



*Finger Lakes Soaring, Inc.*

**NEW MEMBER ORIENTATION**

**NEW! Member Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Orientation Completed With Member Name:** \_\_\_\_\_

[To be used as a field guide by Instructor, Safety Officer, or Board Member to introduce NEW! Members to FLSC activities and responsibilities]

1. **GENERAL INFORMATION:** Welcome NEW! Member to club. Introduce Member to everyone on the field. We have around 30 members and a number of activities. All members are enthusiastically invited to participate in all club meetings and functions. Review procedure to get a userid setup for the NEW! Member for the website. Introduce member to website [www.flsc.org]. Review “Club Events Calendar” and “Member-Only” section of website. Explain club organization: Board of Directors, Committees, and Instructor roster with contact information available on the website.
2. **MATERIALS AND INFORMATION:** Make certain the NEW! Member reads Operations Procedures Manual and By Laws on website, receives FAA Flight Training Manual, Logbook, and Record of Training Flights Checkoff Sheets. Inform member as to how to obtain additional training information and books.
3. **MEMBER RESPONSIBILITIES:** Explain that we are an all-volunteer organization, with members sharing the work. NEW! Members are expected to serve as Operations Managers [OPS] around once a month [Shadow with existing member first time], as well as help around the field whenever they are there. Explain importance of OPS function and the “monetary fine” for failure to appear [or substitute] for OPS duty.
4. **STUDENT PILOT CERTIFICATE:** Explain the importance of procedure for obtaining a student pilot certificate [BEFORE STARTING TRAINING] as quickly as possible.

5. ARRANGING FOR INSTRUCTION: Explain scheduling procedures. Call the Duty Instructor [or preferred Instructor] to reserve a time slot. Stress the importance of being on-time, procedure for using the gliders, maintaining accurate flight records in a Logbook, and grounding a glider [if not airworthy].
6. FIELD OPERATIONS: Explain launching and retrieval procedures, e.g. rope hookup, hand signals, critical importance of tying down idle gliders, retrieving landed gliders, morning start-up and afternoon shut-down, etc. [Refer to Daily Operations Manager Checklist and online OPS Manual as needed]. Remember OPS Manager does NOT have to do all the work but DIRECTS other clubs members to ensure the work is getting done in a safe and efficient manner. **Stress the importance of maintaining a SAFE OPERATION! Keep a look-out for and control of Non-Members, Children, Creatures, Pets, and other obstructions on the field. KEEP THEM ALL OFF THE “ACTIVE TAKEOFF and LANDING RUNWAYS” CLEAR OF GLIDERS TAKING OFF AND LANDING. WATCH OUT FOR RETURNING and DEPARTING TOW PLANES WITH TRAILING TOW ROPES and TOW RINGS. REMEMBER THAT YOU CANNOT SEE A SPINNING PROPELLER. WALK BEHIND TOWPLANES OR IN FRONT WITH PLENTY OF DISTANCE FROM A SPINNING PROPELLER. SERIOUS INJURY AND/OR DEATH COULD RESULT IF THESE PROCEDURES ARE NOT FOLLOWED!!!**
7. FINANCIAL OBLIGATIONS: Explain that members are billed every two months for club dues, tows, and other charges as needed [yearly SSA Dues, Club meals]. Members have 30 days to pay a bill, and members with delinquent accounts in excess of 2 months DO NOT FLY!
8. QUESTIONS and ANSWERS: Answer any questions the NEW! Member may have and leave this sheet with the NEW! member for study and reference.