



Standard Operating Procedure

Revision 24 – August 18, 2021

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Overview

The LESC Standard Operating Procedures (SOP) is intended to provide a baseline of understanding of required flight operating procedures at and around Skylark Field. This is intended to alleviate conflicts with the Skydive operation as well as provide a baseline for safe operation of glider activities.

Please read and understand all sections of this manual. Once completed, please sign and date the log at the end of this document, or other procedure if the log has been replaced with another recording functionality. From time to time, this manual will be updated and you will be requested to again review the procedures.

These SOPs cannot be expected to cover every detail of operations. Any issues which may arise on a given operation day that are not specifically addressed by these SOPs will be decided jointly by the Duty LESC CFIG and Tow Pilot for that day alone. If there is no Duty LESC CFIG on the field, the responsibility rests on the Tow Pilot alone. Should anyone desire additions or alterations be made to these SOPs they may submit them to the Board of Directors for consideration. Please don't hesitate to ask any of the LESC CFIG Staff, Safety Officer, or LESC Board Member about any area you are uncertain of regarding this manual, or any operating or flight procedure.

Feedback is important. If you have any questions for safety or operational improvements, the Safety Officer or any other Executive Committee member as well as our staff of LESC CFIG's, are available and listening. The LESC Board of Directors is listed along with their email addresses in the LESC web site: www.lescsoaring.com/MembersOnly/ExecutiveBoard located in the "Members Only" section.

Aircraft Damage and Member Liability Acknowledgement

Members accept financial responsibility for all damage to Club aircraft due to fault or negligence, while operating or attempting to operate, up to the amount of \$500.00 for any one accident.

REMEMBER- If the next pilot pre-flights the aircraft and there is damage to that aircraft, the assumption will be that the prior pilot was responsible for that damage. Don't let this happen to you! Always secure the aircraft even if you "walk away" for a minute waiting for your tow and always perform a complete pre-flight and post-flight inspection.

Members are held accountable and have a responsibility to notify all involved parties, club members or otherwise, of any and all damage and injuries. They have a responsibility to coordinate and ensure repairs have been completed in a timely manner.

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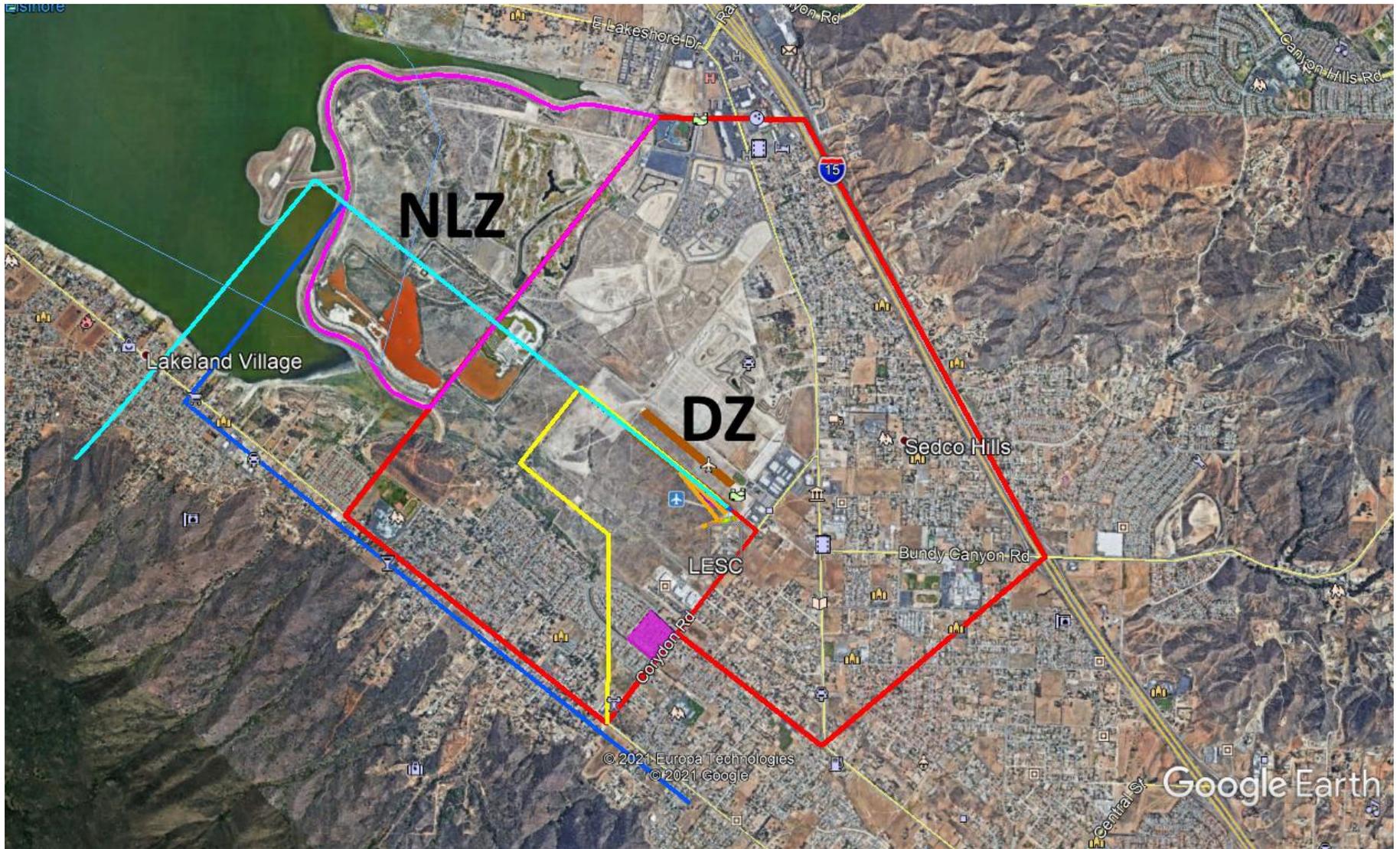


Figure 1

Drop Zone (DZ) and No Loiter Zone (NLZ)

In order to preserve safe operations with the adjoining jump operations (our Landlord), an agreement is in place regarding glider utilization of airspace at Skylark Field. Areas shown in Figure 1 have been designated as "The Drop Zone" or "DZ" and the "No Loiter Zone" or "NLZ".

Glider and tow plane operations are permitted in the DZ only during launch and landing. Gliders may transit the NLZ, however at no time shall any glider thermal within the confines of the DZ or NLZ. When transiting the NLZ, do so with caution. This area is utilized by the tow and jump planes in their departure and recovery patterns. Keep alert and your radio tuned to 122.900 and take any reasonable action requested by the jump plane while transiting the NLZ, or at any time for that matter.

In case of emergency and a non-standard arrival is required, announce your intentions on 122.900 MHz (CTAF) and take appropriate action to resolve your emergency. Please refer to the Skylark Traffic Pattern and Radio Procedures sections for further clarification. Be prepared to explain your actions to both the landlord and the Safety Officer. NOTE: Radios are considered required equipment aboard club ships. Failure to use and monitor the radio on the required frequencies is considered a serious safety violation and can lead to suspension of flying privileges.

The only exceptions to these rules are when the Skydive Center is not in operation, prior consent has been obtained or in an emergency. Be advised, it is never a good idea to be in the area of the departure end of 29L/R.

The DZ is defined by the following boundaries (refer to Figure 1):

- From the intersection of Corydon Road and Grand Avenue westerly to a point just beyond Rome Hill.
- From that point across the Bird Sanctuary to the baseball stadium and extended to the I-15 freeway.
- From that point in a southerly direction along the freeway to the Bundy Canyon interchange.
- From Bundy Canyon interchange directly across to the "Y" (passing the High School), the intersection of Mission Trail and Palomar roads.
- Up Palomar road to Corydon Avenue, then along Corydon to the intersection of Grand Avenue.
- The NLZ is defined by the boundary of the dike as depicted.

Remember, the Jump Center can change the DZ boundaries at any time. If at any time you are requested to move out of the area you are operating in by the Skydive operation or LESC ground operations, do so immediately unless a safety issue is at stake. Please refer any issues to the Safety Officer or the Landlord Liaison.



Figure 2

Skylark Traffic Pattern

Skylark Field has two main runways designated as 29L/11R and 29R/11L. 29R/11L is reserved for Skydive operations and should not be used by glider operations except in an emergency. 29L/11R should be used for glider and tow operations.

Normal landings by gliders will be on runway 11R. 29L (over the wires) may be used depending on wind conditions.

All tow launches will be from runway 29L. In the event of blocked runways, tow recovery may take place on 11L with prior radio announcement. Glider recovery in the event of blocked runways should utilize the firebreak and diagonal.

AT NO TIME SHALL ANY LESC AIRCRAFT OVER FLY THE SERENITY HOUSING DEVELOPMENT! This is an extremely sensitive over flight area.

The IP for all glider approaches (except in emergencies) to Skylark Field will be the Minimart located at the corner of Corydon and Grand Ave. The IP shall be entered at 2500 ft. MSL (1250 ft. AGL) and a standard 45, downwind, base and final will be flown.

When tailwind conditions exceed practical use of 11R, an "over the wires" recovery on 29L is authorized. Pattern for 29L after the "IP" will be a left base down Corydon to final over the wires.

The target touchdown point is the marker between the 300' and 200' Accuracy Landing Areas.

Gliders will roll out and stop within the runway boundaries unless safety necessitates otherwise. Pilots who fail to do so (unless done for safety) will be penalized and required to re-qualify with an LESC CFGI prior to returning to flight status.

Gliders will be moved 100 feet clear of the runway after landing and ground handled back to the tiedown or Glider Launch Queue on the southwest side of runway 11R/29L, leaving the runway available for landing and departing aircraft.

Gliders awaiting tow will be staged and remain in the Glider Launch Queue until they are the next glider to be towed. The next glider to be towed will be moved to the "On-Deck" Area. Gliders in the "On-Deck" area will remove any dollies, gust locks and any other equipment that must be removed before flight and secure it (the Equipment Staging Area is provided for this purpose). Pilots must have their Tow Pass, equipment prepared, cockpit configured, parachutes fitted and be ready for tow when the tow plane is in the pattern.

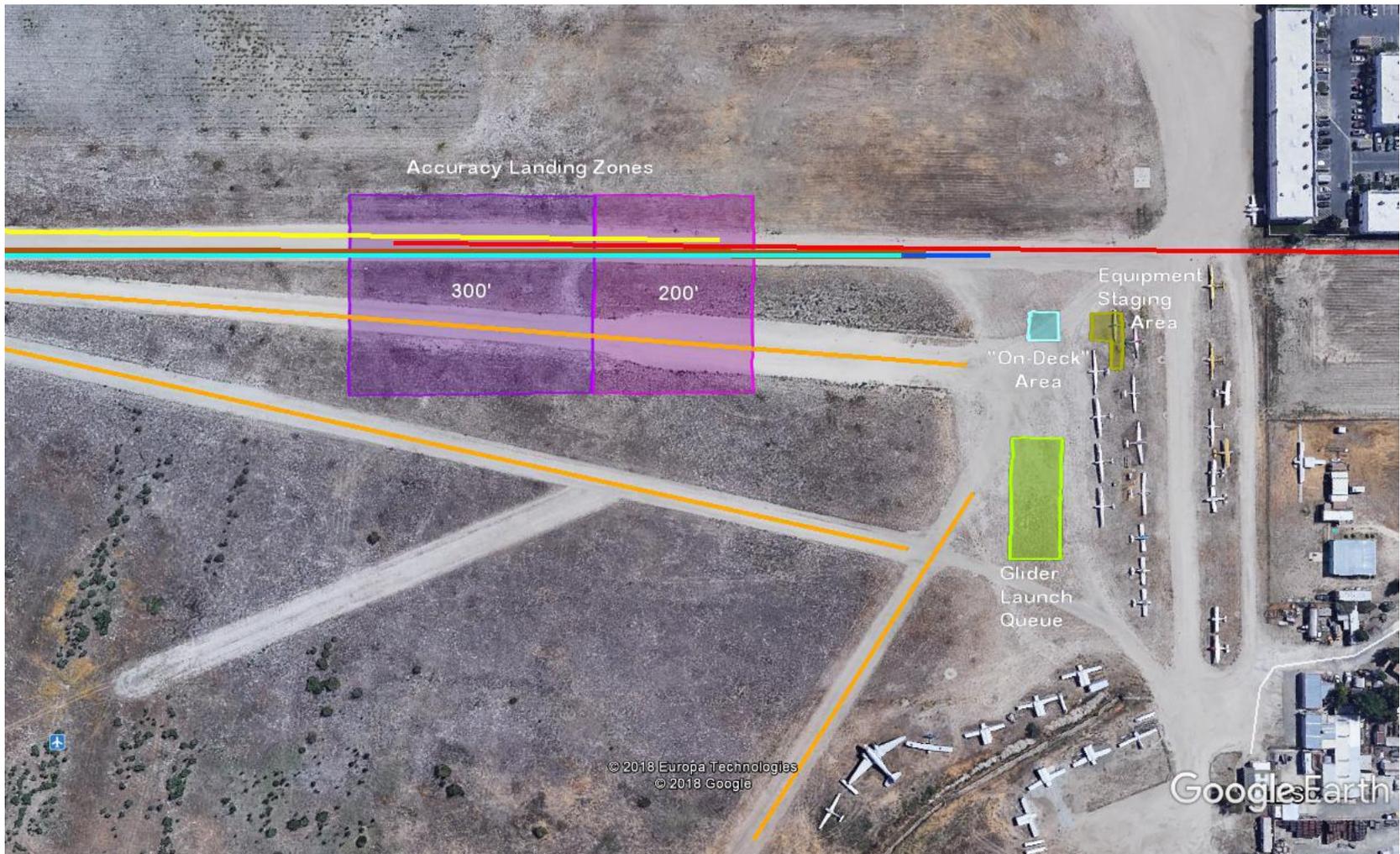


Figure 3

Gliders will be moved onto the runway for launch. All aircraft, vehicles, equipment, personnel – anything that will create an obstacle - will be removed from the runway if any aircraft enters the landing pattern for either 11R or 29L. If there are insufficient people available to move the glider off the runway in a safe and timely manner in this scenario, Gliders may launch from the “On-Deck” area to avoid having the pilot being tasked with clearing the runway alone. **However, extra care must be taken and judgment exercised by both the Tow Pilot and the Glider Pilot** to avoid hazards associated with a wing down launch from this location, i.e. tall grass, brush, obstacles (like gliders, vehicles, skydivers etc) close to the runway boundaries. Ask yourself, what would the FAA or NTSB say should something happen that would prompt an investigation.

Only the glider pilot, passengers and required ground crew are allowed to enter the runway – **NO SPECTATORS** will be allowed to cross the runway boundary.

No one is authorized to enter the runway and all aircraft must be removed from the runway if there is a glider in the pattern.

No aircraft will be parked within a wingspan of the runway.

Power Traffic:

Please be aware that power traffic is continually utilizing 29R/11L from a variety of patterns. Also, be aware that power traffic occasionally utilizes 29L/11R without regard for established patterns and sometimes without announcement.

Glider landings on alternates or any non-standard traffic pattern:

If you are approaching the airport and find yourself in tremendous sink or have just used poor judgment getting back to the airport, you can use any field that looks big enough or any of the “alternates” that are most handy at the time to land on. You may even land perpendicular to the runways. It’s always better than a spin entry to the “correct” runway...

If you find yourself too low on the northeast side of the airport coming back from the Sedco Hills, call on 122.900 MHz and state your condition and intentions. Make a Right base entry to 29L or 29R or left base to 11R or 11L. You are a glider and have priority over all powered aircraft for an approach to the airport. Much better to have to say you’re sorry to our Skydive Landlord and your Safety Officer than to be explaining why you wrecked the glider trying to make the “normal” approach to the “IP”. Just be prepared to have a “humble and contrite attitude”. It makes a tremendous difference in the Landlord’s and Safety Officer’s reaction and response.

Tow Plane Traffic:

Tows will only be provided only on Runway 29L. Due to emergency options and noise abatement, 11R will not be used for towing gliders. Please refer to Figure 1 for departure and arrival tow patterns.

Departure: Fly runway heading until you reach the dyke, staying to the right of the bird sanctuary. Do not turn before the dyke. Turn left crosswind and proceed to Grand Avenue. Your departure at Grand Avenue will depend upon where you are towing to, but at no time are you to fly between Grand Avenue and the airport on launch or recovery (except in an emergency). Always stay to the ridge side of Grand Ave. Straight out departures over the lake on wave days are also permissible.

Right crosswind departures are permissible if you are heading towards the Sedco Hills. This requires close communication and cooperation with the skydive operation. Use exceedingly good judgment before deciding on a right crosswind departure and always announce your intentions. Busy skydiving days may preclude right crosswind departures. When in doubt, head southwest along Grand Avenue instead and turn towards Bell Mountain at the "Y".

Arrival: Base legs shall be conducted from Grand Avenue to the outer dyke. Note this is further out than the departure crosswind leg, which allows for traffic separation. At no time shall a base leg be flown over Rome Hill or anywhere between the shoreline and the departure end of 29L unless in an emergency. A good neighbor policy dictates that we adhere to this procedure closely.

If you find you still have altitude to lose before entering your base leg, our landlord has authorized us to perform "circling" maneuvers over the southwest corner of the lake. This does not authorize wingovers, stalls or other "fun" maneuvers to lose altitude. Fly cautiously, many eyes are attempting to find fault with your flying from below. Fly your base leg from there once you are at an appropriate altitude.

Unless Safety dictates otherwise, landings will be made on 11R. After landing, continue taxiing on 11R. If another glider is in the Glider Launch Queue awaiting a tow, execute a 180 degree turn within the runway boundaries and orient the tow plane with 29L and wait for glider hook-up. Otherwise, taxi southwest, clear of runway 11R and the Glider Launch Queue to park the tow plane at least a wing span clear of the runway.

Always remember, we fly at Skylark at the discretion of our landlord. Noise or over flight of the bird sanctuary complaints reaching the landlord may spell disaster for LESC operations. Use common sense, good judgment and always be cognizant that LESC is attempting to be a good neighbor.

Radio Procedures

The following are radio and announcement procedures in place for gliders flying at LESC. Refer to **AIM (Airman Information Manual) Chapters 4-1-9, and 4-2**. You are required as a pilot to know and understand radio procedure.

All aircraft operating at LESC, whether private or club owned will have functioning two-way radio communication. Failure to use and monitor the radio on the required frequencies is considered a serious safety violation and can lead to suspension of flying privileges.

Tow pilots will announce before departure on 122.900 MHz Glider being towed will monitor 122.900 MHz until off tow, announcing "off tow" is not mandatory but sometimes polite after a "soft" release, (i.e., "8246H, glider 231 off tow". Any emergency announcements effecting airport traffic will be made over 122.900 MHz by the tow pilot, Line Manager, or Pilot-In-Command. Emergencies not affecting airport traffic should be communicated on 121.500 MHz. Keep traffic on 122.900 MHz to a minimum, as it is a busy CTAF frequency. No chatter.

Monitor 122.900 MHz well before pattern entry. Some aircraft call in on approach for landing from several miles out, so keep both ears and eyes open, and your head on a swivel when in or near the airport pattern and anytime you are flying...remember, "see and be seen". Not just around the airport, but everywhere.

When in the vicinity of the airport area you should listen carefully for the Jump Plane call of "skydiving in progress". From 14,000 feet it takes about a minute for chutes to start opening around the DZ...be aware, they don't always drop right on top of the grass area. Don't hesitate to land on one of the Diagonals or anywhere appropriate to safely avoid the falling human "traffic".

Everyone will use the "Self-Announce Position and/or Intentions" procedure outlined in the **AIM 4-1-9g**, whereby pilots broadcast on **122.900 MHz** their intentions for landing when approaching the IP.

Examples:

1. *"ELSINORE TRAFFIC, GLIDER 'NINER ZERO SEIRRA' AT THE IP ENTERING A RIGHT 45 FOR LANDING RUNWAY 11R ELSINORE."*
2. *"ELSINORE TRAFFIC, GLIDER 'EIGHT SIX THREE ENTERING ON A LEFT BASE FOR LANDING RUNWAY 29L ELSINORE."*

At Skylark, tow recovery should announce base leg, and gliders announce the "IP" or "45",

or "base" as appropriate. 122.900 is a busy CTAF frequency, and the normal downwind, base and final self-announcements are not required nor encouraged unless the situation dictates.

LESC has established local glider communications on 123.500 MHz. Once off tow and in the local vicinity of Skylark, LESG gliders will monitor 123.500 MHz. Remember that other sailplanes could be in the area and they may be on 123.300 MHz. You must monitor 123.500 once off of 122.900 as this has been established as the means the jump plane will contact any glider that may conflict with operations. You don't want to be the offending glider without your radio on.

The LESG office radio is not continually monitored and you should not rely on calling for a wind check. Under extreme conditions, feel free to do so however keep 122.900 MHz traffic to a minimum and don't expect a reply. Rely on your MKI, MOD 0 eyeballs and judge the wind as you have been taught.

Ground Vehicles and Golf Cart

On any operation day, no vehicles other than the golf cart will be allowed to enter the aircraft movement area in front of the tiedown area without prior authorization, obtained via the Duty CFIG and Tow Pilot (as mentioned above).

No vehicles will be permitted on the runway without a working aircraft radio tuned to the local CTAF frequency.

The Golf Cart is primarily to be used for moving gliders safely on the airport. While it can also be used for other operations, these are secondary and must be short in duration so that the Golf Cart is available for its primary function. For this reason, the Golf Cart will be left in a safe location on the line, out of the way of maneuvering aircraft (preferably in the Equipment Staging Area) and not parked at the Clubhouse or any other location for prolonged periods of time.

Glider Qualification and Checkout Requirements

As a Member in good standing of LESG, all Members may expect to progress to fly all aircraft within the LESG operating fleet subject to the qualifications contained herein.

Before qualifying for, or upgrading to, an aircraft, Members will be subject to a check ride conducted by a designated qualified LESG CFIG. They will also be required to complete an

open book written test regarding the aircraft under consideration.

Members shall not expect to automatically obtain flight privileges in aircraft simply due to the fact they have completed a certain number of flights or basic qualifications. Members will have to demonstrate to the LESC CFIG or appropriate authority that they have the skills, experience, knowledge and attitude required to safely operate the aircraft in question. The judgment as to whether the Member is qualified to fly the aircraft in question shall be solely in the hands of the LESC CFIG conducting the check ride, subject to review by the LESC Chief CFIG and/or Safety Officer.

The following criteria are ***minimum*** requirements to be able to solo LESC equipment. As new aircraft are obtained, requirements may be modified:

Before conducting ***any*** aerobatic maneuvers in capable aircraft, aerobatic and unusual attitude training must be received and a signoff obtained in the Members logbook.

Schweizer 2-33

Student Pilots: Satisfactory completion of the pre-solo flight training program and required tests, plus signoff by an LESC CFIG. Transitioning solo student pilots from other glider operations will be subject to as many dual flights as deemed necessary by an LESC CFIG and completion of the 2-33 written test and pre-solo written exam before solo privileges are granted.

Glider Pilots: For new Members who are licensed pilots, a check ride will be required before PIC privileges are granted. The new Member shall also complete the pre-solo written exam and 2-33 tests. A specific checkout and logbook entry will be required to fly passengers from the backseat; this may require an additional check ride.

Schweizer 1-26

Student Pilots: Students must have a minimum of 10 solo flights in a 2-33. Students must satisfactorily demonstrate flight skills during dual check ride and complete the written test for the 1-26. Ab-initio students must pass the Private Pilot, Glider Knowledge Test. Glider add-on students must hold and SSA Bronze Badge.

Solo Student s will only be authorized to fly the 1-26 for no more than 5 flights in 45 days. Exceptions will be considered on a case by case basis as determined by the Chief Instructor.

Glider Pilots: Must be qualified in the 2-33. Satisfactorily demonstrates flight skills during dual check ride and complete the written test for the 1-26.

Schweizer 1-34

Glider Pilots: A minimum of 15 solo flights in a 1-26 or higher performance glider. Satisfactorily demonstrates flight skills during dual check ride (LESC's 2-32 can be used for this purpose) and complete the written test for the 1-34.

Pilatus B-4

Glider Pilots: A minimum of 10 solo flights in a 1-34 or higher performance glider. Pilot has logged at least three flights of dual or solo time in a retractable landing gear glider or dual simulated retractable landing gear procedures. Satisfactorily demonstrates flight skills during dual check ride (LESC's 2-32 can be used for this purpose) and complete the written test for the Pilatus.

Schweizer 2-32

Student Pilots: Due to the skill require to fly the 2-32, LESCs 2-33 aircraft will be used for primary training unless there is a compelling reason otherwise.

However, should this aircraft be used for primary training, students must meet the requirements stated for all glider pilots and will require extra time to attain the skills required to solo as compared to the 2-33.

Glider Pilots: Satisfactory completion of the pre-solo flight training program and required tests, plus signoff by an LESC CFIG is required. Transitioning solo student pilots from other glider operations will be subject to as many dual flights as deemed necessary by an LESC CFIG and completion of the 2-32 written test and pre-solo written exam before solo privileges are granted.

Social Media Policy

Introduction

Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter, etc.) are a useful way for keeping in touch with friends, family and club members, and are also a great way to exchange information. However, members must not forget that what they post on social networking sites may be seen across these networks, and are reminded that they must not bring the Lake Elsinore Soaring Club (LESC) into disrepute or cause any distress to any other member.

Policy

LESC recognizes that some members will make use of social networking in their own time, using their own equipment. While there is no intention to restrict any proper and sensible exercise of the individual's rights and freedoms, it is expected that all members will conduct themselves in such a way as to avoid bringing LESG into disrepute or compromising its goals.

This policy has been prepared to protect the privacy, confidentiality and interests of LESG.

This policy only applies to club related issues and is not meant to infringe upon an individual's personal interaction or commentary online. However, all members are asked to respect the privacy, confidentiality and propriety of LESG and those working on their behalf, and not post anything that might be considered to breach of LESG's interests. Members should take care when discussing information relating to LESG affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk.

It is the LESG member's responsibility to ensure that all participants in any activity are aware of any individuals under the age of 18, who via the direction of their parent/guardian are not to be photographed or videoed. Respectfully LESG requests everyone takes a common-sense approach to this issue, particularly when a request is made not to record images. There well could be LESG members, family members and/or visitors protected by court order (e.g. child custody) and

these children must be protected. Minors deserve to be treated with respect and not be subjected to any activity that could present any form of threat to their lifestyle.

While it is a personal decision, it is suggested that members do not disclose their position as a member of LESG without the permission of the LESG Board of Directors. Members should be aware that the LESG Board of Directors takes the posting of offensive material, and the harassment, bullying or victimization of members via the internet and social networking sites very seriously.

All members should be aware that any inappropriate posts made to social media sites could lead to disciplinary action and in extreme cases, civil and criminal liability. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites.

A breach of any of the following may lead to disciplinary action up to and including expulsion.

- Members must not divulge any confidential information or information belonging to LESG which is not in the public domain or expand upon such information already available in

the public domain.

- If any member discloses that they are attached to LESC then it must be made absolutely clear that any views expressed do not represent the official position of LESC but are the views of the individual.
- Members cannot write a blog in an official capacity unless sanctioned by LESC Board of Directors, i.e. representing the views of LESC. If, however, they give a personal opinion as an experienced person in a particular field, they must state that this is solely their view and not the view of LESC. Members must not use any LESC logo or other material that infers official endorsement of the photograph, article, document or opinion.
- Any photographs of LESC members must not be used to harass, intimidate or bring the club into disrepute.
- Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimize or discriminate against other members.

LESC Board of Directors Responsibilities

All LESC Board of Directors have a duty to implement this policy and act if they become aware of any breach of this policy and should explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.

What to do if you believe you are being harassed, bullied or victimized via a social networking site

If you're a member who believes that you are being harassed, bullied or victimized as a result of another member's post to an internet site, it is open to you to take the necessary action.

Members should contact the LESC Board of Directors for support and guidance on the informal and formal action which can be taken.

Consequences of not following this policy

Any member found to be in breach of the above may be subject to disciplinary action.

If they are also found to be in breach of relevant legislation or copyright, it could lead to criminal proceedings and prosecution.

Guidelines

Social media is changing the way flying clubs work, offering a new model to engage with prospective members, new pilots and colleagues in the sport. LESC believes this kind of interaction can help build stronger relationships with members, other pilots and the general public. It's a way for LESC to take part in global conversations related to soaring and things we care about.

These are recommended guidelines to consider when participating in social media. They will evolve as new social networking tools emerge, so check back regularly to make sure you're up to date.

Participation on behalf of LESC in social computing is not a right but an opportunity, so please treat it seriously and with respect.

- Get permission from anyone and/or entity represented in any material you may post BEFORE posting it.
- Your honesty or dishonesty will quickly be noticed in the social media environment. Please represent LESC ethically and with integrity.
- Remember, if you're online, you're on the record. Everything on the Internet is public and searchable. And what you write is ultimately your responsibility.
- Don't tell secrets: Never reveal confidential information. Off-limit topics include: litigation, non-published financials, and any unreleased internal information. Also, please respect logo and/or brand.
- Don't slam any other organization or person: Play nice. Anything you publish must be true and not misleading.
- Don't overshare: Be careful out there, once you hit "share," you usually can't get it back.
- Use common sense. Perception is reality and in online social networks, the lines between public and private, personal and professional are blurred.
- Add value: There are millions of words out there, make yours helpful and thought-provoking. Remember, it's a conversation, so keep it real. Build community by posting content that invites responses, then stay engaged.
- Did you screw up? If you make a mistake, admit it. Be upfront.

Cross-Country Requirements

LESC has limited resources that must be shared fairly amongst the membership. As such, the Late Return Policy applies to all flights including Cross-Country flights. Should multiple member reservations be affected, the Late Return Policy will be applied to each.

As a reminder, **the PIC of any LESC aircraft is liable for the first \$500 of damage that may occur to any insured LESC assets associated with the flight.** This includes trailers, parachutes, data loggers, tools or any other club assets. **It's worth noting that our insurance policy doesn't cover the glider or trailer when it's being trailered,** this is typically covered under the owners' vehicle insurance policy, **so the PIC is liable for the full value** and

needs to verify the coverage limits of the tow vehicle's insurance policy

1. Prior to takeoff, all LESC pilots must meet the following requirements to fly LESC gliders cross-country:
 - 1.1. The pilot must hold an SSA Bronze badge or better.
 - 1.2. The pilot as well as any crew members who may drive the chase vehicle or tow the glider must have a copy of their driver's license on file.
 - 1.3. It's the pilot's responsibility to ensure the trailer is in road-worthy condition. This includes all tires, electrical, licensing, any required fixtures, hitch and safety chains.
 - 1.4. It's the pilot's responsibility to ensure that a crew vehicle suitable for towing the glider and trailer, including insurance, is available.
 - 1.5. Unless the flight is conducted in accordance with Part 3 of this section, it's the pilot's responsibility to assemble a qualified chase crew with the minimum number of members and tools to safely disassemble the glider to be flown and place it on trailer.
 - 1.6. The pilot and at least 1 crewmember (if required) must have a logbook endorsement by authorized LESC personnel for the assembly and disassembly of the glider to be flown cross-country. This endorsement requires the actual disassembly, loading, unloading, reassembly of the glider and a positive control check.
 - 1.7. It's the pilot's responsibility to coordinate the proper call in procedures and numbers with his crew (if required), LESC Duty Officer and the Duty CFIG. If no word has been received from the pilot or crew 30 minutes prior to sundown, a search process will begin. The Duty Officer and Duty CFIG are required to stay at the airport until such time as all flights have safely reported in or appropriate authorities have been notified about the overdue flight.
 - 1.8. A flight datalogger is required for all cross-country flights. LESC has one available for use on a first come, first served basis (a fee may be charged as determined by club policies). The flight trace may be used to train other club members as well and any badge/record claims.
 - 1.9. A parachute should be worn by the PIC when flying cross-country.
 - 1.10. The pilot will present the completed checklists below to the Duty CFIG for verification.
2. Due to FAA regulations and other concerns, solo student pilots must meet the following additional requirements:
 - 2.1. The solo student pilot will create a cross-country profile for the flight with the appropriate go / no-go decision points, airspace, landmarks, significant terrain and alternate landing sites for the forecast conditions along the planned route.

- 2.2. If the flight is to be flown in thermal conditions, the solo student pilot will create a thermal forecast for the route chosen.
- 2.3. The Federal Aviation Regulations 61.93(j) (1-10) requires that solo student pilots have an endorsement from an authorized flight instructor for each specific cross-country flight. This must be an authorized LESC CFGI. The flight must be specified point to point. Deviations from this flight plan are a violation of the CFGI's endorsement and therefore FAR 61.93(i) (1-10). This means no alternate landing options. Since the CFGI is the one on the hook here, it's at each individual CFGI's discretion if they feel the solo student is properly prepared to make the flight and may require more than the minimum requirements listed here. Some instructors may not wish to endorse any solo students for cross-country – it's their prerogative. It's therefore recommended that you check with the CFGI prior to the day you wish to fly.
3. Flights remaining within final glide of the airports listed below are exempt from the Chase Crew requirement in Part 1 (D through F) of this section:

Table 1

Airport	Designator	Coordinates	Distance
Skylark	CA89	33.6300225N / -117.3017044W	0.0 sm
Perris Valley	L65	33.7608531N / -117.2183689W	10.2 sm
French Valley	F70	33.5741791N / -117.1284732W	10.6 sm
Hemet-Ryan	HMT	33.7339817N / -117.0225258W	17.6 sm
Corona Municipal	AJO	33.8976541N / -117.6024398W	25.0 sm
Banning Municipal	BNG	33.9230711N / -116.8505756W	32.9 sm

- 3.1. The flight must remain within final glide plus 1,000' AGL for pattern entry of at least 1 of the airports listed in Table 1 at all times (data logger traces may be used for verification). This allows for the possibility of an aero-retrieve, or tows are provided locally should the pilot need to land.
- 3.2. If a land out occurs at one of the designated airports and an LESC tow plane is dispatched for an aero-retrieve, the pilot will be charged a fee (as specified in the tow fee schedule) per hour tach time, round trip, from the time the tow plane departs Skylark Airport until it returns. Aero-retrieves will be conducted based on resource availability. The tow plane's primary purpose is to provide service at Skylark Airport, aero-retrieves are secondary. As such, aero-retrieves aren't guaranteed on a timely basis, or at all. So, the pilot may need to decide to spend the night, pay any tie down and associated fees and may still need to arrange for a retrieve crew should daylight or other resource limitations not permit an aero-retrieve.
- 3.3. If the flight was initiated under this part and the pilot lands at a location not specified in Table 1 where an aero-retrieve or local tow service isn't possible, the pilot may be grounded from flying any LESC gliders until such a time as they have completed remedial

Cross-Country Training. Solo student pilot will create a cross-country profile for the flight with the appropriate go / no-go decision points, airspace, landmarks, significant terrain and alternate landing sites for the forecast conditions along the planned route.

Personal Equipment Checklist

- Plotter.
- Current Aeronautical Chart(s) of task area, marked appropriately.
- Pen, pencil, grease pencil, eraser.
- Calculator (E6B, whizwheel...).
- Flashlight with extra batteries or magnetic flashlight.
- Sunglasses.
- Gloves.
- Hat.
- Stout shoes.
- "Relief" bag or container
- Clothing appropriate for seasonal / expected conditions.
- Food (fruit, power bars, granola, etc.).
- Water (minimum 2 bottles - 1 for in flight, 1 for post flight).
- Cash and credit card(s).
- Cell phone and handheld radio with emergency / check-in phone numbers.
- Sunblock.
- Government issued photo ID.
- Soaring weather forecast and general weather forecast.
- Cross-Country profile.
- Logbook endorsement for the assembly and disassembly of the glider to be flown.
- Firsthand knowledge of landing sites – photos (including obstacles), landing approach / procedures.

Glider Item Checklist

- Glider minimum equipment checklist (as specified in Type Certificate Data Sheet or Flight Manual).
- Battery fully charged (if equipped).
- Audio vario functionality verified (if equipped).
- VHF radio in working order (fully charged battery if separate from A/C power source).
- Pilot relief system functionality verified (or good supply of urine bags).
- Barograph / data logger functionality verified (if appropriate).
- First aid kit.
- Space blanket.
- Tie down kit.
- Weak link (if applicable).
- Landing Certificate (if appropriate).

Retrieve Vehicle Checklist

- Spare ignition and trunk keys.
- Vehicle documents and insurance.
- Tool kit.
- Flashlight.
- VHF radio functionality verified.
- Cell phone and emergency / check-in phone numbers.
- Map(s) of task area, marked appropriately.
- Spare tire, lug wrench and jack.
- Correct size tow ball.
- Water and refreshments.
- Chase crew thoroughly briefed with at least 1 crewmember having a logbook endorsement for the assembly and disassembly of the glider to be flown.

Trailer Checklist

- General condition (tires, fittings etc.).
- Electrical system functionality verified.
- Spare tire and lug wrench.
- Any and all required keys.
- Current license.
- Glider fittings, fixtures and restraints.
- Tow rope (for ground handling).
- Extra tie down rope

Late Return Policy

LESC has limited resources that must be shared fairly amongst the membership. It's the responsibility of any pilot who reserves a glider to return it to the airport prior to the next scheduled time slot. **It's not the responsibility of the next scheduled pilot to "call down" the previous pilot, or to check in with the flight to let the pilot know they have arrived.**

The Late Return Policy applies to **all LESC glider flights**, solo, dual and rides included and isn't limited to cross-country flights.

If an adjacent time slot is available and the pilot wishes to extend their flight into that timeslot, they need to enter their name in the slot so that other members know that the glider isn't available. If this isn't done, the Late Return Policy will be enforced should the pilot return late and another member wants to fly the glider, even if their reservation was made after the first pilot had already departed.

1. Should a pilot return to the airport more than 5 minutes into another pilot's scheduled time slot, they will be required to buy a 3000' tow for each member whose reservation is affected.
2. Should an affected reservation also include instruction, the pilot will also be required to pay any and all associated instruction fees.

Orientation Pilot Responsibilities

Our insurance requires that orientation flight Pilots hold a Commercial Glider Certificate. Beyond the insurance requirements, Orientation Pilots must meet the requirements **of FAR 61.129(1)(ii)** and need a back-seat checkout by an authorized LESC CFGI for each model of 2 place aircraft flown. In addition, a back-seat check must be performed annually with the Chief CFGI, or one of his designated CFGI's, or the Safety Officer in the highest performance aircraft to be flown for orientation flights. The checkout will consist of the operation of the glider as well as familiarization with LESC Orientation Flight Procedures. At a minimum, the orientation will include pilot responsibilities, area of operation and duration of flights.

LESC orientation Pilots will be held to a higher standard. They're the face that perspective members will remember. They must be courteous, friendly and professional. Ride Pilots will be required to meet a higher standard than the minimum of 3 flights in 90 days required by the FARs. They are required to have at least 1 flight in the glider model they

will be using for the ride in the previous 30 days as well as 3 flights in gliders in the previous 90 days and the annual Ride Pilot Qualification.

Orientation flight Pilot status is granted and administered by the LESC Chief CFIG with concurrence of the Safety Officer.

Student Pilot Training Responsibilities

LESC Members who are in the flight-training program shall be expected to complete and adhere to the following requirements:

Pre-Solo:

- Have read First Flight to Solo and have completed all self-tests.
- Have read the Glider Flying Handbook or Soaring Flight Manual.
- Have completed all self-tests within.
- Satisfactorily completed the Pre-Solo Written exam.
- Obtained a Student Pilot's license.
- Satisfactorily completed all maneuvers required by the FARs and LESC.
- Obtain an authorized LESC CFIG's endorsement to conduct solo operations.

Post Solo:

- Have read "After Solo" before their second day of solo flight.
- Maintain proper solo authorizations per FARs and LESC SOPs.
- All student pilots shall remain inside the boundaries of the LESC Solo Practice Area (Figure 2) which is defined by a 5-statue mile radius around Skylark Airport (CA89) with an extension to the west to align with the north end of Lake Elsinore and aligned with the Ortega ridge. These flights must also maintain sufficient altitude to achieve final glide of Skylark Field, Lake Elsinore, CA. at all times unless they have authorization from an LESC CFIG for that cross-country flight.
- Newly soloed students may expect an initial solo authorization for that day only, then 5 flights, then 30 days, then 45 days.
- When receiving their second 45-day authorization, they shall be informed that they shall have passed the FAA Written exam for Private Pilot Glider (unless they are a licensed power pilot) before the next 45-day authorization.
- All student solo operations shall be conducted under the guidelines detailed elsewhere in the SOP.

Cross Country:

- No LESC Student Pilot may conduct cross-country operations in LESC aircraft without **EXPRESS AUTHORIZATION**. All student pilots shall remain inside the boundaries of the **LESC Solo Practice Area** (Figure 2) and maintain sufficient altitude to achieve final glide of Skylark Field, Lake Elsinore, CA. at all times.
- Student cross-country flights require separate signoffs for each individual flight per the FARs. Student pilots violating LESC policy and the FARs regarding unauthorized cross-country flights shall be subject to having their solo privileges revoked and their membership status reviewed by the Safety Officer and Membership Committee

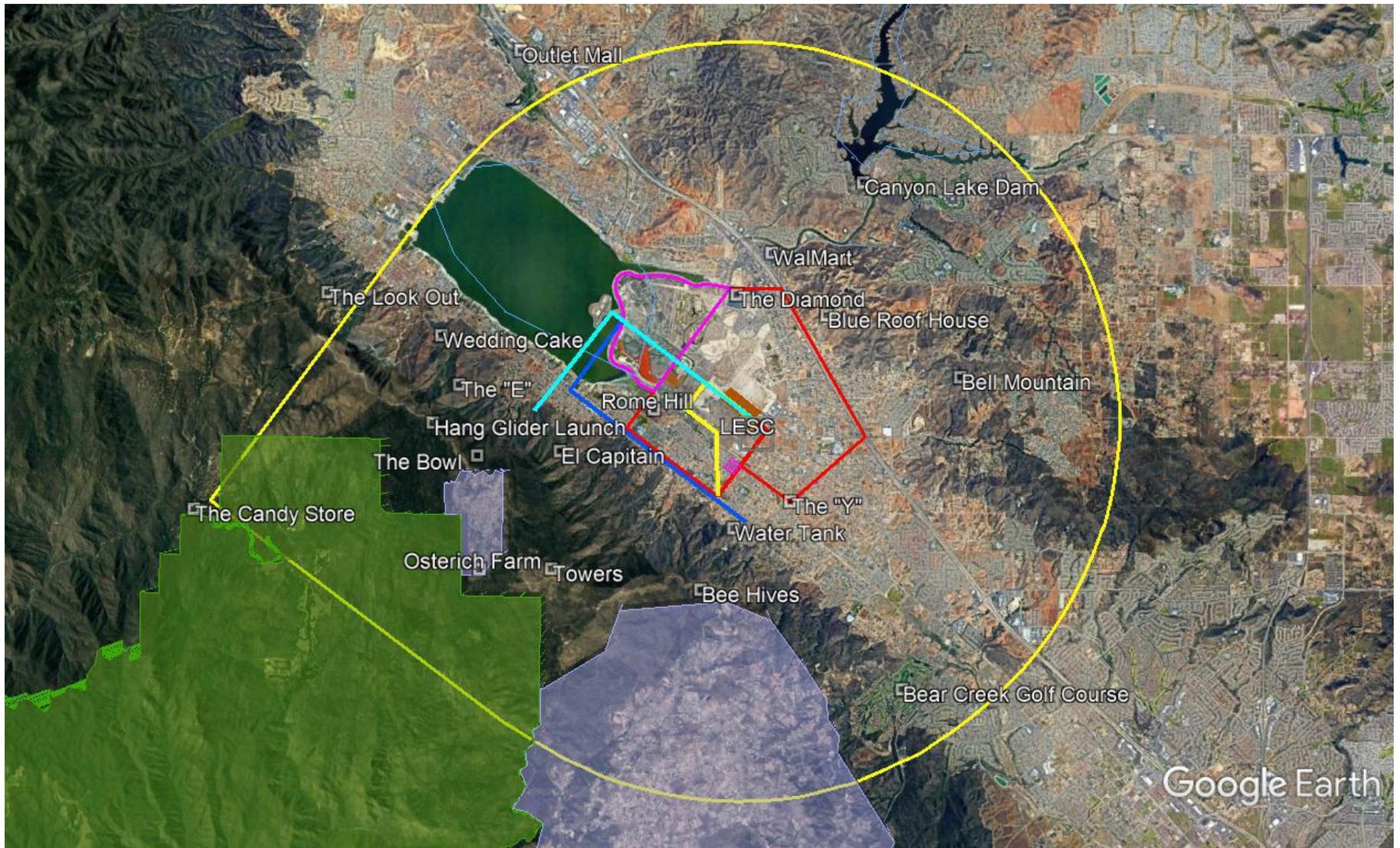


Figure 4

Student Pilot Responsibilities

All Student Pilots, regardless of their solo status must fill out all information in the right-hand column of the Tow Pass.

Student Pilot Solo Responsibilities

There are certain FAR and Insurance requirements that hold each of us responsible as pilots. Some of those relate directly to Student Solo Flights. We have worked together with the Insurance Company (Costello) to ensure the Student Pilot and CFGF the most flexibility and freedoms as well as being in complete compliance of the FARs and Insurance requirements. We at LESC have incorporated a STUDENT PILOT SIGN-IN PROCEDURE, this Sign-in Procedure is part of the Tow Pass Procedures and must be signed by an LESC CFGF testifying that he has checked and accomplished the following:

1. The Student Pilot's License has been endorsed for the Type of Glider to be flown.
2. The Student Pilot's Logbook has been endorsed for Solo through that time period.
3. All information in the right-hand column of the Tow Pass has been filled in.
4. Any limitations, including additional equipment have been noted.
5. The Days Weather and any unusual circumstances have been discussed, i.e., Santa Ana Winds, Shear Lines, Jump Operations, Spot Landing Contests, etc.

This is the responsibility of the STUDENT PILOT. All information in the right column of the Tow Pass must be filled out prior to contacting the LESC CFGF. If the STUDENT fails to accomplish this task prior to EVERY takeoff, he could void LESC's Insurance. In doing so the LESC CFGF staff or Safety Officer will and MUST enforce disciplinary action on said Student Pilot as follows:

1. First offense, a verbal warning and reprimand by an LESC CFGF and a referral to the Safety Officer.
2. Second offense, one-month suspension from Solo Privileges and a referral to the Safety Officer.
3. Third offense, Six-month suspension from Solo Privileges and a referral to the Safety Officer and Membership Committee.
4. Fourth offense, revocation of club membership.

Tow Pass Procedures

The following procedures have been put into place to satisfy the FAA and Insurance requirements for assuring that only authorized pilots are granted access to club aircraft. The following steps shall be followed by all pilots receiving tows by LESC tow planes.

All glider pilots must have read, signed and acknowledged the current revision of the SOP. With the limited exception of Dual Students, no tow Pass will be issued until this has been accomplished. Dual Students will be able to have their CFGI override this requirement, but they're expected to do the same within their first 10 flights.

The Pilot will complete the top part of an appropriately colored Tow Pass and enter or cause to be entered in the daily tow logs his or her information.

If the pilot is a Solo Student, then they are required to get the duty CFGI to authorize each flight (see Solo Student Pilot Responsibilities above).

Upon reaching the launch area, the pilot will show the line crew the Tow Pass. The pilot shall keep the Tow Pass in his possession for future use. Without the Tow Pass the pilot won't receive a tow.

The pilot shall show the Tow Pilot the Tow Pass prior to the tow plane pulling in front of the glider and the rope being connected.

The Tow Pilot will record the Tow Pass number and type. **Glider Pilots must show their tow pass to the Tow Pilot prior to each launch. No tow pass, no tow.**

Tow Passes shall be issued with the following layout:

Solo Students – the tow pass number is displayed followed with a superscript (to help differentiate from Dual Students) “S”.

3^S

Michael Althaus
4/4/2013
N57908

Membership Dues Expires: 6/1/2013
 880 Membership Expires: 12/31/2013
 Participation & Safety Expires: 6/30/2013

Restrictions:
 None

Students MUST complete the information below:

Surface	Winds		Temperatures	
	Current	Forecast	Current	Forecast
Surface				
2000 MSL				
4000 MSL				
6000 MSL				
10000 MSL				

Thermal Forecast		
Trigger	Therm. Index	Height

Instructor Sign-Off (Solo Students MUST obtain authorization from the Duty CFI/CFII with the conditions noted below):

Time Frame: _____

Conditions: _____

Objectives: _____

Subscribed Bids Equipment: _____

CFII Signature: _____

Flight 1 - minutes: _____ Test 200 _____ Pass _____

Flight 2 - minutes: _____ Test 200 _____ Pass _____

Flight 3 - minutes: _____ Test 200 _____ Pass _____

Flight 4 - minutes: _____ Test 200 _____ Pass _____

Flight 5 - minutes: _____ Test 200 _____ Pass _____

Flight 6 - minutes: _____ Test 200 _____ Pass _____

Dues - Type: _____ Amount: _____

Hardware/Dues: _____ Amount: _____

Total: _____

PAID with (circle): Cash - Pay Pal - Check 0 _____

Amount Used: _____ Reason: _____

Rated Glider Pilots – only the tow pass number is displayed.

5

Mike Havener
4/4/2013
Private Glider

Membership Class Expires: 4/30/2014
 EEO Membership Expires: 3/31/2014
 Recreation & Safety Expires: 3/31/2014

Restrictions:

None

Students MUST complete the information below:

	Winds		Temperature	
	Current	Forecast	Current	Forecast
Surface				
2000 MSL				
4000 MSL				
6000 MSL				
8000 MSL				
10000 MSL				

Thermal Forecast		
Trigger	Therm. Index	Height

Instructor Sign-off (Note Students MUST obtain authorization from the Duty CFI or DR (the certified rated pilot):

Time Frame _____

Conditions _____

Objectives _____

Authorized Solo Equipment _____

CFI Signature _____

Flight 1 - minutes _____ Tow _____ Fee _____

Flight 2 - minutes _____ Tow _____ Fee _____

Flight 3 - minutes _____ Tow _____ Fee _____

Flight 4 - minutes _____ Tow _____ Fee _____

Flight 5 - minutes _____ Tow _____ Fee _____

Flight 6 - minutes _____ Tow _____ Fee _____

Class - Type _____ Amount _____

Handwritten _____ Amount _____

Total _____

Paid in-DR (Amount), Cash - Pay For - Check P. _____

Amount Unpaid _____ Reason: _____

LESC TOW LOG

Tow Pilot #1 _____
 Tow Pilot #2 _____

N #: _____
 DATE: _____

REFUEL AFTER EACH 1.3 - 1.5 HRS TACH TIME

	WIND		TEMPERATURE	
	CURRENT	FORECAST	CURRENT	FORECAST
SURFACE				
3000 MSL				
6000 MSL				

Pre-Operation Brief w/CFIG (names) _____

FLT	TOW PILOT	TANK		COMMENTS	OIL	FUEL	Tow Pass	Glider	Take Off	Release	TACH IN
		L	R						Time	AGL	
1				WARM-UP FLIGHT							
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
TOTALS									END TACH TIME		
									START TACH TIME		
									TOTAL TACH TIME		

Fuel Topped Off

Fuel Tank Locked

Master Switch Off

Keys Returned

Daily Operational Requirements

The Tow Log is used to document the following requirements which must be met prior to the first tow to help provide the entire crew of the flight with the same information and keep everyone on the same page.

Tow Pilots are required to call Skydive Elsinore prior to any LESC flight operations to be briefed on any skydive operations that may impact glider operations.

Tow Pilots and CFGs are required to have a meeting to brief operational concerns prior to the first tow. The Tow Pilot will document the names of the CFGs involved in this brief on the Tow Log.

Because the vast majority of our flights are for training and because Student Pilots need more input monitoring than rated pilots, the Tow Pilot needs to document the same current and forecast weather conditions that the Students are using on the Tow Log.

Dual Tow Pilot Coverage Policy

As directed by both the LESC Board and Chief Tow Pilot, LESC flight operations will require 2 tow pilots on specified operations days. The purpose of this program is twofold, to both reduce the burden on tow pilots during the peak of the soaring season as well as reduce the time glider pilots have to wait for a tow.

The crux of the program is to have one tow pilot ready to fly the first tow at 10:00 and the second tow pilot ready to tow at 12:00. They will share tow responsibilities during the busiest part of the day. When the tow backlog begins to drop off (typically about 14:00) and both tow pilots agree that only 1 tow pilot is needed, tow pilot 1 is free to leave and tow pilot 2 will finish up the day.

Each tow pilot will receive credit for a full day of towing as well as the current stipend (as approved by the LESC Board) in appreciation of their contribution to LESC.

Tow Pilot Qualifications

All tow pilots must be expressly authorized to fly LESC tow planes by the Chief Tow Pilot. Authorization for initial checkout to tow may only be obtained from the Chief Tow Pilot, Safety Officer or Club President. **Under no circumstances** shall any member or prospective tow pilot act as PIC of an LESC tow plane until they are specifically authorized to do so by one of the aforementioned people. This will include a document and flight experience review, insurance qualification, signature that you have read and understood these SOP's and that you have received an initial tow pilot briefing before authorization

to fly will be provided.

All tow pilots must meet the Open Pilot Warranty clause of the insurance policy (please refer to the Tow Pilot Application form for further information). Any pilot not meeting the insurance requirements must specifically be added as a named pilot to the insurance policy **before they are authorized to fly**. There may be a charge levied by the insurance carrier (nominally \$100.00 flat fee) to be added to the policy.

Pilots must also satisfy **Part 61.69** of the FARs, which includes a provision for tow currency. **It is the responsibility of each individual tow pilot** to ensure they are current and legal to conduct tow operations as governed by **14 CFR 61.69** before acting as PIC in an LESC tow plane. Each tow pilot is required to keep his or her file in the file cabinet current with appropriate documentation.

The tow pilot application form will provide complete information regarding requirements of **14 CFR 61.69** and insurance regulations as well as how to apply to become an LESC tow pilot.

FAR Currency:

As a basic reminder, **14 CFR 61.69** requires that in order to act as PIC of an aircraft towing a glider, you must:

Within the preceding 24 months have,

- Made at least three actual or simulated glider tows while accompanied by a qualified pilot who meets the requirements of this section;

OR

- Made at least three flights as PIC of a glider towed by aircraft.

LESC CURRENCY:

In addition to the basic FAR currency requirements, LESC imposes the following restrictions on tow pilot currency:

1. Tow pilots who have not towed a full day within the previous 90 days will be suspended from flying all club aircraft. This includes both gliders and airplanes. Scheduling privileges will also be suspended.
2. Tow pilots who wish to be reinstated with tow pilot privileges are required to contact the LESC designated Chief Tow Pilot. The Chief Tow Pilot has the authority to reactivate suspended tow pilots. This process will confirm that the pilot is current on new club SOP's, is qualified per FAA regulations, and has committed to provide towing on a regular basis.

LESC's policy is for all tow pilots to tow on a regular basis.

3. A tow pilot, who has completed a full tow day within the previous 30 days and signs up as tow pilot #2 on another day during "peak tow time", will receive one (1) free tow pass valid for a tow up to 3000' AGL.

2-32 Operations

Because of its unique flight envelope, LESL's 2-32 has its own special operating procedures and pilot qualifications.

- Only the **designated 2-32 tow rope** will be used.

Line Crew Operations

1. Only Junior Members can be part of the LESL Line Crew and receive complementary lessons for working the line.
2. Line Crew Members earn credit for 1 tow and 1 training slot for each full day worked on the line. Each credit can be used for one complementary 3000'. A "full day" means being ready to work at 9:30am so that things are ready when scheduled flying starts at 10:00am and working until the end of the day when all the gliders are tied down. Only one Line Crew Member receives credit at a time, unless two or more Line Crew Members are required to work together because of special club needs
3. Instructors usually wave their fee when instructing Line Crew Members. Waving of the fee is however up to the individual instructor
4. Line Crew Members can schedule complementary lessons at a time of their choice when they are not working the line. On days when they work the line, students can take a complementary lesson first thing in the morning, or at the end of the day. This is however at the discretion of the instructor
5. There is no solo-flying on work days for the line crew.
6. Line crew scheduling is done on line through the LESL Website. We expect the line crew to show up as scheduled. If you can't, please try to find a substitute. If no one takes your place, please notify the Office Manager as soon as possible.
7. As a Line Crew Member, you are expected to complete and pass the SSA/CAP WING RUNNERS COURSE **before** working the line. To take the course, go to the LESL web site, click on "Ground Operations", and then click on "Soaring Safety Wing Runners Course". Send the completion certificate to the LESL Line Crew Manager.

GENERAL LESL LINE CREW DUTIES - IN ORDER OF PRIORITY:

1. Only LESL Members who have been checked out may use the golf cart. "Goofing off" or abusing the golf cart may result in revocation of your golf cart privileges. The golf cart's primary use is in retrieving gliders and MUST be available for that purpose when needed and belongs out on the line. If it is driven elsewhere, it's the responsibility of the driver to make it available when needed.
2. Arrive at 9:30am. Setup the LESL signs and get the tow rope out and ready to go.

3. Make sure that gliders are cleared off the runway after a landing to ensure safe landings for other gliders and planes.
4. Return the glider to the launch area, so that the next tow can proceed.
5. Make sure that the glider is secure (Note: the pilot is responsible for the glider, and must always stay with the glider until it's either securely tied down, or handed over to another pilot).
6. Launch the next glider.
7. Assist the Tow Pilot with refueling and/or retrieving water for them.
8. Assist pilots with bringing gliders from their tie downs to the launch area.
9. Assist pilots with returning gliders to their tie downs.
10. Check gliders at the end of the day to make sure that they are properly tied down (Note: the pilots are expected to properly tie down the gliders).
11. Wind the tow ropes onto the reels and store them in the cabinet.
12. Retrieve the LESC signs.

The use of the "hook" is required for guiding or retrieving the tow rope while it's attached to the tow-plane.

DO NOT HANDLE A MOVING ROPE WITH YOUR BARE HANDS - AT BEST YOU CAN GET CUT BY THE ROPE. AT WORST, YOU CAN GET SNAGGED/DROGGED BY THE TOWPLANE WHICH CAN RESULT IN SERIOUS INJURY.

Inclement Weather Operations

Operations during inclement weather may be suspended according to the following decision tree. **An onsite observation of conditions at Skylark Field, CA89 is required before any determination is made to suspend operations.** In cases of suspension, a reasonable attempt will be made to contact the Duty CFGI, Tow Pilot and scheduled Members via email and telephone if possible. If no decision is forthcoming, then flight operations are deemed on.

Therefore, on inclement days it would be good practice to check email before heading to the field.

The determination that flight operations may be postponed or cancelled in succession by:

- The President
- The Chief Tow Pilot
- The Chief CFGI
- The Duty CFGI
- The Safety Officer

Once operations are cancelled for the day, no further operations may take place without express consent of the individual suspending operations.

Every reasonable attempt will be made to cancel by 0830 however due to circumstances beyond physical control; operations may be cancelled at any time.

Off Day Towing Operations

Off day operations are perfectly acceptable for LESC members in good standing. Subject to qualified tow pilot availability, tow operations may be conducted subject to:

The tow pilot obtaining authorization from any one of:

- President
- Chief Tow Pilot
- Safety Officer

No student pilot may fly solo without express on field authorization from a qualified LESC CFG.

The tow pilot will act as the duty Safety Officer and be responsible for ensuring all operations are conducted according to SOP and that appropriate revenues are collected and records maintained.

Safety Action Requests

Safety is the responsibility of every LESC member. This isn't limited to flight operations. If you see anything that is hazardous, report it to the Safety Officer, Duty Safety Officer (Duty CFG) or any Board Member. **The Safety Office must be notified within 24 hours of any safety issue or non-standard operation – even off field landings.**

When the Safety Officer isn't on the field, the Duty CFG is his designee and will act in his stead. If something needs the immediate attention of the Safety Officer bring it to their (or their designees) attention as soon as safely possible.

From the Safety Officer's standpoint, all incidents will be tracked using the Safety Action Request (SAR), even if verbally communicated to them. This will facilitate a running history of incidents and give a better overall picture to the Safety Officer as to what action needs to be taken.

To facilitate reporting, the [SAR form](#) is available in the Safety section of the Members Only page of the LESC web site – www.lescsoaring.com/MembersOnly.

When filling out a SAR, be specific and provide as much detail as possible. If you know the date and time, fill it in. If not, make as accurate an estimate as possible.

The Safety Officer will provide written acknowledgement of your SAR when received. If you wish, you will be kept informed (to the extent possible) of the resolution of the SAR.

Revision History		
Revision	Effective Date	Changes
14	04/02/2012	Updated and included Revision History.
15	08/06/2012	<ol style="list-style-type: none"> 1. Added the Social Media Policy 2. Added a link to update Membership Information acknowledging reading the SOP.
16	11/02/2012	<ol style="list-style-type: none"> 1. Updated the Glider Qualification and Checkout Requirements section, adding the 1-34 and updating the Pilatus B4 requirements. 2. Updated Figure 2 to include the Serenity Housing tract. 3. Updated Tow Pass example to include new format.
17	12/17/2012	Updated the Inclement Weather Operations to require an onsite verification of conditions before any determination can be made to suspend operations.
18	02/04/2013	<ol style="list-style-type: none"> 1. Added a Student Pilot Responsibilities section under Tow Pass Procedures. 2. Updated Tow Pass Procedures. 3. Added a new Tow Log form. 4. Daily the Operational Requirements section.
19	04/04/2014	Updated Tow passes to remove background colors and added new designations for dual and solo students.
20	08/10/2015	<ol style="list-style-type: none"> 1. Added the Dual Tow Pilot Coverage Policy 2. Added the 2-32 Operations section 3. Added the Line Crew Operations section
21	02/15/2018	<ol style="list-style-type: none"> 1. SOP has been restructured to better clarity and improve navigation. 2. Updated the glider touchdown point. 3. Clarified Emergency Radio communications. 4. Updated 1-34 requirements. 5. Updated Pilatus B4 requirements. 6. Updated 2-32 requirements and procedures. 7. Updated Tow Pass Procedures. 8. Updated the link to the Safety Action Request.
22	04/07/2018	<ol style="list-style-type: none"> 1. Updated runway information. 2. Glider Launch Queue. 3. Tow plane landing and taxi procedures. 4. Glider Take-off, Landing and Ground Handling procedures. 5. Golf Cart and vehicle procedures.

23	08/13/2018	<ol style="list-style-type: none"> 1. Updated to specify the operational decision-making responsibility. 2. Updated to move glider launch to the "On-Deck" area to alleviate runway clearing issues if a glider should enter the pattern. 3. Updated to allow only authorized vehicles in the aircraft movement are in front of the tiedowns.
24	09/17/2021	<ol style="list-style-type: none"> 1. Updated to outline procedures that allow launching gliders from to the "On-Deck" area and only when there is insufficient assistance to move the glider on to the runway for launch and off the runway should another aircraft enter the landing pattern. 2. Updated Tow Pilot responsibilities to document the need to contact Skydive Elsinore prior to Flight Operations. 3. Updated to specify that the Safety Officer must be notified of any Safety issues or non-standard operations within 24 hours

