

WSS

Handbook

2001

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Chapter 1

ARTICLES OF INCORPORATION

ARTICLE I.

SECTION 1. The corporation name shall be Wisconsin Soaring Society.

SECTION 2. The purpose of this Society is to encourage interest in aviation, To provide safe, economical flying and flight training in the art of soaring and flying; To own and/or lease, construct and/or buy and maintain sailplanes and other aircraft and equipment used in connection with soaring; To advance the knowledge of members in aeronautical and meteorological subjects; To conduct and participate in flying exhibitions; To advance the arts and sciences of soaring; To hold meetings for the purpose of discussing and acting upon corporation business and interchanging ideas relating to the art of soaring.

SECTION 3. Plan of Operation: The members shall contribute such sums to the corporation in the form of initiation fees, other fees or dues, for the use, operation and maintenance of the corporation property as the Board of Directors may determine as hereinafter set forth. The corporation shall have the power to bargain for, buy, lease, or sell such real or personal property and supply such facilities, installations, services, supplies and equipment as may be necessary or convenient to further the purposes of the corporation.

SECTION 4. The principal place for transacting the business of the corporation shall be Hartford Airport, Hartford, Wisconsin.

ARTICLE II.

The period of corporate duration of the corporate existence of this corporation shall commence on the approval of these articles by the Secretary of State and shall be perpetual thereafter.

ARTICLE III.

Incorporators: Paul Behrens, Jack Heinemann, Jim Hickey, Gunter Voltz, Gary Nelson, Allen Duncan and Todd Reetz.

ARTICLE IV.

The management of this corporation shall be vested in the Board of Directors composed of not less than three members.

ARTICLE V.

SECTION 1. Any person desirous of furthering the purposes of this corporation and participating in its programs may become a member upon approval by the Board of Directors and the payment of an initiation fee.

SECTION 2. No member shall be personally liable for corporate obligation to an extent greater than the total sum of his membership contribution paid into the corporation.

SECTION 3. This corporation shall have no capital stock and shall not be conducted for pecuniary profit.

Chapter 2

WISCONSIN SOARING CLUB HISTORY

- **FORMATION**

The Wisconsin Soaring Society was formed in the spring of 1997.

- **SITE**

WSS flight operations are located at Hartford Airport, Hartford, Wisconsin.

- **WSS MAJOR EQUIPMENT HISTORY**

1997 - Present	Schweizer	2-33	Two-Place	Leased
1997 - Present	Blanik	L-23	Two-Place	Leased
1997 - Present	Piper	Pawnee	Tow Plane	Leased
1998 - Present	Schweizer	1-26D	Single Place	Leased
1999 - Present	Schweizer	1-26	Single Place	Leased
1999 - Present	Schweizer	2-33	Two-Place	Owned
2000 - Present	Schweizer	1-26B	Single Place	Leased

Chapter 3

By-Laws

I. MEMBERSHIP CLASSES, RIGHTS, OBLIGATIONS

A. CLASSES AND LIMITS

There shall be five classes of membership:

- Active Member
- Inactive Member
- Family Member
- Honorary Member
- Student Member
- Business Member
- Guest Member

B. QUALIFICATIONS

1. GENERAL QUALIFICATIONS:

Membership in the Society shall be restricted to those people interested in aviation and the purposes of the Society. They shall also meet current FAA regulations regarding glider pilot qualifications.

2. SPECIAL QUALIFICATIONS:

a. **INACTIVE MEMBER:** Any paid up member may go on Inactive status if he has been an Active member in good standing for at least two years. While on Inactive status the member's share fee shall remain with the Society. See Section I.E.2.a.

b. **FAMILY MEMBER:** Family membership is available to persons of the immediate family of an Active member. Except for a husband or wife, such must be less than 23 years old and their Family membership will terminate at age 23. Each Active member is responsible for the financial obligations of their Family member(s). All Family memberships end with the termination/conversion of the responsible Active member.

c. **STUDENT MEMBER:** Student membership is available to for full time students under age 23.

d. **HONORARY MEMBER:** Honorary membership, by special resolution of the Board, may be conferred upon an individual provided the voting membership concurs with a two-thirds vote.

e. **BUSINESS MEMBER:** Business membership is available to corporations or business entities. Business Members shall have the rights of one Active Membership.

f. **GUEST MEMBER:** Guest Memberships are available as determined by the Board of Directors.

C. RIGHTS AND PRIVILEGES

1. GENERAL:

Each member shall share equally the rights and obligations of their particular membership class.

2. SPECIFIC MEMBERSHIP RIGHTS AND PRIVILEGES:

a. **ACTIVE MEMBER:** Active membership is granted to those who have paid the Active membership share fee in full. The Active member shall be entitled to participate in all Society activities, has full voting privileges, has full SSA membership paid for by the Society, receives all Society mailings.

- b. **INACTIVE MEMBER:** An Inactive member has the same rights and privileges of an Active member except the rights to vote, hold office and normal flying privileges. Limited flying privileges may be extended for up to two days per year and are accumulative to a maximum of six days. The Inactive member shall pay regular Society fees for such flights and must maintain his/her own SSA membership.
- c. **FAMILY MEMBER:** A Family member shall have the rights, privileges and obligations of an Active member. This membership includes SSA family membership paid for by the Society.
- d. **HONORARY MEMBER:** Honorary members have the rights and privileges of an Active member except the right to vote. Honorary members are not obligated to pay initiation fees or dues.
- e. **STUDENT MEMBER:** A Student member shall have the rights, privileges and obligations of an Active member. This membership shall include student membership in the SSA paid for by the Society.
- f. **BUSINESS MEMBER:** A Business Member shall have the rights, privileges and obligations of one Active Member.
- g. **GUEST MEMBER:** With the exception of the right to vote, a Guest Member shall have the rights, privileges and obligations of an Active Member.

D. DUTIES OF THE MEMBERS

The duties of the members shall be to attend meetings, to conduct themselves in a proper and fitting manner, to uphold the dignity of the Society at meetings and on the flying field, to be alert and mindful of the Society's interest; to exercise due caution and safety in flying; and to observe applicable Society and state, local and federal government rules and regulations.

E. APPLICATION

1. **GENERAL:** Application for membership shall be in writing, stating name and residence of the applicant, and signed by the applicant. All applications must be filed with the secretary. New members shall be accepted on a probationary status for a period of six months. During this probationary period, the Board of Directors may reject the application. Should any new member be rejected by the Directors during the probationary period, his membership fee shall be refunded in full. Other financial obligations are settled as specified in Section I.J.

2. SPECIAL:

a. **INACTIVE MEMBER:**

i. **APPLICATION FOR INACTIVE MEMBERSHIP:**

Application for transfer from Active to Inactive status shall be accomplished by mailing a request to the Society Secretary and this request shall be reviewed by the Board of Directors within thirty days for decision and reply, with Inactive status to become effective thirty days after application. The applicant shall not be delinquent in his Society payments.

ii. **APPLICATION FOR ACTIVE MEMBERSHIP BY INACTIVE MEMBER:**

Conversion from Inactive to Active membership shall be by written request to the secretary and the request shall be reviewed by the Board of Directors within 30 days. If the request is approved, it shall become effective within 30 days after application. If the member seeking conversion to Active status has been Inactive less than 18 months, then this member must pay to the Society the difference between Active and Inactive dues for the period of Inactive status.

F. MEMBERSHIP FEES AND DUES

All fees and dues shall be charged as set forth by the Board of Directors and/or the By-Laws. Current fees and dues shall be tabulated in Chapter 4 following adoption, and revised schedules shall be mailed to the membership on adoption, and the dues and fees as set forth therein shall be of force and effect as though set forth in these By-Laws.

1. MEMBERSHIP FEES

- a. ACTIVE MEMBER: The Active membership initiation fee will be determined by the Board of Directors.
- b. INACTIVE MEMBER: The initiation fee equals the Active Member Initiation fee.
- c. FAMILY MEMBER: The initiation fee per family member will be determined by the Board of Directors.
- d. GUEST MEMBER: The Guest membership fee will be determined by the Board of Directors
- e. TRANSFER: Membership fees are not transferable except as defined in paragraph I.K.

2. MEMBERSHIP DUES

- a. Membership dues are established by the By-Laws and shall be published in Chapter 4 hereof and become of force and effect as though a part of these By-Laws.
- b. HONORARY: Honorary members shall pay no dues.

G. DAMAGES

1. Any member shall be liable to the Society for damages suffered by the Society resulting from his own carelessness or negligence and which damages are not covered by Society insurance. Violation of Federal Aviation Agency regulations, Society rules, or local field rules shall be presumptive evidence of negligence.
2. In case of doubt of liability, a meeting shall be called by the Board to decide on the case in question.
3. Any damage assessments shall be payable by each and every member so assessed before he shall be allowed to make any further use of the Society's equipment, and the period of time to pay this assessment shall be determined by the board.

H. INDEBTEDNESS

1. Members are automatically ineligible to fly the Society equipment if any dues, flight charges, or assessments are over \$125.00 for thirty days in arrears as per Society billings. The Treasurer must notify all elected officers and the Director of Operations of ineligible members.
2. Any member whose dues, flight charges or assessments are three months in arrears shall be automatically classified as an Inactive Member. Any member whose dues, flight charges or assessments are six months in arrears shall be expelled. Any member may petition to the Board to waive this section, and the Board shall have the authority to extend, dismiss or inflict this section at their discretion.

I. RESIGNATION, SUSPENSION, EXPULSION, DISCIPLINE

1. RESIGNATION: To resign, a member must present a written request to the Board. Resignation shall not take effect until at least thirty days after written request is presented to the board.

2. DISCIPLINE: If the conduct of any member shall appear to be in willful violation of the Code of Flying Regulations, By-Laws or other rules and regulations of the Society or prejudicial to the Society's interest, or if any member shall be in default for the payment of his dues or any other indebtedness to the Society, the Board of Directors may, by the affirmative action of the entire Board, suspend or expel such member.

Before taking such action, a written copy of the charges must be served upon the member and the member given an opportunity to be heard before the Board of Directors in defense. A motion to reconsider the suspension or expulsion of a member may be made at the next regular meeting of the Directors, or at a special meeting called for this purpose, but not thereafter. The Board has the authority

to investigate accidents and suspend member(s) of the Society for violation of good flying practices and the authority to expel said member(s) for unsafe operation of the Society equipment. Dues shall continue during the suspension period, and the member shall be reinstated automatically at the end of the suspension period. In the event the Board of Directors do not vote unanimously for or against such action a quorum of Active members at any meeting may, by majority vote, suspend or expel a member for violation of FAA regulations, local field rules or for default in financial obligations to the Society.

3. TEMPORARY SUSPENSION: The Director of Operations may suspend any member and thereby temporarily deny such member all flying privileges of the Society. The temporary suspension shall be reviewed at the next meeting of the Board or of the general membership. If no action is taken by the Board or general membership, the temporary suspension shall expire.

J. TERMINATION

A membership may be terminated due to resignation, expulsion, or by rejection of an applicant during the probationary period. A rejected applicant shall receive a full refund of the initiation fee actually paid if the termination is during the six month probationary period. Any debt of a terminating member whether for dues, usage, or damages shall become due at the time of termination. If the terminating member has the right to a refund any obligation will be deducted. If the obligation is greater than the refund the difference is to be paid within 60 days of the termination date, or claim for monies due will be entered and processed through the proper court of law.

K. DECEASED

If a WSS member dies, his or her membership will be terminated just as though they had written a letter of resignation to the Board. However, if the family of the deceased requests that the membership be transferred to another member of the family, the Board of Directors has the authority to approve/reject such a request provided the membership has no outstanding indebtedness to the Society.

II. ORGANIZATIONAL PROVISIONS

A. MEMBERSHIP AND BOARD MEETINGS: Notice, Agenda, Quorum, Rules

1. The quorum for all membership meetings shall be at least a majority of the active membership, either present or written proxy, including at least one Society officer.
2. The quorum for all Board meetings shall be at least a majority of the Board.
3. Upon written request of at least fifty percent of the Active membership, a special meeting shall be called. All members shall receive at least 5 days notice as to the time, place and subject matter of the special meeting, and that subject matter shall be the first item on the agenda.
4. Board meetings shall be held at the discretion of the Board or may be called at the discretion of the chairman of the Board. The Board shall meet at least once annually and no later than one month before the end of the fiscal year.
5. Unless otherwise ordered by a majority vote of the Active members present, or in the case of the Board of Directors by a majority vote of the Board, the order of business at all regular and special meetings shall be as follows:
 - a. Roll call and call to order by presiding officer
 - b. Reading of minutes from last meeting
 - c. Reports and statements of officers and committees
 - d. Unfinished business
 - e. New or Miscellaneous business
 - f. Adjournment
6. Roberts Rules of Order Revised shall be the parliamentary authority on all matters covered by these By-Laws.

B. VOTING

1. Active members shall be allowed to vote on any matter requiring a vote of the general membership, and they shall be entitled to only one such vote.
2. To be eligible to vote the member shall not have any charges or assessments of more than \$125.00 for more than thirty days previously to such voting. Treasurer shall supply a list of eligible voters to the Officers before any vote is taken.
3. When practical, polling of the membership shall be conducted by the Secretary who will mail a ballot to each eligible member at least seven days prior to a voting meeting. The member may return the ballot by mail or bring it to the meeting.
4. All Board matters shall require a majority of the Board members present to be passed.

C. OFFICERS AND BOARD OF DIRECTORS

1. The Officers of the Society shall be a President, Vice-President, Secretary and Treasurer. Immediately after taking office said officers shall, by a majority vote, appoint a Director of Operations and a Director of Equipment.
2. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, appointed directors and two At-Large Directors elected directly by the Members.
3. The Board of Directors shall have full authority to act in any or all matters concerning the Society excepting those specified otherwise in the By-Laws. Obligations of the Society must be presented to and approved by the Board.
4. A seventy-five percent majority of the Active membership shall be required to impeach an Officer and/or member of the Board. A chairman, AD HOC, who shall not be a Society officer or director, shall be elected by the membership in attendance and shall preside.
5. In the event of a vacancy, the remaining members of the Board shall appoint a temporary officer to serve until the next regular meeting at which time a special election shall be held to fill the vacancy. The candidates shall be nominated from the floor. If a permanent officer is not elected within sixty days after the vacancy occurs, the temporary officer shall serve the remainder of the unexpired term.

D. QUALIFICATIONS AND DUTIES OF THE OFFICERS

1. PRESIDENT: An Active member to be elected annually. Duties:
 - a. Presiding officer at all meetings of the Society.
 - b. To appoint committee chairman.
 - c. Sign all acts or orders necessary to carry out the business of the Society.
 - d. Act as representative of the Society to outside persons and other organizations.
 - e. Chairman of the Board of Directors.
2. VICE-PRESIDENT: An Active member to be elected annually. Duties:
 - a. Presiding officer in the absence of the President.
 - b. To assume the duties of the President in case of illness, death, resignation or removal from office of the President.
3. SECRETARY: An Active member to be elected annually. Duties:
 - a. To record the minutes of all special and regular meetings of the Society.
 - b. To record the minutes of all meetings of the Board of Directors.
 - c. To call a meeting to order in the absence of the presiding officers.
 - d. To preserve all records, reports and documents of the Society except those specifically assigned to the custody of others.
 - e. To carry on the official correspondence of the Society and send notices of meetings to members.
 - f. Issue and attest all certificates of membership and keep a membership book containing the name and address of each member and the date of admission to membership.

g. Give all notices required by law or by the Code of Regulations or these By-Laws.

4. TREASURER: An Active member to be elected annually. Duties:

- a. To receive, receipt for, disburse, record and be custodian of all funds connected with the business of the Society.
- b. Provide financial reports.
- c. Keep an accurate account of the finances of the Society on the books of the Society prepared and furnished for that purpose, and all books shall be open for inspection and examination by the officers or any committee of the members appointed for that purpose.
- d. At the expiration of the term of office, he shall deliver all books, papers and property of the Society in his hands, together with all monies and rights of the Society, to his successor in office or to the President.

5. DIRECTOR OF OPERATIONS: An Active member appointed annually by the new officers. The Operations Director must hold a glider commercial rating.

Duties:

- a. To plan and schedule and keep an accurate record of all flying time.
- b. To ground any or all aircraft for the safety of members because of weather or other hazardous conditions.
- c. To make a report of flying activities to the Board at each meeting as to violations of rules and other operational matters.
- d. To require a check ride at any time he feels a member is not proficient enough in flying skills, and may temporarily suspend a member for violations of rules and regulations. Such temporary suspension can only be lifted at the next regular or special meeting of the Board of Directors.
- e. To serve on the Board of Directors.

6. DIRECTOR OF EQUIPMENT: An Active member appointed annually by the new officers. Duties:

- a. To inspect and maintain all Society equipment and report on the status of such equipment.
- b. To keep records necessary for proper accounting of operation of the equipment in close cooperation with the Treasurer.
- c. To perform such work that he is able to do within FAA regulations and his own ability.
- d. To ground any aircraft at his own discretion for the benefit of the Society from a viewpoint of safe operation.
- e. To serve on the Board of Directors.

E. NOMINATION AND ELECTION OF OFFICERS

The President shall designate annually a nominations committee of three to present recommendations to the membership. Nominations will be made at the annual meeting directly from the floor by Active members of the Society then present. The election of such officers will take place at the annual meeting. Only Active members may be nominated and the election shall be by secret ballot. Officers elected shall take charge and be installed at the first meeting following the annual meeting. All officers shall hold office for one year.

F. FISCAL YEAR

The fiscal year shall extend from January 1 through December 31.

G. FINANCE

1. OPERATING EXPENSES: The Board of Directors shall determine fees and flight charges necessary to provide adequate finances.

2. DEPOSITORY: The Society funds shall be deposited in a reliable banking institution and shall be made negotiable by presenting the signature of the Treasurer.

3. LIMIT ON AUTHORITY TO EXPEND

a. Limit on Board. No obligation shall be incurred by the Board in excess of the funds on hand without membership approval. Expenditures over \$500.00 must be approved by the Board. Such approval shall require a majority of the Board members present or who have voted by written proxy.

b. Limit on Officers. All expenditures except those directly related to hangar rental, tie down, insurance renewal and fuel fees must be approved in writing by one member of the Board of Directors in addition to the Treasurer.

c. Limit on Members. Members of the Society must obtain authorization from an officer or the Board prior to any expenditure.

4. AUDIT: An audit shall be made at any time it is requested by the Board of Directors or by the written request of a majority of the Active members. The books and accounts shall be audited by a special committee of two members appointed by the President

H. INSURANCE

Liability insurance shall at all times be carried to protect the Society. The Society may either purchase hull insurance to cover physical damage to aircraft or it may self-insure such risks.

I. CODE OF REGULATIONS

The Code of Flying Regulations and any other regulations deemed necessary by the members of the Society shall be adopted and have the same force and effect as if a part of these By-Laws, and will be in accordance with current Federal Aviation Regulations.

J. CLUB AFFILIATIONS

The Society shall become affiliated with reputable local, regional or national Soaring Societies at the discretion of the Board.

K. CLUB SYMBOL AND IDENTIFICATION

1. The Society may have an appropriate symbol which will best represent itself in accordance with the ideals and purposes set forth in the By-Laws.

L. AMENDMENTS

1. Amendments, additions or changes to these By-Laws or to the Articles of Incorporation can be effected by a seventy-five percent vote of the Active members present and voting and entitled to vote if they represent a quorum.

2. In the event that the proposed amendment, addition or change is accepted, then it shall be effective immediately unless otherwise specifically provided.

3. Each member shall receive a current copy of these By-Laws.

4. Any change or amendment to the By-Laws shall be made on a yearly basis.

M. DISSOLUTION

To effect a dissolution of WSS requires a two-thirds vote of all active members. Upon dissolution of the Society, three members shall be elected by the Society membership as trustees to handle the

liquidation of the assets thereof, as soon as practicable, and pay all existing debts and liabilities of the Society. Any surplus shall be contributed to the Soaring Society of America, a non profit organization, or its non profit successor. In the event the Soaring Society of America is no longer in existence, the surplus shall be given to a non profit aviation related organization selected by the trustees.

Chapter 5

FLIGHT REGULATIONS

I. DEFINITIONS

A. FIELD OPERATION OFFICER (FOO)

A member who has been authorized to supervise flight operations, is present at the field, and is the person responsible for conducting an WSS flight operation safely and in accordance with WSS By-Laws and regulations.

B. WSS TOW PILOTS

Persons specifically authorized to pilot the towplane during WSS flight operations are WSS Tow Pilots.

C. WSS INSTRUCTORS

Persons specifically authorized to provide flight instruction in WSS operated sailplanes are WSS Instructors.

D. WSS SOARING SITE

The normal location of flight operations of the Wisconsin Soaring Society. This location is Hartford Airport, Hartford, Wisconsin.

II. FLIGHT AUTHORIZATION

All use of Society equipment, flight training programs, cross country flying and other necessary related requirements shall be at the discretion of the Board, as set forth in the By-Laws. The Director of Operations will be responsible for flight activities as authorized by the Board. The responsibility of conducting a specific flight operation is delegated by the Director of Operations to a Field Operation Officer assigned for the day.

III. FLYING QUALIFICATIONS

To qualify for flight privileges a person must be a member, must be authorized to fly a particular sailplane, and must be authorized to make the specific type of flight planned (solo, P.I.C., cross country, back seat).

A. MEMBER

1. Only members in good standing will be permitted to fly Society equipment. Membership classes which include flight privileges are specified in the By-Laws. Financial obligations to the Society must be current as provided in the By-Laws. Members must also assume the responsibility of being familiar with current Federal Air Regulations and WSS regulations and adhere to all applicable regulations.

B. SAILPLANE

1. In order for a member to fly a WSS sailplane, the member must be checked out in the sailplane by a qualified WSS Instructor
2. Student solo endorsements expire in 90 days. Therefore, each spring all members without private glider ratings must not fly solo until they receive specific authorization from an WSS Instructor. WSS

Instructors or the Director of Operations may at any time require any member to take a check ride. Check rides are especially appropriate for members without a solo flight within the preceding 90 days.

C. FLIGHT

1. The normal authorization to fly a particular WSS sailplane allows the member to fly the sailplane solo, in the local area of the WSS Soaring Site. Takeoff and landing must be at the WSS Soaring Site.
2. Additional authorization must be obtained to act as Pilot In Command from the rear seat of a two place sailplane, or to make cross country flights in WSS aircraft.

E. REVOCATION OF FLIGHT PRIVILEGES

Any member may be grounded for cause by the Field Operation Officer, an WSS Instructor, or the Director of Operations. Suspensions by the FOO or by an WSS Instructor shall not exceed fifteen days. As specified in the By-Laws the Director of Operations may suspend a member until the next Board of Directors meeting. A Suspension may be appealed to the Board of Directors by the suspended member within forty eight hours of the action.

IV. FLIGHT RESTRICTIONS

A. No member shall use the Society equipment for hire nor shall the Society equipment be rented to any person or organization.

B. The towplane will be flown only by WSS Tow Pilots. The tow pilot shall be the only occupant of the towplane during tow except as specifically authorized by the Director of Operations for purposes such as filming, cross-country transportation or checkout of tow pilots.

C. All flights of Saturdays, Sundays and legal holidays in WSS sailplanes shall not exceed a period of one hour unless approved by the Field Operation Officer. Flights shall be restricted to the local area around the WSS Soaring Site except for properly authorized cross-country flights.

D. Aerobatics including spins are prohibited except as authorized by the Director of Operations or a WSS Instructor.

E. Cross-country flights in WSS sailplanes will be made only by persons having completed the Cross-Country Qualification program and authorized by the Director of Operations.

F. All members must be currently familiar with Federal Air Regulations and violations shall be reviewed by the Board for appropriate action. Each member must abide by all applicable Federal Air Regulations.

G. All sailplane flights from the WSS Soaring Site during a Wisconsin Soaring Society operation must operate under the rules of the Wisconsin Soaring Society. Usage of any equipment (sailplanes or towplane) that is not owned by WSS must be approved by the Director of Operations, a WSS Instructor, or the WSS tow pilot making the tow. Anyone without a private glider rating must have an instructor endorsement before flying any sailplane.

H. No thermalling after pattern entry.

- I. All aircraft must be flown in accordance with WSS flight practices.
- II.

V. APPOINTMENT OF FOO, INSTRUCTORS, TOW PILOTS

A. The Director of Operations or an WSS Instructor may authorize a member to be a Field Operation Officer. To qualify, a member must have appropriate experience, be willing to accept the responsibilities, and be thoroughly checked out under the guidance of an WSS Instructor. Generally newer members are not authorized to be a FOO and thus most members are licensed private sailplane pilots before becoming a FOO. Field Operation Officers are authorized to conduct flight operations at their own discretion.

B. WSS Instructors must be FAA rated and will be appointed by the Director of Operations. The Director of Operations may appoint a Chief Instructor to supervise the training and proficiency of instructors. He may remove any instructor from the active instructors list.

C. WSS Tow Pilots shall be appointed by the Director of Operations. The Director of Operations is responsible for supervising the training and monitoring the proficiency of tow pilots. The Director of Operations may remove any tow pilot from the active tow pilot list. Selection of tow pilots is subject to FAA and WSS requirements. (see tow pilot eligibility, chapter 7)

VI. INSPECTION AND MAINTENANCE

A. The Field Operation Officer shall conduct a pre-flight inspection of the sailplanes and an examination of the towline and other pertinent equipment prior to the first flight of the day. A general examination of the equipment including the towline shall be made on following flights. The pilot in command of the aircraft has the ultimate responsibility for the airworthiness of the aircraft.

B. The Director of Equipment shall be responsible for maintenance of the Society equipment as set forth in the By-Laws.

C. Any malfunction of Society equipment shall be reported as soon as possible to the Director of Equipment by the Field Operation Officer. Any malfunction which renders a sailplane unsafe for flight should be noted on a placard posted on the instrument panel of the sailplane so affected. Also, notation should be made on the daily flight sheet.

VII. FLIGHT OPERATIONS

A. GROUND OPERATIONS

1. A Field Operation Officer, WSS Instructor or WSS Tow Pilot must be present whenever equipment is removed from the hangar, during each flight operation, and as equipment is being stowed.

2. While Towing to or from the takeoff site in high winds the FOO shall assign both wing and tail walkers. Also, the wing walker, while the sailplane is being towed, should generally be on the side of the sailplane into the wind.

3. The sailplane shall not be left unattended on the field at any time unless adequately secured. Whenever a sailplane is parked on the field it shall be positioned so that any wind shall blow over the ship from a rear quarter or as directed by the FOO. If there is any possibility of strong winds, the aircraft shall be adequately secured.

4. The FOO, after consultation with the towpilot and WSS instructors if available, shall decide which runway to use. If conditions change, the FOO will change the active runway, consistent with other airport traffic.

5. All members should be quick to help retrieve landing sailplanes. In high wind conditions the ground crew should be ready to grab the wing tips as a sailplane comes to a stop at the end of the roll out.

6. All operations must be in accordance with established airport procedures.

7. The members making the last flight of the day for each type of sailplane shall be responsible for returning the sailplane to its proper place in the hangar or tie-down and securing all other Society equipment.

8. The FOO may stop a flying operation if the weather or other conditions in his judgement are or may become unfit for flying.

B. FLIGHT REPORTS

1. All flights must be logged on a Daily Flight Sheet. These records will be made in duplicate and attached to the flight board. After the days flying activities, the flight sheets will be placed in the designated place in the Society files.

2. Any accident involving injury to personnel or damage to equipment must be reported immediately by the member involved to the Field Operation Officer. A report in writing describing the incident shall be submitted to the Director of Operations. This is in addition to any accident reports required by the FAA. The above also applies to any unusual incident, such as landing off the airport during a local flight.

3. Any violation of the Flight Regulations must be reported to the Director of Operations by the member involved or any other witness.

4. Any aircraft malfunction should be noted on a placard and taped to the instrument panel of the aircraft involved thereby notifying pilots of the malfunction.

C. FLYING PREFERENCE

1. During scheduled operations a preference list shall be used by the FOO to determine which member may make the next flight. Upon arriving on the field, each member may add their name to the bottom of the list. Whenever a sailplane is available, the member whose name is at the top of the list may fly at that time or the member may pass. If the first member passes then the next member on the list is given the option to fly or pass. This process continues until a member exercises the option to fly. The name of the pilot is deleted from the list at the time of takeoff. As each sailplane lands the pilot is responsible for clearing the runway, and moving the sailplane back to the flight line and securing the sailplane. Then the name of the pilot may be re-entered at the end of the preference list.

2. Tows for other than WSS owned sailplanes shall be governed by the same preference list. An Active Member with a private sailplane may be towed whenever the pilot's name heads the list. If an WSS sailplane is not available, then the first pilot on the list with a sailplane may be towed.

3. Members who fly a two-place sailplane and who are authorized to carry passengers may select any person of their choice to ride along. If another member is selected, the standing of that member on the preference list is not affected.

4. The FOO shall make all reasonable efforts to give launch (and relaunch) priority to pilots attempting bona-fide cross country and badge flights.

5. When WSS instructors are present, two-place sailplanes shall be reserved until 12:00 P.M. for instruction. Instruction, courtesy rides, first solo, and demonstration rides may have preference over other flights at the discretion of the Field Operation Officer.

6. Reservations for cross country attempts in WSS sailplanes on Saturdays, Sundays, and legal holidays must be made with the approval of the Director of Operations.

7. Tows for guests with their own sailplane shall be at the discretion of the FOO. In general guests are expected to wait until the tow may be made without delaying WSS flights.

D. FIELD FLIGHT PATTERNS

1. The flight pattern shall be that defined in the HXF Operating Procedures Guide. Each member shall be familiar with the current version of the Guide and adhere to its procedures.

VIII. SAILPLANE TOW SIGNALS AND PROCEDURES

In preparation for a sailplane launch, a sailplane wingman and a towplane starter assist communication between the sailplane pilot and the towplane pilot. They also have a safety function to ensure the launch does not conflict with other traffic and that the runway is clear. If a sailplane has landed and rolled to the side of the runway, wait until it is completely clear of the runway. Either move it to a cross runway or return it to the flight line.

1. The sailplane pilot is in command. All take-off signals must originate from the sailplane pilot.

2. The sailplane wingman look for conflicting traffic (remember to check both the cross runway and upwind). The sailplane wingman shall place the sailplane wingtip on the ground whenever there is to be a delay. The wingtip on the ground makes it obvious to the towplane starter and to any other traffic that the take-off roll is delayed.

3. The towplane starter must not give any signal except as directed by the sailplane wingman. The starter should stand along the edge of the runway but so as to be within visual range of the towpilot during the initial takeoff roll. The starter should also check for conflicting traffic.

4. The following signals and procedures will be standard and used at all times while operating Society equipment. Radio communications between the Sailplane pilot and Towplane may be used in lieu of these signals.

a. Connect Towline. Make loop with thumb and index finger and interlock loops of both hands like 2 links in chain.

b. Take Up Slack In Towline. Sailplane pilot gives thumbs up signal to sailplane wingman. Sailplane wingman lifts the wing level and rocks arm in an arc of 60 degrees each side of vertical below the waist. Towplane starter swings both arms in arc of 60 degrees each side of the vertical below the waist.

c. Begin Take Off. Sailplane pilot indicates ready by pointing forward. Wingman, after checking for conflicting traffic, holds wing of sailplane level and rotates arm continuously 360 in a plane perpendicular to towline. Upon seeing this signal, the towplane starter will similarly indicate to the tow pilot by rotating arm.

d. Stop Operation, Emergency. Give a cut signal with hand across the throat or rock arms vigorously through overhead arc. Sailplane pilot releases immediately, Tow pilot stops engine and releases tow line, Wingman lowers wing.

Airborne Signals:

e. Towplane Turn Right. Sailplane moves to the left of the normal position.

f. Towplane Turn Left. Sailplane moves to the right of the normal position.

g. Release Tow Line(towpilot to sailplane). Continuous rocking of towplane wings.

h. I Cannot Release(sailplane to towplane). Sailplane moves within visual range of towpilot, then rocks wings.

i. I Cannot Release Either(towplane to sailplane). Tow pilot uses rudder to yaw from one side to the other.

A. EMERGENCY PROCEDURES

1. Sailplane Cannot Release. Sailplane pilot gives cannot release signal, towplane tows the sailplane over soaring site (if possible) and releases tow line at an adequate altitude when the sailplane is in high tow position. Sailplane (with tow line attached) should cross boundary of landing area, if feasible, at an altitude slightly in excess of the length of the tow line.

2. Both Sailplane and Towplane Cannot Release. After an exchange of appropriate signals, towplane proceeds to largest practicable landing area within reasonable range, makes slow let down while sailplane uses adequate spoilers or airbrakes to keep from overrunning the towplane. Final approach should be in a straight line at least a mile long and flat. Towplane should use no brakes on landing roll, perhaps a little power to extend roll. Towplane should favor left side of runway and finally clear it to the left. Sailplane should favor right side of runway.

3. Discontinued Takeoff Roll(towplane failure, traffic, etc). Towplane releases tow line, favors left side of runway, clears to left. Sailplane releases, favors right side of runway and clears to right.

4. Towplane Engine Failure (partial). Towplane will attempt to continue level flight to get sailplane in favorable position for emergency landing. If level flight not possible towplane signals release.
5. Towplane Engine Failure (complete). Towplane releases tow line immediately.

VIII. WSS SAILPLANES

This section of the flight regulations is for information related to a specific WSS sailplane and thus will change as equipment changes.

A. Flight Authorization Guidelines

These guidelines are documented here to give members an understanding of the requirements to obtain flight authorization for specific WSS sailplanes. However, all members must recognize that the WSS Instructors and the Director of Operations have wide discretion. They may authorize members who do not meet the exact letter of these guidelines. They may also withhold authorization from members who apparently meet the guidelines.

1. The 2-33 is relatively easy to fly. When a member first solos they will be authorized to fly that one sailplane. Usually the member will then make several solo flights in that sailplane and receive more check flights and then be checked out in a second and finally the third sailplane.
2. Higher Performance Sailplanes: If such are acquired the Board will establish guidelines for the checkout of members in such sailplanes and publish them here. For example a private glider rating or minimum number of sailplane hours may be required.
3. The first solos are normally made in the 2-33 but may be made in the L-23. To fly solo in the L-23, Society members must have received spin training with an instructor in the L-23.

B. Special Handling of the L-23

1. Avoid moving the L-23 when one of the canopies is open. A bump could cause an open canopy to slam shut.
2. Each canopy of the L-23 has two sliding rails, one on each side, which are used to lock the canopy. On the ground it is sufficient to reach inside the canopy window from the left side and latch the left side rail.
3. If the L-23 is ever flown with the rear canopy unlocked the rear canopy will be blown off. To prevent this from happening it is necessary that each pilot take responsibility and ensure that the rear canopy is locked. If you fly the L-23 solo, be sure to lock the rear canopy before climbing into the front seat. If you carry a passenger, especially a non-member, be sure that the canopy is locked and confirm that the passenger understands that the rear canopy must not be unlocked in flight.
4. To help prevent an accident we will follow this procedure:
 - a. If the rear canopy is closed, IT MUST ALWAYS BE LOCKED!
 - b. If the rear canopy is unlocked, IT MUST ALWAYS BE OPEN!
5. FOOs, wing runners, and others can help prevent the loss of the canopy by helping pilots remember to lock the rear canopy. Protect your L-23.

IX. STANDARD AMERICAN SOARING SIGNALS

Chapter 6

FIELD OPERATION OFFICER GUIDE

I. AUTHORIZATION AND SCOPE

A. Authority: The Field Operation Officer (FOO) is in charge of the operation and has full responsibility for running it safely and efficiently, consistent with the flight regulations and By-Laws.

B. Function: The Function of the Field Operation Officer is an extremely important and critical one, requiring knowledge, organizing ability and sufficient aggressiveness to accomplish an efficient flight operation. It is the purpose of this guide to dispel some of the confusion that may exist concerning the duties and responsibilities of the FOO and to emphasize the mostly underrated importance of this position to a safe, efficient and enjoyable soaring experience. Basic to the function is knowledge; knowledge in general of soaring, and in particular, of the field handling problems related to sailplanes. This guide assumes a general familiarity with soaring operations and ground handling as described in the SSA manuals and addresses the problems and routines particular to the Wisconsin Soaring Society.

II. COMMENCING OPERATIONS

A. Before moving the sailplanes it may be necessary to move one or several airplanes to clear the area sufficiently. When moving sailplanes, three persons are generally needed. All equipment should be cleared of the hanger floor to the extent that any aircraft may be freely moved in and out before moving out onto the field. The flight data sheet should be dated and the towplane tachometer reading logged at this time.

B. Determine the preferred runway, generally the runway closest to the wind from the position of the wind sock and proceed accordingly. The wing walker should generally be on the upwind wing tip and should hold that tip somewhat lower than level. In windy conditions a person should also be stationed at the tail and a third ride in the cockpit as appears prudent.

C. When conducting flight operations, the FOO should wear an identifying mark or badge, such as the orange vest or armband. If for some reason, the FOO must leave the scene or take a flight, this mark must be positively turned over to another qualified person to act in his place.

III. OPERATION ON THE FIELD

A. All ground operations should be conducted clear of the active runway to the greatest extent possible. In windy conditions, greater caution should be exercised. No sailplane should be left unattended on the field unless properly secured. The last person to fly the sailplane is responsible for seeing that it is either secured properly or is turned over to the next pilot assigned to fly it.

B. Efficiency of the operation depends to a great extent on the FOO's alertness and aggressiveness. He should always have determined who is going to fly in the sailplane next in line well before the towplane is back on the ground from the previous tow. The pilot should be ready to go, so there will be minimal delay.

C. The FOO should verify that the individuals running a wing tip or assisting the towplane are familiar with the signals and are aware of the routines. Be wary of the ignorance of well-meaning helpers. The FOO may challenge the qualifications of any person intending to fly. If in doubt, verify qualifications.

D. A primary responsibility of the FOO is the flight data sheet. Make certain that every flight is logged properly with the release altitude, sailplane, time aloft, and any applicable notes. These are permanent Society records and should be treated accordingly.

E. On weekends, the maximum flight duration is one hour, unless specified otherwise by the FOO. If many members wish to fly, the FOO may restrict flights to less than 60 minutes so that all members

may fly. The FOO may approve longer flights if no one else is expected to fly the sailplane at the end of the hour. If in doubt, arrange for verification by radio during the initial 60 minute flight time.

F. Automobile traffic on the field is to be limited and primarily for ground towing of equipment and required movement of personnel. Avoid unnecessary vehicular traffic. Use routes that do not cross runways to the greatest extent practical.

G. Spectators must be kept well off to the side and out of the way of the operation to avoid accidents.

H. Occasionally, circumstances may occur which can make it desirable to allow the FOO to decide the order of the flights. When this occurs, the FOO must exercise responsibility and make the decisions. Cross-country launches are an example of this situation.

I. The FOO, WSS Instructor or WSS Tow Pilot may halt any operation and secure the equipment in the event weather conditions require it.

IV. SECURING THE OPERATION

At the completion of the day's operation, all equipment and any waste must be picked up. The sailplanes must be moved to the hanger or tie down area in the same fashion they were brought onto the field. After stowing the sailplanes, make certain that all equipment is stowed, the hangar locked and the towplane tachometer time noted on the data sheet before leaving.

V. SUMMARY

Remember, the key to a safe and efficient operation is a competent and aggressive FOO. Do not be shy about asking any of the Society members to assume duties such as chasing the rope, readying or moving sailplanes, manning tow vehicles or attending to the flight data sheet. Be ahead of the game and anticipate the situation's requirements.

Chapter 7

TOW PILOT GUIDE

I. INTRODUCTION

This tow pilot's guide is intended to standardize the operational procedures of all Wisconsin Soaring Society tow pilots. These guidelines should not be interpreted as a substitute for good judgement in an emergency situation. In no case should any WSS tow pilot feel induced to provide towing services under conditions which are perceived as being beyond their piloting skills or beyond the capabilities of the equipment in use. It should be emphasized that the priorities governing WSS operations are:

1. SAFETY
2. Care of the Society equipment
3. Expeditious Service

These priorities should be observed strictly in the order listed. The most important thing about towing is to plan ahead and be careful. It is better to quit towing and disappoint a few people than to wreck a tow plane in bad weather or high winds. If you feel the wind is too strong or the engine is running poorly etc... QUIT!

II. PREFLIGHT

With many different pilots flying the towplane it is necessary to write notes to communicate the status of the towplane to other towpilots and to record towplane maintenance items. A clipboard or bulletin board will be used for this purpose. It is the responsibility of the first towpilot each day to check the clipboard and bulletin board and pass on any necessary information to other towpilots that day. It is each towpilot's responsibility to write on the clipboard any problems they find. The Tow pilot making the first tow each day must conduct thorough preflight. Each Tow Plane Pilot must remember that they are pilot in command.

- A. Use checklist in towplane to conduct normal preflight of towplane
- B. The oil level must be above 6 quarts
- C. Check the engine hours and tell the maintenance director if over 25 hours have been logged since the last oil change
- D. Check the towplane clipboard
- E. Check the Tow Rope Release
- F. CLEAN THE WINDSHIELD

III. TOWPLANE STARTING AND WARMUP

When the engine is cold, set the brakes, operate the primer, and pump throttle twice. Pull the prop through about five compressions with mags OFF and throttle CLOSED. Use the checklist in the towplane. Start the engine on BOTH mags. The left mag has the impulse mag for starting but it doesn't hurt anything to start on both mags and you won't forget to switch to both mags. The run up check must be done before the first flight of each day. Runups on subsequent starts are at the option of the tow pilot. Propping the engine will not be allowed unless the tow pilot and FOO agree that the person volunteering to prop is qualified.

IV. TOWING FLIGHT PROCEDURES

A. LOOK OUT THE WINDOWS

B. Wind Considerations/Concerns

The biggest danger to the towplane occurs on windy days. Operate from the runway that provides the maximum safety for the towplane. Don't hesitate to change runways if the wind changes. Work with the FOO to determine the safest runway. If there is a disagreement, remember that you are responsible for the operation of the towplane. NEVER do anything if you are in doubt about the outcome. Be very conservative about operating in strong, gusty winds. Every pilot has to set their own limits as to how much wind they can SAFELY handle. If you are less experienced or an old hand having one of those days when nothing goes right, shut down the operation before the towplane gets bent not after it gets bent. Be very careful on downwind taxis. All turns should be made with a minimum amount of power and braking. Avoid locked brake turns. All power changes should be slowly and smoothly executed.

C. Prepare to Make a Tow

Check fuel quantity before every tow. Make sure that the aircraft has more than enough fuel for a complete tow and landing.

1. Set Trim; Flaps up
2. Check the fuel
3. Check Mags; Both
4. Carburetor heat off
5. Set Mixture
6. Check type of sailplane being hooked up to determine tow speed

D. Take Off

LOOK OUT THE WINDOWS

Announce your takeoff on 123.0. All take offs are to be made at full power and consideration should be given to leaning for maximum performance on hot days. Early in the takeoff ground roll, be alert and ready to release if the glider gets too high and endangers the towplane. If you release the glider and elect to stay on the runway, move to the left side of the runway to allow room for the glider on the right. (remember, after release towplane turns left, glider right) After lift-off it is important to make a smooth transition to the correct towing speed. Obviously the climb must begin 5-10 mph before the tow speed because the aircraft are accelerating. Remember to consider the effects of airspeed indicator errors and the effect of climbing into a strong wind gradient. It is impossible to over-emphasize the importance of proper speed. If in doubt about the proper speed, ask. The following tow speeds are standard at WSS unless otherwise requested by the sailplane pilot.

Sailplanes Airspeed

(2-33)	60-65 mph
L-23 (other high performance)	65-70 mph

E. Towing; Airspeed, Turns and Such

Maintain proper tow speed by attitude. Find the attitude that maintains the proper airspeed for that sailplane and hold it. Don't chase airspeed. Small variations in airspeed can be tolerated if you start with the proper speed. Slow, smooth pitch changes should be made if the speed starts to diverge too greatly from the optimum. Avoid abrupt maneuvers on tow. All turns should be entered smoothly and with a maximum of 20 degrees of bank angle. Do Not Thermal. After passing through a thermal, make a large circle and pass through it again, but do not try to thermal on tow. Sailplane pilots who intend to box the wake should signal their intentions to the tow pilot by radio or prior arrangement before beginning to box the wake. If the sailplane pilot wishes to steer the towplane, standard SSA signals will apply. Unless safety dictates otherwise, the tow pilot will make every effort to comply with the glider pilot's steering directions.

WATCH OUT FOR TRAFFIC -- LOOK OUT THE WINDOWS!

F. Tow Patterns

A well planned tow is very important to the efficiency of the operation. Unfortunately the best pattern varies according to the height of the release and the wind conditions. Suggested tow patterns are shown at the end of the tow pilot guide. Fly straight out to an altitude of 1,000 feet and then follow the appropriate pattern depending on the wind. Plan for the release to be made on the downwind leg side of the airport to avoid crossing the airport and other traffic when returning to the airport pattern entry point. All tows, especially instruction tows, should be made upwind of the airport unless otherwise requested. The higher the tow and the stronger the wind, the further away one should tow upwind from the airport. For a pattern tow, the towplane will tow the glider out of the pattern—usually this will necessitate a left turn. The glider will release at 1,200 to 1,500 feet AGL. The towplane should enter the pattern promptly, while the glider maneuvers to maintain separation. The towplane should land before the glider.

G. Release and Descent

When the sailplane releases, check the mirror to make sure the sailplane has released and has turned right before starting the clearing turn and descent. Start a descending left turn and roll out after 90 degrees change of direction. This will ensure proper separation from the sailplane.

LOOK OUT THE WINDOWS

Reduce power slowly and smoothly to 2000 RPM. Maintain at least 2000 RPM and keep airspeed under 100 MPH during descent. It is important to slow the rate of engine cooling to reduce the chances of cracked cylinder heads due to rapid cooling. If a release is made directly over the airport, move away from the airport during the descent. Keep a sharp eye and LOOK OUT THE WINDOWS.

V. RETURN TO AIRPORT AND LANDING

A. Return to the Airport

This is the phase of towing where most time can be saved but is also dangerous and is an area susceptible to errors. If you find yourself having to fly long distances to the airport after the descent, modify your tow pattern in closer to the field. However, safety is the prime consideration of towing over efficiency. No slipping into the pattern. All pilots should be flying straight and level and looking for other traffic when near the airport.

B. Traffic Pattern

Announce downwind on 123.0. Pattern altitude will be at a minimum of 600 ft AGL.

C. Dropping the Rope

LOOK OUT THE WINDOWS

The rope drop pass should be flown using a normal traffic pattern. Be very careful turning base to final as you will be overtaking other traffic and this is the busiest spot on the traffic pattern. After the rope drop, begin the climb to pattern altitude (minimum of 600 feet) and slowly add power. Full power is definitely not required.

D. Landing

LOOK OUT THE WINDOWS

Observe the maximum flap operating airspeed (white arc). When landing cross any roads or obstructions at a reasonable altitude. After landing clear the runway. Careful use of the brakes will not only make them last longer, it will also eliminate one cause of getting the towplane onto its nose. Once securely on the ground set the controls properly for the wind conditions. Use slow "S" turns while taxiing to keep from running into runway lights, people and other things.

VI. HANGARING THE TOWPLANE

A. Fill the tanks

B. Note any problems on the towplane clipboard (in the locker)

C. Turn off Master and Mags

D. Close the doors and windows

E. If possible leave a pleasant surprise, clean windshield and prop

VII. TOW PILOT ELIGIBILITY

Each year, before towing, each potential towpilot must present themselves to the Chief Tow Pilot and confirm that they are in compliance with FFA regulations, WSS, and Insurance Requirements.

A. FAA Towing Requirements

The FAA regulation for tow pilots is FAR 61.69. This regulation must be read and understood by all tow pilots.

B. WSS and Insurance Requirements

WSS tries to purchase consistent insurance however the specific pilot warranties issued by the insurance companies do change. It is important to review and understand the specific pilot warranties each year and to ensure that WSS tow pilots meet the requirements. Our insurance does not allow flight instruction in the tow plane. If a pilot is only a few hours short on time, it may be possible to complete the time during a few check rides. The present requirements are listed below as an example of the minimum requirements for tow pilots:

1. 500 hours powered flight time
2. 100 hours in tail wheel airplanes
3. 10 hours in same make and model
4. 10 previous tows

C. WSS Check Pilot Requirements:

See the chief tow pilot for the list of WSS check pilots.

1. Commercial power license
2. 500 hours flight time
3. 100 hours in tail wheel
4. 25 hours in same make and model
5. 50 previous tows

D. CHECK OUT

When a member who meets the above requirements wishes to become a tow pilot, any WSS check pilot may begin making check flights with the member in the WSS tow plane. This will be done during normal towing only. New (to WSS) but experienced tow pilots or those who have not towed a glider in over one year will be required to make at least 3 tows with an WSS tow pilot and may be required to make more tows with a designated instructor or tow pilot as required by current procedures. When the checkout has been completed, the WSS check pilot will authorize the member to be a tow pilot. An entry must also be made in his log book by a CFIG.

Chapter 8

CROSS COUNTRY SOARING

I. PURPOSE

The cross-country program is both a training program and the qualification test for members who wish to seek authorization to make cross-country flights in WSS sailplanes. The emphasis is on safety. The program is intended to reduce the exposure to damage or injury which may occur during landing away from the WSS soaring site. The technical aspects of skillfully maximizing speed and distance is left for the members to achieve at some other time.

A. Evolution of the WSS Cross Country Program

The WSS cross-country qualification program was developed to train a member in various aspects of flying cross-country. In 1983, the SSA adopted the Bronze Badge program as a standard for cross-country training. While designing the program, the SSA reviewed cross-country qualification programs of many soaring operations.

B. SSA Bronze Badge

In the interest of adhering to SSA standards, the SSA Bronze Badge is now used for the written examination and sailplane piloting skills segment of the cross-country checkout. An outline of the ABC and Bronze Badge training program can be found in the SSA Membership Handbook. The WSS instructors can also provide information about the Bronze Badge.

The bronze badge can be summarized as follows:

- Completed C badge
- 15 solo hours in gliders, 30 solo flights (10 in single place)
- 2 flights of at least two hours duration
- 3 solo spot landings observed by instructor
- 2 simulated off-field landings with an instructor (altimeter covered)
- SSA cross country written test

C. WSS Cross-country Checkout.

In addition to the Bronze Badge requirement, WSS members must also demonstrate a knowledge of the barograph operation and the assembly and disassembly of the aircraft to be flown. Thus, the WSS cross-country checkout consists of:

1. Bronze Badge
2. Barograph Checkout
3. Assemble and disassemble the aircraft to be flown.

D. Priority at the Flight Line.

As noted in Chapters 5 and 6 above, the FOO will be making all reasonable efforts to priority at the flight line for all bona-fide cross country attempts.

Chapter 9

POLICY

This chapter shall be the place for recording policy decisions of the Board of Directors and other miscellaneous information. Recording such information here helps provide continuity to the Wisconsin Soaring Society.

I. DOCUMENTATION

A. The Board of Directors shall ensure that WSS documents are kept current and available to the membership. Modifications of documents other than By-Laws and the Articles of Incorporation shall be at the discretion of the Board. The Directors must recognize the importance of updating specific regulations or policy rather than issuing arbitrary edicts which may be misunderstood and forgotten.

B. Every document should contain our name (WSS) and every page of each document should contain a page number and the date of revision. Masters used for reproduction shall be stored to ease the task of future updating.

C. The membership handbook shall be reprinted in full every few years. Since people tend to lose documents and because few people would actually insert change pages, reprinting in full is the best way to provide members with a current membership handbook.

D. The following list indicates WSS documents and the person responsible for maintaining masters and distributing each document:

1. Membership Handbook Secretary
2. WSS Newsletter (monthly) Secretary
3. WSS Society Roster Secretary
4. WSS General Information Secretary, V.P.
5. WSS Membership Application Secretary, V.P.

II. SELF INSURANCE

The Society does not always purchase insurance to cover hull damage which may occur while the aircraft is "in motion." Thus the Society could suffer a substantial loss if an aircraft is damaged during takeoff or landing. Although there is no specific sum of money set aside as a contingency fund, Society officers and members must be aware of the financial consequences of self insurance. The By-Laws provide that a member is responsible for uninsured damages. If the damages are uninsured because the Society did not purchase insurance, a member shall be liable for the first \$500 in damage. Any greater loss shall be shared by the entire Society since the Society decided not to purchase insurance.