

# Upper Valley Flying Club, Inc.

## Standard Operating Procedures

### Introduction

The following Standard Operating Procedures (SOPs) are adopted by the Board of Directors of the Club. These procedures are intended as a guide to a minimum standard of courtesy and flying safety and do not excuse or condone any careless, thoughtless, or unsafe procedure or flying practice. Exceptions to these SOPs may be made only by the Board in writing. Student Pilots should take special note of items marked with a star (\*). Items so marked apply to operations by student pilots. All Club Members (student pilots and licensed pilots) are responsible for adhering to Procedures not specifically marked.

### I. Scheduling of Club Aircraft

- 1. Sign up Prior to Flight.** Prior to any flight, Members must enter the intended flight into the Club's official scheduling system, Flight Circle. No member may schedule an aircraft if the schedule for that time period is not available in the system.
- 2. Members are Responsible for Their Own Scheduling of Aircraft.** Any active member may schedule an aircraft for another member via telephone conversation, but it is the responsibility of the scheduling member to ensure the accuracy of the schedule.
- 3. Changes to Schedule.** The Chief Flight Instructor or any Board Member shall have discretion to resolve any scheduling abuses, conflicts, disagreements, etc. and is specifically charged with the maintenance of orderly scheduling for the maximum benefit of all. If a scheduling change is made by one of these persons, a note of explanation shall be left for the affected parties. No other person may make changes to the schedule affecting other than him/herself.
- 4. Flight Cancellations.** A Club Flight Instructor may cancel the scheduling of a particular aircraft if aircraft repairs are needed. An aircraft's schedule may also be cancelled by an instructor, Board Member or other designated person if required maintenance or inspection is due.
- 5. Scheduling Restrictions.** For reasons of fair access to Club aircraft, the following restrictions apply:
  - a) Only One Aircraft per Time Period.** No member may schedule more than one aircraft per time period. From time to time the club, with Board approval, may wish to block out multiple aircraft for a special event. The club will not change an individual's previous scheduling unless that person has been notified or an equivalent airplane can be provided.
  - b) One Weekend per Month.** A Member may not schedule more than one weekend per month. (A weekend is defined as any consecutive eight hour period from Friday at 1600 until Sunday at 1800). Permitted exceptions to this SOP are in c) & d) below. If a weekend extends over a change of month, the month in which the Saturday falls shall be considered the month in which the weekend occurs.
  - c) Exception to b).** If an aircraft is not yet scheduled for a particular weekend by the preceding Sunday at noon it may be scheduled by a Member even if the Member has already scheduled a weekend flight that month.
  - d) Weekend and Length Limitations.** A Member is limited to one weekend scheduling which is greater than four consecutive days every six months. For the purposes of this restriction a weekend is a period of time which includes a Saturday.

**e) Schedule Only Aircraft in Which One Is Checked Out.** Scheduling of an aircraft for other than training flights prior to the completion of required Club checkouts is prohibited.

**f) Restrictions Apply to Use.** The above restrictions apply not only to scheduling, but to actual use as well.

**g) Additional Restrictions as Necessary.** The Board may impose extra scheduling restrictions on aircraft to insure availability for student training. Current scheduling restrictions will be posted on the aircraft status board.

**6. Scheduling Abuses.** Members are requested not to speculate on aircraft usage and should not schedule unless each scheduled period is fully intended to be flown. "No shows" where weather is not a clear prohibiting factor will be treated as a scheduling abuse and disciplinary action may be taken.

**7. Scheduling by Suspended Members.** Suspended Members forfeit all privileges of Membership. This includes flying and scheduling privileges, and the Member forfeits all existing aircraft reservations.

**8. No-Shows.** When a Member is late taking a scheduled aircraft, and has not informed anyone of the delay, the following guidelines apply. If the aircraft has been scheduled for three hours or less, and that Member is more than 30 minutes late, it will be assumed that she/he is not going to use the scheduled time, and another Member may schedule and use the aircraft

**9. Notification of Inability to Return Aircraft by Scheduled Time.** In the event that weather, mechanical, or other unforeseen difficulties prevent a Member from returning to Lebanon Airport within 30 minutes of the time for which the aircraft had been scheduled to return, the Member flying the aircraft will contact the Chief Flight Instructor or a Board Member with full details. Tape recorded messages may not be used. Phone contact is required as soon as practical, but in any case on the same day. A Member is responsible for an aircraft until it is returned to its home base. Under no circumstances may a Member leave an aircraft elsewhere without first securing specific permission to do so from a member of the Board.

## II. Check Out Procedures and Expectations

**1. Proficiency Checks** A member who holds a private pilot or higher certificate with an airplane rating may act as pilot-in-command of a Club airplane only if all the following conditions are met:

### *Conditions for Pilot In Command*

**a) Type.** The Member must have satisfactorily completed a Club Proficiency Check in the model of airplane to be flown.

**b) Proficiency.** Within the preceding 12 calendar months, the Member must have satisfactorily completed a Club Proficiency Check in an airplane of a complexity level equal to or higher than that of the airplane to be flown.

**c) IFR.** For flight under Instrument Flight Rules (IFR) or in Instrument Meteorological Conditions (IMC), the Club Proficiency Check must include an Instrument Proficiency Check.

**d) Stipulations of Club Proficiency Check.** A Club Proficiency Check must be conducted in a Club airplane by a Club Flight Instructor. It may serve as the flight portion of the FAR-required Flight Review. Requirements of the Club Proficiency Check are specified in Club Proficiency Check Form. The Club Instructor conducting the check will certify that each applicable listed operation has been satisfactorily completed by initialing the applicable line on the Club Proficiency Check Form.

**e) Club Proficiency Checks for Instrument Rated Pilots.** If the Member holds an instrument rating, the Check includes pilot operations required to demonstrate instrument proficiency. These operations, which are identified on the form by IPC, constitute an Instrument Proficiency Check as provided by FAR 61.57 (e).

**f) Night Flight Recency.** A Pilot must have made 3 landings, and 3 takeoffs, at night within the last 90 days, to operate club aircraft at night., as provided by FAR 61.57 (a)

**2. Only Qualified Members Fly Club Aircraft.** No Member may permit a non-Member to fly a Club aircraft or permit a Member not qualified in a particular aircraft type to fly an aircraft of that type while it is in his/ her custody.

**3. Fly from Right Seat Only if Authorized.** No Member may pilot an aircraft from the right seat unless she/he is a Club Flight Instructor or has been authorized to do so by the Chief Flight Instructor.

**4. No FAR Violations.** The Club adopts and enforces all Federal Aviation Regulations (FARs) and local field practices. It is each Member's responsibility to assure that no FARs are violated and that no local rules are ignored while a Club aircraft is in his/her custody.

**5. No Flight Within 12 Hours of Alcohol Consumption.** No Club Member shall perform any pilot duties in any aircraft within 12 hours after consuming any quantity of alcohol.

**\* 6. Students Can Not Carry Passengers.** No student pilot may operate a Club aircraft with anyone else aboard other than a Club Flight Instructor.

**\* 7. Recency Requirement for Student Solo.** Student pilots who have not logged one hour of solo flight time within the preceding 30 days may not solo in Club aircraft until additional dual instruction by a Club Flight Instructor has been completed.

**8. Recency Requirement for All Pilots.** Any pilot who has not logged one hour of flight time within 90 days must be checked out by a Club Flight Instructor before flying Club aircraft.

**9. Responsibility for Costs Incurred in Returning Club Aircraft to Base.** Members are expected to cooperate in facilitating the repair and return of Club aircraft to base. Expenses incurred by Members due to maintenance problems will not be reimbursed unless authorized in advance by a Club Director. Expenses incurred by Members due to weather delays will not be reimbursed. If delayed by weather, it is expected that the Member will arrange to have the aircraft returned to base as soon as weather permits. If the Member is unable to personally return the aircraft, the Member is responsible for all costs associated with having the aircraft returned to base in a timely manner.

**10. No Smoking In or Near Club Aircraft.** Club pilots will not smoke while inside any Club aircraft or within 50 feet of a Club aircraft, and will see to it that their passengers or guests observe the same rule. This is intended to promote fire safety, to preserve gyroscopic instruments from damage due to smoke particles, to protect aircraft interiors, and as a courtesy to other aircraft users.

### III. Immediate Completion of Aircraft Check-In Procedure

Upon the termination of each flight, Members are required to check-in the plane by using the check-in process in Flight Circle accurately representing the completed flight. Aircraft logbook entries provide a backup, and should be used as well as Flight Circle.

**3. Club Transactions.** All transactions between a Member and the Club involving money, merchandise, flight time, or reimbursement **MUST** be entered using Flight Circle or on a transaction slip. ***The preferred method is via Flight Circle.***

## IV. Responsibility for Aircraft Charges

### **1. All charges (tie-downs, landing fees, etc.) incurred away from base airport will be paid for by the Member.**

Fuel and oil purchases will be credited to the Member's account upon presentation of appropriate receipts. The member is responsible for the cost of any actual tachometer time. *Should the flight be terminated early due to mechanical or any other reason, the member is still responsible for the cost of the time reflected by the tachometer.*

**2. Member Accounts Must be Kept Current.** Members should understand (as stated in the By-Laws) that all accounts with the Club must be kept current. At no time should a Member have an outstanding balance with the Club. Monthly dues are payable in advance of the month for which they are due, and all other charges (flight time or merchandise) must be paid for immediately at the time such charges are incurred or in advance. Members whose accounts are in arrears are subject to suspension by the Treasurer or termination of Membership by the Board. Each Member account with an unpaid balance owed for a full month or longer will be charged interest every month in the amount of 1.5% of such unpaid balance. In addition, each account with an unpaid balance of \$100 or greater at the close of two consecutive months will be charged a penalty of 10% of the balance every month, beginning at the end of the second month. A \$15.00 charge will be made for every check returned to the Club as uncollectible, either by the Club's bank or by any of its creditors. A second \$15.00 charge will be made for every check twice returned to the Club. The Board may impose a fine or take other appropriate disciplinary action with regard to a Member who continues to fly Club aircraft when she/he is in arrears to the Club.

**3. Minimum Daily Rental Charge.** A Member must pay one hour rental (minimum) for each full day a Club aircraft is checked out. A full day is anything in excess of 8 hours in a 24 hour period. This daily minimum is not applicable if a delay in returning the aircraft to home base is due to mechanical difficulties; the daily minimum is applicable if the delay is due to weather (Club Members are specifically requested not to fly in weather below their personal minimums. Reasonable waiver appeals of this daily minimum charge are usually honored by the Board.)

## V. Flight Planning and Weather Minima

**1. Navigation Charts Required for all Non-Local Flights.** For all flights away from the immediate airport traffic area or the practice area, the pilot must have the appropriate navigation charts for the area of flight.

**2. Weight and Balance.** Overloading of aircraft is prohibited. It is the responsibility of each Member to know and abide by the authorized loading requirements and weight-and-balance limits of the aircraft to be flown.

**3. Fuel Reserves.** One hour of fuel reserve is required for both local and cross-country flights in Club aircraft. No flight in a Club aircraft may be initiated where preflight planning would indicate that less than one hour of fuel (at normal cruise settings) would remain in the tanks upon arrival at the destination or the alternate via the destination, if an alternate is required. Landing with less than one hour of fuel on board may result in disciplinary action. On cross-country flights, all pilots are required to perform enroute calculations to determine actual ground speed and fuel consumption to ensure that Club fuel reserve requirements will be met upon landing, i.e., no pilot may fly into fuel reserves.

**\* 4. Student Fuel Reserves.** Student pilots may not initiate a flight in a Club aircraft where preflight planning would indicate any landing with less than 2 hours of fuel.

**\* 5. Student Solo Cross-Country Requirements.** For all cross-country student solo flights, a student pilot must: a) have specific written permission from a Club Flight Instructor for that particular flight; b) file an FAA flight plan; c) start with full tanks ( to the tabs) and return with no less than 2 hours of fuel

**6. Weather Information.** Before the initiation of any cross country flight, Members are required to have secured up-to-date weather information covering the proposed route of flight and alternates.

**7. Refuel After Flight.** (When fuel service is available). Upon return to Lebanon Airport the pilot shall have the airplane refueled to the tabs. In the absence of a special request by the next pilot scheduled to fly the airplane.

## VI. Inspections of Aircraft, Reporting Discrepancies, and Accident Policy and Procedures

### 1. Preflight Checks

**a) Preflight Inspections.** Members who are to act as Pilot-in Command of a Club aircraft are required to carefully and methodically make a preflight inspection of the aircraft. If a discrepancy is discovered which would in any way compromise the safety of the intended flight or be in violation of FARs if flown, the aircraft may not be flown. The Pilot In Command Club Member accepts complete responsibility for assuring that the aircraft for the proposed flight is airworthy, legal, and safe in all regards.

**b) Engine Run-Up.** The flight must not be initiated unless an engine run-up indicates that the engine is running properly and developing full power at takeoff and all required associated systems are operating normally. All flight instruments which are required for the flight must be checked and operating normally.

**c) Member Responsibility for Airworthiness.** By initiating a flight in a Club aircraft, the pilot is declaring that he/she has complied with the provisions of this Standard Operating Procedure and has inspected the aircraft per Club Flight Standards.

**2. Post-Flight Tie Down.** Upon completion of any flight, Members are responsible for assuring that the aircraft is properly tied down with gust locks, wheel chocks, tie down lines and window shades or aircraft cover in place. When returning to Lebanon Airport Executive Ramp, Members are required to familiarize themselves as to which tie-down spaces are rented by the Club and to be sure that only those spaces are used. When away from Lebanon Airport, Members must insure availability of tie-downs or carry their own tie-down equipment.

**3. Squawking Airworthiness Discrepancies.** If a discrepancy is noticed, either by inspection or while using an aircraft, it is required that the discrepancy be noted in the aircraft logbook and phone or email notice to the Maintenance Officer, Chief Flight Instructor, or any Board member, and the next scheduled Pilot for that aircraft should be made immediately. If the discrepancy is of such a nature that the safety of the flight would in any way be compromised (especially for a relatively inexperienced student pilot) notes should be made in an obvious fashion., and the aircraft should Placarded, to warn others.

## VII. Aircraft Repairs

**1. No repairs are to be permitted on any Club aircraft without specific approval from the owner of the aircraft or a Member of the Board.** This policy also applies to any repair which might appear to be needed while the aircraft is away from Lebanon Airport, on a cross-country flight. Repairs permitted by a Member without such authorization are his/her financial responsibility unless the Board authorizes reimbursement. All such repairs must be noted in the aircraft engine or airframe logbook and must be performed by or directly supervised by a certified A&P mechanic. Adding oil or brake fluid, checking tire pressure, servicing the battery, and tightening cowl fasteners are not considered repairs. Under no circumstances should a Member leave an aircraft away from Lebanon Airport without having first contacted a Board Member.

## VIII. Accident Policy

**1. All members should be familiar with the Club policy regarding accidents or incidents involving Club aircraft.** Club Accident policy is to accomplish all actions required by safety considerations and to comply with all legal responsibilities as required.

**2. Accident or Incident Procedure** The following procedures are the basic actions which must be taken in case of an accident or incident involving Club aircraft. a) Secure the aircraft. b) Administer first aid if immediately necessary. c) Notify local authorities only if required. d) Notify Club authorities (Always required.) e) Assist Club authorities in notifying the FAA and/or National Transportation Safety Board (NTSB) if required. f) Make no statements to anyone other than Club officials regarding an accident or incident unless legally required to do so.

## IX. FAA Inquiries

In the event that a representative of the FAA or other government agency requests information regarding the pilot of a Club aircraft, the Club will disclose to the representative the name, telephone number, address, and e-mail address for the pilot shown on the schedule as having custody of the aircraft at the time in question. The person making this disclosure will also indicate that under Club policy, the person who scheduled the aircraft was not necessarily the pilot in command of the aircraft in question, for example, if multiple Club pilots were flying together. Such disclosures shall only be made by a Club Officer, the Chief Flight Instructor, or legal counsel representing the Club. Each member by scheduling a Club aircraft consents to such disclosures. The Club will notify the member that it has disclosed this information to the government agency, unless in the opinion of the person making the disclosure that this is not permitted by law. If a Club member, not an Officer or Chief Flight Instructor, receives an inquiry from the FAA or other government agency regarding the pilot of a Club aircraft, he or she will take a message from the representative and refer the matter to a Club Officer or the Chief Flight Instructor.

## X. Authorized Use of Club Aircraft

**1. No Use of Club Aircraft for Commercial Purposes** Club aircraft shall not be used by Members for commercial purposes. No Member may offer transportation for a profit, although a Member may accept reimbursement for actual flight costs if used in connection with his/her business. Particular care must be taken that any flying of Club aircraft cannot be construed as a charter operation or a commercial service.

**2. Landings Only at Airports** Except in an actual emergency, no landings shall be made on any area not recognized as an airport (i.e. listed on charts, having hangars, having other aircraft based there, having a wind indicator, or other such indications of regular use as an airport) unless specific approval has been secured from the Board or the Chief Flight Instructor in advance.

**3. No Acrobatic Maneuvers Without Club Flight Instructor** No acrobatic maneuver, including spins, is authorized.

**4. Radical Bank or Pitch Maneuver Restrictions** No steep turns, stalls, spins, minimum controllable airspeed ( $V_{mc}$ ) or any maneuver which exceeds 45 degree bank or 20 degree pitch may be initiated which would result in return to straight-and-level flight at an altitude below 2000 feet AGL.

**5. Low Flight Restrictions** Except for the purposes of takeoff or landing or conducting a published instrument approach, or for dual instruction with a Club flight instructor of a maneuver which is part of a training curriculum, or practice of simulated emergency landings (see SOP VI-3), Club aircraft shall not be flown less than 1,000 feet AGL or less than 1,000 feet above the highest obstruction within 1 nm of the flight path. Specific prohibitions include, but are not limited to flight below these minimum altitudes for photography, ground observation, signaling, or "buzzing." When practicing ground reference maneuvers, no building, dwelling, or vehicle may be used as a reference nor may the

altitude be less than 1,000 feet above the highest obstruction within 1 nm. (Caution must be exercised with regard to obstacles, towers, power lines, and high terrain; and a vigilant traffic scan maintained.)

**6. Runway Length Requirements** Landing on a runway shorter than 2,500 feet is prohibited in Club aircraft unless specific permission has been granted by the Chief Flight Instructor or the Board of Directors. Should either published Club policy or the owner's manual for a particular aircraft state a longer minimum runway length requirement, that will be the minimum allowed runway length for that aircraft.

**7. Unpaved Runway Restrictions** Landings and takeoffs on unpaved runways are not authorized.

**8. Formation Flight** Unless otherwise specifically approved by the Chief Flight Instructor or the Board, close formation flight in Club aircraft is strictly prohibited.

**9. Flights outside the United States** Flights by the club aircraft outside the contiguous 48 continental United States ("International Flight") are only permitted when authorized by the Board of Directors or its designee in the Board's discretion. A member may request authorization for an International Flight, which the board may authorize after consultation with the Member and the Club's insurance carrier as well as considering such other factors as the Board may deem appropriate. The Board may impose conditions on approval, such as the Member pay incremental cost of insurance coverage.

## XI. Instructing in Club Aircraft: Instructional Policies and Fees

### 1. Flight Instruction Given Only by Active Club Flight Instructors

- a) No person may give flight instruction in a Club aircraft unless she/he is a certificated Flight Instructor with a current rating and has been approved and designated as a Club Flight Instructor by the Board. Such approval and designation may be withdrawn by the Board at any time.
- b) The Chief Flight Instructor with the concurrence of two Board members may approve and designate a Club Flight Instructor subject to review by the Board.
- c) Using guidelines set by the Board and subject to their review, the Chief Flight Instructor will establish the status of Club Instructors as Active or Inactive, and Full Time or Part Time. Only Active Instructors may give instruction in Club aircraft.
- d) The approval and status of all Club Instructors will be reviewed each 12 months by the Board.
- e) Club Instructors are not employees of the Club but are members who function as independent contractors when giving instruction.

**2. Active Club Instructor Status** a) Club Instructors may be placed on active status by the Board or by the Chief Flight Instructor subject to Board review. consideration by the Board.

**3. Inactive Club Instructor Status** Inactive Club Instructors may not instruct in Club aircraft until such time as they have been placed on active status by the Board or the Chief Flight Instructor.

**4. Flight Instruction Only to Club Members** No Member may give flight instruction in a Club aircraft to a non-Member unless specifically allowed by Board action.

**5. Flight Instruction Received Only From Club Flight Instructors** No Member shall receive flight instruction in Club aircraft from a flight instructor except those designated as a Club Flight Instructor unless specific permission is granted by the Chief Flight Instructor or the Board.

**6. Exceptions to 5.** If special circumstances require that a Club pilot receive instruction in a Club plane from a certified flight instructor who is not a Club Flight Instructor (such as special clinics or programs), the Board or Chief Flight Instructor may authorize such instruction provided: a) The Member is not a student pilot; b) The Member acts as pilot in command for the flight(s) involved; and c) The approval is for a specific date and place only. . c) Instructional hours may be arranged at the mutual convenience of the instructor and the students with certain expectations as indicated below.

## XII. Expectation of Instructors

All instructors agree to:

- a) Maintain a positive and cooperative approach toward Club members, airport personnel and the general public.
- b) Treat all students and other Club members courteously and meet scheduled appointments punctually.
- c) Maintain a professional appearance and demeanor at all times when acting as flight instructor, while at the airport or Club functions, and when appearing in the role of Club instructor at any public function.
- d) Maintain safe aviation practices at all times including adherence to all FAA, airport, and Club regulations and procedures.
- e) Be fully familiar with Club SOPs and Flight Standards and train to these standards.
- f) Avoid FAR Part 135 commercial activities or the appearance of such activities with Club aircraft or members.
- g) Attend flight instructor meetings called by the Chief Flight Instructor.
- h) Cancel scheduled student training sessions only for good cause and with as much advance notice as possible.
- i) Assist students in making arrangements for signoffs by another instructor for cross-country flights that may occur when the instructor will be unavailable.
- j) Complete member training records required by the Club for all instruction in a timely manner.
- k) Notify the Chief Flight Instructor or a member of the Safety Committee of any concerns regarding unsafe flight operations by any Club member.

## XIII. Club Flight Standards

**1. Adherence to Club SOPs.** All Club Members are expected to have knowledge of and adhere to the Club Standard Operating Procedures (SOPs). Standards deemed in the SOPs regarding scheduling, weather minimums, minimum field lengths, fuel reserve requirements, and local practices should be evident in the pilot's preflight planning.

**2. Knowledge of Aircraft Flown.** Club pilots are expected to have adequate knowledge of the aircraft flown by them. The Club written quiz (for type checkout) satisfactorily completed (open-book grade above 90%) is considered evidence of adequate knowledge. Regardless of this test, instructors are expected to assure knowledge of appropriate Vspeeds, aircraft servicing requirements, emergency procedures, and performance capabilities of the aircraft for all check-outs and for flight training courses.



**3. Preflight Inspection.** Preflight inspection of the aircraft should be carefully completed by checking each of the following items (in addition to other items which are necessary for the particular type of aircraft): a) Proper documents, manual, checklist, and weight and balance data on board. b) Review of any outstanding discrepancies (squawk book, status board). c) All necessary equipment on board (microphone, fire extinguisher, flashlight, etc.) and control locks removed. d) Indicated fuel quantity adequate for the flight including reserves required by Club SOPs. e) Fuel tank sumps and other applicable fuel sumps drained and checked for absence of water and contaminants and for proper fuel type. f) Landing gear, gear doors, and brakes checked for any signs of damage or wear which would compromise flight safety. Check for correct function of brakes. Check nose gear steering and shimmy damper. g) Check for contamination of pitot probe and static ports and drain if needed. h) Check engine compartment(s) for any signs of oil leakage, fire damage, or loose connections which would compromise flight safety. i) Check oil dipstick for proper oil quantity and secure stick. j) Check propeller(s) for looseness, bends, cracks, nicks, or oil leakage which would compromise flight safety. k) Check alternator belts for correct tension and check (to the extent possible) other charging system components (including the battery if necessary). l) Check all control surfaces for proper movement and actuator security and function. m) Check all antennas for security. n) Visually check fuel quantity in each tank and assure proper fuel cap security. o) Check for entry door security and latching and check all windows. p) Check that seat latches on seats to be occupied function properly and hold securely and that associated seat belts function properly. q) Check that all cockpit controls and instruments function properly. r) Check the aircraft to assure that all chocks and tiedowns have been removed. s) Check all exterior surfaces of the aircraft for any signs of damage or mechanical failure and that they are clear of frost, ice and snow.

**4. Cold Weather Operations.** The following shall apply when when outside air temperature is below 40 degrees F. Members shall follow manufacturer cold weather operating recommendations. No Club aircraft shall be flown without adequately pre-heating the engine(s). Should an aircraft not be preheated, flights shall be postponed until the engine is properly pre-heated or canceled. Upon return of aircraft, Members shall ensure engine heaters are plugged in and properly configured.

**5. Use of the Checklist.** Use of the checklist provided should be: a) Timely (not read during critical phases of flight - i.e., go-around or landing); b) Accomplished orally (challenge response method encouraged); c) Emergency Lists memorized (Fire, Engine re-start, Emergency gear extension/landing); d) Normal Checklists not memorized (except Cruise and Before Landing for fixed-gear, fixed-prop aircraft).

**6. Taxiing.** Taxi should include a check of brakes leaving the blocks, and should be at an appropriate (slow) speed. Appropriate speed for conditions should be maintained primarily by varying power including the use of idle. Brakes should be applied only when needed to supplement use of the throttle to maintain appropriate speed. To avoid propeller damage, taxiing on any surface other than smooth pavement should be accomplished with the elevator full up unless strong winds demand that crosswind taxi procedures be used .

**7. Radio Use.** Radio use should conform to standards spelled out in the Airman's Information Manual (AIM) and should be consistent with local practices. Standard phraseology is expected.

**8. Ramp Operations.** For ground safety reasons, Club pilots are expected to take steps to minimize engine running on parking ramps. Consistent with good judgment and taking into account local conditions, as soon after start up as practical, the aircraft should be taxied to a remote area of the ramp or other area of the airport well away from pedestrian or vehicular traffic to accomplish before takeoff checklist activities demanding attention inside the cockpit. If possible, engine run-up should be accomplished near the takeoff end of the runway, the pilot being aware of common courtesies of prop blast and unduly delaying other aircraft. When arriving on the parking ramp after a flight, proceed with caution to the space of intended parking and shut down the engine as soon as practical.

**9. Normal Takeoff.** Normal takeoff should be accomplished: a) Starting with at least 4,000 feet of runway ahead of the aircraft where available; b) Using smooth power application and maintaining runway centerline; c) Using techniques and procedures appropriate to the aircraft flown; d) With a smooth rotation to the normal climb attitude. e) At night with special care to hold runway centerline until well clear of all trees or other obstacles and to accelerate slowly to  $V_y$  so as to assure an adequate angle of climb until all obstructions are well cleared.

**10. Mixture Leaning.** Leaning is expected for all flights out of the pattern. Leaning techniques appropriate to the aircraft should be used.

**11. Clearing Turns.** Maneuvers, such as  $V_{mc}$ , stalls, or steep turns should be preceded by adequately clearing the area. Club pilots are expected to routinely scan for other traffic if not in actual instrument meteorological conditions on an IFR flight plan. Clearing before all turns (VFR) and during climbs is expected.

**12. Stalls.** Stalls should be recovered from with a positive reduction in angle of attack followed immediately by power application and appropriate clean-up. Spins are not authorized in Club aircraft. Pilots should stop any spin before rotating more than 1/4 turn. (Recognition and appropriate response should be stressed.) Pilots should stop spins by proper use of rudder, stick, and power.

**13. Slow Flight.** Slow-flight maneuvers ( $V_{mc}$ ) should be flown to a standard of plus or minus 100 feet and roll-out to plus or minus 10 degrees.

**14. Steep Turns.** Steep turn maneuvers should be flown to a standard of plus or minus 100 feet and roll-out to plus or minus 10 degrees.

**15. Normal Landing Patterns.** Normal landing patterns should be 1,000 feet above the airport elevation unless published otherwise. Entries should be standard as per the AIM or established local field practices. Landing patterns should be rectangular and at least a 1/4 mile stabilized final approach is expected. Speed control should be plus or minus 5 KIAS of desired speed, and flap application and power reductions should be timely. Traffic scan in the pattern is extremely important. Night landings should approach the runway clearly established on the runway extended centerline and not descending below the VASI (or ILS) glide slope if installed.

**16. Instrument Competency Standards.** Instrument Competency Standards include the execution of all maneuvers to reasonable "check ride standards." If the successful outcome of any maneuver or approach is seriously in doubt and prompt corrective action is not taken (such as a missed approach or appropriate recovery) the Club Standards are not met.