Crew Chiefs' Manual

JANUARY 2020

TAKE TO THE FLIGHT LINE AND USE AS A RESOURCE. RETURN TO THE CLUB HOUSE AT THE END OF THE DAY.

THIS MANUAL WILL BE UPDATED PERIODICALLY AND IS MAINTAINED BY THE DIRECTOR OF OPERATIONS.

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1. CREW CHIEF DUTIES AND AUTHORITY

The crew chief is responsible for all aspects of flight operations at CCSC for the assigned crew day and is the final authority on any flight, scheduling the priority of all flying, assigning students to instructors, controlling tow plane utilization, and directing ground support people as needed to achieve safe and efficient operations.

- The primary goal is to conduct flight operations safely and efficiently so that at the end of the day the gliders and support vehicles are put away in serviceable condition so that the following crew can pull them out, pre-flight and begin flight operations without undue delay.
- The crew chief should be thoroughly cognizant with his duties as well as those of the entire Crew as defined in the UOP Sections 2.1 and 2.2. The crew chief should be aware that guests on the field are also his responsibility and that he is the spokesman for the Club.
- The G-l03 & ASK-21 have as a result of their design a possibility of damage if an inappropriate landing results in repeated nose wheel/tail wheel strikes (sometimes identified as a PIO.) If such a landing occurs, the glider must be removed from service, red tagged and inspected before return to flight. The crew chief needs to hang a red tag and report that the glider is out of service on his daily report.
- The Crew Chief must be satisfied that every pilot who flies from the gliderport is fully qualified to do so. When in doubt he may require logbook verification or require an appropriate check ride with a CCSC instructor.
- The Crew Chief, in conjunction with the tow pilots, can make the decision on what direction to land to ensure safe operations.
- The Crew Chief may restrict the height of tows, change the flight time for the club sailplanes, and make other scheduling adjustments whenever, in his judgment, the "list" backlog, threatening weather, or approaching sundown so warrants.
- The normal flight time for a Club sailplane is one hour, measured from the time of takeoff to the time of landing. This limit does not apply to Club sailplanes used for cross country or badge flights. Crew Chief may, at his discretion, assess an extra tow charge to a pilot, in a club sailplane, who exceeds the day's flight time limit by more than 10%.
- The Crew Chief may draft any CCSC member present to assist the operating crew whenever needed.
- The Crew Chief has the authority and responsibility to revoke pilot in command privileges for any individual thought to be acting in an unsafe or inappropriate manner. The Crew Chief also has the responsibility to report any such action to

the day's flight instructor, the Chief Flight Instructor, the Safety Officer, and the Board of Directors for a Safety Review.

As a guideline, actions warranting such grounding could include anything resulting in injury or near injury, damage to equipment, violation of FAR's, UOP's, or the Code of Regulations. It is also suggested that any member believing that an unsafe action has taken place by another member first discuss the incident with the Crew Chief in an appropriate and timely manner.

The Assistant Crew Chief assists the Crew Chief as directed and is qualified to take on the responsibilities of Crew Chief if required. Together, they should check the trailer for supplies before setting up flight operations. This includes: cleaning out the trash from the trailer, aircraft, and golf carts; Ensuring there is iced water on the flight line; and ensuring that Application forms, Limited Membership Forms, Flight Cards, and Brochures are readily available in the trailer.

2. DAILY REPORTING REQUIREMENTS

2.1 TEXT NOTIFICATION ABOUT CCSC OPERATIONS

CCSC is now using a text message notification system to announce CCSC operations. Crew Chiefs are encouraged to sign up for and use the messaging system that is available to all members. Guidance for signing up and using the system is available on the website. If you ever decide that you want to stop receiving the condition reports all that is required for you to unsubscribe is for you to text @LEAVE in response to an incoming message.

2.2 DAILY SUMMARY

Each crew is required to provide a daily summary at the end of the day that includes:

- Number of flights,
- Number of guest rides and revenue received,
- Tow plane tack time at end of the day,
- Any squawks on aircraft or ground support equipment, red tags hung, or any other unusual events,
- Condition of the flying field, weather issues, etc.

This daily summary should be emailed to all crew chiefs, assistant crew chiefs as well as the Directors of Maintenance, Operations, Grounds, Tow Planes and Glider Maintenance, This can be accomplished by emailing the summary to crewchiefs@soarccsc.com.

3. NO FLY LIST

This list is updated by the business manager and Treasurer and will be provided to the crew chief as part of the crew member list. Any club member on this list must not be allowed to fly until the cause of their placement on the No Fly List is resolved.

4. FLIGHT SCHEDULE AND OPERATIONS

Flight operations are scheduled to start at 10:00 AM on each regular crew day. All crew members are to report for duty at 9:30 AM and work until released by the Crew Chief. Each crew member is personally responsible for arranging for a qualified substitute in case of his or her absence and is accommodated at the back of the newsletter under, HELP FINDING SOMEONE TO SWAP CREW DAY ASSIGNMENTS.

All new members of CCSC are required to serve on an active crew for a minimum of twelve (12) months upon joining and completing the first Sunday crew training or until they receive their Private Pilot Certificate, whichever is longer.

The crew schedule is distributed with the newsletter. An example can be found in Attachment A.

The Crew Chief alone determines the priority of all take-offs. A member, desiring to fly, reports to the Crew Chief when he./she arrives at the flight line and places his/her name on the flight schedule board indicating the type of service and aircraft that is desired. The Crew Chief will schedule take-offs as closely as practical to a "first come – first served" sequence, but with the freedom to vary the sequence as needed to promote efficiency and safety.

- A member requesting a badge or Record flight will receive preference over all others.
- Whenever a student has been authorized for a first solo flight, that solo flight will receive preference if deemed safe
- The rotation between private and Club aircraft shall be about two private ships for every Club aircraft.
- Sailplanes are to be pre-flighted and the pilot ready to go when the tow plane pulls into position. If they are not ready, the Crew chief may launch the next aircraft in line if they are ready to go.
- A club aircraft used for cross country flight has the same status as a private ship for flight scheduling purposes.

5. KEY LOCATIONS AND COMBINATIONS

The club has taken some steps to secure the facilities and the following applies:

- Clubhouse door: Secured with an electronic door lock combo: CCSC (2-2-7-2).
- Gas Pumps: The electrical service for the gas pumps is locked with a key. A copy of the key is on each tow plane key ring and also in the crew chiefs locker.
- Crew Chiefs Locker: Each crew chief ought to have a copy of the key to the locker. Inside are copies of all keys to the gas pumps, Kobota, gas cart, and tow plane hanger. This is being changed to a combination lock.
- Tow Plane Hanger: The entry door key is found in the crew chiefs locker and within the tow plane notebook.
- Office: The office has limited access. It is secured by an electronic door lock. Contact our business manager, Treasurer, or the CCSC Secretary for access.

6. FLIGHT LINE GLIDER GRID RECOMMENDATIONS

Grid recommendations for operating at either end of the field follows and are shown in Figures 1 and 2. These recommendations have been vetted by several crews and found to be satisfactory; however, it is up to the Crew Chief to adjust the recommendations as conditions warrant. By way of example:

- For high density altitude days every effort should be made to extend the takeoff runway length for the glass gliders. This can be accomplished by moving back towards the end of the field the takeoff point for the glass gliders. Care should be exercised to not violate the 45-degree cone of safety. Repositioning the glass glider take off point rearward may require repositioning the parking of the Schweizers and tow planes.
- The same applies to soft field conditions or for those times when the grass needs to be mowed.
- For landing at either end of the field, we observe a displaced threshold of about 400 feet. The displaced threshold is identified by a large yellow or orange cone. To further identify the displaced threshold, the grass before the threshold is being allowed to grow slightly higher than the mowed landing surface.

7. RETRIEVAL PROCEDURES

Retrieval of gliders should be done on the South edge of the field regardless of the operating end and are shown in Figures 1 and 2.

- Keeping the glider as close as possible to the edge of the field will allow maximum landing options should multiple gliders approach the field at the same time.

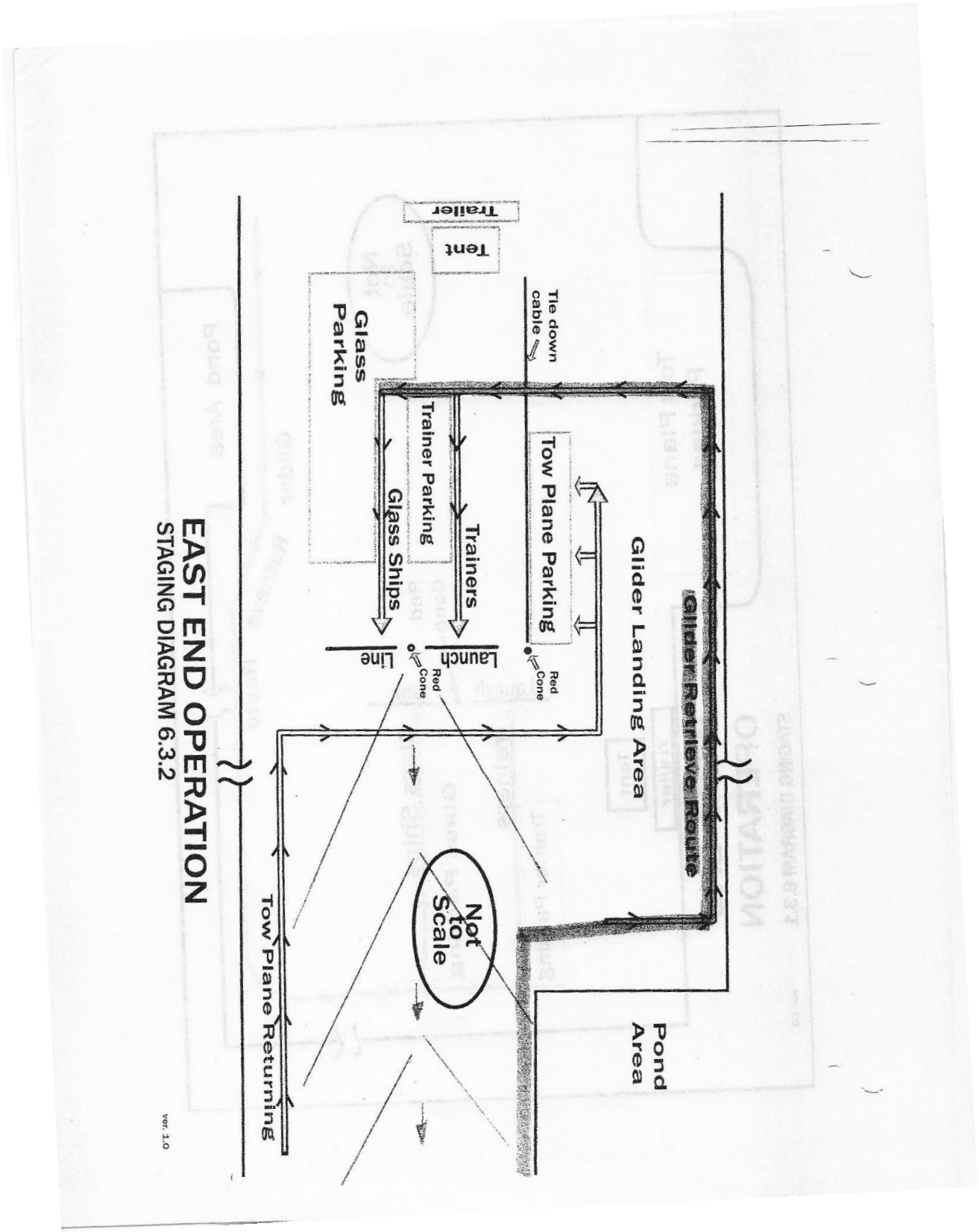


Figure 1. East End Operations

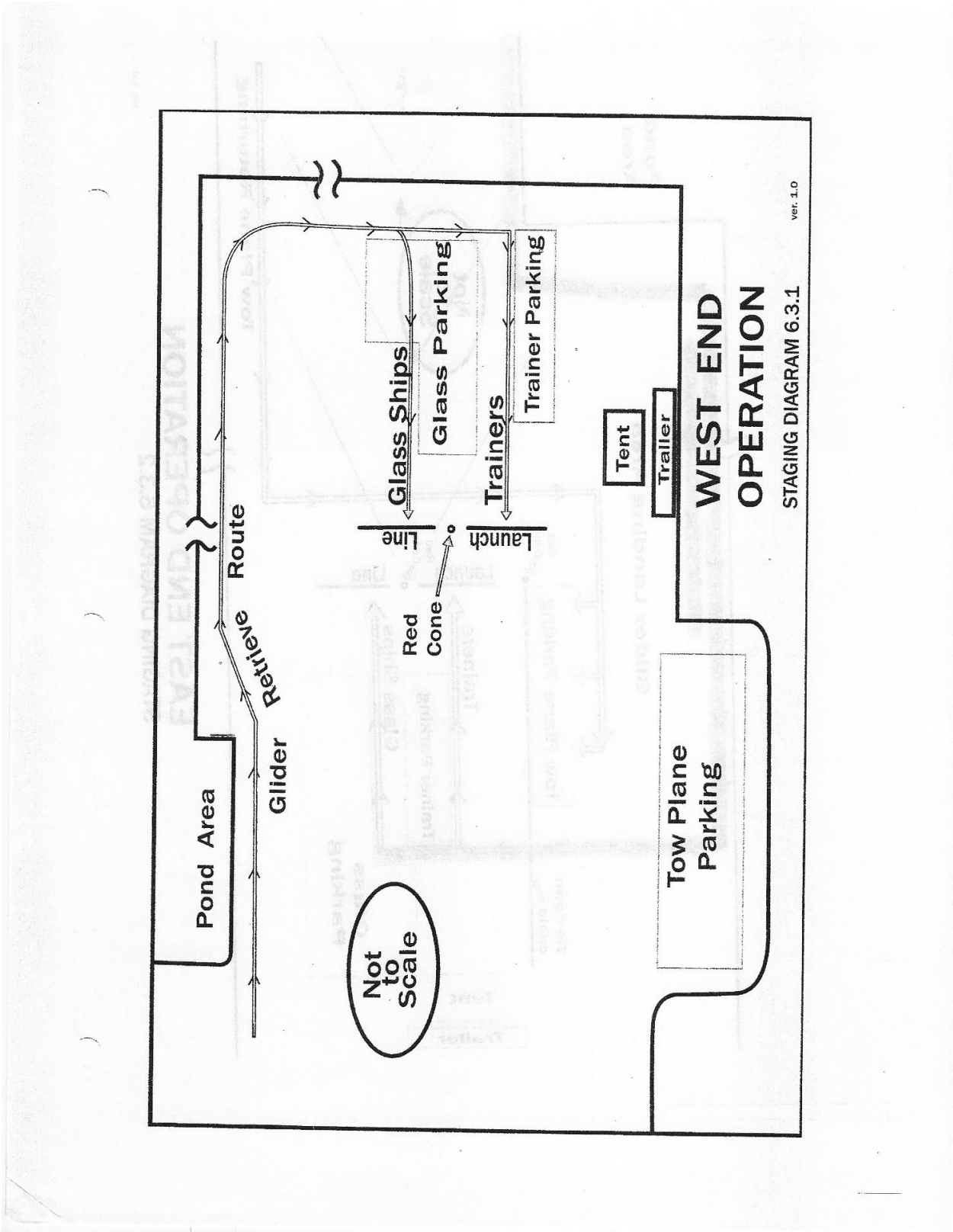


Figure 2. West End Operations

- The wing walker should be on the landing field side of the glider facing landing traffic. If a glider is on final the wing walker should signal the driver to stop and set the wing on the ground signaling the landing glider he is in sight and should proceed with the landing.
- Continue the retrieve down the South edge of the field until well past the displaced threshold. Visually check the downwind pattern, and the base leg both left and right before crossing the threshold. Do so perpendicular to the runway and as quickly as possible.
- If retrieving a Schweizer 2-33, use the field dollies to prevent damage to the non-steerable tail wheel.
- At the end of the day gliders being returned to the hanger should be removed from the flying field as quickly as practical. Care should be taken due to landing traffic of private gliders.

Aerotow retrievals are permitted from established airports (including grass strips). The Crew Chief is the only person who may authorize an aerotow retrieve considering the number of tow planes available, the number of members on the flight scheduling list, and the time disruption required to accomplish the aerotow retrieve. The tow pilot has the final authority on whether to tow an aircraft out of an airport or not.

8. GROUND CREW MANUAL

The Ground Crew Manual can be found in Attachment B to this document.

9. STUDENT REQUIREMENTS

Until a student has completed ten solo flights, a check flight with a CFIG is required each day a student may solo as well as a CFIG logbook endorsement for each day and flight card endorsement for each flight. For student solo flights, the Flight Record Card must be signed by a CCSC instructor immediately prior to launch. After ten solo flights, the need for dual review shall be at the discretion of the instructor.

9.1 STUDENT TRAINING HANDBOOK

The latest edition of the Student Training Handbook can be found as Attachment C to this document.

9.2 STUDENT TRAINING RECORD

The student training record is the yellow folding card that is kept in alphabetical order in the wooden box in the trailer. The first page has the ground training that each new member needs to have signed off by the first Sunday training crew. The rest of the training record contains the elements of the flight training that is

conducted by the flight instructors for a glider rating. The cards are to be maintained in the trailer and facilitate continuity and completeness of the flight training between different instructors that the student uses on their way to a glider rating. An example of the Student Training Record is found in Attachment D.

10. CONE OF SAFETY

The cone of safety describes an area in front of the glider when it is on tow. It describes an area that encompasses approximately 90 degrees, 45 degrees on each side of a centerline passing through the centerline of the glider fuselage. Any object in this area is a hazard during tow and every effort should be made to keep this area free of objects, other gliders landing, golf carts, gliders being retrieved, cars, people etc.

11. RED TAGS

Red tags are used to alert members the equipment is unserviceable or its operation is questionable. They can appear on gliders, tow planes, golf carts and tractors. Any crew member authorized to operate the equipment may hang a red tag if they question the operation or determine the equipment is inoperable.

When a red tag is hung on the equipment it should include the name of the person who has determined the equipment is non serviceable, the date and a brief statement of the fault or suspected fault. The crew chief should be notified of the red tag and reason for it. He will include the details in his crew chief report at the end of the day.

No equipment should be operated with a red tag affixed.

Red tags can be removed from gliders or tow planes only by the Director of Maintenance for gliders or tow planes or his designated representative. The Director of Operations or his designated representative has the authority to remove red tags from golf carts. The Director of Facilities or his designated representative has the authority to remove red tags from mowing equipment.

Additional red tags are located in the office and also in the glider hanger on the work bench near the crew chiefs locker.

12. AIRCRAFT AND VEHICLE MAINTENANCE

It is the responsibility of the crew chief to ensure all equipment is serviceable before it is used and at the end of the day, is returned cleaned and serviceable for the next crew day, or if unserviceable a red tag is affixed and the cause for the red tag is communicated.

At the end of the crew day, gliders, tow planes and golf carts should be washed down (if muddy) and free of trash. Seat cushions should be returned to the trailer and the trash cans emptied.

All gliders with batteries should be hooked up to the chargers and the glass gliders properly covered when in the hanger.

Any maintenance issues should be included in the daily crew chief report.

13. NAME (ID) TAGS

In order to make identification easier, the following name tag colors will be utilized:

ORANGE - Pre-solo and initial solo students

YELLOW - Advanced solo students (more than 10 solo flights)

BLUE - Private Pilot

GOLD - Commercial Pilot

GRAY - Certified Flight Instructor

14. OPERATIONS DURING NON-SCHEDULED FLYING DAYS

All guidelines for safe operations on normal scheduled flying days apply to non-scheduled flying days; a qualified person should be identified as crew chief. This person assumes the all duties and responsibilities of a crew chief. It is imperative that any person who assumes this position be familiar with the duties of the crew chief position.

The normal reporting requirements apply.

15. OFF-SITE OPERATIONS

From time to time, CCSC club members may transport CCSC aircraft to another location to set up temporary flight operations away from CCSC. This is done to provide CCSC members the opportunity to experience other soaring conditions, such as ridge or wave, which are not available at CCSC.

Off-site operations may also be used to promote soaring in general and solicit new members. In general, such trips are encouraged by the club, provided they are authorized by the Board and conducted in a safe and organized manner.

Prior to transporting any CCSC aircraft, or other equipment, from the gliderport permission must be obtained from the Board of Directors. For each off-site operation, a CCSC club member must be designated to serve as "Director of Off-Site Operations". This individual shall direct the off-site operation and shall have the same authority as a regular Crew Chief.

The "Director of Off-Site Operations" shall maintain a record of expenses incurred and shall see that each flight is recorded on a CCSC Flight Record Card. These records shall be given to the CCSC Business Manager to be used in calculating flight charges.

Flight charges for off-site operations shall be calculated by totaling all expenses incurred during the off-site operation and dividing by the total number of glider flights recorded.

15.1 Remote Operations

RED STEWART AIRFIELD: Operations at Red Stewart's are not considered "remote" and additional fees do not apply.

THE RIDGE: The ridge is considered remote and additional fees may apply. If approved by the Board, club aircraft can be transported to the Ridge. All charges at Ridge Soaring will be an individual responsibility, however Aircraft Use Fees will be assessed. Mileage to and from the ridge and hanger expenses should be shared by the members using the glider.

CLINTON COUNTY: Operations at Clinton County Airport in the spring time may be approved by the Board and will require an adjustment to the fees due to the additional cost for gasoline and hangar expenses for the gliders.

16. UNIFORM OPERATING PROCEDURES

The UOPs are online under the 'Membership' tab of the CCSC website.

17. CODE OF REGULATIONS

The Code of Regulations are online under the 'Membership' tab of the CCSC website

18. LIST OF FEES AND DUES

The current List of Fees and Dues can be found on the Website under the 'Membership' tab.

18.1 Guest Ride Fees and Forms

CCSC offers two guest ride packages which can be purchased from our website using PayPal or a credit card, either under the 'Introductory Flights' tab or the 'Flights or Merchandise' tab. Guest rides are $100 for a 3000 foot tow or $150 for a Mile High flight. The Guest can purchase the Certificate and print out the receipt for submission to the Crew Chief or pay in cash or personal check prior to taking the flight.

All guests are required to complete an "Application for Limited Membership " which can be found on the clipboard in the trailer. If the guest is under the age of

18, a Parent/Guardian must fill in their information and sign. The 'Application for Limited Membership' should be turned in to the office along with the Crew Sheet report.

All guests should receive a copy of the Soaring CD found on the shelf of the trailer.

18.2 How to Pay for Guest Rides using the Website or SmartPhone

There are two ways

1. Go to a computer and pull up our website.
2. Select the 'Introductory Flight' option and click on the pull down to select the flight type.
3. Select the "Buy Now" Button
4. Click on 'Pay with Debit or Credit Card' or log into your Paypal account
5. Fill out the requested information
6. For Credit or Debit charge, hit 'Pay Now"
7. Guest should receive a confirmation in an email or print out a copy of the receipt. They should then show the confirmation to Crew Chief before a flight is given. This needs to be done for each guest flight.

An Alternative. Use a Smart Phone and card reader

- Install the "PayPal Here" app. Find the card reader in a box in the top drawer of the office desk or in the file drawer in the trailer
- Put the Card reader in the smart phone and start the "PayPal Here" app. (if the phone does not have a plug for the reader, simply use the manual entry on the "PayPal Here" app
- The Login ID and password are written inside the box with card reader.
- Follow the instruction on the smart phone.

18.3 New Member

If an individual joins the Club within 30 days of paying for a guest ride, his account will be credited the amount of the guest ride and he will only be charged the normal member flight charge for that guest ride.

19. NEW MEMBER PACKETS

New member packets are prepared by the Membership Director and should be maintained in the clubhouse for distribution to new members. Once a person has submitted a completed and signed application and paid the first $300 Initiation Fee, they will be eligible to receive a New Member Packet and begin instructional flight. Introductory packets with an application form should be maintained in the

trailer for prospective members. If none are available, please notify the Crew Chief so he can annotate that on his daily report. The new member will be contacted by the Membership Director for follow up.

20. MEMBERS AND CONTACT INFORMATION

Members and their contact information can be found on the website under the 'Members Only" portion of the site entitled Membership Roster. The password found at the bottom of the Statement must be used to access that portion of the website.

CCSC Ground Crews and key personnel contact information can be found on the back of every Newsletter and in the "Members Only" portion of the website entitled Ground Crews.

21. EMERGENCY PROCEDURES

21.1 EMERGENCY RESPONSE PLAN CHECKLIST

Laminated copies of the Emergency Response Plan are located throughout the gliderport. The Crew Chief is responsible for implementing this Emergency Response Plan and will remain in charge until the responsibility is turned over to another member.

1. Call 911 (if there are injuries): 5385 Elbon Rd. Waynesville in Warren County. Give your contact number or have someone man the main number (513) 932-7627. Advise type of occurrence, location, directions, and number of victims.

2. Administer First-Aid to injured, and keep them calm.

3. Position someone at the entrance to direct emergency personnel and restrict media access. Dealing with the news media will only be through the spokesperson as appointed by the Crew Chief. (The spokesperson will not release the names of anyone involved unless they are certain that family members have been advised of the situation. Only state what is currently being done, do not assign cause or speculate on any phase of the accident. The news media should be prevented from coming on the field: it is private property)

4. Cease all operations and announce the shutdown on the radio.

5. Assign one member to be the spokesperson and emergency service contact. (Investigating officials will ask questions: only the questions asked should be answered based upon your first-hand knowledge. Do not respond with opinions, speculations, suppositions or conclusions.)

6. Assign two members to be CCSC contacts for the family at the scene, hospital or home. Coordinate actions with law enforcement or medical personnel.

7. Assign a member to document accident information (time, facts, witnesses, photos, weather conditions, etc.)

8. Secure the wreckage. Allow no one onto the gliderport other than emergency, fire fighting, rescue, law enforcement, FAA or NTSB personnel. Items removed for purposes of occupant rescue must be retained locally for examination by Federal Air Safety investigators.

9. Notify the following Club personnel: Club President; Safety Officer; Glider/Tow Plane Maintenance personnel

10. NTSB part 830 controls the reporting of accidents or incidents. (Note: Aircraft damage and personal injury does not necessarily mean an "accident" or "incident" and there may not be a requirement to report anything.)

11. Notify the FAA Flight Standards District Office (FSDO) in Cincinnati, (513) 842-9600, 4358 Ferguson Dr., Cincinnati, OH 45245 (if required by NTSB Part 830) after reviewing circumstances with Safety Officer.

When notifying the FAA (which is acceptable in lieu of notifying the NTSB), specific information will be expected. Be prepared to relate the aircraft make, model, N number, name of PIC, name of owner/ operator, date and time of accident, points of departure and intended landing, location of accident, number aboard and nature of injuries, nature of the accident, extent of damage, and weather conditions (record weather data immediately).

12. When the aircraft is released by the FAA/NTSB or State Highway Patrol, it can be moved to a secure location, such as a hangar, or trailer.

13. If aircraft cannot be moved, cover with tarps and secure the accident scene.

14. The club President should advise Board Directors via email at SSD.board@soarccsc.com)

15. As appropriate, contact the insurance company.

21.2 Stroke

Always remember to call 911

Stroke is a common and often misunderstood condition and its early symptoms are often ignored. Some brain cells deprived of oxygen die within minutes. Others may take a few hours to die depending on the nature of the blockage or hemorrhage. The loss of physical and mental functions is often permanent and can include motor-function disability. The most effective treatment for stroke can be administered within three hours of the onset of stroke.

Although strokes can occur at any age, most stroke patients (two-thirds) are over the age of 65. A stroke happens when a part of the brain is impaired from lack of

blood, usually because one of the arteries that supply oxygen-carrying blood to the brain has been damaged. There are two ways this can happen:

1. Clogged vessel is an ischemic stroke: Caused by blockage of a blood vessel in the brain, usually by a blood clot or by fatty deposits on the vessel wall. 85% of strokes are ischemic.

2. Burst vessel is a hemorrhagic stroke: Caused by a ruptured blood vessel, preventing normal flow and allowing blood to leak into brain tissue, destroying it. This occurs in 15% of strokes.

KNOW THE SIGNS AND SYMPTOMS. ACT F.A.S.T!

FAST stands for face, arms, speech and time. If you think a person is having a stroke, call 9-1-1, especially if the person has trouble with these basic commands.

Face - Does one side of the face droop? Ask the person to smile.

Arms - Is one arm weak or numb? Ask the person to raise both arms. Does one arm drift downward?

Speech - Is speech slurred? Ask the person to repeat a simple sentence. Is the sentence repeated correctly?

Time - If the person shows any of these symptoms

CALL 9-1-1 immediately!

Do not drive the patient to the hospital yourself. EMS carries drugs and equipment that can help improve the patient's condition. They also know the quickest route to a hospital with a stroke center! (They can save your life)

21.3 Heart Attack

Always remember to call 911

The warning signs and symptoms of a heart attack aren't the same for everyone. Many heart attacks start slowly as mild pain or discomfort. Some people don't have symptoms at all. Heart attacks that occur without any symptoms or very mild symptoms are called silent heart attacks.

Chest Pain or Discomfort. The most common symptom is chest pain or discomfort. This includes new chest pain or discomfort or a change in the pattern of existing chest pain or discomfort.

Most heart attacks involve discomfort in the center or left side of the chest that often lasts for more than a few minutes or goes away and comes hack.

The discomfort can feel like:

- Uncomfortable pressure
- Squeezing, fullness
- Pain - The feeling can be mild or severe.

- Upper body discomfort in one or both arms, the back, neck, jaw, or upper part of the stomach
- Shortness of breath - may occur with or before chest discomfort
- Nausea - (feeling sick to your stomach), vomiting, light-headedness or sudden dizziness, or breaking out in a cold sweat
- Sleep problems, fatigue (tiredness), or lack of energy

The more signs and symptoms you have, the more likely it is that you're having a heart attack. Not everyone having a heart attack has typical symptoms. If you've already had a heart attack, your symptoms may not be the same for another one. However, some people may have a pattern of symptoms that recur.

CALL 9-1-1 immediately!

Do not drive the patient to the hospital yourself. EMS carries drugs and equipment that can help improve the patient's condition. They know the quickest route to a hospital with a chest pain center! (They can save your life)

21.4 AEDs

An automated external defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical shock which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

CCSC has several of these devices:

1. In the club house in a Black Bag hanging on the wall next to the telephone.

2. In the crew trailer in a Black Bag hanging on the wall opposite the side door.

Patients with signs and symptoms of heart attach should be connected to this device as a safety precaution.

Always remember to call 911

With simple audio and visual commands, AEDs are designed to be simple to use.

Crew Chiefs and crew should take the time to locate and familiarize themselves with these devices.

21.5 Directions for Oxygen use

Oxygen should be delivered with properly sized equipment for the respective victims and appropriate flow rates for the nasal cannula. A nasal cannula is a plastic tube, held in place over the victim's ears, with two small prongs that are inserted into the victim's nose. This device is used to administer oxygen to a breathing victim with minor breathing problems.

Oxygen cylinders are labeled "U.S.P." and marked with a yellow diamond that says "Oxygen." U.S.P. stands for United States Pharmacopeia and indicates the oxygen is to be used for medical purposes. In the United States, oxygen cylinders typically have green markings.

To deliver emergency oxygen, you need:

1. Nasal cannula: Oxygen at 4 lpm is recommended on patients suspected of having a Myocardial Infarction (Heart Attack) or stroke according to Adult Cardiac Life Support (ACLS) guidelines,

2. An oxygen cylinder.

3. A regulator with pressure gauge and flowmeter.

4. Place the oxygen cylinder between the patient's legs to prevent the cylinder from rolling around.

5 Connect the cannula to the Oxygen regulator

6. Turn oxygen on at 4 lpm

7. Place the nasal cannula prongs in the patient's nose

8. Wrap the cannula tubing around the patient's ears and secure the cannula by sliding the adjustment under the patient's chin.

22. YAW STRINGS

10 inch strings with 1 knot are used on ASK21 and Grob canopies.

12 inch strings with 1 knot on one end are for 2-33 pitot tubes.

Use self-adhesive ¾ inch circles to mount strings on ASK21 and Grob canopies.

23. VERTEX HANDHELD RADIO -- ESSENTIAL NEED-TO-KNOWS

The handheld radios play a very important role in safe club operations. They are stored in the Crew chief Cabinet and should always be placed in their chargers overnight. Crew Chiefs and their Assistants should have them readily available and know how to use them. Those flying 2-33's should use the canopy mounted radios.

This quick guide is intended to convey the essentials.

The complete manual is in the Crew Chief's notebook

- If the radio won't turn on, remove the battery and reinstall
- CCSC Traffic Frequency is 123.300

- If stuck on EMER, WX freq or some other page, unlock the keypad (if necessary), press "ENT" key until "VFO" is displayed and times out, and then depress the transmit button
- If you hear continuous static, first try momentarily pressing the black circular Monitor button on the left side of the radio. If the static does not go away, adjust the squelch per below

KEYPAD LOCK: Keep the keypad locked unless making changes to frequencies or modes. To lock/unlock the keypad, press "F" and then "ENT." A lock symbol will appear on the screen when locked.

VOLUME AND FREQUENCY CONTROL: The DIAL knob on top OR the keypad UP/DN arrows can control the volume and frequency settings. Which does what depends on setup; DIAL is the default for volume control and the UP/DN arrows are the default for frequency control. With the KEYPAD LOCK active, you cannot use the UP/DN arrows. Therefore, it is best for the DIAL knob to be set for volume control {since that is used more often) and the UP/DN arrows set for frequency control.

ENTERING A FREQUENCY (SHOULD BE SET TO 123.300 AT CCSC):

1. Unlock the keypad if locked (press "F" and "ENT")

2. If the LCD screen does not show a frequency: Press "ENT" until "VFO" is displayed; wait "' 3 seconds for time out & continue with step 3 below. If the LCD screen shows a frequency:

3. Manually type in the frequency; alternatively use the DIAL or UP/DN arrows (setup dependent)

4. Lock the keypad (press "F" and "ENT")

SQUELCH: The squelch should be set as low as possible to ensure reception of transmissions from airborne aircraft. Set it to 1 if possible; if static is present, set it to next highest value where continuous static is not heard. Set the squelch as follows (steps below do no correlate with numbers in the figure):

1. Press the "F" key and then the "ENT" key to unlock the keypad
2. Press the "F" key and then the□ SET key
3. Wait~ 3 secs for the "SET MD" display to time out
4. Rotate the DIAL until "SQL" appears (if not already displayed)
5. Press the "ENT" key; "SQL" value begins to flash
6. Rotate the DIAL knob to select setting (set to 1 unless receiving static)

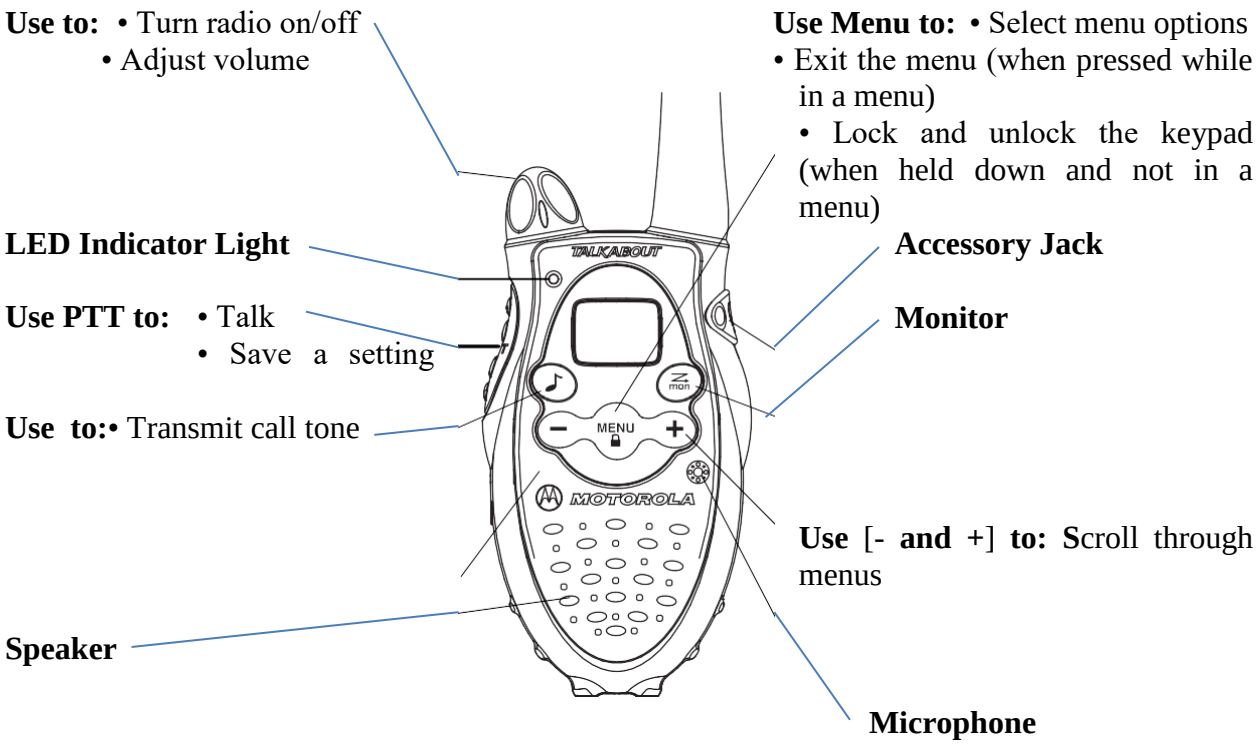
7. Press the "ENT" key to save setting
8. Press the transmit button to exit
9. Press the "F" key and then the "ENT" key to lock the controls

NOTE: You can override/disable the squelch by depressing the Monitor button on the left side of the radio for 2 seconds. Squelch is re-enabled by momentarily pressing the Monitor button.

24. MOTOROLA T5720 – WALKIE-TALKIE MANUAL

These radios are intended to be used in all retrieve vehicles and available to the Crew Chief so he can organize and direct the stagng of aircraft before they encounter the flight line.

Control Buttons - Models T5620, T5710, T5720



Setting a Channel

The radio has 22 channels. Channels 1-7 and 15-22 are 1 watt. Channels 8-14 are 0.5 watt. When the radio is on a 1 watt channel, a solid figure displays. When the radio is on a 0.5 watt channel, an outline figure displays.

1. With the radio on, press Menu. The current channel flashes.
2. Press + or - to set the channel. Press PTT to save the channel setting.

Talking and Listening
To communicate, all radios in your group must be set to the same channel and Interference Eliminator Code.
To talk, press and hold PTT. Hold the radio 2 to 3 inches away from your mouth when talking.
When you finish talking, release PTT (press to talk, release to listen).

Talk Range
Your radio is designed to maximize performance and improve transmission range. Do not use the radios closer than 5 feet apart.

Checking the Channel Before Transmitting
Your radio has multiple channels shared on a "take turns" basis. For uninterrupted communication, do not talk on a channel if someone else is currently talking on it.
To check for activity on a channel before you talk, press and hold MON. If you hear static, the channel is clear to use.

Locking the Keypad
To avoid accidentally changing your radio settings, press and hold Menu for 3 seconds or until the LOCK displays. You can turn the radio on and off, adjust the volume, receive, transmit, send a call tone, and monitor channels. All other functions are locked.
To unlock the radio, press and hold Menu for 3 seconds or until the LOCK is no longer displayed.

ATTACHMENT A

Example Crew List

CCSC GROUND CREWS:

1st SATURDAY
CC: Steve Fenstermaker (cell: 937-581-7713) **ACC:** Dick Huskey**. Tow Pilots**: John Armor, CR Gillespie. **Instructors:** Paul McClaskey, Tom McDonald. **Crew:** Jul Alvarez, Dan Beans, Gerry Daugherty, Mark Hanlon, Waseem Jamali, Joe Jaap, Dwight Mattmuller, Kevin Price, Bryan Sanbongi.

1st SUNDAY – Training Crew
CC: Mike Karraker (cell: 937-830-0627) **ACC**: Mark Miller. **Tow Pilots**: Norb Maurer, Andy Swanson. **Instructors:** Manfred Maurer, Bob Miller. **Crew**: Don Burns, Bill Clawson, Christian Maurer, Eran Moscona, Dave Rawson, Dieter Schmidt, Joe Zeis.

2nd SATURDAY
CC: Dick Holzwarth (cell: 937-542-9612) **ACC:** Jim Marks, Bob Root. **Tow Pilots**: Brian Mork, Haskell Simpkins. **Instructors**: Bob Anderson, Bill Gabbard. **Crew:** Booker Atkins, Jim Fox, Bill Hall, Ron Kellerman, Jim Suda, Lizz Suda.

2nd SUNDAY
CC: Dave Menchen (cell: 513-313-2315) **ACC:** Lucy Anne McKosky. **Tow Pilots:** Lorrie Penner, Gordon Penner, **Instructors:** Jim Goebel, Tom McDonald, Tom Rudolf. **Crew:** Dave Conrad, Al Dunn, Fred Hawk, Dan Katuzienski, Mike McKosky.
3rd SATURDAY
CC: Maury Drummey (cell: 513-871-1998) **ACC:** Rolf Hegele**. Tow Pilots:** Don Green, Steve McManus, Dick Scheper. **Instructors:** Charlie DeBerry, Tom Lepley, Sami Rintala, Chris Uhl. **Crew:** Jim Dudley, John Dudley, Norm Leet, Charlie Maxwell, Ethan Maxwell, Al Quinn, Joshua Rising.

3rd SUNDAY
CC: Dan Miner (cell: 614-395-3953) **ACC**: Otis Lewis **Tow Pilots**: Tony Bonser, Tim Christman. **Instructors:** Dick Eckels. **Crew**: Jacob Dunnohew, Brian Stoops, Tony Rein, David Whapham, Ian Wolfe, Mark Crosten, John Konoratowiz

4th SATURDAY:
CC: Chuck Lohre (cell: 513-260-9025) **ACC**: Ethan Saladin. **Tow Pilots:** Guy Byars, Tony Deatherage, Larry Kirkbride. **Instructors:** John Atkins, Joe Jackson. **Crew:** Ross Bales, Guy Byars, Andrew Dignan, David McMaster, Henry Meyerrose, John Murray.
4th SUNDAY
CC: Steve Statkus (cell: 513-720-8955) **ACC:** Keith Kilpatrick. **Tow Pilots:** Ron Blume, Matt Davis, Tim Morris. **Instructors:** John Lubon, Kat McManus**. Crew:** Bill Barone, Mauricio Berrizbeitia, Richard Cedar, Shelby Estell, Jeff Grawe, Dan Reagan, Pete Schradin, Stefano Sinigaglia, Laviniu Tirca.

2020 5th WEEKEND CREW DAYS:

Feb 29 – 4th Sat Crew	Mar 29 – 4th Sun Crew
May 30 – 1st Sat Crew	May 31– 1st Sun Crew
Aug 29– 2nd Sat Crew	Aug 30– 2nd Sun Crew
Oct 31 – 3rd Sat Crew	Nov 29 – 3rd Sun Crew

POINTS OF CONTACT:

PRESIDENT: John Lubon **SAFETY OFFICER:** Kevin Price
DIR OF OPS: Mark Miller **DIR OF FACILITIES:** Keith Kilpatrick
BUSINESS MANAGER: Jon Stewart, BusinessManager@soarccsc.com
FREQUENT FLYER EDITOR: Jim Dudley, FrequentFlyer@soarccsc.com

Note: See Membership Roster on soarccsc.com for phone numbers and email addresses for all members.

Revised 1/5/2020 mkm

Attachment B
Ground Crew Manual

Being Reviewed and Updated

Attachment C
Student Training Handbook

Student Training Handbook

Caesar Creek Soaring Club

Richard C Carraway, BGI, CFIG
Rev. 1/20/2020

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The Pre-Solo Stage

A Historical Perspective: With about 200 members, the Caesar Creek Soaring Club is one of the largest and most established soaring clubs in the United States. It's roots go back over fifty years, known first as the Soaring Society of Dayton, and then the Caesar Creek Soaring Club. The current gliderport in Waynesville was established in the early seventies, when the Club purchased a working farm, and converted the property into a private gliderport. As a dedicated gliderport, we have the luxury of operating our facility without the traffic conflicts and issues that constrain other glider clubs operating at public use airports. On average, CCSC does almost 2000 tows per year, about one-half of those being instructional flights. CCSC is essentially a training club, although we cater to the cross-country and contest pilot as well. With this much training activity, CCSC has a long and successful legacy of training glider pilots. This handbook is designed to facilitate the training of the next generation of pilots, and hopefully will be useful in helping you achieve your own individual goals.

Crew Duty: CCSC is an all-volunteer operation. There is an established crew for each weekend day. A typical crew consists of a Crew Chief, an Assistant Crew Chief, at least two towpilots, two instructors and several ground crew members. The Crew Chief is the "point-man" and is responsible for the safe and efficient operation of the crew. On your first visit to the flight line, it would be advisable to seek out the Crew Chief, as that individual will assist you in scheduling your flight, filling out your flight card properly and introducing you to the instructor that you will fly with. Crews operate essentially on a "first-come first-served" basis in terms of scheduling member flights.

The first-Sunday crew is designated as the "training crew" and new members are strongly encouraged to attend this crew early on to learn how the Club conducts ground operations. You will receive crew credit for attending the training crew sessions, which under the current fee schedule, provides you with a $20 per flight discount for flights taken that month. More detail on the crew operation and your responsibilities as a crew member is covered on page eight.

Hopefully, once you complete your ground crew training, you will continue on an assigned crew of your choice. As a volunteer organization, the Club depends on having warm, breathing bodies on each crew who will become engaged, reliable and productive in carrying out crew responsibilities. Crew duty should not be perceived as some detestable experience every month that you must endure to save a few bucks on your flying costs. Instead, it can be a very positive learning experience, and an opportunity to enjoy some comradery with your fellow members. Soaring is a social activity!

Training Gliders: CCSC currently operates a fleet of seven gliders. One ship, the Grob G-102, is a single place glider that is available only to rated (private or commercial) glider pilots. The other six are two-place ships that are available for student training. The two-place fleet consists of three Schweizer 2-33 trainers, a Grob G-103 and two ASK-21 fiberglass ships. All of these are commonly used throughout the US and foreign glider communities as primary and advanced trainers. For many years, the 2-33 was the training workhorse of the CCSC fleet, but the Club also makes the higher performance machines available for student use. As you go up the performance and comfort scale, the flight costs to the member go up as well. The venerable 2-33 may be lacking in creature comfort, but it remains a suitable and cost-effective trainer for most

students. On the other hand, a transition pilot (one who is power rated and seeking a glider category rating) may prefer the comfort and performance of the G-103 or ASK-21. For many folks, the choice of glider comes down to an economic issue, and what your flying budget can tolerate. Also, as a new glider student, keep in mind that you can complete your primary pre-solo training in the 2-33 and then transition to one of the spiffier gliders. The only stipulation is that student pilots must have a minimum of six instructional flights in the more advanced glider of your choice, regardless of your competency and experience.

The CCSC Training Record: When you joined the Club, you should have received a copy of the CCSC Training Record. This is the booklet with the yellow jacket. Also, if you didn't already have one, you should have received a glider pilot logbook. Both are part of the new member packet. The training record and the logbook are used together by your instructor to document your flight training. The training record is a Club document and should remain at the gliderport. In the equipment trailer that is used on the flightline, there is a small wood case for filing the training record at the end of the day. Your logbook is yours to keep but be sure to bring it to the gliderport every time you plan to fly. To understand how the training record is used, let's discuss the various sections of this document.

The first page, entitled Ground Operations, covers the tasks that you will be exposed to in the ground training provided by the first Sunday training crew. At the conclusion of your ground training, you will be "signed-off" for each task. Completion of this training is a prerequisite to going solo.

The second page, Pre-solo Training, covers the seven stage tests that are discussed later in this handbook. Also, there is a section devoted to pre-solo ground/flight training with fifteen checklist items. These are primarily oral items that your instructor will review with you and endorse each item upon completion. This is a good rainy-day activity as these items involve mostly ground, not flight training. Again, completion is required prior to your initial solo flight.

The third page, Solo Requirements Checklist, is the really important stuff, since it represents the specific flight tasks the FAA requires in your pre-solo training. As you gain proficiency with each task, your instructor will endorse each item.

The fold-out insert provides a snapshot of your training progress as you accumulate flights. Each task practiced, on each flight, will be graded with a simple grading scale as follows:

I = subject introduced
– = normal progress
P = indicates a problem area
S = indicates satisfactory performance

In your initial flights, you'll have mostly "I"s and dashes to indicate normal progress, but as you gain further experience, the Satisfactory grades should become more prevalent. On the flip side of this insert, there is a section for your instructor to note any problem areas that need to be addressed.

Instructors are often asked "When am I going to solo?" That can be a difficult question, because of so many variables. The current Federal Aviation Regulations do not prescribe any certain

number of instructional flights or flight hours to solo a glider. In our Club, about 35 to 45 flights is a typical benchmark for the new student with no previous flight training. Some require more, but others have accomplished the solo task with fewer flights. A proficient power transition pilot may solo in ten flights or so. As with most learning activities, becoming a proficient student pilot depends on repetition and reinforcement. The student who flies several times a month is likely to progress much faster than the student who flies only on his or her monthly crew day. The importance of maintaining some level of consistency simply cannot be overstated.

The Seven Stage Tests: CCSC has used "Glider Basics" as our basic training manual for several years, however, this publication is now out of print and has been replaced by an updated manual, the "Glider Flight Training Manual". It is strongly suggested that you purchase a copy. The new manual is available in the display case in the clubhouse at a discounted price. In the manual are a series of seven written tests dealing with aerodynamics, flight maneuvers, landings, etc. In the back of the manual are the suggested answers. As you go through the different sections of the book, you can take the practice tests, and then check your answers against those stated in the manual. The tests that your instructor will give you contain exactly the same questions. Completing the seven tests is a pre-solo requirement, except for power transition pilots. The important thing is to understand the concept behind each question. This is not an exercise in rote memorization! Also, these are not "pass/fail" tests, so if you miss several questions on any given test, you don't flunk the test! Your instructor, however, will discuss the test with you and clarify any deficient areas. The idea here is to encourage you to do the homework prior to flying so you have a better understanding of what is going on during the flight. There's an old adage in aviation that goes something like this: "The cockpit is the worst possible classroom". It is strongly suggested that you move through the seven tests early in your pre-solo training, so that you will be properly prepared for each flight lesson.

In addition to our primary training manual, there are a couple of very useful publications that you should consider buying. One is the "Glider Flying Handbook" which is a relatively new training manual issued by the FAA. It is very comprehensive and well-illustrated. It also is available at the Club. Secondly, you should have a current FAR/AIM, which is the combined Federal Aviation Regulations/Aeronautical Information Manual. You can purchase a copy at Waynesville airport or most any airport. Don't be intimidated by the FAR/AIM. It is very extensive, but only a few portions apply to glider operations. In the early stage of training, the relevant sections of the FARs would be Part 61, Subpart C, which deals with student pilot operations. Also, Part 91, Subparts A, B, C, & D are important. You should also review the Club's Uniform Operating Procedures, commonly referred to as the UOPs. The UOPs are posted on the Club website in the documents section.

The Student Pilot's License: Once you have completed the various steps in your training, it's time to get your student license. You'll need the license to solo. One of our Club members, Bob Miller, is a FAA Designated Examiner and he, or any instructor, can assist in the application process. The Club is using the FAA online program referred to as IACRA. At the appropriate time, you will be given instructions for accessing the FAA website, registering, and processing the information necessary to issue the license. You need to present a photo ID such as a driver's license or passport. The student license is valid for an indefinite period, or until you earn your Private license.

The Pre-Solo Test: The last step before your initial solo involves the pre-solo written. Current FAA regulations require that we administer a written knowledge test just prior to solo. We use a fifty-three-question multiple choice test that covers regulations, glider operations and performance specifications for the 2-33. Like the stage tests, it is not a pass/fail test. Your instructor will review the completed test with you and correct any deficient areas. With the pre-solo test completed, your instructor will give you a solo endorsement in your training record and in your logbook. A second instructor will take at least one flight with you, and if that instructor concurs that you are ready, you're good to go! Your first solo flight is something you will remember for a lifetime!

The Post-Solo Stage

Solo Flight Currency: Now that you have achieved solo flight status, it's time to move on to some new and different challenges. Before we cover the badge program, glider check-outs and other items, we need to discuss some rules concerning your solo privileges.

The UOPs stipulate that a new solo student must have a daily check-out by a CCSC instructor until the student acquires ten solo flights. Once you complete this check flight on any given day, then you are cleared to take as many solo flights that day as conditions permit. After you complete ten solo flights, the daily check becomes optional, at the discretion of the duty instructor. This policy is covered in more detail in section 5.5 of the UOPs.

The current FARs require that student pilots receive a check flight, and a logbook endorsement, every ninety days following the initial solo flight. This regulation applies regardless of how many total solo flights the student has accomplished. Typically, this will involve a single instructional flight if the student has been flying recently, and the instructor is familiar with the student and his or her training history. This 90-day requirement remains in effect until the student passes the flight test for the Private glider rating. Power transition pilots are exempt from this rule. They receive a one-time solo endorsement, and do not need to accomplish the follow-up 90-day endorsement.

The Club's insurance policy requires that all student solo flights be supervised by an on-site instructor, regardless of the student's experience level. On the flight card, there is a section for the instructor to approve the solo flight. Prior to taking a solo flight, you must request an instructor to sign-off on your flight card. This doesn't have to be the duty instructor for that day. Any CCSC instructor that is present on the flight line can help you with this.

To the uninitiated, these rules and regulations may appear somewhat onerous. They exist for a reason. We all must realize that there is some risk involved, and first and foremost, there is the issue of your personal safety, and also the possibility of an insurance or liability issue for the Club.

The post-solo stage of your training represents an opportunity for you to "spread your wings" and pursue some further challenges. When you joined CCSC, you automatically became a member of the Soaring Society of America (SSA). Your initiation fee and monthly dues pay for your membership. The SSA provides a badge program. It consists of the A,B & C badges, followed by the Bronze badge. The purpose of the badge program is to acknowledge your accomplishments as a solo student pilot, and to also prep you for basic cross-country flying. Badges are awarded by designated SSA instructors, and the Club has qualified instructors to mentor you and help you with this program.

Earlier in this handbook, we discussed checking out in the more advanced gliders. If your pre-solo training was accomplished in the 2-33, this is a good opportunity to transition to one of the higher performance ships. Keep in mind the Club policy which requires at least six instructional flights in the new glider of your choice.

Most importantly, the post-solo stage of your training should be focused on preparing for the

practical (flight) test for your pilot rating. The FAA publishes a performance standard which is referred to as the Practical Test Standards, or PTS. We'll discuss the PTS in more detail, but it is a document that you want to be very familiar with. On every solo flight that you take, it would be advisable to practice some of the maneuvers contained in the PTS, and to the standards specified by the PTS. For example, one of the tasks involves an accuracy landing whereby you must land and roll to a stop within 200 feet of a designated point on the runway, but not roll beyond that point. You can use spoilers, slips, wheel brake and other reasonable means to accomplish this level of accuracy. This is something you should practice on most landings so that when you take the practical test, this task should be a piece of cake!

The FAA Knowledge Test: One of the last requirements for obtaining your Private Pilot certificate involves preparing for, and passing, the knowledge test. This process normally takes place during the post-solo training stage. The last section of this handbook covers this subject in more detail.

The Practical Test Standards: The FAA issues a variety of pilot and flight instructor certificates. There are several levels of certificates, such as Private and Commercial. Then there are the category ratings such as Airplane, Glider and Rotorcraft. In the power world, you also get into class ratings, such as single engine, multiengine, etc. For every type of certificate, there is a standard of performance and those standards are called the Practical Test Standard, or "PTS". Your membership packet includes the Private Pilot-Glider PTS. The current date of this particular PTS is April 1999, however, it is under revision at this time and will be replaced by the newer Airmen Certification Standards. Until then, the PTS establishes the standards that the flight examiner must follow when giving a flight test.

The PTS for the Private glider certificate is broken down into eleven phases, and each is referred to as an "area of operation". Within each area of operation are specific tasks that must be performed. There is an oral portion, followed by a flight portion. The PTS includes a list of references, to help you prepare for both the oral and the flight portion. Becoming familiar with the requirements of the PTS is an important step in your training as you prepare for the flight test.

The Practical Test: Regulations require that you take a minimum of three instructional flights with an instructor in preparation for the practical test, within a two-month period of taking the test. After completing this training, if your instructor feels that you are prepared, he will endorse your logbook and your application. The application process is essentially the same as when you applied for your student license, using the IACRA website. On the last page of your training record there is a preparation checklist for taking the practical test, however, note that the IACRA process now replaces the paper application (Form 8710).

The final two sections of this handbook are devoted to the CCSC crewing system and further information regarding the knowledge tests that the FAA administers for pilot certificates. Hopefully, this handbook provides a basic "roadmap" of the training process at CCSC, and that it will guide you toward a successful conclusion. There's some work involved, but it's fair to say that almost anything worth doing in life requires some level of commitment and perseverance. Just be sure to have some fun along the way!

Some Notes on Crewing and Crew Credit

As a new member of Caesar Creek Soaring Club (CCSC), it is important that you understand the crew system and how it works. Every new member is required to serve on a week-end crew, either on a Saturday or a Sunday, for one day each month, plus one extra day per year.

All members will be assigned temporarily to the 1st Sunday Crew, headed by Mike Karraker. The 1st Sunday Crew has been designated as the "training crew" for the purpose of orienting new members to CCSC ground operations. Upon completion of initial training, Mike will coordinate with the Operations Chief to assign the new member to a permanent crew, that hopefully fits in with the individual's schedule, for ongoing training, orientation, and operations support. Some additional notes concerning the crewing system at CCSC follow:

1. To receive your crew credit, you must be listed on the current crew list as posted in the club newsletter. Also, your Crew Chief must note your attendance on the crew report that is completed at the end of the day. It's your responsibility to make your presence known to the Crew Chief by supporting that day's operations.

2. If you were present for crew duty but did not receive crew credit on your billing invoice for that month, contact your Crew Chief and have him submit a corrected crew report. Again. if you are a new member, it is particularly important that you introduce yourself to the Crew Chief and participate in the glider operations.

3. If you cannot make your assigned crew, it is your responsibility to find a substitute for that day. Your substitute will earn your crew credit for that day. Substitutes must advise the Crew Chief that they are filling in for another individual.

4. When you sign up as a crew member, you take on an obligation to your fellow club members that you will be present on your assigned day. It is the Crew Chief's prerogative and responsibility to remove you from his crew if you are chronically absent and do not arrange for a substitute, or if you are not productive. Normally, you will not be assigned to another crew unless that Crew Chief asks for you.

It's important to note that the Club's crew system has been in place for over 40 years and has served the interests of the Club and its members very well over the years. It will continue to work as long as we all do our part.

FAA Knowledge Tests

Current Federal Aviation regulations require that an applicant for a pilot certificate complete a "knowledge test" prior to taking the practical (flight) test. In the past, such tests were commonly referred to as "writtens" since a paper and pencil format was employed. However, all FAA knowledge tests are now computer based and are very "user friendly" for those individuals with limited computer skills. The following outline should provide some useful guidance on preparing for, and successfully completing, the required test for a glider rating.

Like all FAA knowledge tests, the glider versions are multiple choice tests. The Private-Glider version is a 60-question exam, and the applicant is allowed 2.5 hours for completion. The Commercial-Glider version contains 100 questions, with a 3.0-hour time limit. There are several hundred possible questions in the FAA test databank, and the computer randomly selects the questions. Each question has three possible answer choices. Minimum passing score is 70% and the test is computer-scored upon completion. A test report is provided to the applicant "on-the-spot". Questions that were answered incorrectly are not specifically identified on the test report, but appear as a deficiency in a certain "learning statement" area. The applicant must receive additional instruction from an authorized instructor in any deficient subject areas, prior to taking the practical test. The instructor recommending the applicant for the flight test must certify that the additional instruction has been accomplished by endorsing the test report.

Questions for the Private and Commercial-Glider tests are derived from the following publications.

Aviation Weather
Aviation Weather Services
Federal Aviation Regulations/Aeronautical Information Manual
Pilot's Handbook of Aeronautical Knowledge
SSA Soaring Flight Manual
Glider Flying Handbook

It should be noted that the "Glider Flight Training Manual" used in the CCSC training program is just that, a flight training manual, and it does not address the content areas in the FAA knowledge tests. Also, the FAA has used the "Soaring Flight Manual" as the source reference for the glider tests, but this publication is out-of-print and no longer available. The newer and more comprehensive "Glider Flying Handbook" has been adopted as the primary source material for the tests.

For most applicants, a very effective study tool is the "Test Prep" published by ASA, and other vendors. It is available at Waynesville airport, or most any airport, at Sportys Pilot Shop or online from SSA or Amazon. It contains sample questions (and related answers) in the current FAA databank. It is normally updated every June, to reflect the latest changes. Questions are grouped into eleven general categories, such as aerodynamics, regulations, weather, navigation, etc. Each question is coded by category, so for example, a glider student can overlook questions applicable to only powered aircraft, rotorcraft, etc. Recent versions of the test prep also provide online practice tests.

For those individuals who prefer an "online" or computer-based study approach, there are some other options to the textbook approach. ASA also has "Prepware" for each test, which is a CD that can be loaded into your PC or laptop. It simulates the actual testing format; however the CD is more expensive than the printed text. There are also some useful Internet resources, as follows.

www.exams4pilots.org
www.sportys.com/faatest

The FAA recently contracted with a new testing vendor, PSI Services LLC, to administer all knowledge tests. To register for a test, you can either use their website, or their toll-free customer service number (800) 704-1487. The website address is https://faa.psiexams.com/faa/login. The website has some useful tips on taking the test and also has a provision for taking online practice tests. Also, it provides contact information for the individual testing locations available in this area. Presently, facilities exist at three local airports, specifically, Clermont Count Airport (Batavia), Greene County Airport (Xenia) and Moraine Airpark (Dayton). In addition, there is a new requirement for an
applicant to have a FAA Tracking Number (FTN) prior to registering for the test. The FTN is issued by the IACRA system that was discussed earlier in this handbook. If you applied for a student license in recent months, you would have been assigned an FTN when you applied for your license. As an aside, it's important to record your IACRA user ID, password, and FTN in a safe place (such as your logbook) since you will need this information when you apply for your flight test.

Most importantly, don't become intimidated with all the detail. Your instructor can assist you. Many of our members have achieved very favorable scores on the knowledge test. Preparation is the key.

FAR Part 61 covers details on the requirements for taking knowledge tests. It should be noted that power transition pilots seeking a glider add-on rating normally do not have to take the glider knowledge test, as long as the glider rating being sought is the same (or lower) level as the applicant's power rating. For example, an applicant with a Private ASEL rating would not be required to take the Private-Glider knowledge test but would have to take the appropriate test for a Commercial add-on rating. The regulations require an instructor's endorsement for the applicant to take the test. Since CCSC does not conduct a formal ground school, a home study approach is commonly used, and preparedness for the test can be established by oral testing or taking an online simulated exam. In any case, the proctor at the testing location will want to verify that an endorsement has been provided. The completed test is good for 24 months. It typically is taken during the post-solo training period but can be accomplished anytime the student is fully prepared and has been "signed-off" by an instructor.

Please feel free to contact me with any questions.

Rich Carraway, BGI, CFIG
RCarr65869@aol.com
513-505-5021
RCC 1/20/2020

Attachment D
Student Training Record

Attachment E
Emergency Response Plan

EMERGENCY RESPONSE PLAN
Caesar Creek Soaring Club
June 2019

This Emergency Response Plan sets forth some considerations for allocating resources while dealing with an emergency situation.

1. The Crew Chief will be responsible for implementing the Emergency Response Plan and will remain in charge until the responsibility is turned over to another member.

2. In the event of an accident or serious incident, operations will be shut down for the day.

3. CCSC members shall at all times be fully cooperative with all emergency services personnel and the FAA-NTSB. Response to any inquiries shall be made by a single individual selected by the Crew Chief to be the spokesperson. *(Investigating officials will ask questions; only the questions asked should be answered based upon your first-hand knowledge. Do not respond with opinions, speculation, suppositions or conclusions).*

4. NTSB Part 830 controls the reporting of accidents or incidents. *(Note: Aircraft damage and personal injury does not necessarily mean an "accident" or "incident" as defined by the NTSB (See Section 830.2 and .5). If an accident or incident occurs involving private equipment, CCSC may not have a requirement to report, although the Club has a professional responsibility to assist in any way possible).*

5. When notifying the FAA (which is acceptable in lieu of notifying the NTSB), specific information will be expected. Be prepared to relate the aircraft make, model, N number, name of PIC, name of owner/operator, date and time of the accident, points of departure and intended landing, location of accident, number aboard and nature of injuries, nature of the accident, extent of damage, and weather conditions (record weather data immediately).

6. Dealing with the news media will only be through the spokesperson as appointed by the Crew Chief. *(The spokesperson will not release the names of anyone involved unless they are certain that family members have been advised of the situation. Only state what is currently being done, do not assign cause or speculate on any phase of the accident. The news media should be prevented from coming on the field: it is private property).*

EMERGENCY RESPONSE PLAN
CHECKLIST

IMMEDIATELY

1. Call 911 (if injuries are involved) - 5375 Elbon Rd., Warren County, Waynesville, OH, 513-932-7627. Advise type of occurrence, location, directions, number of victims
2. Render First-Aid *(if required)*
3. Position members at the entrance to provide directions and restrict access (including the media)
4. Shut down operations. Notify those flying if possible.

NEXT

1. Assign one member to be the Spokesperson and emergency services contact
2. Assign members to be CCSC contacts with the family at the scene, hospital or home. Coordinate actions with law enforcement or medical personnel.
3. Assign one person to document accident information (times, facts, witnesses, photos, current conditions, etc.
4. Secure the wreckage. Allow no one inside a perimeter area other than those necessary for occupant removal, fire-fighting, or rescue. Items removed for purposes of rescue of occupants, must be retained locally for examination by Federal Air Safety investigators.

THEN

1. Notify the following Club personnel:
   Club President
   Glider Maintenance (*if appropriate*)
   Safety Officer – Kevin Price, 801-726-5173
   Tow Plane Maintenance – Tim Christman, 937-475-1445
2. Notify the FAA Flight Standards District Office (FSDO) (if required by NTSB Part 830), **513-842-9600, (outside office hours) 817-222-5006**

FINALLY

1. If the aircraft is released by the FAA-NTSB and State Police, and it can be moved, move it to a hanger or onto a trailer
2. If the aircraft cannot be moved, cover with tarps and secure the scene
3. Club President to contact the remaining Board members
4. As appropriate, contact the insurance company (VP responsibility)