

## **SOUTHWEST FLYING CLUB OPERATING RULES**

The following operating rules are established for the benefit of all members. In addition to these basic guidelines, the Club recognizes that situations may arise that cannot be, and should not be, specifically addressed in either these rules or the By-Laws. In such cases, members should consider the FARs and basic safety considerations to be their primary guide. As the Club was formed to promote safe, economical flying, it is hoped that each member will make a maximum effort to work with fellow members to the benefit of all.

### AIRCRAFT OPERATION

1. Each Club aircraft must be operated in a safe and reasonable manner at all times.
2. Flying time shall be as indicated on the Hobbs meter, and will be from tie-down to tie-down. If the Hobbs meter is defective or inoperative the tachometer will be used.
3. Each plane should be left with tanks filled to the level prescribed by Club policy for that plane.
4. Each member returning to David Wayne Hooks shall refuel the plane with the self-serve fuel pumps or the fuel truck using his personal credit card and will be reimbursed for the entire amount of purchase. Each member shall note the gallons purchased in the logbook. Receipts (showing aircraft registration number and gallons of fuel purchased) for fuel purchased at other airports should be included with monthly payment to insure proper credit to member's account. Fees not directly related to fuel purchase (parking, landing, handling, etc.) will not be reimbursed.
5. Engine oil is furnished by the Club and a supply of several quarts should be maintained in the baggage compartment of each Club aircraft.
6. Any malfunctions or discrepancies must be reported to the Maintenance Officer immediately and noted in the flight log.
7. Any damage to a Club aircraft must be reported to the Maintenance Officer and noted in the flight log as soon as the plane is tied-down.
8. There is a red "Out of Service" padlock provided in each hangar. If an aircraft sustains any damage, or a member believes that there is any reason that a Club aircraft is not airworthy, the member shall lock the hangar door with this "Out of Service" lock and notify the Maintenance Officer, President, or Plane Captain. Courtesy also requires an effort be made to contact the next scheduled user. If an on-site member is directed by any officer to place an "Out of Service" lock on a hangar, they shall comply with this instruction.
9. If a Club aircraft becomes immobilized or incapacitated for any reason, the member involved should contact one of the officers not involved in the incident, (preferably Maintenance Officer) before taking any further actions. The member needs to take all reasonable precautions to protect the Club's property, but avoid doing anything

that might cause further damage. It is highly recommended that an aviation professional be involved in the decision and actions to correct the situation.

10. Members should check to ensure that control locks are in place, pitot tube cover installed, and Master Switch is off. Also, landing/taxi lights and avionics should be turned off before shutting down the engine. Instrument/radio lights should be turned all the way down. Members are responsible for the costs to recharge the battery if they fail to turn the Master Switch off when leaving Club aircraft. To minimize this possibility, and as a safety precaution, leave the flashing beacon switch in the "On" position at all times to provide outside visual indication of the Master Switch position.
11. Each pilot shall be responsible for the Club aircraft in case of an accident and shall be responsible for the entire deductible portion of insurance coverage. In the case of damage due to mechanical failure, the Club shall be responsible for any insurance deductible. Current insurance coverage limits and deductibles are posted in the Members Only section of the Club scheduling web site.
12. When not hangared, each Club aircraft must be securely tied-down.
13. Each pilot shall leave the Club aircraft free of litter and debris after each use.
14. Smoking is not permitted in or near Club aircraft or hangars at any time.
15. Pilot restrictions:
  - a. Only Southwest Flying Club members or Associate Member/Instructors may act as pilot in command of Club aircraft.
  - b. Only instructors approved by the Safety Officer may give instruction, Club checks, Instrument Proficiency Checks, or Flight Reviews to members in Club aircraft.
16. Aircraft Scheduling:
  - a. Club aircraft are scheduled through an internet scheduling system which is accessed from the Club web site.
  - b. In order to fly a Club aircraft, a member must have an active reservation in the scheduling system for that aircraft for that time period
  - c. If for any reason a member cannot use a Club aircraft as reserved, they should cancel or amend the reservation as soon as possible so as to free the Club aircraft for other members. Do not assume that a Club aircraft is available simply because the reserving member has not shown up at the reserved time.
  - d. Each member may schedule each aircraft for two weekends per year at any time in advance. The weekends can be scheduled consecutively so that the Club aircraft may be gone for a maximum period of two weeks. Any member who has used his advanced scheduling privileges may not schedule additional weekend use prior to the Thursday preceding the desired weekend in order that others may be afforded maximum opportunity to use that Club aircraft. Weekend scheduling may require some careful early planning, particularly from April through October when weather is usually more favorable for flying. It will require some flexibility among the members when scheduling conflicts occur.
  - e. Each member may hold a maximum of 3 future reservations at any time.

- f. During heavy use periods, situations can occur in which a member is unable to return the Club aircraft as originally scheduled. In such cases, the member should make every effort to contact the next scheduled user and work out a mutually agreeable solution to the problem. As an alternative, the member should contact a Club officer who will assist in resolving the problem. Any expense incurred in returning a Club aircraft will be responsibility of the member[s] involved.
  - g. Guidance for Stranded Aircraft/Pilot in Command (PIC) -  
In the event an aircraft cannot be returned to the home base at the time scheduled, the member who has scheduled the aircraft shall be responsible for informing those members whose reservations will be affected. This responsibility may be discharged by informing a club officer (President, Vice President, Secretary, Treasurer, Safety Officer, Maintenance Officer, Membership Officer, or Plane Captain). Members shall not have recourse directly against one another in the event that an aircraft cannot be returned to the home base at the time scheduled. If the aircraft cannot be returned to the home base at the time scheduled, the member who has scheduled the aircraft shall be responsible for any incidental expenses associated with remaining with the aircraft or returning to the home base. The member who has scheduled the aircraft shall be responsible for returning the aircraft to the home base once the aircraft has been returned to service and the costs associated therewith. This responsibility shall be discharged after reasonable consultation with a Club officer. Nothing in this rule shall relieve the member who has scheduled the aircraft from operating the aircraft in accordance with the Federal Air Regulations and with due regard to safety of flight.
17. Club aircraft may be landed only on runways that are designated as airfields on sectional charts.
18. Club aircraft may only be operated in the contiguous United States of America and such foreign countries as may be allowed by the insurance coverage maintained by the Club. The United States of Mexico shall be excluded.

### ASSESSMENTS AND DUES

1. Members are responsible for landing, tie-down, parking, or similar fees. No credit against a Member's account will be allowed for these fees.
2. Bills are due and payable on receipt and a 10% penalty will be assessed on unpaid balances as of the last day of the month. Issues concerning accounts and payments should be discussed with the Treasurer.
3. Monthly dues and hourly flying rates will be recommended by the Board of Directors and approved by vote of the members.

### FLIGHT REQUIREMENTS

1. A Club check is required each 12 months. The Club check must be with a Club approved instructor, FAA Inspector or Designated Pilot Examiner.
  - a. A flight in the same category and class of aircraft as those owned or operated by the Club for an additional airman certificate, rating, or a flight review under FAR 61.56 may be used in lieu of the Club check.
  - b. If a pilot has less than 200 hours pilot in command time, that pilot must have an annual Club check in each SWFC owned model to maintain flying privileges in that model.
  - c. Pilots with more than 200 hours pilot in command time may satisfy their Club check requirement with a flight in either Club owned model aircraft.
  - d. A copy of the endorsement evidencing compliance with this requirement must be forwarded to the Secretary along with total flying time to date.
2. All members must have an initial check out in each Club aircraft model before solo or pilot in command flight. This initial check out must be by a Club approved instructor. Prior to the check out, each new member who is a rated pilot must forward to the Secretary a copy of pilot certificate, current medical certificate, and the latest endorsement showing completion of a flight review under FAR 61.56 or predecessor provision.

Check-out requirements are as follows:

All SWFC Club owned aircraft:

Completion of the King Schools Garmin G1000 course for the Airman Certificate held (VFR for non-instrument rated, IFR for instrument rated). A course completion certificate or demonstrated competency is required.

Cessna 172SP:

- a. At least a Private Pilot certificate.
- b. Five or more G1000 hours or such minima as required by the club insurance policy and an initial SWFC Club check with a SWFC Club approved instructor.

Cessna 182T:

- a. At least Private Pilot certificate.
- b. Five or more G1000 hours or such minima as required by the club insurance policy and an initial SWFC Club check with a SWFC Club approved instructor

3. All FAA requirements must be satisfied. e.g.
  - a. Pilot certificate
  - b. Current compliance with medical certification requirements necessary to operate Club aircraft.
  - c. Current flight review
  - d. SWFC currency requirements

- e. Any required endorsements
- 4. Members not satisfying (1), (2), and (3) above, are grounded until requirements of items (1), (2), and (3) above are satisfied. Members must submit copies of their medical certification compliance and flight log pages showing proper endorsements of checkouts, check rides, and new ratings as they are obtained. Members may use Club aircraft with a Club approved instructor to satisfy any flying time requirements of items (1), (2), or (3) above.
- 5. For all flight operations, all FARs are to be followed and all FAA pilot requirements must be satisfied e.g., pilot certificate, current medical certification compliance, current flight review, currency requirements, required endorsements, etc.
- 6. Members may use Club aircraft with a Club Approved Instructor to satisfy all Club requirements.
- 7. Members must personally possess a pilot's information manual for each Club aircraft they fly, and must be knowledgeable in the following areas:
  - a. Weight and Balance
  - b. "V" Speeds
  - c. Performance charts
  - d. Emergency Procedures
- 8. All accidents, incidents, or violations of FARs involving Members will be reviewed by the Club's Safety Committee which is comprised of the officers of the Club.

### GENERAL

- 1. Educational programs will be scheduled. Attendance is important and participation by all members is strongly encouraged.
- 2. Members will be issued a proximity gate card for the airport and a key to each Club aircraft upon acceptance to membership and payment of the required deposit.
- 3. A resigning member's deposit will not be returned until the aircraft keys and proximity card are returned. In the event that they are lost, the member must provide a written statement stating what was lost. In this case, the member will have \$100/lost key or proximity card deducted from their deposit.

### ADMISSION TO MEMBERSHIP

- 1. In the event that the membership of the Club shall be at capacity, the Membership Officer shall maintain a waiting list of individuals who shall have expressed an interest in becoming a Full Member of the Club. The Membership Officer shall utilize such list to find qualified candidates upon a Full Membership vacancy.
- 2. Former full members who left the club, in good standing, shall be considered by the membership officer for advancement on the waiting list based on past participation and past commitment to the club.
- 3. Any individual who is on such list may be advanced in priority on such list by attendance at Club meetings and functions. Attendance at one club meeting or

function shall advance such individual's date of inclusion on such list by one calendar month.