student pilot license
- Reading of the POH
- Minimum of one check flight

#### **ASK 21 passenger carrying (front seat)**

- Pilot license with CAT-3 medical
- Minimum of 15 hours as PIC
- Minimum of 10 flights and 5 hours as PIC on type
- Minimum of one check flight

#### **ASK 21 P1 back-seat**

- ASK21 passenger rating
- Minimum of 20 hours PIC
- Minimum of one check flight

#### **ASK21 cross-country**

- Three consecutive and observed precision landings
- Silver Badge
- Demonstrated de-rigging and trailering of type
- Demonstrated familiarization with southern Ontario airspace
- Only when a serviceable trailer is available

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#### **SZD-50 Puchacz solo**

- Student pilot license
- Reading of the POH
- Minimum of one spin check on type in current flying season
- Minimum of one check flight

#### **SZD-50 Puchacz passenger carrying**

- Pilot license with CAT-3 medical
- Minimum of 15 hours as PIC
- Minimum of 20 flights and 10 hours as PIC on type
- Minimum of one spin check on type in current flying season
- Minimum of one check flight



**SZD-50 Puchacz back-seat**

SZD-50 passenger rating  
Minimum of 20 hours PIC  
Minimum of one check flight  
Minimum of one spin check on type in current flying season

**SZD-50 Puchacz cross-country**

Three consecutive and observed precision landings  
Silver Badge  
Demonstrated de-rigging and trailering of type (including trailer setup for glider)  
Demonstrated familiarization with southern Ontario airspace  
Only when a serviceable trailer is available

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**SZD-51 Junior**

Student pilot license  
Reading of the POH  
Minimum of one spin check in Puchacz in current flying season  
Minimum of one check flight in Puchacz  
Minimum of 5 solo flights in two seater

**SZD-51 Junior cross-country**

Three consecutive and observed precision landings on type  
Bronze Badge (including GPL)  
Demonstrated de-rigging and trailering of type  
Demonstrated familiarization with southern Ontario airspace  
Only when a serviceable trailer is available

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**LS4 local flying**

Bronze Badge  
Minimum 30 hours PIC  
Reading of POH  
Minimum of one check flight in DG505

**LS4 cross-country**

Three consecutive and observed precision landings on type  
Silver Badge  
Demonstrated de-rigging and trailering of type  
Demonstrated familiarization with southern Ontario airspace  
Only when a serviceable trailer is available

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**Duo-Discus local flying**

Minimum 50 hours PIC  
Bronze Badge  
Reading of POH\*  
Minimum of one check flight

**Duo-Discus passenger carrying**

- Pilot license with CAT-3 medical
- Minimum of 15 hours as PIC on type
- Minimum of 20 flights and 10 hours as PIC on type
- Minimum of one check flight

**Duo-Discus cross-country**

- Three consecutive and observed precision landings on type
- Achieved flight of 300Km in any glider
- Minimum of 20 hours of cross-country in last 12 months or 500 hours of cross-country flying
- Demonstrated de-rigging and trailering of type (including trailer setup for glider)
- Demonstrated familiarization with southern Ontario airspace
- Only when a serviceable trailer is available

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**Privately owned gliders**

- Pilot must meet the equivalent requirements in SOSA glider
- Pilot must be approved to fly by check instructor

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**Intro flying**

- CAT 3 or higher medical
- Minimum of 30 hours PIC
- Minimum of 10 flights carrying passengers
- Sign off by the CFI or one of his designated instructors

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**CROSS COUNTRY REQUIREMENTS FOR ALL GLIDERS**

- Minimum of five flights on type.
- Demonstrate three consecutive spot landings on type.
- Demonstrate ability to rig and derig glider.
- Ability to organize a retrieve crew. **make sure the crew selects the correct trailer for the retrieve.**
- List name(s) of retrieve crew on Pink ticket.
- Confirm that the tow vehicle is adequate to the task – particularly when the a two seat glider trailer is to be used.
- Badge requirements may be waived at the discretion of the CFI.
- A serviceable glider trailer for the type of glider flown is available

**PASSENGER AND INTRODUCTORY FLIGHT PRIVILEGES**

A member wishing to fly with a passenger, or wishing to fly Introductory Flights at SOSA requires:

- a Canadian glider pilot license
- a CAT 3 medical
- a checkout and signoff on the glider to be flown by a check instructor

To fly passengers or intros from the backseat requires a specific backseat checkout by a check instructor.

**MEMBERS NEW TO THE CLUB**

Licensed pilots shall state their previous club membership, flying experience, currency and aircraft types flown (this information can be provided on the membership application form). They shall demonstrate their competency in local area check flights (and instructional flights, if required) in a two seat glider appropriate to their skill and experience level. A minimum of two checkout instructors shall sign off the club Checkout Book before the new member flies solo in a club glider or in their own glider at SOSA. New members who are not licensed will enter the student pilot training program.

**NEW GLIDERS – ALL MEMBERS**

A member wishing to acquire or bring a new glider to the club shall obtain the prior agreement of the CFI before their first flight at SOSA. This agreement may include a requirement for check flights in an appropriate club glider.

When preparing to fly a new glider type for the first time, the pre-flight preparation shall include, but not necessarily be limited to:

- Study of the flight manual.
- Verification of weight and balance.
- Comprehensive pre-flight briefing by a pilot knowledgeable on the type.

The member shall notify and obtain the agreement of the Duty Instructor (or a check out instructor if a Duty Instructor is not available) prior to first launch. The pilot shall also inform the tow pilot prior to the first launch in the new type.

Additional check out requirements shall be required for approval to fly motor gliders from SOSA.

## **APPENDIX 9 – SOSA AEROBATIC COURSE CURRICULUM**

### **Section 1, Unusual Attitudes**

Ground Briefings:    1. Airspace  
                              2. Regulations  
                              3. Flight Envelope  
                              4. Human Factors  
                              5. Aerodynamics  
                              6. Emergency Egress  
                              7. Individual Exercises as done

Air Exercises:         1. Lines, g and IAS awareness, wingovers  
                              2. Advanced Stalls  
                              3. Advanced Spins  
                              4. Recovery from vertical (up and down)  
                              5. Inverted flight experience.

### **Section 2, Basic Manoeuvres**

Ground Briefings:    1. Basic Aresti  
                              2. Individual Exercises as done

Air Exercises:         1. Loops  
                              2. Wingovers  
                              3. Turns  
                              4. Spins  
                              5. Hammerhead  
                              6. Slow Roll

### **Section 3, Combination Manoeuvres**

Ground Briefings:    1. Individual Exercises as done

Air Exercises:         1. Split s  
                              2. Reverse 1/2 Cuban  
                              3. 1/2 Cuban  
                              4. Immelmann  
                              5. 1/2 snap roll split s  
                              6. 1/2 loop 1/2 snap  
                              7. 1/4 cloverleaf

### **Section 4, Aerobatic Sequences**

Ground Briefings:    1. Basic sequence construction  
                              2. Contest procedures  
                              3. Contest flying

Air Exercises:         1. Sequences of increasing complexity

## **APPENDIX 10    SOSA AEROBATICS RULES**

### **General:**

Glider aerobatics training is conducted on a weeknight as decided by the Board of Directors. Aerobatic training flights may be authorized on weekends at the discretion of the Duty Instructor's provided it does not interfere with student training operations.

Aerobatics in club aircraft are only to be performed in the Puchacz or an ASK-21 equipped with G-meters.

Except as noted below aerobatics in club aircraft are only to be performed as dual instructional flights conducted by SOSA aerobatic instructors.

A parachute must be worn by each crew member.

The NOTAM must be active and all aerobatics must be conducted within 2 nm of Rockton airport.

The flight must fully comply with CAR 602.27 and 602.28

### **Solo Aerobatics:**

Aerobatics by pilots other than SOSA aerobatic instructors are allowed in club aircraft when:

1. approved for individual solo manoeuvres by a SOSA aerobatic instructor.
2. under direct supervision of a SOSA aerobatic instructor.
3. solo manoeuvres are reviewed and approved before take-off.

### **Passengers**

Aerobatic privileges while carrying passengers may be extended to pilots not having an aerobatic instructor rating. Pilot must meet CAR experience and recency requirements and must be authorized and supervised by a SOSA aerobatic instructor following the same procedures as for solo aerobatics.

### **SOSA Aerobatic Instructor Candidate**

To be considered for training to become a SOSA aerobatic instructor a candidate must:

- 1) complete sections 1, 2 and 3 of the SOSA aerobatic curriculum
- 2) be individually approved by the SOSA aerobatic instructors, the CFI and the SOSA Board of Directors

### **Aerobatics below 2,000' (club or private aircraft):**

Glider aerobatics below 2,000 AGL are not allowed at SOSA. Powered aircraft are not authorized to perform aerobatics below 2000' AGL over the airport property.