



Rogue Valley Flying Club (RVFC)

Policies and Procedures

Version: 2023-07

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Introduction

This document applies to all RVFC members. Club members are responsible to care for and keep RVFC property in good working order and free from excessive wear and tear.

Section I: Membership

To become a member of the Rogue Valley Flying Club (“Club”), the prospective member must complete and submit a RVFC “Membership Application Packet” and sign the RVFC “Waiver of Liability & Hold Harmless Agreement.”

1) Application Process

- a) Upon receiving an application, the Membership Coordinator will contact the prospective member.
- b) The Membership Coordinator will provide information needed about the Club, and outline the financial prerequisites, hourly rental rates (for a Flying Membership) and monthly fees. Refer to Appendix 1: New Member Checklist for a list of items to be covered.
- c) If the prospective member asks to fly in Club aircraft as a passenger in the right seat before joining the Club, he/she will be asked to fly with a flying member who will act as PIC from the left seat. The prospective member will be expected to share the cost of the flight. Club insurance does not permit non-members to fly as PIC.
- d) The Membership Coordinator will provide a Membership Packet to the prospective member (email copies are acceptable).
- e) The prospective member can download the membership application and Waiver of Liability and Hold Harmless Agreement from the Club website at www.rvfc.club or obtain a hard copy from the Membership Coordinator.
- f) The applicant will complete the Application for Membership, Waiver of Liability and Hold Harmless Agreement, and Policies and Procedures quiz and send to the Membership Coordinator with a copy of medical document, pilot license, last page of logbook, most recent Flight Review endorsement, if applicable, and current copy of applicants driving record.
- g) The Membership Coordinator will review and forward these documents to the RVFC Safety Officer. The Safety Officer will arrange an informal interview with the applicant, review the completed Policies and Procedures quiz, and determine recommendation to the Board of Directors for approval/disapproval.
- h) The applicant will attend the next RVFC Board of Directors meeting for introduction, Board Approval, and make payment of the Flying Member initiation fee (\$1500) by check. Once Board approval has been secured, the Membership Coordinator will:
 - (1) Provide the new member with Schedule Master Setup instructions and refer them to a Club approved CFI.
 - (2) Use Appendix 1: New Member Checklist to help the new member integrate into the Club.
- i) If a physical check was provided by the prospective member, once approved, the Treasurer will either deposit or arrange to have the check deposited into the Club account. The membership fee can also be paid on Schedule Master after the applicant’s account is setup.
- j) The Membership Coordinator will add the appropriate information to Schedule Master.
- k) The Membership Coordinator will email the applicant’s credentials for Schedule Master.
- l) The applicant will login to Schedule Master and follow the instructions described in Appendix 2: Schedule Master Account Setup Instructions.

m) The Secretary will ensure all member submitted documents and Board approval will be stored on Google Drive.

2) Membership Resignation

- a) Any member requesting resignation of membership must Email the Board of Directors (“Board”) at boardmembers@rvfc.club.
- b) The contacted member of the Board or their designee will contact the Club treasurer to determine if the terminating member needs to pay any outstanding fees or dues.
- c) The Secretary, or their designee, will update the Club roster on Schedule Master to reflect the resignation, document why the member is leaving and reference the notification on the “note” tab prior to “retiring” the member. NEVER delete the member.
- d) Requests for termination of membership due to circumstances beyond the control of a member and consideration for refund of any dues or fees will be considered by the Board on a case-by-case basis.

Section II: Reservation, Scheduling, and the Use of Time

- 1) Members who have the aircraft scheduled and who are tardy thirty (30) minutes or have not canceled or rescheduled through Schedule Master will lose their reservation to any member waiting to fly.
- 2) It should be thoroughly understood that the proper use of the reservation features provided is the key to a successful cooperative operation, maximum use of the aircraft, and maximum utility for all the members.
- 3) By your reservation you are declaring to the other members that the aircraft is assigned to your custody for the period reserved. Therefore, you should be careful to follow these rules:
 - a) Reserve precisely the time you want. Do not schedule the aircraft for all day unless you intend on flying the aircraft or will be away from the local area.
 - b) Each member is encouraged to indicate his/her destination when he/she departs for a flight to an airport other than Medford (KMFR).
 - c) Cancel your scheduled flight as soon as possible if you are unable to keep the reservation for any reason. Do not assume that in inclement weather the aircraft will not be needed. Adjust your reservation if you find your flight will be delayed in leaving.
 - d) No member shall fly a Club aircraft without having reserved time for the flight through Schedule Master. The reservation may be made by going to my.schedulmaster.com or by calling 800-414-6114.
 - e) All members must terminate every flight in Schedule Master immediately upon completion of the flight by performing a Post Flight in Schedule Master.
 - f) Any squawks must be input to Schedule Master immediately upon completion of the flight. See also Section V: General Rules of Aircraft Operation.
 - g) Contact the next person in the schedule if you are delayed and cannot return on time. All delays should be reported promptly to prevent any undue anxiety, investigation, search, and rescheduling of aircraft.
 - h) Contact the appropriate member or CFI, if involved, for assistance if you feel a reservation rearrangement can solve a particular reservation problem.
 - i) Only flying members in good financial standing and meeting FAA and Club requirements, Club approved CFIs, and associate members approved by the Board for maintenance flights are permitted to fly Club aircraft.

- j) Inactive members, members with accounts more than 30 days past due, members whose scheduling privileges have been suspended, and members without a current medical or flight review cannot schedule or operate Club aircraft.

Section III: Logging and Reporting Flight Time

- 1) Flying time shall be computed for each flight with the aid of a recording hour meter (Hobbs Meter). The duration of each flight shall be computed from starting the engine until the engine is stopped after parking.
- 2) Use of Aircraft Flight Time Log:
 - a) This log will be kept in the airplane and have space for the following information: Aircraft, N number, hour meter, tach start and stop time, pilot's name and oil used.
 - b) Be sure to check the previous pilot's hour meter stop time to make sure it agrees with your hour meter start time. If there is a discrepancy, note it so you will be charged appropriately.
 - c) Before starting the engine, the pilot-in-command will enter the date, his or her name, and the Hobbs and Tach meter start times, and if any oil was added.
 - d) Upon stopping the engine at completion of the flight, the Hobbs and Tach readings will be entered in the space provided. Subtract the start reading from the end reading for each meter and enter the result in the space provided.
- 3) Upon completion of flight, complete post flight in Schedule Master immediately.

Section IV: Aircraft Inspections and Maintenance

- 1) Prior to every flight, the pilot in command must perform the Preflight function in Schedule Master to review squawks, maintenance status, scheduled maintenance (which includes all upcoming time sensitive requirements), pilot status, and check the box confirming that these things have been checked. The Preflight page can be accessed in Schedule Master under **My Account->My Pre/Post flights**.
- 2) There shall be a line (visual) inspection performed before each flight by the pilot in command. Any defects found in the plane's structure or accessories shall be reported as a squawk in Schedule Master immediately upon completion of the flight. If such defect may endanger the safe operation of the aircraft, the Pilot in Command shall place the "Grounded" sign on the yoke, and no flight shall be made.
- 3) Prior to each flight the pilot shall check the fuel and oil quantities visually and by the gauges.
- 4) After each flight, the pilot is responsible to see that the aircraft is clean, with all debris removed, and all accessories in their proper location. Do not have the aircraft refueled unless requested by a subsequent user. See also Appendix 5: RVFC Aircraft Operations Best Practices.
- 5) Check fuel caps for security after refueling; never refuel an aircraft in the rain unless protection is used to keep water out of the fuel tank.
- 6) Club aircraft left without a pilot must be tied down, with control lock installed, the wheels chocked if chocks are available, pitot tube cover installed, and the cabin and baggage compartment doors locked. When parked at Million Air, it is not necessary to tie down and the cabin doors need not be locked, but the wheels must be chocked.
- 7) After shutdown, the Master switch MUST be turned off. If the master switch is left in the "on" position and the battery runs down, it may be traced to the last PIC. The responsible PIC may be charged \$200 to offset the replacement cost of the battery in the future.

- 8) The aircraft will be stored inside the hangar by Million Air line personnel at the end of each day (unless Million Air has been notified otherwise to avoid a callout fee).
- 9) No member shall be permitted to attach any object to the exterior of the plane or in any manner make adjustments or repairs unless approved by the Maintenance Officer.
- 10) Oil changes are accomplished every 50 hours and at 100-hour inspections. 50-hour inspections can be overflow by 5 hours. 100-hour inspections can NEVER be overflowed. Our AD inspections are tied to our 100-hour inspections, so overflying the 100-hour inspection would violate the FARs. There should be at least 1 hour left before a scheduled 100-hour inspection so we can fly the aircraft to a remote repair facility should Jet Center decline the service. The Preflight Dispatch will show the hours remaining when the pilot checks out the plane and they should adjust their flight to leave 1 hour on the Preflight time "Remaining" -- canceling the flight if necessary.
- 11) Under no circumstances may Annual Inspections or Airworthiness Directives be overflowed. These items are included in Schedule Master and should be checked as part of the preflight process.

Section V: General Rules of Aircraft Operation

- 1) Each member is responsible for completing a pre-flight check of his or her aircraft. Squawks should be reported in Schedule Master immediately upon completion of the flight. If a squawk is sufficiently serious, the member must enter the squawk Urgency as "Plane Down" in Schedule Master and hang the "Grounded" sign on the pilot's yoke.
- 2) It is the responsibility of each member to know the authorized loading limits and requirements of each aircraft in which he/she acts as PIC.
- 3) Aircraft checklists shall be used by all pilots for all operations, including preflight inspection, starting engines, before takeoff, before landing, and shutdown/securing.
- 4) It is the pilot's responsibility to ensure current charts and all other required documents are carried for the area of operation.
- 5) Flight Following through ATC is strongly recommended for all cross-country flights.
- 6) Pilots are to call Million Air at least one hour before the aircraft is needed on the ramp for flight. Million Air will have the aircraft "pulled out" at the time you specify. Beyond normal working hours, callout fees will apply unless prior arrangements have been made directly with Million Air. Refer to the Million Air Medford website for operating hours and after-hour callout fees. These fees are the responsibility of the Pilot in Command. Million Air's website is www.millionairmfr.com.
- 7) After landing, advise ATC that you plan to park at Million Air. Use the "T" markers on the Million Air ramp in front of the large hangar on the west side of the tower unless you are signaled by a line rep to park on the ramp in front of the Million Air office. Use caution for other larger commercial aircraft entering and departing the main Million Air ramp.

Section VI: Prohibited Types of Flying.

- 1) All flying in any Club aircraft is to be done in strict accordance with current Federal Aviation Regulations, State and Local laws, and the Rogue Valley Flying Club Policies & Procedures.
- 2) Club airplanes may be operated only from paved runways. One-time exceptions to this policy, to allow operation on a specific non-paved runway, may be requested from the Club's Safety Officer. Requests must be made at least one week prior to the planned operation. Considerations for approval will include, but are not limited to, the pilot's training and experience, the pilot's familiarity with the non-paved airport, and the runway condition. An instructor who has given the requesting pilot training on non-paved runway operations should contact the Safety Officer to discuss the pilot's qualifications.

If approved, any member who flies in or out of a dirt, gravel, rock surface, sod, or grass airport will be held fully responsible for all damage to the aircraft, such as propeller damage, paint nicks, dents to metal surfaces, etc. This also applies to taxiing, starting engine, run-up, etc., when a taxiway or tie-down area is not paved. Use the tow bar in the aircraft when necessary to move the aircraft to avoid propeller strike on uneven terrain.

- 3) Off-airport landings are not permitted, except in case of an emergency.
- 4) Aerobatic flights are not authorized except for spin training performed under dual-instruction flights and where the aircraft POH specifically permits such maneuvers.
- 5) No member shall land or take-off from an unlighted field during the hours of darkness except under emergency conditions.
- 6) The cost of any repairs or replacement not covered by insurance which is a result of damage incurred by taking off or landing at an area other than an approved field shall be paid for in full by the member in charge of the aircraft. NOTE: For damage other than the above, see Article 7, Hearings, within Club Bylaws.
- 7) There shall be no formation flying of the Club aircraft with each other or any other aircraft, unless approved by the Safety Officer.

Section VII: Restrictions on Use of Aircraft

- 1) No flight (cross-country or local) shall be made without recording in Schedule Master the name of the pilot-in-command and the period for which the pilot expects to have the aircraft. Pilots are also encouraged to record in Schedule Master the destination airport.

Note: The Club's lowest-cost airplane may not be reserved for more than 24 consecutive hours.

- 2) It is the responsibility of each member to see that his/her medical certificate and flight review status are current and appropriate to the aircraft and type of operation, and that all required documents are carried on his/her person for each flight. No person may fly a Club plane unless these requirements are met and documented in Schedule Master. See also Section IX: Flying Skills for aircraft checkout requirements.
- 3) All flights are to be made within the limits of the FAA certificate of the member piloting the Club aircraft.
- 4) Only active Club Flying members shall fly Club aircraft, except for (1) qualified and Board approved Club members making necessary maintenance flights, or (2) Certified Flight Instructors approved by the Board as a Club-approved flight instructors who are authorized to act as PIC while instructing flying members or providing introductory flights.
- 5) No member shall use the Club aircraft for hire nor shall he/she rent or lend the Club aircraft to any other person.
- 6) Club aircraft shall not be used by any member for commercial operation or for personal gain. No member may offer transportation to a non-member for a profit.
- 7) A member may accept an offer to share the costs of a flight made for a common interest. Particular care must be taken that it cannot in any way be construed as a charter operation. A member may use Club aircraft for personal transportation, pleasure, or business.
- 8) No member shall use any Club aircraft while under the influence of alcohol or drugs. Nor shall any pilot-in-command of Club aircraft permit any of his or her passengers to use alcoholic beverages of any kind during flight. Determination as to whether the member was under such influence, or whether or not he/she violated either of these rules, shall be made by the Board and their decision

shall be final. No smoking is allowed within 50 feet of any Club aircraft. Any member found guilty of a violation of this section shall be expelled from the Club.

- 9) No flights are permitted outside the continental United States, unless approved in writing by the Board of Directors. All expenses involved in approving and conducting such a flight must be borne by the requesting member.
- 10) Only Club members may act as pilot-in-command of the Club aircraft.
- 11) Under no circumstances may a member instruct another member in the Club aircraft unless he/she is a Club approved flight instructor.
- 12) No Club approved flight instructor shall give flight instruction in the Club aircraft to a non-member.
- 13) No flying member shall receive flight instruction in a Club aircraft from anyone except Club approved flight instructors.
- 14) Club aircraft shall not be used by any member in a careless, reckless, negligent, or otherwise unsafe manner, or in any way that would tend to bring discredit upon this Club or upon any of its members.

Section VIII: Flight Minimums

- 1) On overnight cross-country flights a member shall be charged a minimum of two (2) hours of the aircraft's hourly rate for each day the aircraft is in the member's possession. For example, if a member keeps the aircraft overnight for three (3) nights, he is expected to put six (6) hours of flying time on the aircraft. Scheduling aircraft for more than 7 consecutive days requires prior approval by at least three members of the Club's Board of Directors.
- 2) Flights of less than three-tenths of an hour are discouraged because of excessive wear and tear on engine, electrical system, tires, and brakes.

Section IX: Flying Skills

- 1) Each member of the Rogue Valley Flying Club shall be instructed and checked out thoroughly prior to flying each make and model of the Club aircraft. Pilot check-outs are required for each individual Club aircraft. Check-outs can be accomplished by evaluation by a Club approved flight instructor through interview, logbook review, or actual flight. The evaluation will be documented using Appendix 3: Proficiency Flight Evaluation or Appendix 4: Airplane Transition Evaluation Form.
- 2) Student pilots must be re-checked by a Club approved flight instructor every ninety (90) days before flying solo. Depending on the proficiency of the student pilot, this period may be reduced at the discretion of the student's designated Club approved-flight instructor. Lapses in flight activity of more than 30 days require a logbook entry permitting solo flight or a check-flight with a Club approved flight instructor.

Section X: Cross-Country Flights Rules

- 1) Oil and gas levels must be checked at each stop. Use correct oil and fuel grades as given in the aircraft Owner's Manual (or POH) or approved Flight Manual. Do not use auto fuels or oils.
- 2) In the event of a maintenance discrepancy while away from the Medford Airport, repair or have repaired all items affecting safety of flight. Contact the Maintenance Officer (or, if not available, a Club officer) before arranging for any repairs over two hundred fifty (\$250.00) dollars. For amounts less than \$250.00, the member may arrange for repairs in his or her own name, and after presentation of a properly receipted bill for such sales and/or services, and after the bill has been approved by the Treasurer, said member shall be given credit.

- 3) Secure inside storage whenever appropriate to preclude storm damage. If the aircraft must be stored outside, be sure it is tied down securely, and controls are locked. The safety of the aircraft is your sole responsibility while the aircraft is in your possession.
- 4) Lock the aircraft when unattended.
- 5) Members are responsible for any callout fees incurred from Million Air, and for any storage, tie-down, landing, or other fees incurred by that member while away from the Club's home airport.
- 6) Keep the aircraft exterior and interior clean. The next member to use the aircraft will appreciate it. Remember; leave the plane "ready to fly for the next person."
- 7) Upon return, refuel (only if requested) and clean the aircraft per *Section IV: Aircraft Inspections and Maintenance #4*.

Section XI: Financial Reporting

- 1) The Treasurer is responsible to oversee and manage all Club financial actions.
- 2) The Treasurer will, on a regular basis, maintain and present a Club Profit and Loss statement and Balance Sheet to the Board of Directors.
- 3) The Treasurer will prepare an annual budget for review by the Board no later than one month prior to the new fiscal year.
- 4) The Treasurer will provide financial updates to the membership at the monthly meetings.
- 5) The Treasurer will separately provide, as requested by the Board, financial reporting as directed.
- 6) The Treasurer will appoint a bookkeeper, who will, in turn, track and report income and expenses.

Section XII: Expenditure Limits

As presented in the Club Bylaws Article 9, Club Finances, the following approval limits for a one-time expenditure without Board approval are established as follows:

- 1) Article 9.2 - Treasurer: \$5,000.
- 2) Article 9.3 - Maintenance Officer: \$5,000.
- 3) Article 9.4 – Avionics Officer: \$500.
- 4) Article 9.4 - Individual member: \$250.

Section XIII: Enforcement

- 1) The above regulations and rules shall be policed by the entire membership. All complaints shall be filed with the Club president. The Club president shall call a meeting of the Board of Directors, at which time appropriate action will be taken.
- 2) Any violation of the FAA Regulations or the Policies and Procedures of the Club shall constitute cause for immediate grounding or termination, and any member so grounded shall remain grounded until further action is taken by the Board.
- 3) Members are expected to maintain a current financial account through payment of membership dues, hourly aircraft rate charges or any other amount due to the Club on time. Members with accounts 60 days past due may be considered inactive, members with account 90 days past due shall be considered delinquent and shall be considered as intention to terminate membership. Refer to RVFC Bylaws Article 1 (Inactive Member) and Article 8.4.
- 4) Club membership may be terminated at any time at discretion of the Board.

Section XIV: Changes and Amendments

- 1) Changes in, or amendments to, these Policies and Procedures may be affected only by the majority vote of the Board of Directors at the regular or special meeting called for the purpose.
- 2) Any changes or amendments to these Policies and Procedures shall be either posted to the website and/or emailed to each active Club member. Inactive or suspended members will be issued such changes or amendments upon their return to active status.
- 3) These Policies and Procedures are designed to aid in the systematic and equitable utilization of Club aircraft. They are also designed to help each member have many enjoyable and safe hours of flying.
- 4) These Policies and Procedures are formulated by the Club's Board as provided in the Club Bylaws and will remain in effect until revised rules are published.
- 5) MEMBERS ARE RESPONSIBLE TO BE FAMILIAR WITH AND ADHERE TO CURRENT FEDERAL, STATE, AND LOCAL REGULATIONS, AND RVFC BYLAWS AND POLICIES AND PROCEDURES.

Section XV: Flight Instructors

1) Overview

The following summarizes conditions under which Club approved flight instructors may utilize an RVFC aircraft:

- a. The instructor must be either an Associate or Flying member in good standing and be approved by the Board of Directors (Board) at its sole discretion.
- b. The Club approved flight instructor must hold a CFI or CFII certificate, an appropriate medical certificate, and any and all other certificates, ratings and authoritative documentation required by the FAA to instruct in any aircraft under RVFC control (i.e., an aircraft leased or owned by the Club).
- c. Club approved flight instructors must abide by all RVFC Bylaws and Policies and Procedures.
- d. Club approved flight instructors must be knowledgeable of, support, and reinforce to Flying member students all appropriate RVFC Policies and Procedures.
- e. Club approved flight instructors who are Associate members may not utilize Club aircraft for any other reason than to instruct students, provide introductory flights, or, if approved by the Board, perform maintenance flights (RVFC Bylaws Article 1, Membership). Instruction in club aircraft may only be given to Flying Club members. Club approved flight instructors must act as PIC from the left seat while providing introductory flights to prospective Club members.
- f. If the Club deems it necessary to, as part of an instructor-evaluation process, perform a flight review of the prospective instructor, the prospective instructor may act as PIC during such flight review.

2) Application

A prospective instructor must be either an Associate or Flying member of the Club. If the prospective instructor is not currently a member, membership must be attained by completing the Membership Application Form, Waiver of Liability and Hold Harmless Agreement, paying the first month's dues, and by being approved by the Board per standard Club process.

3) Approval / Denial Process

The RVFC Board shall approve or deny each application for instructor privileges in a timely manner, though the Board and applicant acknowledge that, depending on several factors, the evaluation period may vary.

The following serves as a guideline for the Board during this process.

- a) Check official records for CFI qualifications.
- b) Interview applicant. This may include a qualified RVFC member to review RVFC Policies and Procedures for care of aircraft and equipment.
- c) Verify the prospective instructor has received and read the RVFC Bylaws and this Policies and Procedures document.
- d) If deemed necessary by the Board of Directors, perform an evaluation in an RVFC aircraft.
- e) If the Board rules that an evaluation is necessary, the prospective instructor must, upon landing the aircraft, pay current Club rates for time flying the aircraft. This cannot be waived. The Club approved flight instructor performing the evaluation may charge the prospective instructor for his or her time.
- f) Under no circumstances shall the Club incur direct costs as the result of evaluating a prospective instructor.
- g) Any or all of the above may be waived at sole discretion of the Board if history indicates the prospective instructor has sufficient experience with attention to safety and care of people, aircraft and equipment.
- h) The Board must vote to approve or deny privileges. Simple majority rule applies.
- i) The Board may, after review of a Club approved flight instructor's qualifications such as lack of recent instruction, medical, performance issues, FAA issues, or any other reasons, deny instructor privileges. Should the instructor be denied privileges, the Board will promptly notify the instructor.
- j) Should the instructor subsequently be deemed to have contravened any of these requirements the Board may, at its sole discretion:
 - a. Initiate an investigation to determine the appropriate course of action.
 - b. Request to interview the instructor to understand the circumstances.
 - c. Vote to remove instructor privileges.
 - d. Inform the instructor of any actions taken.

Appendix 1: New Member Checklist

The Membership Coordinator (“MSC”) is responsible for coordinating all activities associated with new-member processes. All web and phone inquiries shall be directed to the MSC for initial interview. All referenced documents are on the RVFC website (www.rvfc.club). The MSC will provide the applicant with a Membership Packet at the initial in-person meeting. Membership Packet will include New Member Information, Club Policies and Procedures, Membership Application, Waiver of Liability and Hold Harmless Agreement, and current RVFC Policies and Procedures Quiz. All prospective licensed “flying members”, must have a current FAA Medical or Basic Med before joining the club.

#	Task	Responsible	√
1.	Meet with Applicant to discuss joining, tour hangar facilities and aircraft, and provide a Membership Packet.	MSC	<input type="checkbox"/>
2.	Complete the <i>Application for Membership, Waiver of Liability, Hold Harmless Agreement, and Policies and Procedures quiz</i> , and send to Membership Coordinator (MSC) with a copy of medical document, pilot license, most recent Flight Review endorsement if applicable, current copy of your Driving Record, and last page of your logbook.	Applicant	<input type="checkbox"/>
3.	Forward application to the RVFC Safety Officer for review, informal interview, Policies and Procedures quiz review, and vetting.	MSC	<input type="checkbox"/>
4.	Attend the next RVFC Board of Directors meeting for introduction and Board approval. Make payment of the flying member initiation fee by check.	Applicant	<input type="checkbox"/>
5.	Ensure all required fees are paid. Inform the new member of approval, provide Schedule Master Account Setup Instructions, and if they are a Flying Member refer them to a Club CFI.	MSC	<input type="checkbox"/>
6.	Add new member information to Schedule Master.	MSC	<input type="checkbox"/>
7.	Provide Schedule Master credentials to the applicant.	MSC	<input type="checkbox"/>
8.	Login to Schedule Master and perform the Schedule Master Account Setup Instructions.	Applicant	<input type="checkbox"/>
9.	Store the approved application package and Board approvals on Google Drive.	Secretary	<input type="checkbox"/>
10.	Walk through RVFC website: <ol style="list-style-type: none"> 1. Calendar 2. Forms and Resources 3. Bylaws, and Policies and Procedures docs 	MSC	<input type="checkbox"/>
11.	Walk through Schedule Master: <ol style="list-style-type: none"> 1. My Account – provide help with setting up credit card and making payments. 2. Group Info (User List in particular). 3. If flying member, Schedule Aircraft. 4. If flying member, Preflight and Postflight functions under MyAccount. 5. If flying member, Squawks and Mx Notifications under Resource Info. 6. If flying member Flight Review & Medical updates. 	Club CFI	<input type="checkbox"/>

12.	Aircraft Operations Policy and Procedures discussion.	Club CFI	<input type="checkbox"/>
13.	Aircraft Logistics – i.e., Contacting Million Air for aircraft use, where to find oil, etc.	Club CFI	<input type="checkbox"/>
14.	Flight evaluation.	Club CFI	<input type="checkbox"/>
15.	Introduction of new member at Club meeting.	President	<input type="checkbox"/>

Appendix 2: Schedule Master Account Setup Instructions and User Procedures

A. The following steps describe how to set up a new member account in Schedule Master.

1. Go to the RVFC website at: <http://www.roguevalleyflyingclub.com/>
2. At the top menu of the Rogue Valley Flying Club website home page, click on **Members** and then **Schedule**.
3. You will then see the Schedule Master logo at the top and directly below a couple of highlighted options, **Login, Register – Email Us, Mobile Access**.
4. If you've never registered for **Schedule Master**, click **Register – Email Us** and follow the steps.
5. Wait a bit and you should receive an email with a username and PIN#.
6. Go to the login for Schedule Master and use your user login and PIN#. (You may change the PIN later under Profile, Password to an easier to remember password – but wait until after registering your credit card before doing so).
7. Once into Schedule Master, go to **My Account** and complete **My Profile** (your address is required for your credit card on file) and **My Payment Accounts** to set up your credit card. The other tabs within My Profile are views or reports or password changes.
8. Next go to **My Account, My Payment Accounts**.
9. In the lower section entitled **Primary Dues Preferred Payment Method**, click on the **Edit** link next to the first **Primary Payment Method**.
10. Select one of your credit cards already on file by clicking on the drop-down arrow.
11. Click on **Next**.
12. It will ask for your password. *Your password should be the same password as when you log in to Schedule Master. If you receive an Incorrect Password error message, your password probably has some Alpha characters in it. It needs to be a 4-digit, all numeric password for this credit card step. You can go to My Account, My Profile, Password tab, and change your password to a 4 digit number only password (entered it twice). Then, go back to the above steps, Edit your Primary Dues Preferred Payment Method again and enter the new numeric password. You can keep this as your new password, or you can go back to My Account, My Profile and change your password back to your old password or something preferable.*
13. If you continue to have issues selecting your default payment method, contact the Schedule Master Coordinator.
14. If you have a balance due, you can see your balance due under **My Account, My Statement**. To make a payment manually until the automatic payments begin, go into **My Account**, and **My Statement** and click on **Make a Payment**. You should be asked to enter the 3-digit security code from your credit card.

15. If you are a Flying member, upon checkout of your Post Flight, you will be asked for a payment method upon checkout. You should always pay your plane charges immediately by selecting the credit card that you have set up on file. This will keep your balance zero at all times if the above steps are all followed.
16. If you are a flying member, go to **Resource Info>Maintenance>Maintenance Notifications** and add notifications for at least new squawks, updated squawks, and completed squawks for all aircraft that you might fly.
17. Now you may change your PIN to a more appropriate personal password.

B. The following procedures apply to routine Schedule Master use.

1. To access individual aircraft squawks go to **Resource Info, Maintenance, Squawks, Select Resource**, enter aircraft **Tail Number**. This will access a list of all current maintenance issues for that aircraft.
2. After reviewing squawks go to **Resource Info, Maintenance, Scheduled Maintenance**, and determine no required maintenance inspections or airworthiness directives will become due during your intended flight. 50-hour oil changes may be overflowed. Contact the Maintenance Officer to determine the acceptability of over flying these times. Under no circumstances may 100-hour, Annual Inspection or Airworthiness Directive be overflowed.
3. To enter a new squawk, go to **Resource Info, Maintenance, Squawks, Select Resource**, enter aircraft **Tail Number, Enter New Squawk**. When formulating your write up be detailed and as descriptive as possible to convey the issue to maintenance personnel. Go step by step in describing what was happening to what and when. Include photos if it would better indicate the issue.
4. Maintenance personnel require that each squawk entry define only one aircraft deficiency. Do not include more than one topic or issue per squawk entry to decrease confusion.
5. To receive a text and/or Email message whenever a new squawk is listed go to **Resource Info, Maintenance, Maintenance Notifications**, and select each aircraft you are qualified to fly. When a new squawk is entered for that aircraft in Schedule Master you will receive a message.
6. Prior to each aircraft rental you are required to enter Schedule Master and complete a **Preflight Dispatch** and attest that you have reviewed the aircraft and pilot status and determined both to be fit for the intended flight. This same page reviews known aircraft and pilot status along with scheduled maintenance and alerts/reminders (ie. short term medical and flight review requirements). Please review the Maintenance topics for a more comprehensive list of squawks, scheduled maintenance, and maintenance notifications.
7. Immediately following your flight access Schedule Master and complete the **Postflight Dispatch** which will require you to enter the ending Tachometer and Hobbs times. Double check these times for accuracy because they will be required before the next pilot will be able to complete a subsequent **Preflight Dispatch**. This function will also take you through the payment process.
8. Board Member, Program Manager, and Plane Captain contact information can be accessed in Schedule Master by going to **Group Info, Contact Info** and scanning the list.
9. RVFC member contact information can be accessed in Schedule Master by going to **Contact Info, User List**.
10. To schedule an aircraft in Schedule Master you must have a current medical and flight review on file. These items are updated by the member or Flight Instructor in Schedule Master by going to **My Account, My Profile, Status** and making the appropriate changes.

Appendix 3: Proficiency Flight Evaluation

Proficiency Flight Evaluation

This form is to be used for the initial evaluation of an **RVFC Flying Member** and for new **RVFC Solo Student Pilots**. It must be completed and signed by both the member and the CFI before the member begins flying Club aircraft as PIC.

Pilot Name

Date

A/C Type

A/C Tail Number

This is a list of suggested areas to cover during the checkout. The actual conduct of the checkout is at the instructor's discretion and must confirm piloting skill appropriate for the aircraft flown.

<p>PREFLIGHT PREPARATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Club Policies & Procedures, Best Practices <input type="checkbox"/> Schedule Master: Add/Modify/Delete Schedules, Preflight and Postflight functions, Squawks, Scheduled Maintenance, Maintenance Notifications <input type="checkbox"/> Certificates and Documents <input type="checkbox"/> Weather Information <input type="checkbox"/> Navigation Planning <input type="checkbox"/> Performance and Limitations <input type="checkbox"/> Systems Operation <input type="checkbox"/> PREFLIGHT <input type="checkbox"/> Checking maintenance status: Squawks, ADs, oil change, 100-hour, annual, etc. <input type="checkbox"/> Preflight Inspection <input type="checkbox"/> Engine Starting <input type="checkbox"/> Taxiing <input type="checkbox"/> Before Takeoff Checks <input type="checkbox"/> EMERGENCY PROCEDURES <input type="checkbox"/> Emergency Approach and Landing <input type="checkbox"/> Systems and Equipment Malfunctions <input type="checkbox"/> Emergency Equipment and Survival Gear 	<p>FLIGHT MANEUVERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slow Flight <input type="checkbox"/> Steep Turns <input type="checkbox"/> Stalls: Power off, power on <input type="checkbox"/> Spin Awareness <input type="checkbox"/> Navigation <input type="checkbox"/> Radio Communications <input type="checkbox"/> Night Operations <input type="checkbox"/> AIRPORT OPERATIONS <input type="checkbox"/> Radio Communications & Light Signals <input type="checkbox"/> Traffic Patterns <input type="checkbox"/> Runway and Taxiway Operations <input type="checkbox"/> Runway Incursion Avoidance <input type="checkbox"/> Normal and Crosswind Takeoff <input type="checkbox"/> Soft Field and Short Field Takeoff <input type="checkbox"/> Normal and Crosswind Approach <input type="checkbox"/> Soft Field and Short Field Approach <input type="checkbox"/> Slips and Go-around <input type="checkbox"/> After Landing and Parking
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Comments:

Pilot Signature

Pilot License #

CFI Name

CFI Signature

CFI Certificate # & Exp Date

Appendix 4: Airplane Transition Evaluation Form

Airplane Transition Evaluation Form

This form is to be used for transition training to a new aircraft type – i.e., high performance, etc.

Pilot Name

Date

A/C Type

A/C Tail Number

This is a list of suggested areas to cover during the checkout. Topics to cover will depend on the differences between this aircraft and aircraft with which the pilot has previous experience. The actual conduct of the checkout is at the instructor's discretion and must confirm piloting skill appropriate for the aircraft flown.

GROUND TRAINING

- Powerplant
- Constant-speed prop operations (if applicable)
- Aircraft Systems
- V-speeds
- Weight and Balance
- Takeoff and Landing Performance
- Cruise Performance, leaning
- Avionics
- Flight Instruments
- Autopilot (if applicable)
- Systems and Equipment Malfunctions

FLIGHT TRAINING

- Preflight checks
- Engine Start
- Taxiing
- Before Takeoff Checks
- Takeoff
- Climb
- Cruise
- Airwork (slow flight, stalls, steep turns)
- Emergency procedures
- Autopilot use (if applicable)
- Descent and descent planning
- Pattern operations
- Landing
- After landing check
- Shutdown

Comments:

Pilot Signature

Pilot License #

CFI Name

CFI Signature

CFI Certificate # & Exp Date

Appendix 5: RVFC Aircraft Operations Best Practices

As a member of the RVFC, please follow these best practices. They are for your benefit!

Keep the airplane clean.

There are cleaning materials in each plane for two types of cleaning:

- Exterior cleaning and degreasing
 - Super Clean spray cleaner
 - Blue shop towels

Use Super Clean to remove oil streaks, bugs, etc. from the exterior (except for the Plexiglas windows and windscreen - **Never** use it on Plexiglas). Simply spray on the cleaner and then wipe off using the blue shop towels. For best results, try giving the cleaner a few seconds to soak in before wiping.

- Windscreen cleaning
 - Aerosol Plexiglas cleaner ("210," Plexus, or Prist)
 - White square microfiber wipes

To clean the windshield, spray on the cleaner and then wipe off using an up-and-down motion (not a circular motion). **Never** use Super Clean, paper towels, or blue shop towels on the windscreen - they will damage the Plexiglas!

Manage oil correctly.

The optimal oil level for these engines is between one and two quarts below maximum. Do not try to top-off the oil. When the oil level indicates two quarts below maximum, add one quart. Doing so will keep the oil always between one and two quarts below maximum. In the C-182, it is fine to keep it between 9 and 10 quarts, which is 2-3 quarts below maximum.

We try to keep two full quarts in the back of each airplane. After adding a quart, dispose of the empty bottle (DO NOT leave empty oil bottles in the plane) and then replenish the airplane stock with oil from the yellow cabinet in the hangar so that there are two quarts in the plane. For normal operations, we use Philips Victory or Philips X-C 20-50. If the stock in the yellow cabinet is low, email maintenance@rvfc.club.

Please do not over-tighten the dipstick after checking or adding oil. Finger tight is plenty good. The Lycoming powered airplanes have a wrench in the back that can be used if someone over-tightens a dipstick, but please do not over-tighten in the first place.

A place for everything, and everything in its place

The following items should be kept in the baggage compartment:

- General cleaning supplies (Super Clean and paper towels or blue shop towels)
- Windscreen cleaning supplies (Aeroshell Plexiglas cleaner and white square microfiber wipes)
- Two quarts of oil
- Funnel
- Fuel dipstick
- Fuel sampler

- Ladder (high-wing aircraft)
- Survival kit
- Trash bag

The following items should be kept in the seat pocket behind the pilot's seat when not in use:

- Control lock
- Pitot cover

Take out the trash!

Each airplane has a large zip lock bag labeled "Trash." Be sure to place used wipes, towels, oil containers, etc. in this bag. If it is approaching full, please take a few minutes to walk it into Million Air or the hangar and empty it. Your fellow members will appreciate it. The club member responsible for the most recent flight may incur a cleaning fee for inadequately cleaned airplanes.

Conduct a thorough preflight and promptly file squawks on problems if needed.

If you find a problem with one of the airplanes, for example a bald spot on a tire, be sure to write up a squawk. If you don't, you may be held responsible for causing the problem.

When entering squawks in Schedule Master, enter one squawk for each problem

Please don't enter multiple problems into one squawk. For example, if you find that there is a missing cowling screw and that the #2 Nav radio doesn't work, enter two, separate, squawks. Problems are often addressed separately, and having multiple things in one squawk makes record keeping difficult.

Proper time logging

If, when you finish your flight, the Hobbs meter is in between tenths (e.g., it indicates 3822.5½), enter the higher value (3822.6) in the plane's hours book, not the lower value. It happens to us all occasionally, this is common courtesy. Ensure that all logbook entries are placed in the proper logbook entry line (hobbs vs tach).

Contact information

If you have any questions or concerns about maintenance, email maintenance@rvfc.club.

If the supplies cabinet runs low on any supplies, email maintenance@rvfc.club.

If you ever have any questions or concerns about safety, email safety@rvfc.club.

To reach Club management, email boardmembers@rvfc.club.

For a complete list of RVFC Points of Contact go to: **Schedule Master, Group Info, Contact info.**

Appendix 6: Document Version History

This appendix is used to record the history of changes made to this document.

Version	Description
2014-07	Initial document creation
2015-04	Substantial changes to content and format; too many to enumerate
2020-01	Substantial changes to content and format. Some changes include changed Flight Checklist to Evaluation; added Airplane Transition Evaluation; modified language and procedures to better support a 100-member Club. All members are required to sign acknowledgement of these procedures.
2020-11	Added requirement for wheel chocking at Million Air; changed language to prohibit Aerobatic flights; clarified one-time exceptions to the general prohibition on non-paved runway landings; eliminated the Activities Coordinator section; added Appendix 5: RVFC Aircraft Operations Best Practices; added new logo and various editorial updates. Major surgery on proper Word-based Styles / formatting.
2023-07	Changes to new member onboarding process, minor edits throughout document, more clearly defined aircraft maintenance procedures, added additional direction for schedule master procedures, added items to best operating practices.