

BASA Flight Committee Check-out

(2009-05-12 revision)

Purpose of document

The purpose of this document is to guide a flight committee check-out. It is hoped that with the aid of this document flight committee check-outs will be more standard and more complete. This document is meant as a living document to be owned and modified by all BASA flight committee members.

Purpose of flight committee check-out

BASA requires all new members to complete a flight committee check-out within their first two months of joining. The flight committee check-out is not a pre-requisite to flying in BASA gliders, but we encourage new members to get it done early in their BASA career. The goals of the flight committee check-out are as follows:

- Introduce the new member to the recommended handling of BASA equipment.
- Assess the new member's flight experience and proficiency level, and recommend areas for improvement as required.
- Report the new member's flight experience and proficiency level to the flight committee. This information may be used to help make decisions about granting additional privileges such as cross-country qualification.
- Advise the new member on opportunities for growing their skills and breadth of experience: show them what's possible and how they can get there.
- Explain how the club works, and how they can/should get involved.
- Answer any questions the new member might have about club operations or flight rules.

Preparation for the check-out

The new member is expected to arrange for a flight committee check-out by emailing flightcomm@flybasa.org and to the relevant 2-seater for the checkout. The new member is expected to be familiar with the flight rules and reservation rules. The new member shall bring with them:

- copy of flight rules
- copy of reservation rules
- flight logbook

Process of the check-out

The new member is PIC and expected to pay for tows and the flight committee member acts in the role of observer/guide/mentor. The flight committee member conducting the check-out has much leeway to shape the check-out to the needs of the new member and their own preferences. Here is one recommended way of conducting the check-out.

1) Meet and greet. Explain process and expectations.

- explain how the club works and highlight opportunities for the new member to get involved in running the club: ship teams, ship captains, parachute/trailer volunteers, flight committee, execs

2) Review the flight rules and where to find them; things to highlight:

- currency rules
- pre-requisites to fly more advanced gliders
- what needs a separate checkout: each glider, back seat, each location, cross-country, acro
- what to do if you damage anything

3) Review the reservation rules

- one reservation at a time (per region: Hollister or Mountains)

4) Go over the location, purpose, and operation of smaller equipment (chutes, batteries, covers, etc.)

- explain where things can be found and should be returned to
- explain the purpose of the equipment
- explain "gotchas", what to be careful about

5) Go out to the flight line, go over pre-flight preparation of the glider

- member should already be proficient at pre-flight actions, so here we focus mostly on unusual items and observe to see whether there are any issues
- emphasize that a thorough pre-flight is important - you are responsible for the state of the ship (including damage) after you are done, so make sure it is in good shape when you start
- emphasize that canopies must never be left open
- explain storage of covers, gust locks, etc. (leave nothing on the ramp)
- go over trailers and talk about assembly/disassembly proficiency requirements for taking gliders to other locations and as a pre-requisite for cross-country

6) Flying

- a couple of flights are recommended, perhaps one longer one and a pattern tow
- make it clear that the new member is PIC, flight committee member acts only as observer
- things to watch for:
 - safe ground handling techniques (esp removing 2 seaters from last row at Hollister)
 - safe staging procedures (details depend on location)
 - use of checklist prior to launch
 - good operating practices on tow
 - lookout
 - overall level of proficiency and currency displayed
 - pre-landing checklist use
 - circuit planning
 - low-energy landing, roll-out

7) Post-flight responsibilities

- log book entry
- hand-off procedures if another member has the glider reserved and is present or
- safely getting the glider back to its parking spot
 - tie-down
 - washing
 - covers
 - batteries

8) Debrief

- what went well, what could use improvement

- suggest next steps the new member might take to improve or widen their skills (mentor flights, moving to more advanced ships, other locations, cross-country, etc.)
- answer any questions the new member might have
- invite the new member to the next monthly meeting
- make an entry into the members logbook indicating that the checkout has been completed satisfactorily
- emphasize that with shared equipment it must be looked after better than owned equipment

9) Post-checkout

- write brief summary of checkout to flight committee, focusing on overall proficiency displayed, and any areas that need particular attention