

# Policies, Procedures, and General Information

## Texas A&M Flying Club, Inc.

(Revised April 2001)

This description of Club policies and procedures will be revised and reissued by the Board of Directors annually, with interim changes promulgated via the *Flightline* newsletter and minutes of Board meetings as needs arise. Members are responsible for being familiar with, and abiding by, the latest policies as promulgated by the Board. These policies are intended and shall be used as a guide for Club members, committee members, and members of the Board of Directors. In particular, they are intended to familiarize members with the way in which Club matters are to be handled and to serve as a reference upon which to base action.

### Joining the Club

Contact the Membership Coordinator to schedule a membership briefing and to obtain a membership application. Club membership will become effective upon completion of the membership application and payment of the current Flying Membership Share (FMS) amount. The new member is strongly encouraged to begin attending Board and general meetings as soon as possible after joining the Club, in order to have an opportunity to find out about Club operations and to ensure that they know whom to contact when they have questions or concerns.

The Membership Coordinator will issue a Flying Membership Share number and a computer scheduling account username and password to each new member. New members who hold a CFI or CFII and wish to instruct for the Club must successfully complete the Club CFI selection process set forth in Section 2 below. Upon selection as a Club CFI, the instructor's FMS will be converted to an Instructor Membership Share (IMS).

### The Flying Membership Share

The Flying Membership Share (FMS) was created to enable the Club to raise the necessary capital to make payments on and to upgrade Club aircraft.

**Purchase of a Share and Benefits.** A person who wishes to fly Club aircraft must purchase a Flying Membership Share (FMS). The current price of an FMS has been established by the Board of Directors as \$25, and is subject to change.

**Waiting List.** If at any time membership is limited and a person wants to purchase an FMS when no shares are available, he/she may have his/her name put on the waiting list to purchase an FMS by submitting his/her contract to the Membership Coordinator with a deposit of \$25. Membership shall normally be sold to those on the waiting list in sequence. However, the Board of Directors may direct special priorities as necessary to balance the load on existing resources. If a person on the waiting list wishes to withdraw his/her deposit, he/she may do so and is entitled to the entire deposit less any monies owed to the Club.

**Family Membership.** Whenever a member holding an FMS wishes to have one of his/her family members also join the club, an additional \$25 investment per family member will be required. Each dependent will pay dues equal to one half the regular dues. Family member is defined as spouse, child, sibling, legal guardian or dependent.

**Flight Instructor Membership.** A person who wishes to instruct in Club aircraft must purchase an Instructor Membership Share (IMS), or have their existing FMS converted to an IMS. The issuance of, or conversion to, an IMS shall be contingent upon the satisfactory completion of the requirements set forth in Section 3, Club Flight Instructors. The current price of an IMS has been established by the Board of Directors as \$25, and is subject to change.

**Dues.** Monthly dues pay for the club's fixed costs, such as insurance, aircraft tie-downs, computer scheduling, and bookkeeping services. Because these charges are payable each month by the Club regardless of whether any flying takes place, members are charged for dues every month regardless of whether they fly that month or not. Active member dues are currently \$35/month. Members who do not intend to fly for four months or more may switch to inactive status, the dues for which are \$10/month. Changes in dues status can be made by notifying the bookkeeper, and will take effect on the first of the month following the date of the request. Inactive status cannot be granted for periods of less than four consecutive months.

**Active Status.** Members on active status are eligible to use any Club aircraft or equipment, provided they have been checked out for that equipment by a Club Flight Instructor. Nominal dues for active members are currently \$35 per month, but can be reduced by performing service for the Club as described in Section 8. Policy concerning dues payment by Club Flight Instructors is set forth in Section 3.

**Inactive Status.** A holder of an FMS may declare himself/herself inactive at any time for a minimum of four months and a maximum of twelve months. The declaration must be in writing (e.g. completing a yellow update form) with the time period stated and with inactive dues paid for in advance. Inactive dues are currently \$10 per month, and are subject to change. Alternatively, a member may petition the board to pay the inactive dues monthly after the initial payment of four months of inactive dues.

An inactive FMS holder may become active by

1. Filling out a yellow update form and paying back dues at the current active rate if the member wishes to become active before the minimum four month period.
2. Filling out a yellow update form if the member wishes to resume active status prior to the time period previously stated.

In order to change one's status from active to inactive *or vice-versa*, a Club member must pay their current Club balance due in its entirety. Inactive status is not intended as a means for members to postpone or avoid their responsibility for timely payment of Club charges.

A member must be on active status at least six months after returning from inactive status before he/she can go inactive again. The Board of Directors will address exceptions to this rule on an individual basis. Repeated declarations of inactive status may be subject to review and approval by the Board of Directors.

**Leaving the Club.** Because of a change in the purchase price of an FMS share that took place in early 1999, the procedures for leaving the club depend on when a member joined.

- **For FMS shares purchased on or before February 24, 1999.** A holder of an FMS may elect to sell his/her share at any time. He/She must notify the Club of his/her intentions by completing and submitting an Authorization to Sell form. All sales must be conducted between the member and the Club; no person-to-person sales are permitted. Upon written declaration of intent to sell, a member forfeits his/her rights to all membership privileges, specifically flight privileges. Dues will be reduced to zero at the end of the month in which he/she states his/her intention to sell. Authorizations to Sell submitted less than thirteen (13) months after the date of the initial purchase of the FMS will be refunded at one-half the purchase price of the FMS. Club members who sell their share thirteen months or more after purchasing their FMS will receive a full refund of their FMS purchase price. \$50 Family FMS shares purchased on or before February 24, 1999 shall be fully refunded in all cases. When a share is sold, the former owner is entitled to the original value of their share less any monies owed to the Club.
- **For FMS shares purchased after February 24, 1999** Club FMS/IMS shares were made non-refundable on February 24, 1999. Club members purchasing FMS or IMS shares after this date were (will continue to be) advised of this before joining the club.

When a Club member holding a non-refundable FMS wishes to leave the club, he/she must notify the Club of his/her intentions by completing and submitting an Authorization to Sell form. Upon written declaration of intent to sell, a member forfeits his/her rights to all membership privileges, specifically flight privileges. Dues will be reduced to zero at the end of the month in which he/she states his/her intention to sell.

**Address Changes.** Club members in any category are required to inform the club of changes in their mailing address. This is accomplished by filling out a yellow update form and placing it in the Documents file tray, or by notifying the Bookkeeper in writing or by email. Telephone calls are not acceptable.

## Club Flight Instructors

**Club Flight Instructor Selection Process.** Certificated Flight Instructors (CFI's) who wish to instruct in Club aircraft must complete the following selection process in order to be considered for acceptance as a Club CFI. Each step assumes successful completion of all preceding steps:

1. Attend a Board meeting for general evaluation of the applicant by the Board.
2. Meet with CFI Board Representative for initial interview. This meeting shall be announced to, and be open to attendance by, Board members. The applicant shall bring the following materials to this interview: references and documentation of previous work history, pilot certificates, and medical certificate. The applicant must agree that if accepted, he/she will instruct at the Club for a minimum of six consecutive months. The applicant must also prepare and teach a ground lesson on a subject chosen by the CFI Board Representative. This topic will be assigned at the time the interview is scheduled. At the end of the initial interview, the interviewer(s) shall arrange to contact the applicant's professional references. Results of the reference check shall be forwarded in a confidential manner to the CFI Board Representative.
3. Checkride with Chief Flight Instructor.

Authorization to instruct Club members in Club aircraft shall be issued by the Chief Flight Instructor upon satisfactory completion of step 3 above, provided the applicant has sufficient flight hours logged to meet the requirements of the insurance policy presently in effect.

If the applicant has fewer than the required number of hours, he/she must obtain (with the assistance of Board members) a waiver from the Club's insurance underwriter before being cleared to instruct in Club aircraft.

This authorization becomes effective upon purchase of an Instructor Membership Share (IMS) from the Membership Coordinator, or upon conversion of an existing FMS to an IMS, as applicable.

**Flight Instructor Currency Requirements.** To retain his or her status as a Club CFI, a flight instructor must remain current as follows:

1. Club Flight Instructors are subject all applicable FAA regulations concerning flight instructor currency. In addition, Club CFI's must attend two of every three authorized Club CFI meetings each year in order to maintain their authorization to instruct in Club aircraft.
2. Failure to attend two consecutive Club CFI meetings shall result in suspension of privileges to instruct in Club aircraft. In order for instructing privileges to be reinstated, the applicant for reinstatement must receive a briefing from either the Chief Flight Instructor or the CFI Board Representative. The briefing shall include all material covered at those CFI meetings missed by the applicant, as well as any additional information the briefer deems relevant. The applicant shall provide to the Board a written summary of the material on which he/she was briefed. Instructing privileges shall be reinstated immediately upon the Board's acceptance of the written summary as an adequate representation of the material covered at the missed CFI meetings.

Repeated requests for reinstatement of instructing privileges shall be subject to Board review.

**Flight Instructor Dues Status.** Flight instructors have special dues privileges that are administered as follows:

1. Club CFI's are considered members of the Club with the authority to use Club aircraft in the same manner as other members, in addition to their instructing privileges.
2. Club members holding an IMS on or before December 8, 1999 shall be exempted from paying Club dues

regardless of level of instructing activity.

3. A Club member who obtains an IMS after December 8, 1999 will be subject to the normal Club dues unless he/she is actively instructing for the Club, in which case monthly dues are waived. Active instruction in this context shall be defined as instructing in Club aircraft for a minimum of 25 hours per year.

Upon obtaining an IMS, new Club CFI's shall be issued a one-year exemption from Club dues. Within 30 days of the expiration of the one-year exemption, the instructor may apply for another year of dues exemption by supplying documentation of a minimum of 25 hours of dual given in Club aircraft during the preceding year. Such documentation should consist of photocopies of relevant pages from the Club CFI's logbook. A reminder shall be sent to all Club CFI's falling under this rule within 30 days of the expiration of their dues exempt status.

Club CFI's subject to rule 3 above who have not documented at least 25 hours of instruction given in Club aircraft by the expiration date of their dues exemption shall commence paying regular club dues upon expiration of dues exempt status. Club CFI's paying dues may at any time apply for one year of dues exemption by submitting documentation of at least 25 hours of dual given in Club aircraft during the 12-month period preceding such application.

**Implementation of Policies.** Implementing policies set forth in this section shall be the responsibility of the Club President. However, if the President is also a Club CFI, he/she shall delegate this responsibility to a non-CFI Board member.

## Authorization to Fly Club Aircraft

No member may operate Club aircraft until he/she has been properly checked out and signed off by a Club instructor. There are no exceptions to this rule, even if the member holds a current ATP. The Board of Directors has the authority to institute policies regarding check-out procedures/policies to include but not limited to total time, time in type, etc. If a member is not acquainted with any Club instructors, contact the Membership Coordinator and he/she will arrange a meeting with an instructor. Completed check-outs are to be reported on a yellow update form, which must be signed by the instructor who gave the checkout. The completed update form should be submitted in the Documents file tray so that it can be entered into the member's computer scheduling account.

No member may fly Club aircraft unless they have an active FMS/IMS number and their name is not on the Grounded List. It is the members' responsibility to be sure their name is not on the Grounded List before they obtain and use a key. If one is on the Grounded List for any reason, even by error or omission on the part of the Club and its officers, then one is not authorized to use Club aircraft or equipment and may be uninsured. Causes for being on the Grounded List include.

1. Failure to pay dues or discharge other duties in a timely manner.
2. Failure to pay flight charges within 15 days of the due date.
3. By order of a Board Member or the Chief Flight Instructor, pending an investigation of any accident or reliably reported inappropriate operation or abuse of aircraft.
4. As the result of Club disciplinary action for unsafe operation, violation of Club Policy, or violation of FARs.

If a member's name appears on the Grounded List, he/she may not fly or instruct in Club aircraft. Any member discovered using club aircraft while on the grounded list will be fined \$100 for the first offense. Furthermore, if a Club member flies with an instructor while the member is on the grounded list, then their instructor will also be subject to the \$100 fine and possible further disciplinary action. Any subsequent offenses will be subject to review and disciplinary action at the discretion of the Board.

Any person receiving instruction in Club aircraft must be a Club member on active status, and that instruction must be given by an authorized Club CFI in good standing as set forth in Section 3.

Members who have not obtained a computer scheduling username and password are also grounded from flying, unless accompanied by a Club CFI, who must schedule for them. In order to obtain a username and password, the member must submit a Membership Application and Agreement, and a Member's Assumption of Risk form. In order to be able to schedule aircraft, the member must also provide photocopies of their most recently-issued FAA pilot

certificate, FAA medical certificate, and logbook pages (or instructor-signed yellow update form) showing most recent BFR or IPC, if applicable. The only exception to this rule is a pre-solo student pilot, who will automatically be given 90 days of scheduling access as explained in Section 5 below. Members who violate the provisions of this paragraph will be subject to the same fine and membership review as is the case for flying while on the grounded list.

## Flight Currency

No member may operate Club aircraft unless current with respect to 1) FAA medical appropriate to the operation being conducted, and 2) Annual Flight Review requirements, unless that member is accompanied by an authorized Club flight instructor.

With the exception of flight instruction, all operations permitted in Club aircraft require a third-class medical. Club instructors must have a current second-class medical in order to instruct in Club aircraft. A member whose medical certificate has expired (or has lapsed to third class in the case of a Club CFI) will be blocked from scheduling. To have the block removed, the member should submit a photocopy of his/her new medical certificate by placing it in the Documents file tray, or by mailing or faxing it to the Club Bookkeeper. The member's computer account will then be updated.

An Annual Flight Review (AFR) must be completed in accordance with Club rules. The following may count as an AFR: FAA checkride, Biennial Flight Review (BFR), or Instrument Proficiency Check (IPC). Club check-outs, complex endorsements, etc. do not constitute an AFR.

A member whose AFR has expired will be blocked from scheduling. To re-establish currency, the member should have his/her CFI schedule for them until the AFR flights are completed. To have the scheduling block removed, the member must fill out a yellow update form, which must also be signed by the instructor giving the AFR. A photocopy of a logbook entry showing satisfactory completion of a checkride is also acceptable. The date (including year) of the checkride and the Designated Examiner's signature must be legible on the photocopy. This flight currency documentation should then be placed in the Documents file tray so the member's computer account can be updated.

Student pilots will be given scheduling access for 90 days, during which time they should obtain their first FAA medical. Upon submitting a copy of their medical certificate, the student's computer account will again be extended for 90 days. Additional 90-day extensions will be given when the student's CFI fills out and signs a yellow update form indicating the date of the student's most recent 90-day solo endorsement. Upon passing the Private Pilot checkride, the member should submit a photocopy of the Temporary Airman Certificate. From that point on, flight currency and scheduling access is renewable annually as explained above.

## Billing Procedures and Payment of Bills

All payments to the Club will be made by credit card (strongly preferred), electronic payment, personal check, cashier's check, or money order. Cash will not be accepted, as a cash receipt, no matter who signs it, will not be accepted as evidence of payment. Payments are to be mailed to the address given on the bill. Bills will be mailed out to members by the 3<sup>rd</sup> of each month, or the next business day after the 3<sup>rd</sup> if the third falls on a weekend or holiday. Members must pay bills in full by the due date shown on the bill. No credit, i.e. carrying a balance due month-to-month, will be extended to any member.

1. At the end of the month, the Club bookkeeper prepares and mails statements for dues, flying charges, and late charges. Member bills not paid within one week of the due date will be subject to a late charge on the following schedule:
  - No late fee if the outstanding balance is less than or equal to 75 dollars.
  - Late fee of \$25 will be assessed the month the outstanding balance first exceeds \$75, and will increase to a \$50/month penalty for any consecutive month(s) the past due balance exceeds \$75. Those invoices not paid by the end of the month are considered past due and may cause the member's name to be placed on the Grounded List pending receipt of payment. Criteria for placement on the grounded list are available at the Clubhouse.
2. Club members who are chronically late in paying money owed to the Club may be subject to referral to an outside collection agency.
3. Each month, bookkeeping prepares a financial statement showing results for the month just ending, the year-to-date results beginning January 1, net Club financial position, and the past due or Grounded List. The Club's financial affairs will be audited at least annually by

an outside party and the results will be posted.

4. All Club checks must be signed by a Faculty Advisor and by the MSC Student Organization Finance Center. Thus, two signatures are involved in all Club expenditures. If any member should have money due him/her from the Club, he/she will be paid, but it may take several weeks.

## Maintenance Reporting Procedures and Information

Proper maintenance is the key to safe, successful, and reliable operation of aircraft. The mission of Maintenance Operations is to keep all aircraft safe, legal, airworthy, and on the flight line. Members' help is crucial to spotting minor problems before they become major ones.

If at any time a member experiences a problem, discovers that something is broken or missing, or notices something that needs to be checked out, he/she should make a brief note on the squawk board and completely fill out a discrepancy sheet so that Maintenance can promptly take action.

A maintenance status white board can be found in the clubhouse office. Squawks should be briefly noted on the white board in order to alert everyone. The squawk must also be written up in detail on a discrepancy sheet. Blank discrepancy sheets are kept on the top of the file cabinet as well as in the aircraft tach books. Completed discrepancy sheets should be filed in the appropriate aircraft's file tray. DO NOT leave completed discrepancy sheets in the tach book. Blank sheets are kept in the tach book for convenience so that items can be written up as soon as they are spotted, but completed sheets left in the airplane may not be seen by maintenance personnel for several days.

ALL squawks must be written up on a discrepancy sheet. Members are asked to provide the information requested at the top of the sheet in case Maintenance has a question. For minor or cosmetic squawks, a discrepancy sheet will suffice. All other squawks should also be briefly noted on the white board, in addition to being reported on a discrepancy sheet.

If at any time a member finds parts, such as screws from a headliner or avionics knobs lying in the aircraft, these items should be put in the Aircraft Maintenance Manager's mailbox, and a discrepancy sheet describing the parts found, AND WHICH AIRPLANE THEY ARE FROM, should also be written.

Write-ups should be as detailed as necessary to clearly explain the problem. For example, if the squawk reads "Comm/nav radio intermittent/inop," details such as, "radio works on ground frequency, but not on tower frequency" or "radio receives while in pattern, but not outside the pattern" should be provided. The member should write everything that he/she knows about the problem on the discrepancy sheet. This will expedite the repairs and will save the Club money and down time.

Proper maintenance reporting is not just important for safety and convenience to members, it is also a matter of minimizing the cost of flying. This is because the level of aircraft utilization has a decided impact on the hourly cost of operating that aircraft. If maintenance is delayed because members are not reporting maintenance needs properly and promptly so that they can be promptly fixed, the hourly operating cost will rise because the fixed costs of the aircraft are spread over fewer hours of flying. No squawk is too small to report. If you have any questions concerning maintenance, do not hesitate to contact the Aircraft Maintenance Manager.

If a member discovers a problem that may be a safety issue or grounds an aircraft, the first step is to contact the Aircraft Maintenance Manager. If you get an answering machine, leave a detailed message describing the problem, and a phone number where you can be reached. The member will need to write a squawk on the white board and fill out a discrepancy sheet giving all the details for why the aircraft was grounded. Finally, place the airplane's keys in the "Grounded Keybox" located below the squawk board, and block the airplane out for maintenance in the computer scheduler for the remainder of that day.

It shall be the responsibility of the Aircraft Maintenance Manager to call the Club A&P Mechanic or make other necessary arrangements for repairs. Members shall not attempt to make their own repair arrangements, such as contacting the Club Mechanic. The only exception to this rule is if the aircraft becomes disabled while away from College Station, as explained below.

If a member is flying cross country and experiences a maintenance problem he/she should make every effort to contact the Aircraft Maintenance Manager (or one of the other Club personnel whose telephone numbers are listed on

an information sheet kept in each aircraft's tach book) to have repairs authorized. The pilot is also responsible for updating the computer scheduler either using the internet or the telephone, so that others having reservations in that airplane will know of the delay. An instruction sheet titled "**IF YOU GET STUCK AWAY FROM CLL:**", kept in each aircraft's tach book, gives details on procedures Club members are to follow in such a case.

If a member must leave an aircraft at another airport due to maintenance problems, he/she is responsible for seeking repair arrangements and FOR ENSURING THE SECURITY OF THE AIRCRAFT. If the member is unable to contact any of the Club maintenance personnel to obtain a repair authorization, the member is authorized to spend up to \$300 to get the aircraft airworthy. If the cost will exceed \$300, the member should continue to try to contact Club maintenance personnel before allowing repairs to proceed. If maintenance work must be performed under these circumstances, the member will be required to provide a receipt showing all work performed, the cost, and the name and phone number of the person/facility who performed the work.

A log book sign-off must be obtained from the mechanic before the aircraft is flown. This sign-off may consist of a sticker or piece of paper containing a description of the work performed and the mechanic's signature and A&P certificate number. This sign-off must be submitted to Club Maintenance personnel upon the aircraft's return to CLL so that the sign-off can be added to the aircraft's logbooks.

The member who signed out the aircraft is responsible for its safekeeping. Members are expected to take appropriate action to find maintenance services for the airplane so that it can be made airworthy as soon as possible. If a member must return home before the airplane can be fixed, the member is responsible for ensuring that the airplane is securely tied down and locked, and if at all possible, left in a secure, well-lighted area. Use your best judgement as to whether to leave the airplane's keys with the FBO or maintenance personnel. If you have any doubts about the integrity of the operation, bring the keys back with you when you leave.

The Club is not responsible for your transportation home should you need to leave the airplane, just as no one else would pay for your ride home if your privately-owned airplane became grounded while on a trip. You may ask for help with arranging for other club members to fly out to pick you up; however, payment for the flight time will be your responsibility. Flights made to retrieve the stranded airplane will be paid for by the Club.

No member of the Club may fly a Club aircraft under maintenance flight time without having prior approval to do so from the Aircraft Maintenance Manager. The AMM will provide instructions to ensure that your maintenance flight is properly authorized. The Club A&P Mechanic(s) and the Aircraft Maintenance Manager are the only people authorized to return a grounded aircraft to service. **NO FLIGHT INSTRUCTOR HAS THAT AUTHORITY, unless that instructor is also one of the Club A&P's.**

## Damage to Aircraft

Any Club member who damages an aircraft through an occurrence of negligence, carelessness, or poor technique is responsible for the full balance not covered by the Club's insurance policy. While this encourages conducting all flights properly, it also suggests that it would be wise to conduct a careful preflight inspection to detect any damage not reported from the previous flight. Failure to do so could result in the assumption that the current pilot did the damage. If the preflight inspection turns up any significant damage, write it up, call a Board Member, and refuse to fly the aircraft until the damage has been documented by a Club Board Member or a flight instructor. Even if damage is not such as to present a flight hazard, it could be very expensive. As an extreme example of non-safety related damage, if a pilot or passenger should suffer airsickness, he/she is responsible for cleaning the aircraft and replacing some carpet or upholstery if necessary to eliminate odor. If a member flies the aircraft without reporting the damage and the next pilot reports it, it would be reasonable to assume the last person to fly is responsible for the damage.

Club aircraft are relatively light and can easily be moved by hand; they can also be flipped over by wind gusts. If a member leaves an aircraft unattended and not tied down, he/she may return to find that the wind has damaged the Club aircraft and possibly other aircraft. The member will be responsible for the damages. If any member will be away from the aircraft, it should be tied down (especially in windy conditions). If a member is unsure of the proper way to secure an aircraft with tie-down ropes, then he/she should ask a flight instructor or member of Line Service for help.

If a member leaves the master switch in the "on" position so that the battery becomes drained, the next user will be unable to start the aircraft. The member who left the master switch on will be billed the charge for replacing or recharging the battery (currently \$25). If a member finds a Club aircraft with a dead battery and the master switch in

the “on” position, the following should be done:

1. Write up a discrepancy sheet noting the condition of the battery and the position in which the master switch was found. It is important to include the date and time this observation was made.
2. Call the Aircraft Maintenance Manager so that arrangements can be made for the battery to be recharged as soon as possible. This is necessary in order to minimize downtime and inconvenience to other members also scheduled in the airplane.

## **Performance of Work by Members**

With the exception of FAA-proscribed A & P maintenance (except selected preventive maintenance items set forth in FAR Part 43 Appendix A(c); see Section 9 below), members perform all work necessary for the operation and management of the Flying Club. Members are expected to serve as Board Members, Crew Chiefs, Committee Members, or perform necessary Club work when requested by a Board Member. It is Club policy to make a determined effort to avoid having the majority of Club administration and work performed by a minority of the members. Any member not wishing to do his/her share may be requested to resign from the Club.

## **Media Relations**

The Club always strives to maintain the best possible relationship with the University and the local community. As such, there are occasions where Club members may represent the Club on television, radio, or via print media. Please make every attempt to present the Club in the best, most dignified, and responsible manner possible.

## **In the Event of an Accident**

**(see Associated Aviation Underwriters Aircraft Accident Emergency Plan)**

It is an unfortunate fact that accidents do occur in aviation. If an accident occurs involving Club aircraft, the Club member's first responsibility is to attend to the needs (including his/her own) of people involved in the accident. Once that is done, airport authorities and Club maintenance personnel should be contacted so they may secure the aircraft and accident site. The Club member should fully cooperate with any FAA or NTSB personnel who arrive in response to the accident.

In case of an accident, we can expect attention from the media. Most reporters, public relations personnel, etc. are not pilots, and are therefore likely to misinterpret flying-related technical information. The understandable emotional stress following an accident further increases the likelihood of misunderstandings. It is therefore in the Club member's best interest to turn away all inquiries from the media, university relations, or members of the public with a statement that questions will be answered later by the Club President and/or the Faculty Advisor.

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