

# Rules & Regs

## **RULES AND REGULATIONS (revised September 29, 2013)**

The Moccasin Flying Club, Inc. Rules and Regulations

### **1. Finance**

\* A. The purchase price of each membership for each new member shall be as negotiated between the buyer and seller in accordance with Article II, Section 4 of the By-Laws and the dues shall be monthly, payable a month in advance.

\* B. Hourly rates for aircraft shall be as fixed by the Board of Directors and will include gas and oil. Assessments approved by the membership or Board of Directors shall be payable as agreed upon at the time of approval.

\* C. Monthly billing will be furnished by the fifteenth (15th) of the month for the previous month. Bills are payable upon receipt. If payment is not received by the fifteenth of the following month, persons may be grounded and so notified by letter. If the balance remains unpaid for thirty (30) additional days, the MFC Treasurer may place the names of the individuals before the Board of Directors for termination in accordance with the By-Laws. Any member whose account becomes 90 days overdue will automatically be grounded by the Treasurer.

Any member whose account is no more than two months in arrears (for monthly dues only) may donate his/her membership to the Club and thereby terminate their financial obligation to the Club.

\* D. Should fuel or any other variable expense be paid on behalf of MFC cause a credit to a members account, this credit will only be applied to billable flying time. Dues are fully payable regardless of a member's credit balance.

### **2. General Use of the Aircraft**

\* A. MFC aircraft shall not be loaned, leased, or otherwise given for use to non-MFC members; nor shall they be used for hire, charter or other commercial purposes, air races, participation in air shows, towing gliders, sport parachuting or used for flights for charity where donations are made by trip or passenger weight. It is the responsibility of each individual member to be sure they have complied with MFC insurance requirements. Because these insurance requirements may change each year, it will be the

MFC Secretary's responsibility to publish the requirements any time they change in the monthly minutes of meetings.

New Member Orientation Director's responsibility to inform each new member of the current requirements; and Chief Flight Instructor's responsibility to keep the other club-approved CFIs informed of the current insurance requirements.

\* B. In case a MFC aircraft must be left away from Lovell Field, the pilot is responsible for returning the aircraft to Lovell Field unless the cause is mechanical and not contributed to by the action of the pilot, in which case MFC is responsible for the return of the aircraft. In either case, any and all expenses relating to the return of the pilot and his/her passengers or cargo will be the responsibility of the pilot and his/her passengers.

\* C. All MFC aircraft must be operated with a club member in one of the front seats as pilot-in-command (PIC), except a club-approved CFI may act as PIC while giving dual instruction to a member. A Club approved CFI who is not a Club member, may not act as pilot-in-command (PIC) for the purpose of giving dual instruction to a Club member who holds a Student Pilot Certificate except in the Club's primary aircraft.

\* D. Dual instruction in MFC aircraft can be given only to members by club-approved CFI's and to CFI applicants only by the Chief Flight Instructor.

\* E. After each flight, any damage to aircraft or inoperative equipment must be reported immediately to the maintenance officer and recorded in the flying time log book. Failure to report is grounds for forfeiture of membership.

\* F. A complete pre-flight inspection is required before each flight.

\* G. Any flight outside the continental United States must be approved in advance in writing by the MFC Board of Directors. Flights to Mexico in MFC air-craft are strictly prohibited.

\* H. All club-approved CFI's must comply with the MFC Rules and Regulations and MFC insurance requirements.

\* I. MFC aircraft can only be flown into airports listed in the most current "Airport Facility Directory".

\*J. All flights over 50 miles must either file a flight plan or use Flight Following.

### **3. Check-outs in MFC Aircraft**

\* A. The MFC Chief Flight Instructor will be responsible for:

- A check-out list for each MFC aircraft.
- Instructor applications and check-out lists or forms for instructors and MFC members.
- Maintaining member and club-approved CFI check-out forms.
- Obtaining and reviewing applications for club-approved CFI's.
- Providing check-out for club-approved CFI's in all aircraft.
- Should the MFC Chief Flight Instructor be unavailable for any reason, either the Board or its appointed agent shall be responsible for all the above duties, except for check out in Club aircraft for which the Board shall designate a Club approved instructor to perform the checkouts.

\* B. INITIAL AIRCRAFT CHECK-OUTS: All members, with the exception of student pilots who have not yet flown solo, shall be required to be checked out initially in each type of MFC aircraft by a club approved CFI. The initial check-out in each aircraft type shall be based on:

- Compliance with the Chief Flight Instructor's check-out list,
- Logging the minimum required dual instruction time specified for each primary and
- each high performance aircraft check-out described hereinafter, and
- Demonstrating, by way of familiarization flight(s), sufficient pilot knowledge so that the check-out instructor may certify the member is qualified to safely operate each type of aircraft.

Upon completion of a satisfactory check-ride in each type of club aircraft, the check-ride instructor shall indicate same by entry in that aircraft's time-log and also in the member's personal logbook. The member must then forward the endorsed check-list for that aircraft type to the MFC Chief Flight Instructor.

**PRIMARY AIRCRAFT CHECK-OUTS:** The club's primary aircraft are those with engines rated less than 200 HP and a fixed-pitch propeller. The dual check-out time required to fly solo in primary aircraft shall be determined by the check-ride instructor. At the minimum, however, the check-out shall consist of a thorough familiarization flight.

**HIGH-PERFORMANCE AIRCRAFT CHECK-OUTS:** A high-performance aircraft has an engine rated over 200 HP and constant-speed propeller. Therefore, in addition to the foregoing, MFC has established specific minimum checkout requirements, as required by insurance regulations, which any member must satisfy before being signed off to fly solo in this aircraft.

**ANNUAL CHECK-OUTS:** Any member who has not flown a MFC aircraft within the past twelve (12) months must obtain a check-out by a club-approved CFI in the most advanced club aircraft to be flown. Additional check-outs in less advanced aircraft are not required. An appropriate entry should be made in the time log by the club-approved CFI.

Only in the event that the member has elsewhere received the required dual instruction minimum hours for each plane, as specified above (and not as an instructor or as a safety pilot), will the Chief Flight Instructor have the discretion to reduce the number of dual hours required in each club aircraft with a club-approved CFI. In no case will a member be given solo privileges in any MFC aircraft with less than the required number of dual hours in that aircraft type, or having that, without at least receiving one (1) hour familiarization flight in that aircraft type.

\* C. All club-approved CFI's will comply with the Chief Flight Instructor's check-out procedures.

#### **4. Scheduling of Aircraft**

\* A. **SCHEDULING:** The Secretary and VP of Maintenance shall be responsible for monitoring, and assuring compliance with procedures established for the scheduling of MFC aircraft. The scheduling policy of these Operating Rules may be modified by the Board to provide optimum utilization of the aircraft and to meet any circumstances which may arise.

\* B. **SCHEDULING ACCESS:** Reservations for aircraft must be made through the club's computer based on-line scheduling system.

\* C. **MAINTENANCE OF AIRCRAFT SCHEDULING RESERVATIONS:** Aircraft scheduling shall be maintained for each aircraft operated by MFC and all flights shall be scheduled in advance. The information required for scheduling is as follows:

- name of pilot,
- all destination airport codes,
- aircraft desired,
- date/time the aircraft is desired, and
- date/time the aircraft will be returned to the line serviced and ready for the next flight.

Given the fact that scheduled flights are frequently canceled by the primary pilot, members who wish to fly an aircraft already scheduled are urged to list themselves as a back-up pilot with the scheduling system for the desired period. Maintenance reservations will take precedence over any other scheduled reservation.

\* D. ADHERENCE TO SCHEDULE: If the pilot of a scheduled flight has not arrived at the aircraft within thirty minutes of the scheduled departure time and the scheduling system has not been notified of a new departure time, the aircraft may be taken over by another member provided:

- The scheduled time slot is four (4) hours or less.
- The scheduling system is checked for latest additional information.
- Attempts are made to contact the member to confirm cancellations.

If the scheduled time slot is more than four (4) hours, the aircraft may be taken over by another member provided the above procedures are followed, and both the primary and back-up pilot have been contacted or attempts to contact them (both at home and at work) have been made. However, such flights shall not exceed two (2) hours round trip.

After twenty-four (24) hours following the initial scheduled departure time, any period longer than this twenty-four (24) hours shall be forfeited by both the primary pilot and the back-up pilot provided the procedures in the preceding paragraph have been followed (applies to late evening as well as daytime) and the scheduling system notified. If there are questions, a club officer should be contacted.

\* E. CANCELLATIONS: Whenever a scheduled flight is cancelled, it shall be the responsibility of the canceling pilot to determine whether another pilot has scheduled the aircraft as a back-up pilot, and to notify that person that the aircraft is available. If the back-up pilot decides not to use the aircraft, he/she shall notify the scheduling system to that effect.

\* F. RETURN OF AIRCRAFT IN ADVANCE OF SCHEDULED RETURN: Whenever a pilot returns an aircraft more than two (2) hours in advance of its scheduled arrival, he/she shall be responsible immediately upon landing for notifying the scheduling system and any pilot who may have scheduled as a back-up for any unused portion of the primary pilot's scheduled flight.

\* G. NOTIFICATION OF FAILURE TO RETURN ON SCHEDULE: When an aircraft cannot be returned as scheduled, the pilot shall immediately notify the President (or, alternatively, one of the other officers) by telephone to indicate why the aircraft cannot be returned and when it will be returned, and to provide a telephone number where the pilot can be contacted. If the return flight is further delayed, the pilot shall provide a club officer a revised time for return of the aircraft. The pilot shall also be responsible for contacting directly (or indirectly through the club officer notified) any other pilots whose scheduled flights may be affected by the delay in return of the aircraft.

\* H. CROSS-COUNTRY FLIGHTS: An average of two (2) hours per day flying time is acceptable. The cost of tie-downs is the responsibility of the member. Credit card or cash receipts for fuel and oil expense should be clearly marked with the plane's number and pilot's name and placed in the planes log book for collection at the end of the month. Credits will only be applied to billable flying time.

## **5. New Members**

\* All new members, prior to flying a MFC airplane, must receive orientation at the airport to MFC equipment and practices by the New Member Orientation Director. The Orientation Director will review with each new member the MFC Bylaws, Rules and Regulations, appropriate check-out lists, and general information concerning the club. The Orientation Director will also provide a list of all MFC members, instructors, and officers.

## **6. Miscellaneous**

\* A. To comply with insurance requirements, a copy of each member's logbook entry for the current biennial flight review (or FAA "Wings" safety pro-gram certificate) and a copy of his/her current medical certificate must be provided to the club Secretary per FAA regulations. Failure to comply will result in the member being grounded.

\* B. In the event of an accident or damage to a MFC aircraft, the limit of personal liability accruing to the member who has responsible charge of the aircraft at the time of accident or damage shall be one-hundred percent (100%) of the appropriate deductible amount currently assignable to the aircraft involved. The amount of liability shall be determined by the Safety Committee.

\* C. Each MFC member must comply with current FAA Regulations as regards currency and proficiency, specifically part 61 and 91 of FAA Regulations.

\* D. All MFC check rides must be satisfactorily completed as designated in these rules and regulations.

\* E. Any member who flies in violation of the FAA Regulations or flies an aircraft without being checked out as required by the MFC Bylaws, will be grounded pending review by the Safety Committee. The Committee is empowered and may initiate revocation of the violator's membership.

\* F. New members must satisfy the pilot proficiency requirements before flying any MFC aircraft.

- \* G. No MFC aircraft will be used for aerobatics or parachuting.
- \* H. Members shall report to the maintenance officer or the Chief Flight Instructor any condition requiring maintenance of the aircraft or radio equipment.
- \* I. All members are expected to report to the Safety Committee any observed instances of unsafe or dangerous operation of MFC aircraft by fellow members.
- \* J. A member may elect to convert his/her membership to a medical membership if such member has lost his/her medical certificate for reasons other than his/her own doing. This membership will be treated in all respects as an equity membership, except this membership will not count against the maximum total number of equity memberships allowed by the By-Laws and shall pay the dues of a social member. Members requesting conversion of their membership to a medical membership must request such conversion at any regular membership meeting. A simple majority vote of those members present shall be sufficient to allow the conversion to a medical membership. The member requesting conversion shall furnish such documentation as the membership may request. Medical memberships shall be reviewed at the annual meeting and shall continue in effect until either the member is granted a medical certificate, the membership votes to return the membership to an equity membership or the membership votes to change the membership to a social membership.