

2018

Event Planning Guide



Western Sport Pilot Association

Copyright: 01/01/2018

CONTENTS

Event Information.....	3
Organizational Chart.....	4
Event Schedule	5
Responsibilities Checklist.....	6-11
Forms	12-21

Use this information as a “guide” to planning an event. Not every event requires an organizer to cover everything that is included in this guide. You can “upsized” or “downsized” to make sure you are organized for the type and size of event that you are managing.

SAMPLE EVENT PLANNING GUIDE



Event:

Dates:

PROGRAM PLAN

Theme/Purpose

This regional fly in is organized and managed by EAA UL Chapter 127 to promote the sport of light sport aviation. ***A key activity will be the opportunity for the general public to attend the fly in and get an introductory flight lesson from qualified powered parachute instructors.***

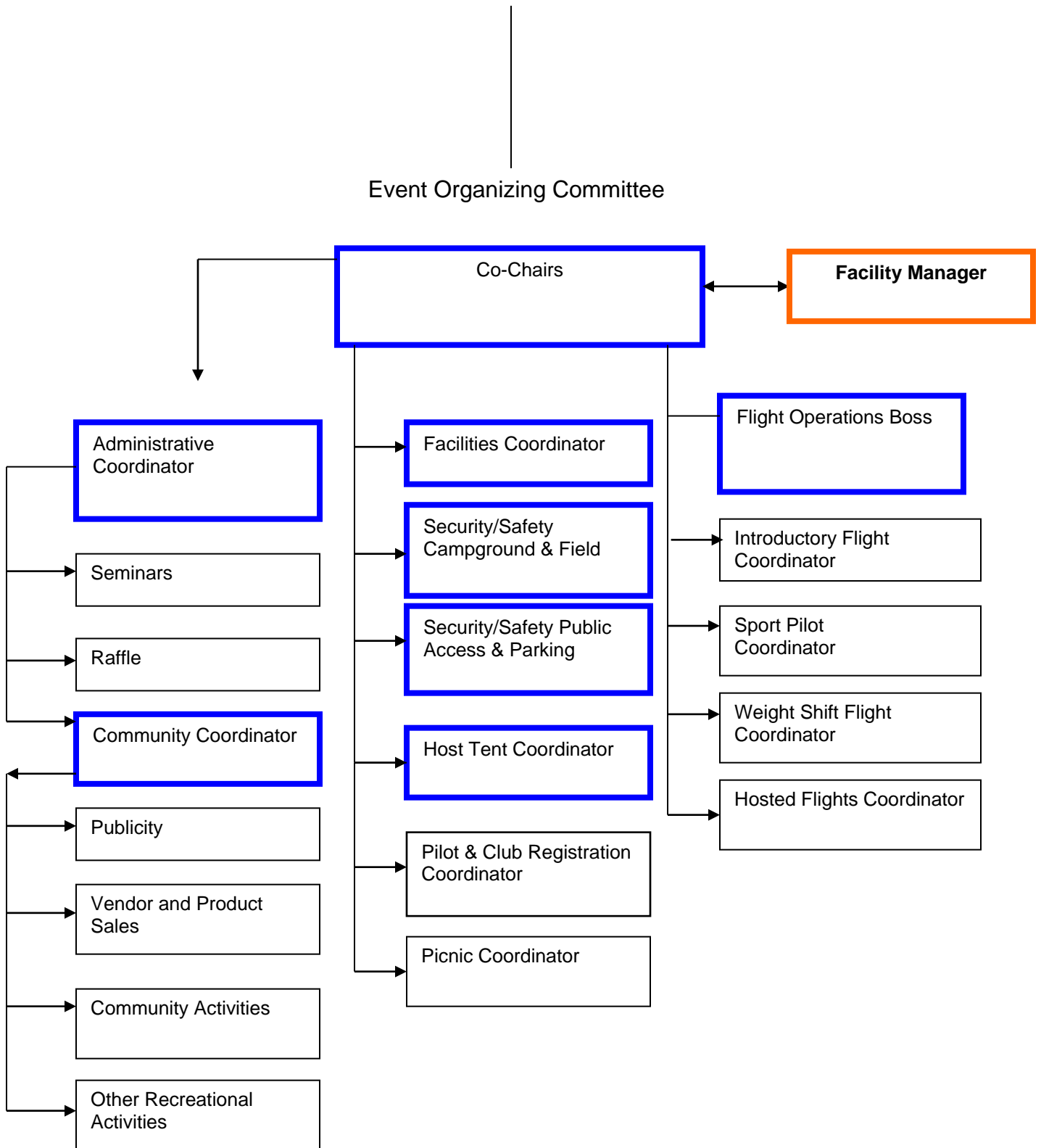
Other activities will bring together light sport pilots from throughout the region to participate in educational forums, competition and a general opportunity to fly in scenic areas. This will be a family oriented event that includes camping, recreational opportunities and other activities.

Location:

Roles and Responsibilities:

ORGANIZATION	RESPONSIBILITIES
EAA Ultralight Chapter 127	<ul style="list-style-type: none"> ▪ The Rally ▪ Flight Operations ▪ Pilot Campground Security ▪ Flying Field Security and Safety ▪ Pilot Insurance and Liability Protection to Property Owner ▪ Communications and Publicity to Pilot Participants ▪ Club Picnic
Western Sport Pilot Association LLC	<ul style="list-style-type: none"> ▪ Educational Program ▪ Discovery Flights ▪ Sport Pilot Testing and Training
Local Volunteers	<ul style="list-style-type: none"> ▪ Rally Safety and Security ▪ Public Access to the Event ▪ Community Activities ▪ Communications and Publicity to General Public ▪ Community Volunteers ▪ Facility Insurance for Public Access ▪ Food Vendors or Volunteers

EAA UL Chapter 127



Version: 03/04/2018

Typical General Schedule

Thursday

- ❑ Field and operations set up
- ❑ Campground and airfield open

Friday

- ❑ Pilot registration
- ❑ Camper registration
- ❑ Airfield open for general flying

Saturday

- ❑ Introductory Flights for general public
- ❑ General Flying
- ❑ Educational Forums
- ❑ Hosted barbecue
- ❑ Recreational activities

Sunday

- ❑ Introductory flights continued
- ❑ Club Meeting, Awards and Other

Monday

- ❑ Open Flying
- ❑ Facility cleanup

Responsibilities

I. Co-Chair

Lead: _____

- Assign responsibilities
- Coordinate with Parties on the Green and other involved organizations
- Establish contact numbers
- Manage registration process and volunteers
- Establish the Fly In schedule
- Adopt budget (expenditure and revenues)
- Set fee schedule
- Oversee those assigned to the other key activities below
- Conduct organizational meetings
- Manage and oversee coordinators
- Manage insurance or liability
- Develop pilot and participant forms
- Serve as master of ceremonies

II. Administrative Coordinator

Lead: _____

- Maintain records
 - Budgets
 - Deposits
 - Committee Members
 - Volunteers
 - Sponsors
 - Speakers
 - Pilots
 - Donators
 - Special Recognition
 - Meeting Minutes
- Finances PPC Club **Lead:** _____
 - Prepare and adopt the budget
 - Maintain financial records and produce summary reports
 - Manage money during event
 - Cash counts, deposits and recording
 - Collect bills and coordinate payments with co-chairs
- Education and Program **Lead:** _____
 - Decide on programs and contact presenters
 - Work with Co-Chairs to create forum schedule
 - Coordinate recreational programs and opportunities, if any
 - Plan, arrange and conduct raffle, if any
 - Solicit Prizes
 - Coordinate with Community for information and programs

- Plan and manage opening and closing ceremonies, and recognition events

III Community Coordinator

Lead: _____

- Coordinate with Co-Chairs and Coordinators to identify volunteer needs
- Locate source and recruit volunteers
- Establish volunteer training if necessary
- Make sure all volunteers are registered and have appropriate I.D.
- Manage community Coordinators and Activities
- Publicity
 - Create Brochure, posters and other informational material
 - Plan and implement local public promotion or advertising
 - Invite and arrange for local television coverage
 - Consider radio announcements
 - Invite local officials
 - Handle all advertising
 - Consider website advertising or development for larger events
 - Write and distribute press releases
 - Write and distribute post-event articles and information
- Vendors, Food, Community Support
 - Contact and coordinate food or other vendors
 - Coordinate with hotels and publish information (coordinate with publicity coordinator and administrative coordinator)

IV. Community Activity Coordinator

Lead: _____

- Develop schedule of activities for kids and families
- Locate sponsor for “give away” items
- Coordinate with forums to schedule educational presentation
- Recruit and manage volunteers to manage activities

V. Facilities Coordinator

Lead: _____

- Designate airfield location and coordinate use requirements
- Plan layout of field and facilities
- Arrange for and then manage marking field
 - Introductory lessons
 - Open flying areas
 - Aircraft parking
- Establish public parking

Version: 03/04/2018

- ❑ Spectator viewing areas
- ❑ Signs, barriers and other equipment
- ❑ Arrange for exhibition/forum tent(s)
- ❑ Arrange for camping
- ❑ Coordinate field set up (porta-potties, hand washers, garbage cans etc.)
- ❑ Plan for field transportation (ATVs etc.)
- ❑ Secure volunteers for set up and tear down

VI. Security and Safety Officer

Lead: _____

- ❑ Create a problem and recovery plan
 - Aircraft recovery
 - Pilot recovery
 - Theft
 - Anti-social persons
- ❑ Work with medical to create plans for
 - Injury
 - Fatality
 - Injury to public or intro lesson
- ❑ Oversee airfield and campground security, i.e. local Civil Air Patrol for security

VII. Security and Safety Officer (Public Areas)

Lead: _____

- ❑ Recruit and manage volunteers for parking and crowd control
- ❑ Coordinate with Pilot Security and Safety Officer for medical and crowd control issues

VIII. Host Tent Coordinator

Lead: _____

- ❑ Supervise volunteers and registration
- ❑ Post and announce briefing times
- ❑ Coordinate schedule of events, seminars, meetings, briefings etc.
- ❑ Keep tent stocked with water and other goodies
- ❑ Problem solve and act as communication center
- ❑ Liaison with press and community
- ❑ EAA Chapter membership table
- ❑ Sign up sheet for ongoing information from Club and Western Sport Pilot Association
- ❑ Sign up new members and collect membership dues

IX. Pilot Registration Coordinator

Lead: _____

- ❑ Create name badges
 - Pilots
 - Sponsors
 - Volunteers and Coordinators
- ❑ Obtain pilot briefing stickers
- ❑ Create pilot “goodie” bags
 - Bag
 - Schedule
 - Rules and procedures
 - Names of coordinators
 - List of sponsors
 - Other good stuff
- ❑ Organize registration table
 - Table 1
 - Insure all documents completed
 - Collect any un paid registration fees
 - Give pilot their name badges
 - T-shirt, if any
 - Send to table 2
 - Table 2
 - Upon registration, issue arm bands and explain purpose
 - Hand out goodie bags
 - Secure signature showing receipt of items
- ❑ Collect and document funds received
- ❑ Distribute raffle tickets to program coordinator Provide daily event cash boxes and starting cash
 - Raffle ticket sales
 - Introductory lessons
 - Registration
 - Product sales

X. Barbecue Coordinator

Lead: _____

- ❑ Coordinate facility for barbecue
- ❑ Assist with table and facility set up
- ❑ Coordinate clean up

XI. Flight Operations Boss

(The authority on the flying field)

Lead: _____

- ❑ Manage flight operations on the field
 - Direct traffic
 - Launch
 - Recover
 - Movement of aircraft on to and off the field
 - Communication with arriving and departing aircraft
- ❑ Decision making authority on when the field is open or closed for flight operations
- ❑ Set up field pattern
 - Directions
 - Altitudes
 - Landing areas
- ❑ Conduct daily flight briefings
- ❑ Manage field safety
- ❑ Create NOTAM before, during and after event
- ❑ Field Markings
- ❑ Consider and plan for aircraft maintenance, gas and other aircraft logistical needs

Pilot Coordination

Lead: _____

- ❑ Work with co-chairs to establish pilot roster
- ❑ Supervise and schedule the following events and coordinators to lead them:
 - Introductory Lessons
 - Cross Country
 - Aerial Ballet
- ❑ Check and manage pilot credentials during registration and then during the event
- ❑ Check to insure pilots have daily briefing stickers
- ❑ Manage the pilot check in and recovery board
- ❑ Supervise inspection of aircraft

XII. Introductory Flight Coordinator

Lead: _____

- ❑ Supervises instructor pilots
 - Brief pilots on the procedure
 - Schedule pilots for the event
- ❑ Arrange for volunteers for check in
 - Check in completes paperwork
 - Take payments
 - Give the intro client a ticket

- Sends the client to the gathering area
- Arrange and supervise client volunteers
 - First come, first serve
 - Takes ticket and gets name of client
 - Assigns runner volunteer
 - Makes sure ONLY runners and clients are in the flight takeoff area
 - Turns in all tickets at end of session
- Arrange for runner volunteers
 - Escorts client to ready pilot
 - Introduces them and
 - Assists pilot with preparing client for flight
 - Secures seat belts
 - Secures eye protection
 - Secures helmet
 - Inform client:
 - Where to keep feet
 - How to “hold-on”
 - Summary of take off and flight
 - Meet landing pilot at machine
 - Release client from machine and
 - Escort client off the secured field area

XIII. Sport Pilot Coordinator

Lead: _____

- Supervises testing and training schedule
- Develop schedule for testing and training
- Assign and coordinate with CFIs and DPEs

XV. Hosted Flight Coordinators

Lead: _____

- Develop the event
- Write the directions for the event
- Train leaders/Tail pilot supervisors
- Organize pilots and briefings
- Coordinate with Safety Officer to create recovery plan for:
 - PPC's
 - Pilots
 - Injured pilots/passengers
- Supervise the Check in and Check out sheet (i.e., make sure that everyone that goes, returns)

Forms

1. Supplies and Equipment: Checklist for “stuff”
2. Event Registration: Use this form to record ALL pilot participants
3. Field Waiver: Typically use this for **ALL** pilot participants **AND** for all public who participate in a paid or free discovery flight
4. Pilot Waiver: Required form for all pilots who are **not members** of EAA UL Chapter 127
5. Discovery Flight Waiver: For **all public** who participate in a paid or free discovery flight by certified instructors or sport pilot members.
6. Pilot and Aircraft Inspection: Optional form to insure legality of pilots and aircraft
7. Flight Briefing: Outline for daily pilot briefings and handout for pilots
8. Discovery Flight Procedures: Checklist for organizing and conducting discovery flights

**EAA UL 127 MEMORIAL DAY RALLY
EQUIPMENT AND SUPPLY CHECKLIST**

PAPERWORK	
Cash Box and Change	
Pre Registration Forms	
Registration Roster	
Membership Roster	
Field Waiver	
Pilot Waiver	
Pilot Badges	
Aircraft Inspection Checklist	
Flight Briefing Folder	
Briefing Handouts	
Campground Handout	
Event Schedule	
Discovery Flight Folder	
Discovery Waivers	
Discovery Tickets	
Discovery Flight Display	
First Flight Cards	
Club Membership Brochure	
Club Applications	
Membership Display	
Meal Tickets	
Insurance Certificate	
Club Banner	
Safety Banner or Display	
Auction Sheets and Instructions	
Club Meeting Handouts	
Memorial Photo Books	
Club Shirts Etc.	
FACILITIES SET UP	
First Aid Kit X 2	
Fire Extinguishers X 4	
Registration Sign	
Stop Sign	
Six Chuter Tent	
Blue Tent to Field	
Registration Table	
Flight Op Tables X 2	
Screen and Projector	
Garbage Bin	
Garbage Cans	
Porta Potties	
Cones	
White Board and Stand X 3	
Community Coffee Pot and Coffee	

Community Water	
Community Donuts	
FLIGHT OPS	
Daily Briefing Cards	
Windsock and Red and Green Flags	
Flight Direction Arrow	
Stand for Pilot Badges	
Air Horn	
Safety vests	
Family Radios	
ACTIVITIES	
Movies X 3	
Movies-Trike	
Forum Caramels	
Registration Red Ropes	
Safety Forum Handout	
Popcorn	
Geocache Handout	
Meteorites	
Meteorite Find Handout	
Blokarts	
Geo cache Finds	
Auction Items	
Prizes	
-Meteorite X 3-4	
-Golden Weenie	
-Best Fright Flight Story	
PROMOTIONAL	
Interest Logs	
WPPA Catalogues	
Six Chuter Catalogues	
PPC Classifieds	
For Sale "Cards"	
Discover Sport Flying Handouts	
Blokart Catalogues	
PNW Blokart Club Handouts and Applications	
Club Calendar	
Memorial Day DVDs and Info Sheet	
Six Chuter Marketing DVD	
Six Chuter Anthology DVD	

EVENT REGISTRATION

#	NAME	TYPE PPC/WSL/OTHER Registration #	COLOR FRAME/ CANOPY/WING	RATING (Circle One)	EAA 127 MEMBER?
				103 UL SP Student Sport Pilot or CFI	<u>Y</u> N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N
				103 UL SP Student Sport Pilot or CFI	Y N

EAA UL CHAPTER 127 FIELD WAIVER (All Pilots)

FIELD NAME AND ADDRESS

Dates of use: _____

Re: Access to: _____

Acknowledgements:

- A. User acknowledges he/she will be using Owner's property for purpose of landing and taking off User's personal aircraft and/or observing the aircraft of others.
- B. User acknowledges that Owner has made no representations as to the suitability of the air space and surrounding property for any of User's intended purposes.
- C. User acknowledges that Owner has made no representations as to the suitability of Owners property for User's purposes.
- D. All parties recognize that there may be conditions hidden or otherwise on Owners, property that increases the risk of injury and damage to User and User's property not only while User is engaged in the use of User's aircraft, but while occupying the property prior to and after use of User's aircraft.

Agreement:

Based on all the above acknowledgements, the parties agree as follows:

- 1. Owner shall allow User the use of Owner's above described property for landing and taking off User's aircraft and reasonable associated ground activities connected thereto on above mentioned dates.
- 2. User shall be solely and exclusively responsible for the ensuring that their use of the property and their activities on the property are conducted on a reasonable and safe basis.
- 3. User shall take the affirmative and individual responsibility of personally inspecting the property and airspace above, and surrounding property, to ensure that the property and airspace is reasonably safe for User's intended use of the property.
- 4. User shall hold the property holder harmless for any accidents, injuries or death that may occur while occupying or flying over the property.

Signed _____ Printed _____
Date _____

Witness _____ Date _____

EAA ULTRALIGHT CHAPTER 127 Pilot Participant Waiver (Non Members)

This event is organized and managed by the EAA Ultralight Chapter All NON-MEMBER pilot participants must agree to waive this organization and others from liability or claims, consistent with the following acknowledgement.

<u>NAME</u>	
ADDRESS	
PHONE/EMAIL	

I understand that ultralight and light sport flying is a potentially dangerous activity that may result in injury or death. I understand that ultralight and light sport flying is regulated by the Federal Aviation Administration Civil Federal Regulations and under FAR Part 103, and that ultralight vehicles and pilots are recognized by ASC, USUA and EAA, and are not certified by the FAA unless licensed to fly light sport aircraft. It is the sole responsibility of each individual participating in ultralight and sport pilot activities to ensure his or her own safety and the airworthiness of the ultralight vehicle or certified aircraft that he flies. I. Understand and agree that the EAA Ultralight Chapter 127 is an organization whose purpose is to support and promote ultralight and sport aviation, and that the EAA Ultralight Chapter 127 and the owners of _____, provide no regulation or control of individuals, instructors, or aircraft. Therefore the EAA Ultralight Chapter 127 and the owners of _____, their officers, members, associates, and sponsors cannot be held liable or responsible for any flight operations that result in injury or death to any person or property damage of any kind. I freely and voluntarily assume all risks associated with ultralight and sport flight. I, and my heirs" *promise* to hold, the EAA Ultralight Chapter 127 and the owners of _____ their officers, members, associates, and sponsors harmless and blameless for any injury, death, or property damage that may result from my ultralight or sport flying and from any ultralight or sport pilot instruction that I may receive or flying that I participate in. I understand that I am solely responsible for my safety and that I am solely responsible for attaining a thorough understanding of all information, procedures, and actions that are necessary to ensure a safe flight prior to beginning every flight. I certify that all statements made by me on, this form are true and correct. Those listed;

Checklist:

Part 103 Legal Ultralight () Light Sport Certified ()

If 2 seat Light Sport Aircraft: Vehicle registration _____

If Light Sport, Pilot Certificate Type and Number: _____

Pilot Name (Printed) / _____ /
Signature _____ *Date* _____

Witness (Printed) / _____ /
Signature _____ *Date* _____

EAA ULTRALIGHT CHAPTER 127 DISCOVERY FLIGHT

--AGREEMENT TO WAIVE LIABILITY, ASSUME RISK, AND HOLD HARMLESS--
*THIS EVENT IS ORGANIZED AND MANAGED BY THE EAA ULTRALIGHT CHAPTER 127.
INSTRUCTORS OR SPORT PILOTS CONDUCT THIS DISCOVERY FLIGHT ON BEHALF OF EAA
ULTRALIGHT CHAPTER 127. IN RETURN FOR THE BENEFITS THAT I WILL RECEIVE FROM MY
DISCOVERY FLIGHT, I HERBY AGREE THAT:*

(Carefully Read and Initial Each Statement and Sign Full Acknowledgement At The Bottom of the Form):

- A. [] I, the undersigned, hereby acknowledge that I have requested a Discovery Flight in a light sport aircraft from _____ Pilot.
- B. [] This is of my own free will I acknowledge that ultralight or sport flying involves certain inherent risks of personal injury or death.
- C. [] I acknowledge the fact that _____ is unwilling to provide me with a Discovery Flight unless I freely acknowledge the risk involved
- D. [] I knowingly release _____, and EAA, EAA Ultralight Chapter 127, and the owners of _____ from any claims that I might have or otherwise assert on a theory of improper instruction, improper or unsafe piloting, and/or improper or unsafe aircraft.
- E. [] I assume all risk of injury; death or damages as may occur during such instruction as may be directly related to such flight.
- F. [] I release _____ and EAA, EAA Ultralight Chapter 127, and the owners of _____ from all claims that I might have against him for injury, death or damages resulting from my participation in such flight.
- G. [] I will hold _____, and EAA, EAA Ultralight Chapter 127, and the owners of _____ harmless from any claims for injury, death, or damages resulting from my participation in such instruction
- H. [] I understand that this agreement shall apply even if the injury, death or damages result from _____'s active or passive negligence
- I. [] I likewise acknowledge that _____, the EAA, EAA Ultralight Chapter 127, or the owners of _____ has made no representation or promise that I will be successful in learning the art of ultralight or sport aviation to the point where I would be a safe and qualified pilot.
- J. [] I am over 18 years of age, or have parental or legal guardian permission, and execute this document prior to my first flight session in consideration of the flight to be given me
- K. [] I therefore do freely and voluntarily release and discharge _____, EAA, EAA Ultralight Chapter 127, and the owners of _____ from any and all claims which I or my heirs or personal representatives might have on account of personal injuries, or death I might suffer while flying in a Light Sport aircraft during my course of my flight
- L. [] I acknowledge that I understand light sport flights are conducted by an FAA certified sport pilot or instructor. I have been notified that _____ and light sport maintenance personnel are not required and do not have a FAA airframe or power plant license

M. In witness thereof I have executed this agreement on this ____ day of _____, 20 ____.

Name (Print): _____ Signature: _____

Parent/Guardian Name: (Print): _____ Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____

Witness Name (Print): _____ Signature: _____

Date: _____



PILOT AND AIRCRAFT INSPECTION CHECKLIST

YES	INSPECTION ITEM		INITIAL
	Ultralight Pilots and Aircraft	Number	
	Pilot is flying legal part 103 Aircraft		
Then	Vehicle is single seat, no more than 5 gallons of gas, and does not exceed weight of 254 pounds		
	Nothing further required for Part 103 Pilots		
	Pilots Operating Light Sport Aircraft		
	Valid Student Pilot License with endorsements on back of license and in log book authorizing solo flight in the aircraft presented	Certificate:	
Or	Sport Pilot Certificate with log book endorsements authorizing category and class pilot in command	Certificate:	
And	Log Book endorsement showing current Flight Review	DOR:	
And	Current and valid Driver's License or FAA Medical Certificate	Number/Exp:	
And	Light Sport with Current Airworthiness Certificate		
And	Registration Certificate	N Number:	
And	Operating Limitations		
And	Weight and Balance Sheet		

Pilot: _____

Inspected by: _____

Date/Time: _____

DAILY FLIGHT BRIEFING

- 1. INTRODUCTIONS**
 - 1.1.1. Safety Officer
 - 1.1.2. Flight Operations
 - 1.1.3. Administration
 - 1.1.4. Other Volunteers
- 2. WX & DAILY SCHEDULE OF EVENTS**
 - 2.1.1. WX Forecast
 - 2.1.2. Volunteer Opportunities
 - 2.1.3. Encourage use of food vendor
 - 2.1.4. Daily Briefing Requirements (One Per day)
- 3. GENERAL FACILITY ORIENTATION**
 - 3.1.1. Owners
 - 3.1.2. Campground etiquette
- 4. FIELD ORIENTATION**
 - 4.1.1. Pattern & NO FLY ZONES!
 - 4.1.2. Frequencies
 - 4.1.2.1.1. Call Type and Canopy or wing Color
 - 4.1.3. Warm Up Area and Procedures
 - 4.1.4. Wind Indication (Wind Socks and Wind Arrow)
 - 4.1.5. Control Flags (Hand and Pole)(Red or Green)
 - 4.1.6. Control Signals
- 5. SAFETY BRIEFING**
 - 5.1.1. Personnel on the Field (Restrictions) (Show your Briefing Card)
 - 5.1.2. Engine Run and Warm Up—NOT IN THE CAMPGROUND
 - 5.1.3. Helmets
 - 5.1.4. Pilot Badges stay behind and pick them up after flight
 - 5.1.5. Flying to your own level of proficiency
 - 5.1.6. Fly with a plan
 - 5.1.7. Minimum Altitude Requirements
 - 5.1.8. Local Area Hazards
 - 5.1.9. Exit Pattern and Go Fly----Enter Pattern and Land Long
 - 5.1.10. Landing Area and Moving to Side
 - 5.1.11. Packing Canopies
- 6. EMERGENCY PROCEDURES**
 - 6.1.1. Check for injuries
 - 6.1.1.1. Avoid Landing if Possible and Spot
 - 6.1.2. Notify
 - 6.1.2.1.1. Flight Ops
 - 6.1.2.1.2. Emergency Ops if Necessary
- 6.2. DISCOVERY FLIGHTS (Only if Involved)**
 - 6.2.1. Waiver Requirements
 - 6.2.2. Responsibilities



RALLY BRIEFING

PILOT PARTICIPATION *Participation in this event means flying to and from the designated flying field, flying as a part of any official event activity such as missions and competitions, conducting introductory flight lessons, attending educational forums, and camping in the designated campground and participation in the raffle or other activities in the event schedule.*

1. Each Pilot must register. Club member pilots are only required to log their name and information. This event is free to EAA Ultralight Chapter 127 members.
2. Non-Club members are required to fill out a pilot participant waiver and a field waiver. A fee of \$35 is required to participate in this event as a non EAA Ultralight Chapter 127 member.
3. *You must be a legal pilot to fly at this rally.* (Legal part 103 vehicle, or flying a light sport aircraft with a student pilot certificate or higher. Aircraft and Pilot must be current!)

FAR 103 & Flying Environment

4. Operation rules provided for in CFR part 61 and 91, FAR 103 will be followed during all flight operations.
5. Each pilot will assume liability and responsibility for compliance with all FAA regulations.

OPERATIONS & SAFETY

6. Normal daily operations are from sunrise to sunset.
7. All pilots must have daily briefing and card to enter the flight field and conduct flight operations.
8. Use designated traffic patterns and arrival & departure procedures. Maintain safe separation at all times. Normal pattern altitude 300 ft. AGL.
9. Fly only from the designated fields for the hours involved. A green flag will be raised when we feel conditions are safe to fly and we will raise a red flag when we feel conditions are unsafe to fly.
10. Unsafe operation of any craft on the ground or in the air will result in the pilot being grounded.
11. No "first flights! Each aircraft must have been flown prior the event. Each two-place pilot must have his pilot and aircraft paper work with him and the appropriate endorsements and paperwork from their instructor, or hold a valid FAA pilot certificate with appropriate category and class rating.
12. Engines may be started ONLY in the designated area of the flight line. Position your aircraft to avoid prop blasts toward the crowd.
13. Helmets for pilot and passengers or students are mandatory. Flight without them invites the negligent risk of injury.
14. RED flag means "return and land ASAP". No take-offs are permitted, and no engines may be run when under the RED flag.
15. Aircraft crew only are allowed on the flight line, and then ONLY when assisting with an aircraft. NO VISITORS on the flight line! NO SMOKING ON FLIGHT LINE OR IN TENTS.
16. All canopies must be bagged when unattended.
17. No gas cans may be left unattended on the flight line. Refuel only in designated areas! No smoking is permitted on the flight line.
18. No open fires are permitted.
19. Motor vehicle traffic will be highly restricted in the camping area. Only limited traffic for aircraft unloading and set-up will be permitted with prior permission and a pass.

DISCOVERY FLIGHTS

20. All pilots who will be flying students are ultimately responsible for insuring that the student has completed the appropriate paperwork (Introductory Lesson Waiver and Field Waiver).
21. Pilots conducting introductory lesson or Discovery flights, or other training flights are responsible for insuring compliance with FAA Sport Pilot regulations
22. ALL students (including family and friends) must register at the Introductory Lesson Registration desk before flying. This does not apply to "passengers" of Sport Pilots.



DISCOVERY FLIGHT PROCEDURES

- Admin Briefs instructor pilots
 - Brief pilots on the procedure
 - Schedule pilots for the event
- Arrange for volunteers for check in
 - Check in completes paperwork
 - Club Discovery Lesson Waiver
 - Or Adult Passenger with Contribution to Club Waivers
 - Take payments
 - \$40 for :15 introductory flight by sport pilot club member
 - \$125 for one hour with CFI, ground and flight combined
 - Give the intro client a ticket (write price on ticket) AND the waiver
 - Sends the client to the gathering area (Blue Tent)
- Flight Tent Volunteers
 - First come, first serve- -Enter name on schedule board at tent
 - Assign Pilot and Complete and file Waiver
 - Assigns runner volunteer to escort to pilot
 - Makes sure ONLY runners and clients are in the flight takeoff area
 - Have client hand ticket to the pilot.
 - Record name of pilot and client
- Arrange for runner volunteers
 - Escorts client to ready pilot
 - Introduces them and
 - Assists pilot with preparing client for flight
 - Secures seat belts
 - Secures eye protection
 - Secures helmet
 - Inform client:
 - Where to keep feet
 - How to "hold-on"
 - Summary of take off and flight
 - Meet landing pilot at machine
 - Release client from machine and
 - Escort client off the secured field area
 - Ask them to sign "information" sheet if they are interested in follow up
- Pilots and Instructors return tickets to Admin for payment at end of the event based on the Log