

# **CLEMSON FLYING CLUB OPERATING HANDBOOK**

THE CLEMSON FLYING CLUB, INC.

GENERAL RULES, REGULATIONS AND POLICIES

REVISED AND APPROVED 11/15/2023

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## **1. General**

- These regulations apply to the CLEMSON FLYING CLUB (hereafter referred to as CFC or the Club) and to all organizations, entities, and individuals authorized to operate CFC airplanes.
- Compliance with these regulations is mandatory. Deviation is permitted only –
  - If a written waiver is obtained from the Executive Committee; or
  - In the event of an in-flight emergency, as described in 14 CFR 91.3, but only to the extent required to handle that emergency.
- If any policy in this handbook conflicts with the current CFC Constitution or Bylaws, or any applicable government regulation or law, the more restrictive authority shall take precedence.
- Any question regarding these regulations should be directed by email to the CFC Executive Committee, who is responsible for the annual review and update of this document.

## **2. Conduct and Accountability**

- Each member shall conduct themselves in a manner that will reflect and enhance the excellent reputation of the CLEMSON FLYING CLUB, and the general aviation community.
- Each member is responsible for reading, understanding, and following all CFC rules, regulations, policies, and procedures. Ignorance will not waive any penalties associated with noncompliance or improper behaviors.
- Member participation in the Club's operation is an expectation; the Club is run by the volunteer efforts of all members. Participation in Club meetings and activities is expected.

### 3. Rates, Dues and Fees

- Aircraft hourly rates and membership dues are determined by the Executive Committee.
- Dues must be paid in full within 15 days from the beginning of the billing session. After 15 days, a \$25 late fee will be applied.
- Flight time must be paid within 24 hours of the end of each flight. A member who fails to pay for a flight may not operate CFC airplanes until full payment is made.
- All payments must be made by credit or debit card unless otherwise approved by the Finance Director. Card fees are passed along to the cardholder. Checks or cash will only be accepted after approval of the Finance Director.
- All Club Members in Good Standing will receive a Clubhouse Door Access Code. To be a Member in Good Standing, members must display good and safe conduct, meet all financial obligations to the Club, and update Club Membership Information when requested by the Executive Committee. Failure to maintain Good Standing will result in deactivation of that member's access code and scheduling privileges, and may include fines.
- When a Club member wishes to leave the Club, they must notify the Executive Committee in writing, or may be subject to continued billing. Relinquishing a membership does not absolve the member of any financial obligations they have incurred with the Club.

### 4. New Members

- Applications for membership will be accepted at any time. When the Club roster has capacity for new members, the following process will be used for reviewing and accepting new members.
  - A membership form, accessible via a link on the CFC website, is to be completed by the applicant.
  - A Club member will become an advocate for the applicant to help the applicant through the application, approval, and on-boarding process.
  - The advocate will “meet & greet” the applicant to introduce them to the Club, discuss the applicant's flying goals and what they will bring to the Club.
  - After the meet & greet, if the advocate approves the applicant for consideration to be a member, the advocate will share the Membership Form with the Executive Committee for approval.
  - When the applicant is approved by the Executive Committee, the applicant must set up an account in FlightCircle with their email address as their userID and create a password. After logging in, they must choose the association “Clemson Flying Club”. Personal information, including a credit card, must be loaded into their account. It is **STRONGLY RECOMMENDED** that the AutoPay option be enabled to avoid late payment penalties. If AutoPay is selected, set the Cycle option to “Daily”.

- The FlightCircle CFC administrator will change the status of the applicant from “Pending” to “Approved” in the system and membership fees will be charged.
- The applicant’s name will be forwarded to the Safety Officer or Lead CFI to arrange contact with a CFC CFI for a check flight or for training.

## **5. Flight Instruction and Safe Operation**

- The CFC is a non-profit Flying Club and is not a commercial Flight School. Flight Instruction is not offered to the public at large, but it is available to CFC members who have specific training needs. These training needs will be met by Certified Flight Instructors (CFIs) that are approved to instruct in CFC airplanes.
- Safe operation is of paramount importance. The CFC Safety Officer or Lead CFI shall establish standards and procedures for flight safety, flight training, and pilot proficiency, to be approved by the Executive Committee and published in this Handbook.
- For any flight operations not specifically covered in this Handbook, every pilot is expected to abide by all Federal laws as well as accepted industry good practice.

## **6. Proficiency and Checkout Requirements**

- Before operating a CFC airplane, a member must accomplish the following –
  - Complete an initial checkout with a CFC CFI for each aircraft the member desires to operate. This checkout will be documented in the CFC scheduling program.
  - Before operating a CFC airplane as a Pilot in Command (PIC), a member must read the aircraft’s Pilot Operating Handbook (POH) and any associated Aircraft Manual Supplements, complete the Aircraft Performance Form, and sign the appropriate Checkout and Authorization Agreement for each aircraft they will operate.
  - Aircraft currency is required to check out CFC airplanes. If a member has not flown a specific Club aircraft within a twelve (12) month period, their checkout currency lapses and they also must renew their scheduling privileges with a CFC CFI.
  - Comply with all FAA flight currency requirements, including but not limited to biannual flight reviews and medical certification.

## **7. General Rules**

- When operating a CFC airplane, a member must use a checklist applicable to the make and model of airplane.
- CFC airplanes may be moved by hand only by pushing on the wing strut or propeller root, and must be steered with a tow bar.
- Hand-starting of a CFC airplane is PROHIBITED.

- Members are strongly encouraged to use self-service fueling rather than full-service fueling to keep CFC operating costs down and aircraft rates more affordable.
- Members will be reimbursed at cost for gasoline, oil, and other necessary aircraft related services. Storage costs and ramp fees away from KCEU are not reimbursable, except when hangaring the aircraft is necessary to prevent storm, wind, or hail damage. No receipt older than three months from date of billing will be reimbursed. In order to be reimbursed out-of-pocket expenses, a copy of the receipt must be uploaded in FlightCircle under the member's Files.
- Fuel quantity must be measured using the calibrated fuel dipstick designed for the aircraft. If the dipstick shows insufficient fuel for the planned flight, the airplane must be topped off (filled completely), unless weight & balance considerations dictate otherwise for the aircraft designations and usage.
- Proper weight and balance calculations are required before every flight. No CFC aircraft is permitted to operate when the calculated weight and balance falls outside the aircraft's published operating envelope.
- Special care must be exercised in cold weather conditions.
  - When the outside temperature is below 45°F, the engine should be preheated to warm its oil before starting. This will minimize engine wear during the start. Use the electric heat fan/coil unit stored in the clubhouse. Position the flexible heat duct under the cowling below the engine and allow the engine to heat to at least 45°F before attempting a start. This may require a few hours heating during very cold weather. Remove the heater and air duct from the aircraft before attempting a start.
  - CFC aircraft cannot be flown with visible frost on the wings and empennage in accordance with 14 CFR 91.527. If frost is present, it must be completely removed or melted before flight. The best practice is to let the sun melt all frost before attempting flight.

## **8. Student Pilot Requirements**

- Student pilots will always remain under the direct supervision of their CFC CFI and may only operate within the expressed privileges granted to them by that CFI.
- Once authorized by a CFI to perform solo flights, a student pilot will only be given a 90-day authorization that corresponds to their logbook endorsement to schedule and operate a CFC airplane.
- Before each solo flight, a student pilot must obtain specific approval with appropriate logbook endorsements from a CFC Flight Instructor, and must have specific training objectives for that flight.
- Before conducting solo flight in a CFC airplane, a student pilot must ensure the airplane contains enough fuel to cover the anticipated flight time and one (1) hour reserve.

## 9. Prohibited Operations

- Commercial operations are prohibited in CFC airplanes, which include but are not limited to:
  - Carrying passengers or property for compensation or hire.
  - Receiving compensation for conducting a flight. The FAA defines compensation to include money, goods, services, and other intangible benefits, even if the pilot is not the one receiving the compensation.
  - Misuse of the Private Pilot “pro-rata sharing” provision.
- Flight instruction given to individuals who are not members of the CFC, except for promotional activities approved by the Executive Committee in writing.
- Flight outside the Continental United States, except when approved in writing by the Executive Committee on a per-pilot, per-trip basis.
- Search and rescue operations.
- Towing gliders or banners.
- Parachute jumping.
- Formation flying.
- Spins or other aerobatic maneuvers, except for CFC Flight Instructors who may conduct spin training in spin-certified CFC airplanes, with the prior approval of the Safety Officer or Lead CFI.
- “Buzzing” anything on the ground, where “buzzing” is defined as any flight below the altitudes specified by CFR 14 Part 91.119, except as required for takeoff and landing, or for ground reference maneuvers required for a certificate or rating.
- Any maneuver for which the pilot has not been specifically trained by a CFI, including high-G or low-G maneuvers, such as zero-G pushovers.
- Carrying pets or other animals unless they are properly kenneled, crated, or properly and safely restrained throughout the entire flight.
- Steep turns in excess of 50° bank.
- Consuming alcohol products or carrying open containers of alcohol.
- Carrying explosives or other incendiary materials.
- Smoking or using any tobacco product, including “vapor” devices such as e-cigarettes.
- Using any source of open flame, including lighters.
- Carrying or consuming illegal drugs or substances, as defined by Federal or State law.
- Any behavior or action that might be considered careless or reckless, or reflect poorly on the CFC and its members.
- Departures under Special VFR unless the pilot is instrument-rated and current for instrument flight.

- No member may permit a non-member to act as pilot of a Club aircraft or permit a member not checked out in that type aircraft to pilot a Club aircraft.
- No member may perform takeoffs or landings from the right seat unless they have been checked as competent in these skills with a CFC CFI.

## **10. Airplane Scheduling by Members**

- No person may operate a CFC airplane unless that person has reserved that specific airplane in the on-line scheduling system using their own name. All airplanes are scheduled in 2-hour blocks by default.
- A member who cannot fly a reserved block must cancel that reservation as soon as practical.
- A member who fails to cancel an unused reservation, or who frequently creates and cancels reservations, may be subject to having their scheduling privileges suspended, or other sanctions as determined by the Executive Committee.
- If a member takes an airplane for a block of time greater than 24 consecutive hours, the time will be billed at 2 Hobbs hours per 24-hour period, or for actual flight time, whichever is greater.
- If a member intends on reserving an aircraft for a multi-day trip, this reservation should be scheduled at least a month in advance to allow other members to adjust their scheduling needs. The Executive Committee should be notified of all multi-day reservations as soon as practical.

## **11. Airplane Scheduling by Flight Instructors**

- A CFC Flight Instructor may schedule airplanes for a member who does not have scheduling privileges for any of the following reasons:
  - A new member who has just been recently assigned to the instructor.
  - Expired medical certificate if flying with a CFC CFI.
  - Expired FAA flight review if flying with a CFC CFI.
  - New airplane checkout.
  - Any other reason approved by the Executive Committee.
- The reservations permitted above must be
  - Entered in the members name, not in the instructor's name.
  - Only for training flights required to restore or add the member's scheduling privileges.
- Instructors may not schedule for a member under any of the following conditions:
  - The member has overdue payments.
  - The members flight privileges have been suspended.
  - Instructors may not override or cancel existing reservations for any reason without express permission from the affected member.

## **12. Return of Airplanes**

- An airplane must be secured in its parking space and ready for the next pilot before the end of the scheduled reservation.
- Empty schedule blocks at the end of the reservation do not permit a late return.
- If an airplane cannot be returned by the end of their scheduled reservation, the member must notify any subsequent pilots affected by the late return as soon as possible.
- Delays due to weather or maintenance are permissible, so long as the member makes the proper notifications, and returns the airplane as soon as safely possible.
- Members should strive to return aircraft in a better condition than when they were obtained.
- Any discrepancies in the condition of the airplane needs to be communicated to the Maintenance Coordinator or Safety Officer and documented in FlightCircle under the aircraft Discrepancies section.
- Repairs made due to abuse of the airplane will be the responsibility of the member (such as but not limited to flat spots on tires and dead battery).
- A member who does not return an airplane for any reason other than maintenance or safety reasons may be responsible for the full cost of returning the airplane. These costs may include, but are not limited to, the normal hourly charge associated with the flight time for the return flight, and any costs associated with providing another CFC pilot to fly the airplane. The Executive Committee will evaluate each case individually.

## **13. Flight Instructor Authorization**

- A CFC Flight Instructor is an individual who is authorized to provide instructional services to CFC members using CFC airplanes and facilities. The CFC is not an employer of the CFI. Approval as a CFC Flight Instructor does not constitute employment or a contract for services. The CFC does not provide salary or payment to CFC Flight Instructors.
- A CFC Flight Instructor is an independent contractor who is paid for his/her services directly by each assigned member. The CFC does not act as a financial intermediary between an instructor and his/her assigned students.
- An approved CFI is considered a member of the CFC and may enjoy the privileges and responsibilities of the Club like any other full member.
- Only CFIs actively instructing Club members will have their membership dues waived. Active instruction shall be defined as instructing in CFC aircraft for a minimum of 25 hours per year.
- Club CFI's who have not documented at least 25 hours of instruction given in CFC aircraft by the expiration date of their dues exemption shall commence paying regular Club dues. Club CFI's paying dues may at any time apply for one year of dues

exemption by submitting documentation of at least 25 hours of dual given in Club aircraft during the 12-month period preceding such application.

- To allow new Club CFIs time to gradually transition to the CFC CFI role, their dues will be waived in their first 12 months without a minimum flight instruction requirement.

#### **14. Flight Instructor Qualification, Approval, and Responsibilities**

- A candidate for the position of CFC Flight Instructor shall be screened by the Safety Officer or Lead CFI. The screening process includes, but is not limited to:
  - Meeting minimum flight and instructional experience as established by the Safety Officer or Lead CFI.
  - An in-person interview with the Safety Officer or Lead CFI.
  - An evaluation of the candidate's suitability for the CFC training environment.
  - A check flight, which includes a ground lesson and a flight lesson, with the Safety Officer or Lead CFI acting in the role of student, or observing another individual acting in the role of student.
  - The CFI candidate must receive an aircraft checkout in each CFC airplane they will operate with the Safety Officer or a designated CFC CFI. The cost of each initial checkout will not be charged against the CFI candidate and will be booked as a non-revenue flight. If additional checkout flights are required for any reason, those flights will be billed to the CFI candidate.
  - A candidate who is found to be qualified will be recommended by the Safety Officer or Lead CFI to the Executive Committee for approval as a CFC Flight Instructor.
- CFC Flight Instructors are required to:
  - Comply with all applicable FAA regulations concerning flight instructor currency.
  - Comply with all CFC regulations and procedures, including verbal and/or written instructions from the Safety Officer and other CFC officers.
  - Hold themselves and the members to the highest standards of professional behavior, safe decision-making, and safe operations.

#### **15. Maintenance Operations**

- A member may ground a CFC airplane if he or she determines such action is necessary by entering an aircraft Discrepancy in FlightCircle. Upon grounding of the airplane, an officer of the Executive Committee must be notified immediately.
- The President, Maintenance Coordinator (or his/her designated alternate), Safety Officer, and an FAA certified A&P mechanic are the only persons authorized to un-ground an airplane.



- An Executive Committee officer must authorize all airplane maintenance, including out-of-town maintenance, and ferry flights. Certain aircraft maintenance authorization privileges may be delegated to another member by the Maintenance Coordinator.
- Members will be reimbursed at cost for aircraft maintenance services needed to return the aircraft to service for flight back to KCEU. However, maintenance expenses resulting from the member's carelessness, neglect, or failure to follow checklists will be the responsibility of the member.

## **16. Care of Airplanes and Assets**

- Each member shall endeavor to maintain a tidy appearance of all airplanes by removing all personal articles, waste, etc. from the airplane after each flight.
- Members should strive to return the aircraft in a better condition than when they were dispatched which includes cleaning the windshield, leading edges, and any fuel or oil stains after each flight using the recommended procedures documented in the CFC training videos.

## **17. Airplane Discrepancies and Damages**

- On each flight a member must properly execute the full pre-flight inspection and post-flight securing checklists, as published by the CFC and maintained in each aircraft.
- Both pre-flight and post-flight inspections should include a rolling inspection of the full circumference of all landing gear tires.
- Any member or Flight Instructor that discovers an airplane discrepancy, including tire damage, during pre-flight must comply with the following:
  - Check the aircraft Discrepancy page in FlightCircle to see if the discrepancy is already documented. If the discrepancy has already been noted, no further action is necessary.
  - If the discrepancy is not documented, document this issue on the Discrepancy page in FlightCircle and send a report to the Maintenance Coordinator via email before departing. The timestamp on this log and email will document that the discrepancy was observed before you flew the airplane.
  - The last PIC operating the airplane prior to the report above may be held responsible for a discrepancy discovered afterwards.
- If an airplane is damaged during a flight, the PIC must send a report to the Maintenance Coordinator via email immediately after landing and document this issue on the Discrepancy page in FlightCircle. The timestamp on the email documents that the PIC self-reported the damage.
- Failure to self-report is considered a failure to follow published procedures as described and subject to fines and sanctions as described in the penalty section of this handbook.
- When securing the airplane after flight, pilots should inspect the airplane for any signs of damage that might have occurred during flight.

## 18. Responsibility for Damage to Airplanes or Facilities

- The CFC carries liability and hull insurance.
  - Each CFC pilot should be aware that they can minimize their financial risks outlined in this section by purchasing their own **Non-Owned Airplane insurance policy**. Members can contact the Executive Committee with questions related to insurance coverage.
  - The Executive Committee shall investigate all accidents and damage and determine the share of damage to be paid by the PIC. Persons who are found, by the Executive Committee, to be responsible or negligent may be required to reimburse CFC for all or a portion of that share subject to the following:
    - The amount of repair costs, up to \$5,000.00 when the Executive Committee determines that filing an insurance claim will incur greater long-term cost than the immediate cost; and
    - The unreimbursed portion of the cost of repair after the insurer has paid their maximum obligation will be the responsibility of the member PIC.
- The Executive Committee, at their discretion, may require additional reparations from the PIC, such as sharing lessons learned with the CFC members.

## 19. Infraction of Rules

- Infraction of the CFC rules, negligence, and/or abuse of CFC assets should be reported by email to the Executive Committee for disposition up to and including revocation of the member status.
- The Maintenance Coordinator will typically address issues pertaining to damage to CFC assets.
- The Safety Officer will typically address issues pertaining to the improper use of CFC assets.
- The Executive Committee can additionally determine other resolutions which may include:
  - Scheduling privileges may be temporarily suspended until any safety concerns have been resolved.
  - If a violation occurs on a student pilot solo flight or any type of dual flight, the instructor will be included in any counseling of that member.
  - Conducting investigations and directing actions as needed to resolve the issue.

## 20. Examples of Infractions

- Examples of infractions include, but are not limited to:
  - Improper payment procedures; e.g., failure to pay for a flight within 24 hours.

- Improper flight documentation; e.g., failure to properly document a Hobbs meter reading in FlightCircle after a flight.
- Loss of or failure to return airplane keys to the clubhouse at the conclusion of a flight.
- Loss of or failure to return a fuel card; loss of a fuel card.
- Improper maintenance procedures or documentation; e.g., failure to follow published grounding procedures, Discrepancy reporting, replenishment of oil in the airplane toolbox, etc.
- Failure to self-report airplane damage.
- Returning an airplane late.
- Failure to properly secure an airplane after a flight; e.g., improperly tied down, missing control lock or pitot tube cover, master switch left on, canopy cover not installed, etc.

## **21. Fines and Penalties**

- Members who violate any aspect of these regulations may be subject to the following penalties in addition to resolution noted in this Handbook. Fines and penalties will be determined on a case-by-case basis by the Executive Committee which can include:
  - Written warning from the Executive Committee.
  - Monetary fines.
  - Suspension or termination of flight privileges.
- A \$100.00 fine, plus flight fees owed, will be levied against a person who operates CFC airplanes who has not paid dues for the current term.

## **22. Executive Committee Waivers**

- The Executive Committee may, on a case-by-case basis, grant a waiver to a CFC regulation so long as the waiver:
  - Does not compromise the safe operation of CFC airplanes, and
  - Does not conflict with any applicable government regulation or law.
- When reviewing a waiver request, the Executive Committee shall consider:
  - The member's history and volunteer support of the CFC.
  - Any financial or operational impact on the CFC.
  - The potential impact of the requested waiver on other members and the CFC as a whole.
  - The merits of the requested waiver.
- A granted waiver shall not be considered to set a precedent for future waiver requests. All waiver requests shall be considered on an individual basis.