

Memphis Soaring - Training Guidelines & Procedures

Welcome to training at Memphis Soaring! Whether you are a new member or a member of some year's tenure these board-approved guidelines govern the training experience at our club. The first thing to remember is that the instructors are an all-volunteer force dedicated to doing their part as a member of MSS. As such, all members can make their efforts more enjoyable by following the guidelines as put forth below.

TRAINING MATERIALS - New Pilots - Training materials are those authored by Tom Knauff. New Pilots will be provided and billed for three books: *Glider Basics*, *After Solo* and the *FAA Glider Handbook*. The goal for all students is to train through the private rating and these materials will be required for that goal. **Transition Pilots** - Transition pilots will be provided and billed for Knauff's *Transition to Gliders* and the *FAA Glider Handbook*.

Students are required to bring their books to the field when they receive instruction.

LESSONS – Pre-Solo - Instructors are using an instructor's manual written by Knauff. Lessons are broken down into chapters and follow along with the *Glider Basics* book. There are one page lesson plans outlining the items to be covered. Copies will be provided to the student, one lesson at a time, after each lesson is completed. It is acceptable to study one or two lessons ahead but the materials are designed to coincide with the flight lessons.

Pre-solo students will complete the test contained at the end of each chapter before doing that chapter's lesson. Instructors will sign off on the test in the student's training folder after discussing the material in that chapter.

Prior to soloing the student must complete a pre-solo written and obtain a student pilot certificate.

MEMBER DOCUMENT FOLDERS – Each member has a folder that is stored in the file cabinet in the instructor's office. This folder is to hold training documents as well as copies of the documents required to exercise the privileges for the ratings the member holds. Solo students will have a copy of their student pilot certificate on file. Private/commercial/instructor glider pilots will have a copy of their certificate as well as their government photo ID. Transition pilots will have a copy of their FAA certificate and government ID. Tow pilots are to have on file copies of their FAA certificate, government ID and current medical certificate. The club will maintain equipment such as a computer printer with copy capability to aid the member in this area.

CURRENCY – Currency (Recent experience) is one of the more proven ways to avoid accidents and incidents. The FAA has requirements and the club has some of its own. Specifically:

90 day Currency – Memphis Soaring requires any member not having flown in 90 days be required to fly one flight with and instructor.

Annual Currency - Each member is required to fly with an instructor in the month that their FAA mandated Flight Review (FR) is due. See the bulletin on this process on the club's website under the Bulletin link then select "View Past Bulletin's" for what to expect. Members may also wish to avail themselves to the FAA Wings program for managing their FR requirement. Information is available on the FAA site at www.faasafety.gov.

Those members who hold a private rating or higher are required to have an FAA Flight Review (FR) every two years.

DOCUMENTATION - The date of the pilots FR is to be proffered and stated on the form contained in his/her folder. Anyone employed by a company whereby they get their FR done at work will supply a current copy of their employment ID badge to satisfy this requirement.

INSTRUCTION SCHEDULING – Every member at one time or another requires the services of an instructor during the year. Here are the policies governing the process of this valuable service:

- A duty roster will be posted on the member side of the club site for the period of April 1 through November 30 annually in two month blocks. Said blocks will be posted no later than 30 days prior to the start of the block in question.
- Duty instructors will be available to be reserved in advance of Saturday: 1st booked, first served. Contact them via e-mail or phone to book. Instructors will determine how much time is required according to what type of student, such as 2 hours for a lesson or FR, less for a 90 day or annual currency.
- The duty instructor will notify the membership via e-mail if he has a full schedule. At that time those remaining in need of instruction should send an e-mail to the remaining instructors to **schedule** services prior to the anticipated lesson. All members should understand that an instructor's presence at the field does not make him available. Members are allowed to make arrangements with any instructor for lessons any time on their own mutual understanding (That is, one can arrange to meet with an instructor on any day they agree to).
- If an instructor is unable to fulfill his assigned duty he is to swap with another instructor. Any swap will be communicated to membership when it is agreed to. With advance notice, instructors will be able to shift their duty to Sunday when a swap cannot be worked out and they are available on Sunday.

DEMOS PILOT REQUIREMENTS – Those intending to perform demonstration flights to *Day Membership* holders are to receive their annual check from the back seat. Said check will include two flights including a rope break. Members should not give demo rides unless they are checked for such rides.

SAFETY PANEL – While any member should engage another member concerning violations of FAA or club policies, the instructors agree to lead this oversight function. One of the vehicles the instructors have available to them is a safety panel. This three-member Safety Panel is to review member issues such as violations or lack of flying skills. The panel would then make recommendations to the board regarding suggested action.

Approved by the MSS Board

Date: February 13, 2010