

# Gatineau Gliding Club (GGC)



## **Field Operations Manual**

March 2018

Manual Owner:  
Chief Field Manager

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Approved by [Name]

Revision 5

## REVISION RECORD

REVISION NO.	AFFECTED SECTIONS	DESCRIPTION	ISSUE DATE	INITIAL
0	All	Initial draft release.	January 2005	RH
1	4.3.2	Parachute wording clarified.	April 2005	RH
“	4.3.3	Runway change wording clarified.	“ “	RH
“	4.4	Logbook update wording clarified.	“ “	RH
2	1	Figure 1 updated	April 2006	RH
3	1	Figure 1 updated	Sept. 2012	RH
4	Figure 1	Figure 1 updated	April 2014	RH
5	All	References to assistant mgr. removed	March 2018	RH
“	Annex A	and responsibility added to FM	“ “	RH
“	Annex A	Waiver added	“ “	RH

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A Waiver

# 1. OVERVIEW

This document has been generated to describe the ground operations employed at GGC to facilitate all daily flight operations. This document should be reviewed by all club members, specifically those assigned duties of Field Manager.

The objectives of this handbook are:

- Identify the responsibilities of the Field and Deputy Manager at GGC.
- Provide reference information as to the daily flight line operation procedures at GGC.

Additional detailed information regarding field operations at GGC is provided in the Field Manager Training Guide which all club members are also encouraged to review. This Field Manager Manual forms part of the overall GGC Operational Procedures as shown in Figure 1.

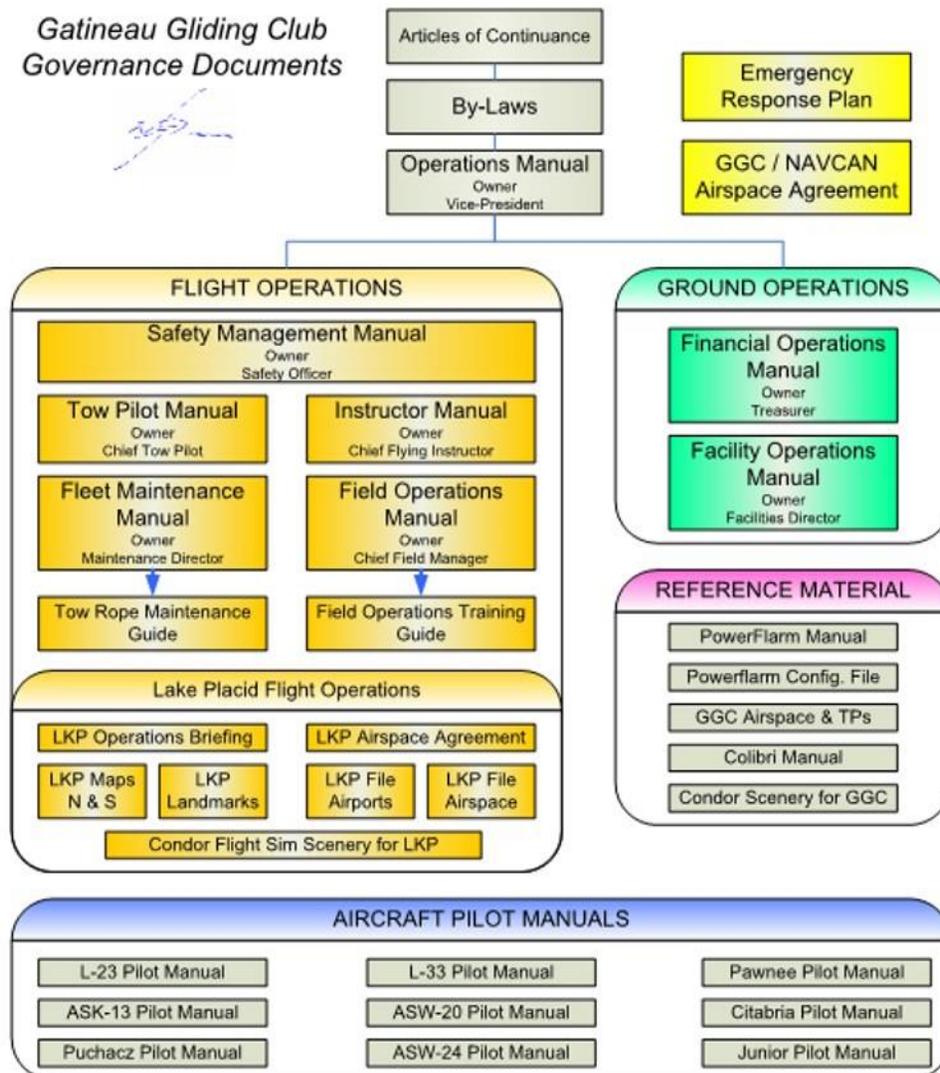


Figure 1 – GGC Operational Procedures

## **2. APPLICABLE STANDARDS, REFERENCES & DEFINITIONS**

### **2.1 Standards & References**

- Soar and Learn to Fly Gliders - Soaring Association of Canada Student Manual
- GGC Field Operations Training Guide
- GGC Safety Management Manual

### **3. DUTIES & RESPONSIBILITIES**

#### **3.1 Appointment & Reporting**

All club members are expected to be able to fulfil the role of Field Manager at GGC and may be scheduled to perform such duties. The primary responsibility of the Field Manager and their assistants is to ensure the safe and smooth operation of the flight line. The Field Manager essentially functions as the duty Safety Officer on the airfield and should provide leadership in the safe operation of flight activities.

#### **3.2 Field Manager Duties**

The Field Manager should be located at the flight line on the active runway ensuring:

- Pilots and gliders are ready for take off before a glider is placed on the flight line;
- Gliders are safely moved off the active after landing;
- Tow ropes are inspected before use and safely recovered after each launch;
- Glider launch crews safely and efficiently launch gliders;
- Ensuring that the flight operations log entries are made for up/down times of gliders and tow planes;
- Conduct routine administration such as waivers, accounts payments; and
- Passenger weighing, membership applications etc.
- Listening and responding to the radio as Pendleton operations;
- Spectators/guest movement is safely controlled;
- In the event of an accident, that the Emergency Response Plan is implemented; and
- All club members are requested to help with the assistant Field manager's duties when the flight line is busy.
- This handbook is maintained and reviewed/updated on a yearly basis

## **4. GROUND OPERATIONS**

### **4.1 Start of the Flying Day**

The duty Field Manager should arrive on time for their duty and supervise students with the unpacking or re-packing of the club hangers. Tow planes and two seat student trainers should be moved out of the hangers weather permitting.

Whenever possible, gliders should be moved out of the hanger by 3 people, one on each wing tip and one on the tail handle to avoid damaging gliders. Move the gliders slowly in the hanger. To move the tow planes use the handles on the tail. Others can assist by pushing on the inboard end of the high wing struts closest to the fuselage (they will be damaged if pushed mid span) or the leading edge of the low wing aircraft. Again, move tow planes slowly, watching wingtips for safe clearance. Ensure engine magnetos are switched off when moving tow planes and that props and tails will clear parked aircraft safely. Always observe no push or no step areas marked on aircraft or damage will occur. Lifting a glider wing has often broken a canopy under the opposite wing!

When parking the gliders, the upwind wing should be down to prevent the wind from lifting it. At least one tire should be placed completely (not touching the ground) on top the wing tip to weight it down.

Private gliders should not be moved out of the hanger. If for some reason it is necessary to move another private glider they should be placed back into the hanger to prevent ultraviolet damage (dark wing covers also absorb heat and can damage glider).

The Field Manager should ensure that competent pilots carry out Daily Inspections (DI) on gliders after checking the maintenance board in the Lacasse hanger that the gliders are serviceable. Gliders that are grounded must be visibly tagged as grounded and left in the hanger. A DI must be completed before a glider is pushed out to the flight line for safety reasons. It is the Field Managers responsibility to check that a DI has been done on each glider before it is allowed to fly.

This does not replace the PIC responsibility to determine the aircraft's airworthiness. The member who does the DI has the option of taking the first flight in that glider.

The Field Manager should discuss with the duty tow pilot and duty flight instructor which runway is to be used and arrange to have the flight shack towed to the appropriate location (see Field Operations Training Guide). If wind conditions change during the day, you may have to organize a move to another runway. Avoid having air movements conflicting on the same runway (I.E. Launching and landing from opposite ends).

With respect to safely controlling vehicle movement on the flight line, ensure cars and gliders are not parked where they could be hazardous to the operation of the flight line. Keep them well back (including the flight shack) from the edge of the active runway. Bear in mind also that gliders and tow planes may have to use an adjacent runway in an emergency, or when landing to return to the hanger (typical on runway 31/13). Pedestrian movement control at the flight line is difficult. Small children and dogs are a particular challenge. An adult must supervise children and dogs must be on a leash, as both are apt to walk onto the runway at inopportune moments. Ask them to be removed from the flight line if you are not certain their safety can be maintained. Flight safety briefing for visitors is posted on the flight shack and Field Manager's Binder. For visitors taking flights, request that the pilot settle them into the glider (including preflight brief) long before the tow plane is readied for their launch.

For safety do not allow gliders to be left unattended unless the spoilers have been left open and a tire or two (depending on wind strength) have been placed on the wing tip and the canopy closed and locked. When a glider is in the launch order ensure someone removes the tires, ballast, cushions, etc that may be left behind well away from the active runway area. When a glider/pilot is ready for launch, ensure a competent person is ready to act as a wing runner and hook up for the tow rope. For safety, it is important to keep visitors away from the glider when the pilot is doing their preflight checks and tow rope connections and launch drills.

#### 4.2 Flight Line Sequencing

The Field Manager is responsible for the order of launching. When the flight shack is on the flight line, pilots can put their names on the chalkboard below the glider they wish to fly. In general, the principal of "first come first served" is followed, though the Field Manager has the right to change this order at their discretion. Reasons may be for the purpose of training requirements, task flying, or simply because pilots who arrived early and helped unpack the hanger/DI gliders did not get their names on the board.



Figure 2 – Flight Shack Chalkboard

In general, club glider launches (training and solo) are alternated with private glider launches. When task flying is declared reasonable attempts should be made to launch task gliders early and together if flying the same task. Gliders on declared badge or record flights (declaration form completed) should have launch priority over all other gliders. This does not mean that any glider not ready for immediate launch has priority over another glider that is ready. The aim is for the Field Manager to keep a smooth efficient and fair operation without delays.

If the flight line appears it will become busy, when a pilot asks for a launch spot, write the call letters of the glider on one of the metal plates and slide it on to the board in order of launch. This allows ground crews to sequence gliders on the launch grid. Remove the plate when the glider is launched. If it is a club glider that has been launched remove the pilot's name from all lists. On return, if the pilot wishes to fly again they can put their name at the bottom of a list.

On instructional flights (pre-solo), the club uses an "A/B" system. The first student on the instructional list takes an instructional "A" flight, which is followed by the second student's "A" flight. The first student then takes a "B" flight followed by the second student's "B" Flight. Then a third student would take their "A" flight followed by the fourth students "A" flight and the sequence continues until all students have had their two flights. This allows students to have two flights in rapid succession usually with the same instructor. If a student wish a third flight they can place a "C" beside their name on the list and on completion of the "A/B" flights the "C" flights could be done. (the sequence would look like AA, BB, AA, BB, etc, then if no new students C,C, etc).

The Field Manager should ensure the glider pilot is ready for take off as soon as the tow plane returns. This is mainly the glider pilot's responsibility but if the pilot is not ready it may be necessary to move the glider off the flight line to launch those that are ready. When the pilot is ready the glider can be placed back on the flight line for immediate launch.

When the tow plane lands and returns to the launch point the next glider in the grid should be ready in all respects (pilot(s) strapped in, preflight checks done, canopy closed, tow rope laid ready for connection (or connected) wing runner ready and tow plane signal relay person in position. When possible have gliders in grid position on the active with the next pilot ready. If two tow planes are being used this would mean four pilots ready to go. Keep in mind it is unsafe to rush a pilot through their preflight checks and it is better to remind them earlier to get ready.

When a tow rope is dropped by the tow plane have two ground crew ready to retrieve it as soon as it is safe to do so (no other aircraft launching or landing). If persons are learning to assist as ground crew, they must be accompanied and shown by an experienced member. This includes working as wingman or signaler and they must be familiar with all the signals before working alone. The glider pilot has the right to refuse a wingman if they do not want that person. (e.g. some high performance gliders need faster wing runners in light conditions).

When a club glider calls downwind the member who wants to fly that glider next should help with the retrieve. The Field Manager should only dispatch the golf cart to retrieve a glider if the person is competent with gliding operations, not just how to operate the cart (parallel active runways have been blocked or gliders on final have been forced to take evasive action). Also, improper towing with the cart (turning too tight) can damage the glider.

### 4.3 Flight Line Administration

It is normally the assistant Field Manager who keeps time sheets, collects monies, welcomes prospective members, ensures waivers of responsibility are signed by passengers and fees paid. When monies have been paid this should be annotated on the flight sheets in the "remarks" column beside the flight entry data.

There should be someone monitoring the radio in the flight shack. When pilots call "Pendleton: ground, operations or Unicom" the Field Manager or assistant should respond to the call and pass on information requested, or take action as required. If a tow pilot radios the tug is going for fuel the Field Manager should arrange for someone to go help refuel the tow plane. Note that the flight shack is not for air traffic control and does not give clearance to take off or land. However, if a visiting aircraft wishes to land an advisory can be given as to any traffic in the area, active runway and circuit in use, and landing at the pilots' discretion.

#### 4.3.1 Flight Sheets

It is important to fill in the times on the flight sheet accurately (use the same time piece) and legibly as these are Transport Canada official documents for record keeping.

- Entries must be made in ballpoint pen and by pressing firmly to mark the carbon copies. If a mistake is made strike out the entry with a line and make a new one.
- P1 refers to the pilot in command. A flight instructor should always be logged as P1
- P2 refers to the passenger or student. A student should always be logged as P2
- In the two place gliders the student pilot P2 is the pilot that gets billed in all cases where instruction is involved. Exceptions to this rule would be in the case of a personal flight carrying a passenger, in such cases P1 gets billed
- Any non-standard operation such as 3000' tows, hanger flights, rope breaks etc should be entered into the remarks column to ensure accurate billing.
- All club glider and tow flights must be logged on the flight sheets (Private power flights need not be recorded).
- All cross country flights without a written declaration should have turn points indicated in the remarks column as this will reflect a flight notification (TC).
- If a pilot has requested an "overtime flight" and it is approved by the Field Manager this must be indicated in the "remarks" column or the pilot will be automatically billed overtime. It is the pilot's responsibility to confirm with the Field Manager the entry has been made after his landing.
- It is the responsibility of the field manager to note on the flight sheets when any money has been paid. When club members pay their bill, note this in the remarks column, opposite their name so that there is a permanent record of the transaction.

#### 4.3.2 Parachutes

It is recommended that parachutes be worn on all flights, however, the use of parachutes is solely the decision of the pilot. When not in use parachutes must be placed in their bag and must be stored in the flight shack. Never leave parachutes unprotected from the harmful effects of dampness and sunlight. If a parachute is left in a glider, ensure that a canopy cover is used to minimize heat build-up in the cockpit.

### 4.3.3 Runway Changes

A change of conditions requiring a runway change in the midst of our flying operation can be hazardous. Runway changes may be requested by any pilot but shall be announced by the Field Manager only if it is agreed with the Duty Tow Pilot and the Duty Instructor. For safety and order, those at the flight line shall be informed of the runway change and the change should be broadcast by radio to aircraft in flight.

### 4.3.4 Pilots Responsibility for Aircraft

The pilot-in-command of an aircraft is responsible for its care until another pilot has taken over or the aircraft is stacked in the hangar.

Pilots removing aircraft from the hangar shall take a like responsibility for the safety of the aircraft until the aircraft is either returned to the hangar or until another member has clearly and willingly accepted responsibility.

It is the responsibility of the pilot in charge of any club aircraft to report to the CFI, Fleet Maintenance Director or Chief Tow Pilot as appropriate any incident or unserviceability which occurs to that aircraft. It is the responsibility of all members to report any ground damage, hangar rash, etc. on any aircraft, to a Director or to the CFI, Fleet Maintenance Director or Chief Tow Pilot .

### 4.3.5 Use of Club Aircraft

No more than one 2-place glider may be flown solo if there is a demand for them for instructional or passenger flying.

The club tow planes are primarily intended for launching gliders but may be used for other club purposes at the discretion of the CTP when there is no glider launching required.

### 4.3.6 Student Pilots

Student pilots are encouraged to take part in the flying operation including assisting on the flight line as much as possible. Make sure you are fully briefed on procedures before moving gliders, hooking up the rope, signaling, running wing, etc. When your name is on the flight board, you should team up with your instructor as soon as possible ahead of time, and when the glider has been retrieved, get ready for the flight without delay.

### 4.3.7 5-Pack Members

All 5 Flight Members are to be considered regular non-solo student pilots and **should** be encouraged to join the flight training programme.

### 4.3.8 Introductory Flights

Introductory flights shall tow to a height of 3,000 feet AGL, and be limited to a maximum time of 30 minutes. Extensions shall only be permitted if expressly authorized by the Field Manager.

The pilot flying the introductory flight is responsible for ensuring that the passenger has completed a GGC waiver form (Annex A) and that payment in full has been collected prior to commencing the flight.

When visitors arrive, make sure that you or someone else welcomes them to the Club. If a visitor wishes to fly, make sure that they have filled out a waiver form and paid before they get into a glider.

Small children are not to be flown on the laps of parents or anyone else. You should use your discretion as to whether or not a child is mature enough to go alone as a passenger. If there is any question, ask an instructor.

Urge the pilot to settle the passenger into the glider before the tow plane returns so that the take-off is not unduly delayed.

#### **4.3.9 Member Guest Flights**

A member pilot, rated for passenger flying, may fly a friend or family member who is not a GGC member under the designation of a member flight, rather than an introductory flight category. No other special conditions other than the need for waiver forms will apply to these flights. They will be flown based solely on the standard aircraft and flight priority rules pertaining to all members. The charge for these flights to the member will be at normal club rates. A member, not rated for passenger flying, can have the passenger fly on another member's flight and charge the flight to the member's own account. The applicable GGC day membership rate will be applied for the guest flight.

#### **4.3.10 Visiting Pilots**

GGC encourages visits from glider pilots from other parts of Canada and other countries. They may fly club aircraft at the discretion of the CFI or his designate provided that they first demonstrate flying proficiency in a dual local-area check flight, have documented evidence of insurance and a Canadian glider pilot license. All non-member visiting pilots taking a launch behind a GGC tow plane and flying GGC or their own aircraft shall complete a waiver and have their logbooks signed by the CFI or his designate showing approval to fly at GGC. The guest or new member must show proof that he or she is a member of the Soaring Association of Canada or another equivalent national organization.

#### **4.3.11 Duration of Flight**

Club gliders should not be kept airborne for longer periods than specified in the current fee schedule, as set by the Board of Directors, except with authorization by the Duty Field Manager.

#### **4.3.12 Aerobatics**

Members must not perform aerobatics except under instruction or by prior authorization from a club instructor possessing an aerobatic endorsement on his/her license.

A parachute should be worn during aerobatic flight. Stalls, spins, and spirals are not considered aerobatic manoeuvres.

#### **4.3.13 Badge and Cross Country Flights**

GGC promotes cross-country flying requiring skills and standards of competency, familiarity of glider type, and cross country planning.

A club aircraft landing off field shall be returned to club service, rigged, D.I.'d, and test flown as soon as possible or signed off as safe to fly in the aircraft's D.I book by an instructor.

Cross-country and badge attempts shall be considered in fairness to others. Qualifications to fly club gliders cross-country are identified in the GGC Instructor Handbook. The draw for a task glider is held at 09:00 hrs. in front of the Lacasse hangar on the day in question.

The club barographs and flight recorder are available to any club member for badge leg and record attempts. Barographs and flight recorders shall be returned at the end of the day in the condition in which they were taken.

Priority of use shall be:

- cross country badge and record attempts,
- gain of height attempts,
- any flight in a club aircraft, or
- as allocated by the Duty Instructor.

#### **4.4 End of Flying Day**

At the end of the day, all money (cash and cheques) is to be placed in an envelope (found in the cash box) and placed along with the white copies of the flight sheets in the locked box for deposits in front of the club house bar. The Field Manager and assistant are responsible to ensure the log entries of monies balance with the money that has been collected. The pink copies of the flight sheets are put in the CFI mailbox beside the telephone and the yellow copy is placed in the black duo-tang binder in the cupboard above the bar sink. The clip board and cash box remain in the flight shack. Any membership application forms/checks should also be placed in the clubhouse lock box.

The Duty Instructor is responsible to ensure that the logbooks for each glider are updated at the end of the flying day. The Field Manager and Duty Instructor should work together to ensure that this task is completed.

The Field Manager should ensure that all ropes, tires, cushions, etc are taken off the field when the flight shack is returned to the hanger. The Field Manager should ensure the flight shack is left neat and tidy with sufficient supplies for the next flying day. All glider snags should be indicated on the white board in the Lacasse hanger with a dry marker provided.

In the event of an incident record the information in the black comment book in the flight shack. Following the initial response to an accident provide a copy of the SAC accident report to the pilot (if no injuries) and notify the club safety officer. If all gliders are not accounted for at the end of the flying day (especially those on x-country flights) check the hangers or trailers for the call letters. If still not found check with members at clubhouse to see if a call was received or a recovery crew was dispatched. If still not located inform club CFI or Safety officer. If an overdue pilot cannot be found then SAR will be notified.

It is very important for members to show up for their duty. A missing duty person causes extra work for others, disrupts flight line activity, and ultimately results in the loss of club revenue. If you cannot make your duty day, arrange for a substitute.

#### **4.5 Mid-Week Flying**

Normally scheduled duty personnel do not supervise midweek operations outside of public holidays.

As there is no designated Duty Instructor or Field Manager, members engaged in midweek operations shall ensure all critical functions normally undertaken by duty personnel are followed.

Members operating midweek shall, as far as possible follow the written procedures, but may put alternative controls in place to ensure the safety of the operation and the performance of all necessary administrative and housekeeping functions.

#### **4.6 Pointers to Assist in Running a Smooth Morning Operation**

The morning operation is relatively simple as the activity is mainly focused on the student training operation and on intro flights. Students need to be organized to help out on the flight line readying the aircraft for launch. Assign some of the students to help D.I. the aircraft and some to go with the duty Field Manager to learn how to set up the flight line and coordinate with the Volunteer Intro Pilot to get intro's in the air.

If possible try to have the students briefed for the flying lesson ahead of time to avoid delays on the flight line. At the start of the morning operation it may be useful to ascertain if a lesson is applicable to more than one student. They can be briefed together to save repeating the briefing.

Try to utilize the available help to spread the load evenly.

#### **4.7 Pointers to Assist in Running a Smooth Afternoon Operation**

It is necessary for the duty crew to understand what constitutes a smooth operation. Keeping the aircraft in the air and the flight line free of aircraft is a reasonably easy task when the soaring is good and there are plenty of people about who are ready and willing to help. However this ideal situation is often not present at GGC and a few pointers may help in making a duty day a relatively satisfying.

First, the less aircraft you have to deal with the better, so if it looks like a good soaring day and no one has come forward voluntarily, encourage a pilot to attempt a 5 hour flight or some other badge leg. The same applies if there are aircraft near the flight line with no takers, send the first willing pilot on an extended flight and get the aircraft flying. That is what they are there for. It is not necessary to see that people fly the aircraft in the exact order in which they appear on the flight board. If someone is not at the flight line when their turn has come up that is their problem; your objective is to get the aircraft flying.

To run the flight line operation efficiently and safely, ideally there should be three people on the field available for each aircraft. When this ratio decreases, or when people start disappearing and enthusiasm dies it is best to downsize the operation and have some aircraft moved back to the hangar and properly stacked in the hanger. (This is particularly important during mid week operations when the ratio is unlikely to be met.) Dispatch a small party to the hangar to meet incoming aircraft and start the stacking operation. When co-operation gets really low the best thing is to shut the operation down completely.

All club aircraft have been fitted with radios. When the flight line gets clogged in the middle of the day a message should be broadcast to all aircraft to stay airborne until the flight line clears. When the flight line has been cleared the club aircraft can be called down one by one for a quick turn around.

When good soaring conditions exist limit tows to 2,000 feet (except for Intro flights). Managing the flight line is basically a common sense operation and is relatively simple with enough help, so do not be shy in asking for help or curtailing the operation when none is forthcoming. Above all keep it safe and keep the aircraft flying.

## **5. TRAINING**

A Field Manager and ground operations training session is held each flying season to refresh members understanding of ground operations and to familiarize new members with the roles, responsibilities and operation of the flight line. The GGC Field Operations Training Manual is used as the source material for this training and should be reviewed by any member involved with ground operations at GGC. Additional training sessions may be scheduled throughout the season as required.

Field managers should also familiarize themselves with the GGC Safety Management Manual.

ANNEX A – WAIVER

Gatineau Gliding Club and Soaring Association of Canada  
Waiver of Indemnity

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_  
Please print full name

OF ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

do hereby accept all responsibilities of any membership in the Gatineau Gliding Club (hereinafter referred to as GGC) and the Soaring Association of Canada (hereinafter referred to as SAC) and shall obey all the By-laws and Operating Rules of the GGC and the SAC.

I do also hereby waive as against the GGC and the SAC, their Directors, Officers and Members, all claims, demands, actions and causes of actions arising directly or indirectly out of any injury or disability or death which I might suffer in any aircraft operated by, sponsored by or owned by the GGC or the SAC whether that aircraft be in flight or be located upon the property of the GGC or the SAC or in any ground activity involving the said aircraft. Further, I exonerate the GGC and the SAC from all liability which may arise in respect of any personal injury or disability or death or property damage suffered while I am a member of the GGC or SAC or the partaking of GGC or SAC privileges, and undertake to make no claim against the GGC and SAC in respect thereof, whether such personal injury, disability or death or property damage arises by reasons of any negligence of any person regardless of whether that person was a member of the GGC or the SAC, or accident involving an aircraft, automobile or other property, regardless of whether the GGC or the SAC has a legal interest in such aircraft, automobile or other property, or whether such personal injury or death or property damage arises from any other cause whatsoever.

I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to respect club property and abide by club rules. I pledge to maintain a positive balance in my account with the GGC and to pay any further charges within 30 days of statement date.

I understand that there are risks associated with the sport of gliding and I pledge that I will conduct myself in a disciplined and conscientious manner so as to minimize these risks to both myself and others.

I have read and understood this document and I agree to be bound by its terms.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Requires also witness signature and name below)

If applicant is under 18 years of age, parent/guardian permission and signature are required:

I (Print parent's/guardian's name) \_\_\_\_\_

permit (print minor's name) \_\_\_\_\_

to participate in GGC activities and to use its equipment and facilities according to the club rules.

**PARENT'S/GUARDIAN'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS NAME (Print):** \_\_\_\_\_