

I. Oxford Flying Club Policy & Procedures

- Section 1.01 This manual shall not represent restrictions in contradiction to or less restrictive than the club bylaws. (See Section III.)
- Section 1.02 This *Standard Operations Manual* shall be reviewed and maintained by the OFC Safety Officer and, as adopted in October of 2021, will replace the former Training & Operations Manual referenced within the OFC Bylaws of 2017.
- Section 1.03 Wherever this manual applies policy, the policy shall be required as described and enforced by the OFC Board of Directors (BOD).
- Section 1.04 Section III of this manual shall apply to all OFC policy.

II. Procedure Guidelines

- Section 2.01 Wherever this manual applies a procedure, the procedure shall be required as described and enforced by the BOD.
- Section 2.02 Section III of this manual shall apply to all OFC procedure.

III. Most Restrictive Clause

- Section 3.01 The most restrictive of any regulation or operational restriction by an appropriate governing agency, aircraft manufacturer, or OFC policy or bylaw shall apply wherever and whenever applicable.
- Section 3.02 The BOD has authority to change any policy or procedure through electronic bulletins which shall be the rule until this manual is updated, but Section 3.01 is always applicable.
- Section 3.03 Any deviation to a manufacturer specification or club policy and procedure must be approved by the BOD after a System Analysis Exercise is provided by the Safety Committee.

IV. Club Members

- Section 4.01 No member may operate outside of their membership rules and restrictions without prior approval specific to each occasion. Except for medical reasons, a Regular member may not become an Associate member if he or she has been an Associate member within the previous twelve months. Membership category changes will be effective at the start of the next billing month. A new member must pay the initiation fee before the member has privileges to create flight reservations and act as PIC in club aircraft.
- Section 4.02 Regular – reserved (reference bylaws)
- Section 4.03 Club Instructors
- (a) The BOD shall maintain a published list of club instructors and may add or remove from the list as necessary.
 - (i) Any person acting as a CFI in club aircraft shall meet requirements in *Sections 5.03 and 6.03* and will require BOD approval prior to any instruction.
 - (ii) Anytime a club member is acting as a CFI, they are not utilizing club membership, but serving as a designated club instructor with BOD approval.
- Section 4.04 Student Pilots – reserved (reference bylaws)
- Section 4.05 Associate – Associate members, including club instructor associate members, may only fly club aircraft with a club approved instructor for the purpose of flight training or to obtain a club aircraft checkout. The associate member's reservation must identify the club instructor. Associate members who are also club instructors may fly club aircraft in a pilot-in-command

capacity as long as they do so in the furtherance of club business and with the prior approval of the BOD.

Section 4.06 Club Member Guests – reserved

V. Club Aircraft Checkouts

Section 5.01 All checkouts which expire after a defined number of months shall all expire at the end of the calendar month of the expiring month.

Section 5.02 All checkouts or flight checks required by OFC shall be defined by the Chief Instructor and Safety Officer and shall be defined by the FAA standards listed in Airman Certification Standards (ACS) or Practical Test Standards (PTS).

Section 5.03 Required Club Checkouts

- (a) Initial Club Checkout (ICC)
 - (i) All members shall complete an ICC to be PIC in club aircraft and have access to the booking and scheduling of each make and model.
 - (ii) An ICC is specific to each make and model and shall only be required once except if a member has more than 12 months between (periods of -flight as PIC.
 - (iii) A member must have at least 200 hours of fixed-wing time to act as PIC N228TR.
 - (iv) All members with less than 25 hours of PIC time in a Cirrus SR20 or SR22 time must complete the Cirrus VFR transition training program with a CFI approved by the club for Cirrus training before acting as PIC in N228TR. Any club member with more than 25 hours in an SR22 but no hours in an SR20, may become qualified in N228TR upon completion of a flight review in N228TR with a CFI approved by the club for Cirrus training.
- (b) Instrument Competency Evaluation (ICE)
 - (i) All members must receive an ICE prior to being PIC of OFC aircraft during an IFR flight or flight plan.
 - (ii) A member whose Instrument Checkride is in a club aircraft shall receive credit for an ICE.
 - (iii) An ICE shall only be valid for 12 months.
- (c) Flight Instructor Club Evaluation (FICE)
 - (i) Each Club Instructor shall complete an FICE prior to conducting any flights in club aircraft which are considered to be “flight instruction” under any FAR.
 - (ii) An FICE does not expire provided the member does not have more than 12 months between periods of flight instruction.
- (d) Proficiency Check (PC)
 - (i) A PC is required when a lapse in proficiency has occurred as listed in Section VI.

VI. Club Proficiency Requirements

Section 6.01 Aircraft Checkout

- (a) Each member shall complete an Initial Club Checkout (ICC) or Proficiency Check (PC) whenever this policy dictates to utilize Flight Scheduler Pro (FSP).
- (b) Each member will be required to complete an ICC for each type of aircraft by a club CFI.
- (c) Student pilots will be required to have a CFI signoff in his/her logbook before any solo flights. If a member completes a private pilot check ride in a club aircraft with club CFI instruction, that will count as an ICC in that aircraft type.

Section 6.02 An Instrument Competency Evaluation (ICE) shall be completed every 12 calendar months to act as PIC in IFR flight conditions in club aircraft.

Section 6.03 Annual Proficiency Check (PC)

Standard Operation Manual

- (a) Members who wish to fly club aircraft as PIC must complete an annual proficiency check. The PC will mirror ACS standards and be posted yearly by the BOD.
 - (i) *A yearly PC will not have to be performed if the pilot has met any of the following requirements:*
 - 1) Members who've flown a minimum of 24 hours in the preceding 12 months (club or non-club aircraft). ****See Section 6.04 below****
 - 2) Obtained a new license or rating. The new annual PC date will be 12 months from the date of the check ride.
 - 3) Club CFIs who provide a minimum of 16 hours of dual instruction in the preceding 12 months and provide evidence of the time to the BOD.
 - 4) An exemption given by the BOD.

Section 6.04 Club Currency

- (a) ICC currency shall be defined as follows:
 - (i) A minimum of one flight within 90 days in each aircraft make and model except that currency in the Skylane qualifies for currency in the Skyhawk; and
 - (ii) A minimum of 2 hours PIC in club aircraft within a 90-day period *with a minimum of 3 takeoffs and landings.*
- (b) If a member falls out of club or ICC currency, they must perform a PC. ****See Section 6.03 above**** This PC will count as an annual PC allowing the 12-month annual PC clock to be reset.

Section 6.05 Members have the responsibility for maintaining their currency profile on the Club website. At any time, a member may be asked to present evidence of compliance to the BOD to retain flying privileges in OFC aircraft. Lack of such documentation may result in booking privilege suspension or membership termination.

- (a) Members who fly non-club aircraft or who fly dual flights (e.g., safety pilot IFR) will have to submit their time to the vice-president so the hours can be inputted into FSP.

VII. Safety Meetings Attendance

Section 7.01 Every member is required to participate in a two (2) safety meetings each year in order to maintain access to aircraft booking and be considered proficient regardless of flight hours. Members have the responsibility for maintaining their safety profile on the Club website. At any time, a member may be asked to present evidence of compliance to the BOD to retain flying privileges in OFC aircraft. Lack of such documentation may result in booking privilege suspension or membership termination.

Section 7.02 A safety meeting shall be defined as

- (a) Any OFC sponsored safety meetings as approved by OFC Safety Officer
- (b) Any AOPA safety training approved by the OFC Safety Officer
- (c) Any FAAST sponsored IMC or WINGS events attended.

Section 7.03 Outside Flying & Exemptions

- (a) Any outside flying or exemptions to the requirements listed in Section VI are considered on a case by case basis by the Chief Flight Instructor & Safety Officer for approval.

VIII. Aircraft Scheduling Policy

Section 8.01 The club shall maintain Flight Scheduler Pro for the scheduling of aircraft.

Section 8.02 New members shall be added after payment of the initiation fee.

Section 8.03 A member must meet Club Proficiency Requirements (Section VI) and Club Checkout Requirements (Section V) to book aircraft.

Standard Operation Manual

Section 8.04 Associate Members may have one booking at any given time consisting of not greater than 24 hours. Regular members may have a maximum of 4 bookings at any given time consisting of not greater than:

- (a) 3 individual daily bookings not to exceed a combined total of 24 hours and cannot to extend into another calendar day.
 - (i) *In order to qualify for a daily booking, you may not have any *** in your online booking. Note: a *** in the reservation will only appear if you exceed 24hrs.*
- (b) 1 overnight booking (denoted by a *** in your online reservation).
 - (i) *Only ONE overnight reservation is allowed per pilot at any given time.*
 - (ii) *An overnight booking is any entry that is over 24 hours and does not exceed 96 hours (an *** will be automatically added to your booking to indicate it is overnight).*
 - (iii) *Your 4th booking may be converted to a daily booking, waiving your option to have an overnight booking when used in this manner.*
- (c) Every calendar year each member is allowed a one-time 5th booking called a “long booking” defined as any booking more than 96 hours and less than 288 hours (5- 12 days).
 - (i) *Extensions beyond 12 days are allowable pending favorable membership approval. 7 Revised – April 2018*
 - 1) Cancellation of this booking forfeits the right to an additional long booking until the following calendar year or pending favorable membership approval.
 - (ii) *Members will be blocked from manually entering this booking, however:*
 - 1) If you would like to schedule a “long booking”, please send an email with the requested dates to the Master Scheduler (who is the Vice President of the club or his designee.) He will enter your booking dates into the system for you.

Section 8.05 If you are not at the aircraft within 45 minutes of your scheduled start time, you are subject to forfeiture of your booking to the backup booking if one is scheduled.

Section 8.06 If a member wishes to use an aircraft outside of these booking rules, a request must be made to and approved by the BOD.

IX. Aircraft Maintenance & Responsibilities

Section 9.01 The BOD is ultimately responsible for maintaining the aircraft whereas no member shall perform or request maintenance on an OFC aircraft without approval from the BOD except that,

- (a) A maintenance captain is authorized to approve work orders for routine maintenance up to \$1000.
- (b) The maintenance officer is authorized to approve work orders up to \$2,500 for routine maintenance and keeping each club aircraft airworthy. Amounts greater than \$2,500 require the authorization of the maintenance officer, president, and treasurer.
- (c) Proposals to upgrade club aircraft avionics, interior, and paint shall be developed by the long-range planning committee and must be approved by a vote at a club meeting.

Section 9.02 Any change to an aircraft per 14 CFR Part 43 - maintenance, preventive maintenance, rebuilding, and alteration, shall require the guidance of the MX Team and completion of a work order.

Section 9.03 A Maintenance Policy for Pilots shall be located in the OFC – QRH for referenced located in each aircraft.

Section 9.04 Any member may Ground an aircraft which would require an appropriate FAR Part 43 certified mechanic to inspect the discrepancy in question.

Standard Operation Manual

Section 9.05 The MX Team must ensure the proper records are maintained for aircraft airworthiness.

- (a) Any squawk of a system or equipment which is inoperative will be considered grounding until the MX Team has appropriately managed the discrepancy and approved it for flight.
- (b) Only the MX Team may authorize the use of an aircraft after a discrepancy is found or squawk is made.
- (c) No club aircraft shall be returned to service without a logbook entry and confirmation by the plane captain and maintenance officer that all work requested in a work order was completed.
- (d) (Reserved for future use.)

Section 9.06 PIC Member Squawks

- (a) Any discrepancy found must be squawked in Flight Schedule Pro (FSP) and communicated with the MX Team prior to the aircraft's next flight.
- (b) Authorization of flight after an open squawk has been reported is the sole responsibility of the MX Team
- (c) The PIC has the ultimate responsibility to know of squawks and how they may create limitations on a flight operation via Flight Schedule Pro.

X. Rates, Payments & Statements

Section 10.01 Statements are sent to all members via email during the first week of each month.

Section 10.02 Associate members who elect to pre-pay 12 months of dues will be charged the equivalent of 11 months of dues and receive a full year of membership. Regular members who elect to pre-pay 12 months of dues will be charged the equivalent of 11.5 months of dues and receive a full year of membership.

Section 10.03 Payment for flight charges is due upon receipt and is past due if not paid by the end of the month in which the statement was originally sent. Effective July 1, 2024, all club members will submit to Automated Clearing House [ACH] electronic payment for dues payments. Any amount due will be processed upon issuance of the statement. All members must submit ACH authorization and credit card, debit card or checking account information at least 10 days prior to commencing dues withdrawal. The BOD may grant exceptions to the ACH payment requirement.

Section 10.04 Finance charges may be assessed to any past due amount.

Section 10.05 Any member or Club CFI having a balance more than 30 days past due will have flight privileges and airport gate access suspended until the account is paid in full. Each member is responsible for dues charges incurred during the suspension period.

Section 10.06 A member having a balance that is more than 75 days past due will be presented for termination from the club at the next club meeting. The terminated member may appeal the termination at the monthly club meeting following termination and will remain as a suspended member pending the appeal.

Section 10.07 The following are the regular member hourly rates, per tach hour, for flying club aircraft:

N228TR, \$230

N735GC, \$210

N4334X, \$150

N8261H, \$150

N98819, \$142

Associate members will be charged the rate of 1.5 times the hourly rate of regular members.

XI. Operational Policy & Procedures

Section 11.01 Aircraft Flight & Ground Operation

Standard Operation Manual

- (a) All aircraft must be operated within their specific manufacturer specifications.
- (b) PIC Members are responsible for referencing engine manuals, aircraft manuals, and bulletins necessary to each make and model.

Section 11.02 The OFC - QRH is required for operation and shall be used whenever necessary.

- (a) Revision recommendations to the QRH may be sent to the Safety Chair

Section 11.03 No aircraft engine may be used above taxi power (~1200 rpm) unless on a painted taxi lane.

- (a) All engine run-ups above 1200 rpm must be made in appropriate airport locations avoiding hazards in front of and behind aircraft.
- (b) No prop blast or aircraft shall be directed towards buildings, vehicles, other aircraft, or equipment.

XII. Ramp, Hangar, & Storage Policy

Section 12.01 No personal items shall be stored on OFC property without BOD approval

Section 12.02 No OFC equipment or tools shall be for personal use without BOD approval

Section 12.03 Ramp Storage

- (a) All aircraft must be properly tied down, locked, and covered anytime it will remain on the ground for more than 3 hours.
- (b) All appropriate cowl plugs and pitot covers must be utilized anytime it will remain on the ground for more than 3 hours.
- (c) Any equipment, i.e., ladders, pre-heaters, tie down straps, chocks, and vehicles, must be properly stored clear of all aircraft movement areas and never left loose on the ramp.

Section 12.04 Hangar Use & Storage

- (a) Any aircraft parked in the hangar shall be parked with chocks, doors closed, and completely shut down with properly placed away from ignition.
- (b) All equipment or furnishings shall be stored clear of aircraft movement in or out of the hangar at all times.
- (c) The hangar shall never be left unlocked open and unattended.

Section 12.05 Non- KOXC Parking and Storage

- (a) All aircraft and equipment belonging to OFC shall be properly stored as mentioned in this section as applicable.

Section 12.06 All costs or conveniences are paid for and arranged by the PIC club member

XIII. Preflight & Postflight Policy

Section 13.01 Preflight Operations

- (a) All aircraft must be checked out in Flight Scheduler Pro prior to access of the aircraft.
 - (i) *This ensures a pilot doesn't disrupt on-going maintenance or begin preflight of a grounded aircraft.*
- (b) A PIC Member shall utilize the OFC – QRH Preflight checklist once the FSP checkout has been completed.

Section 13.02 Postflight Operations

- (a) All flights shall be checked in with appropriate squawks, fuel, tool kit, cleanliness and storage policy prior to the PIC Member leaving the aircraft.
- (b) A PIC Member shall utilize the OFC – QRH Postflight checklist prior to leaving the aircraft for storage. (See Section XII)

XIV. Use & PIC Policy

Section 14.01 All OFC aircraft shall be operated by an authorized, current, and proficient regular member or instructor. Whereas any PIC in the aircraft shall be in good standing with all club requirements and following all FAR's to operate as PIC.

Standard Operation Manual

Section 14.02 Any use of the aircraft shall be within all insurance coverage, bylaws and manuals provided or mentioned within this document.

Section 14.03 At no time shall a non-member act as, nor be required as a PIC in any application of the FAR's.

- (a) A club instructor may authorize a guest to manipulate the flight controls during a "Marketing Flight", but shall not log any of the flight time for the non-member nor shall he/she consider it dual given. This shall only be a demonstration flight where the instructor is the only PIC. No club instructor may provide a Marketing Flight without prior approval of the Membership Officer and President.

Section 14.04 No OFC aircraft shall be used in a commercial operation except for flight training with club instructors. All members are required to understand the privileges and limitations regulations preventing the operation from ever becoming a commercial operation.

XV. Seasonal Operations

Section 15.01 Summer Operations

- (a) High winds, increased insects, reverted rubber, thunderstorms and hail represent challenges for aircraft parked outside. All members must assist with thorough inspections of aircraft and equipment belonging to OFC when suspected damage of any property could be sustained.
- (b) Aircraft cleanliness from insects, dirt, and debris is essential to the longevity of the aircraft and it must be maintained by each PIC Member after each flight.

Section 15.02 Winter Operations

- (a) Preheating is essential to properly operate the aircraft's engine during cold weather. It also reduces wear and tear allowing the operation to cost less and last longer.
 - (i) *Anytime where 4 hours has lapsed where the temperature was < 32F or the engine hasn't been running, a preheat is required.*
 - (ii) *A Preheat Policy shall be located in the OFC – QRH for reference located in each aircraft.*
- (b) Winter brings challenging weather with snow, ice, slush and frost. The aircraft shall be kept clean of these types of precipitation when necessary. The weight of snow and ice can damage the aircraft. Removal must be careful not to damage paint, antennas, and flight controls.
 - (i) *No one shall use removal techniques that could damage the aircraft or use of any de-icer agent that is not an approved solution at OFC.*