

Prince William County Radio Control Flyers – AMA #3160  
(PWCRCF – 3 June 2010)

**CLUB MEMBER’S HANDBOOK**  
**Rules and Regulations**

The PWCRCF, Inc. CLUB MEMBER’S HANDBOOK has been developed to provide necessary information concerning operation of the club. This document includes information on flying field procedures and rules, member training program and member safety practices. This is in addition to, and supplements, the current Academy of Model Aeronautics (AMA) safety code.

This Handbook constitutes one of the clubs governance documents, in addition to the Prince William County Radio Control Flyers, Inc., Articles of Incorporation and By-Laws.

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Prince William County Radio Control Flyers Inc.  
**RULES AND REGULATIONS**

**CHARTER**

The Prince William County Radio Control Flyers Inc. (PWCRCF) was established to promote and facilitate the flying of radio controlled aircraft. It is a social organization chartered by the Academy of Model Aeronautics (AMA) as AMA Club #3160. Membership will consist of individuals meeting criteria established in the PWCRCF Inc. By-Laws. This handbook is designed to promote the safe operation of club flying activities. The PWCRCFs Inc. are incorporated as a non-profit organization under the laws of the State of Virginia.

**PWCRCF HISTORY**

PWCRCF formally known as the Prince William Radio Controlled Modelers, was reestablished in 2003. The club incorporated in the state of Virginia as a non-profit corporation in March of 2006. It is referred to as PWCRCF Inc. or PWCRCF in this document.

**FLYING SITE INFORMATION AND SAFETY RULES**

Currently, PWCRCF is operating a flying site at the National Capital Area Council's Camp William B. Snyder (CWBS) in Haymarket, Virginia.

The geographic location of the club's flying sight is North and West of the I-66 exit 40 for US-15 at Haymarket. Specifically: Take I-66 to Exit 40. Follow US-15 South to the light at US-55. Follow US-55 West to Antioch Road, the first road that crosses over I-66 on the right. Follow Antioch Road North for about 3/4 mile to the entrance to the Boy Scout camp on the left. The flying field is at the end of the entrance road on the southern portion of the property. Flying hours are generally from 0800 to 1700 on weekdays and Saturdays but can vary for special events. The site closes at 1400 on Sundays. Check the club's web site, [www.pwcrf.org](http://www.pwcrf.org), for current operating hours.

The Camp Snyder flying site is privately owned by the National Capital Area Council of the Boy Scouts of America. They have given permission for PWCRCF to operate at their site. This is limited to PWCRCF members in good standing and their guests. Guests must always be accompanied by a club member and that club member is responsible for all activities and behavior of their guests. All flyers, whether they are PWCRCF members or guests accompanied by a club member, must possess a current AMA membership card.

Maintaining safe field and flight operations is our number one goal. Club members using the flying site must understand and follow established site rules and regulations listed in this handbook under "Flying Site Rules", which includes abiding by the current AMA safety code. Pre-flight inspections and radio checks shall be conducted prior to the first flight of the day. Instructors are responsible for pre-flight checks of a student's aircraft. A special "Initial Aircraft Flight Inspection", contained in this document, shall be conducted prior to the first flight of any new or crash repaired aircraft.

All members must abide by, and help enforce, PWCRCF/AMA rules and codes to help ensure safe field operations. If an incident occurs at the field that involves an injury, damage to another member's property or damage to site property, contact a club officer as soon as possible to report the details (names of personnel present, times, situation, status). Avoid discussions outside of the club until all the facts have been presented to the club's board of directors. Club officers will conduct coordination with impacted agencies and the site owner. Problems with the site can be brought to the attention of the club officers anytime or at monthly meetings.

### **NEW MEMBER APPLICATION**

To apply for membership in the PWCRCF, a Membership Agreement must be filled out and provide it to the Treasure of the club. Agreement forms are available at the club's web site [www.pwcrf.org](http://www.pwcrf.org), by stopping by a monthly club meeting or can be obtained by contacting an officer of the club.

Beginning RC enthusiasts are encouraged to talk to club members who are qualified pilots prior to purchasing their first trainer model. If you have already purchased an airplane that is not a suitable trainer, an instructor may suggest utilizing one of the club's trainer aircraft to develop initial piloting skills.

### **FLIGHT TRAINING and CHECK FLIGHTS**

Club instructors are pilots (identified by a Green stripes on their membership cards) who volunteer to teach new members basic aerodynamics, preflight procedures and general piloting skills needed to complete a proficiency check. Members interested in obtaining instruction should attend a club meeting, discuss their training needs with members at the field, or contact instructors listed on the club's website.

PWCRCF requires that any new member, or student ready for unassisted flying, successfully pass a basic set of pilot proficiency requirements during a check flight with a club approved instructor. Student pilots will be identified by a red stripe on their membership card until these requirements are signed off by a designated club instructor. New members and students, completing these requirements will be issued a qualified pilot membership card that has no marking stripe. This card is required for a member to fly unsupervised by an instructor at the Camp Snyder field.

### **TRANSMITTER REGISTRATION**

The club treasurer is the club's frequency coordinator and maintains a list of the transmitter frequencies or channel numbers reported by each club member. Member transmitter channel numbers may be reported to the treasurer and/or listed on your annual club renewal form, including use of spread spectrum systems. If you obtain or dispose of a transmitter channel, contact the treasurer so he can update club records. If you plan on buying a transmitter, the treasurer can advise you of channels that have the least club usage.

## **TICK PRECAUTIONS**

The Virginia Department of Game and Inland Fisheries advises that caution be used during outdoor activities to avoid ticks and the diseases they carry.

Ticks are most common during the spring and summer. Contact can be avoided by practicing guidelines recommended by many experts:

1. Wear light colored clothing so ticks are more visible.
2. Wear long sleeves and pants to cover any exposed skin.
3. Use insect repellents.
4. Avoid heavy brush.
5. Check body and clothing regularly. Perform a body search at shower or bath time.

Remove imbedded ticks by grasping with the fingers or tweezers and gently pull them out. Do not twist them. This tends to leave the head in the skin. Treat the bite with antiseptic.

## **BOY SCOUT FLYING SITE USE**

As a private site, the NCAC controls use of the CWBS Scout flying site which is open for Scout use. Scouts do not need to be members of the PWCRCF in order to utilize the flying site. There are no costs assessed to Scouts utilizing the field, including any club provided training. However, the PWCRCF will act as a safety agent for the NCAC by enforcing and conducting proficiency checks of all users of the site. This means that Scouts must possess a current AMA card and follow the PWCRCF Flying Site Rules. Unsupervised flying will require a completed Proficiency Check, as included in this Handbook. Issues involving this process and Scout use will be referred to the Camp Program Director, Camp Ranger and /or the NCAC program director.

## **FEES and DUES**

- A. All new members shall pay an initiation fee of **\$25.00**
- B. Initial membership and annual membership renewal (dues) will be **\$48.00**.
- C. Current members must renew their membership dues by the end of Feb of each year or an initiation fee will be charged.
- D. If a member joins after **1 Sep**, dues shall be one half ( $\frac{1}{2}$ ) of the above stated dues. The full initiation fee still applies.

## **GRIEVANCE PROCEDURE (For FLIGHT and SAFETY RULES)**

This grievance procedure provides a mechanism for enforcement of safety rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Safety Officer for consideration by means of a Grievance Form (attached). It should be filled out and presented to the Safety Officer, or any club officer. It then will be reviewed by the Board of Directors at their next meeting. At least one witness is required to sign the Grievance Form. The Safety officer shall manage the process using the following as guidelines:

- a. A grievance form will be filled out and turned into the Safety Officer or any Club officer. At least one witness is required to sign the Grievance Form.

b. FIRST VIOLATION: Viewpoints of both complainants and accused will be reviewed. The complainant's name will be disclosed. If warranted, a verbal reprimand will be given to the accused by the Safety Officer, and this will be recorded in the Club Safety records maintained by the Safety Officer.

c. SECOND VIOLATION: Complainant's name will be disclosed. The accused has the right to a written rebuttal, to be reviewed by the Club Safety Officer or Board of Directors. If the Board so decides, the flying privileges of the accused will be suspended for thirty (30) days. Written notice of this shall be issued and a notice published in the Club's minutes.

d. THIRD VIOLATION: The Safety Officer or Board will notify the accused in writing, and the Club members via the Club web site and/or other communications means, that the Club will vote on the expulsion of the accused at the next meeting. Said expulsion will last for a one-year minimum. A member may be expelled from the Club in accordance with the process established in the Club's By-laws.

e. The three actions will not be enforced unless they are accumulated within a two -year period of time.

f. Any member receiving a Grievance who directs any retaliation action against the person filing said grievance will be subject to immediate expulsion from the Club after review by the Board. This is to include threats, intimidation, physical harm, intentional equipment damage, or any other action deemed to be retaliatory by the Board.

#### **REINSTATEMENT**

This process will be in accordance with the Club's By-laws.

PWCRFC  
Club Grievance Form

**Date:** \_\_\_\_\_ **Time :** \_\_\_\_\_

**Nature of Violation:**

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**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Additional Witnesses (not required):**

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Prince William County Radio Control Flyers (PWCRCF)  
**Camp Snyder FLYING SITE RULES**

1. Flyers must be current AMA members. Additionally, they must be a PWCRCF club member in good standing or, as a guest they must be accompanied by a PWCRCF club member in good standing at all times.
2. Any guest flying at the PWCRCF club site must be accompanied by a member in good standing. The guest must have a valid AMA card. He or she shall be permitted to fly for one day. After that, the guest must join to continue flying at the club site. The one exception would be a guest that is from out of town visiting a member in good standing. This time period shall not exceed two weeks. Exceptions must be approved by the Board of Directors.
3. Always have AMA and PWCRCF membership cards with you while at the field.
4. All AMA rules and regulations as outlined in the current year's AMA National Model Aircraft Safety Code apply.
- 5: The operator of an aircraft flown at the PWCRCF flying site shall maintain visual contact with the aircraft at all times without enhancement other than by corrective lenses that are prescribed for the pilot. First person view (FPV) may only be conducted under the following conditions:
  - An FPV-equipped model must be flown by two AMA members utilizing a buddy-box system. The pilot in command must be on the primary transmitter, maintain visual contact with the aircraft, and be prepared to assume immediate control to maintain safe operation of the aircraft.
  - The operational range of the model is limited to the pilot in command's visual line of sight as defined in the Official AMA National Model Aircraft Safety Code.
  - The flight path of the model operations shall be limited to the designated flying site and approved overfly area.
  - The model weight and speed shall be limited to a maximum of 10 pounds and 60 miles per hour."
6. Do not fly in a dangerous manner so as to risk injury to yourself or others.
7. No pilot will fly while impaired by the use of alcohol, medications, or drugs. Alcoholic beverages are not allowed at the flying field, or on CWBS, at any time.
8. Club members with a red stripe on their membership card must have an instructor present to assist and supervise their flying activities. Members must qualify for unsupervised flight status in accordance with the current PWCRCF Pilot Proficiency Checklist. Once proficiency for unsupervised flight is certified by a club designated instructor, the instructor will notify the club safety and treasurer officers. The Treasurer will then issue the member a new card without any restrictions noted.
9. Members and guests are expected to follow PWCRCF flying etiquette rules.
10. Flying hours are 8:00 AM to SUNSET unless otherwise posted - normally announced via e-mail or noted on the club web site.
11. All Flying will be conducted south of the pit area safety fence, north of the tree line along I-66, west of the Cope Course area, and east of the earth berm by the marsh.
12. No Fly Areas:
  - No flying south of the row of cedar trees at the edge of I-66.
  - No flying west of the bird observation area next to the wetlands pond

- No flying over personnel involved in COPE activities to the East of the field.
  - No flying over the nursery when personnel are present; walk over to the nursery to verify if anyone is on site before flying.
  - No flying models anywhere near buildings on the property.
13. Use frequency control pins at all times. This includes spread spectrum systems.
  14. No more than THREE (3) aircraft in the air at one time. This includes helicopters flying in the pattern. This does not include helicopters in the hover area on the east of the pit area.
  15. Transmitters will not be turned on unless the individual has the correct frequency pin.
  16. If more than one flyer with the same frequency is present, maximum time of frequency pin use should be limited to 15 minutes.
  17. Members and guests are required to use a fuel recovery system.
  18. Radios will be range checked before the first flight of the day.
  19. Effective mufflers are required on all engines.
  20. No plane is allowed to fly with a noise level of more than 98 db measured 9 feet parallel to the fuselage. Noise levels will be strictly enforced.
  21. Spinners or rounded safety nuts are required on all engines.
  22. Engines will not be run up at full power in the pit area; this is accomplished on the runway.
  23. No taxiing in the pits.
  24. Helicopter rotor blades may only be engaged on the runway or in the hover practice area.
  25. Takeoffs shall only commence from the runway or, for helicopters, the hover practice area.
  26. Flyers will not stand on the runway or in the taxiways when flying; pilots will remain behind the safety fence in designated pilot stations/boxes
  27. Flyers are responsible for damage he or she causes to other(s) property.
  28. No pyrotechnic devices are allowed at the field at any time. Commercially manufactured rocket engines may be allowed at the flying site for R/C glider propulsion only after approval by the Board of Directors for a specific timeframe.
  29. Engines should not be stopped by contact with spinner or propeller except in emergencies.

Prince William County Radio Control Flyers (PWCRCF)  
**FLYING SITE ETIQUETTE**

1. Each member is responsible for his/her trash removal; this includes crash debris. If you bring it with you, take it with you when you leave.
2. It is not recommended that your guests and/or spectators be allowed in the pit or flying areas unless they are under your direct control.
3. No pets are allowed on the Camp Snyder property.
5. Stalled planes shall be removed from the runway for restarts.
6. Announce aircraft operations intentions when in an active pilot station: Taking off, Landing, Dead Stick, Flyby, Walking on Runway.
7. Clear runway approach airspace when others are landing.
8. Fly within your abilities; know your piloting limitations.

Prince William County Radio Control Flyers (PWCRCF)

**NEW MEMBER / NEW PILOT PROFICIENCY REQUIREMENTS**

The following items are required to be reviewed, discussed and completed by a new member, or new pilot, that has completed training with a designated club instructor pilot.

1. Must know and understand AMA and PWCRCF safety rules and No-Fly area restrictions.
2. Must know all aircraft control surfaces, their functions, and the four basic forces acting upon an aircraft.
3. Must demonstrate safe pit area operations and pre-flight inspection procedures.
4. Must be able to perform satisfactory takeoff and climb out.
5. Must execute the following maneuvers:
  - a. steady procedure turn; left and right.
  - b. steady level flight.
  - c. Inside loop.
  - d. steady flat horizontal figure eight.
  - e. steady horizontal roll w/o substantial altitude loss; if aircraft is capable
  - f. stall and recovery.
  - g. aborted landing attempt; both left and right hand traffic patterns.
  - h. simulated dead stick landing approach with engine at idle.
6. Must be able to perform satisfactory approach, landing, and safe post flight shutdown.
7. Upon satisfactory completion of the above, and instructor notification to the club safety officer and treasurer, the new member / new pilot will be provided with a membership card without restrictions (no red stripe) and allowed to fly unsupervised.

Prince William County Radio Control Flyers (PWCRCF)  
**FLIGHT INSTRUCTOR QUALIFICATION REQUIREMENTS**

Flight Instructors must:

1. Be an active member of the PWCRCF for a period of not less than one year.
2. Have two years minimum experience flying radio controlled aircraft of the type seeking qualification (e.g. Liquid fuel, electric, glider, and helicopter)
3. Be a current AMA member.
4. Know current year AMA safety rules.
5. Know PWCRCF Flying Site Rules, Regulations, and Etiquette.
6. Prove ability to fly different types of aircraft (high and low wing Trainers, Sport Planes, etc.)
7. Execute a spin recovery.
8. Execute stall turns.
9. Demonstrate ability to adjust various engine settings on different types of engines (e.g. 2 stroke, four stroke, battery/motor combinations).
10. Know how to perform pre-flight inspections that include but are not limited to checking/adjusting center of gravity, control surfaces, servos, engine and servo mounts, and aircraft structure.
11. Demonstrate aircraft ground handling abilities (e.g. conventional vs tricycle gear, helicopter).
12. Have a functional working knowledge of radio equipment and demonstrate proper set up and settings for aircraft that would use these functions. Items to be reviewed include operation of:
  - Transmitter (AM, FM, spread spectrum)
  - Landing gear retract switch
  - Dual rates
  - Trim settings
  - Exponential
  - Receiver
  - Antenna
  - Servo connector locations
13. Demonstrate understanding of safe liquid fuel handling, battery types and hazard warnings / cautions.

Prince William County Radio Control Flyers (PWCRCF)  
**INITIAL AIRCRAFT INSPECTION**

INTERNAL (Remove wing if attached)

1. Servo mount, servos, servo arms secure.
2. Push rods secure.
3. Receiver and battery padded and secure.
4. Check for loose items that could foul servo or push rod movement.
5. Check for fuel leaks, fuel tank security, and tank area fuel-proofing.

WING

1. Check for cracks and warps.
2. Insure center section is reinforced.
3. Check aileron push rods and clevises before securing to plane.
4. Brief on adequacy of number of rubber bands, if used.
5. After wing is in place, check for proper incidence and alignment.
6. Ensure integrity of rubber bands or bolts used to attach the wing, along with the wing dowels or bolt retention structure (blocks or nuts)

ENGINE AREA

1. Engine area fuel-proofed.
2. Check engine mount, engine, muffler, prop, and/or spinner for security.
3. Check prop for nicks, cracks, etc.
4. Check nose steering and cowl security, if equipped.
6. Check thrust alignment.

TAIL SECTION

1. Check vertical fin, rudder, and rudder clevis for security.
2. Check tail wheel security, if equipped.
3. Check horizontal stabilizer, elevator, and elevator clevis for security.

BALANCE

1. Check aircraft balance with fuel tank empty.
2. Correct tail heavy situation prior to flight.

RANGE CHECK

1. Check voltage on transmitter and receiver.
2. Obtain freq. pin and range check aircraft with antenna collapsed.
3. Check to insure all flight controls move in the proper direction.
4. Check that surfaces are in proper trim.

ENGINE OPERATION

1. Check engine start procedures.
2. Check for adequate engine operation and tuning of engine.

Prince William County Radio Control Flyers (PWCRCF)  
**ROUTINE AIRCRAFT INSPECTIONS**

**Fixed Wing**

**INTERNAL (Before Attaching Wing)**

1. Check for secure wires, servos, and push rods.
2. Check receiver voltage.

**WING**

1. Check aileron push rods and clevis.

**ENGINE and ENGINE AREA**

1. Check engine, muffler, cowl, and prop for security.
2. Check prop for nicks.
3. Check nose steering.

**TAIL SECTION**

1. Check tail wheel, rudder push rod, and clevis for security.
2. Check horizontal stab, elevator push rod, and clevis for security.

**RANGE CHECK/FLIGHT CONTROLS**

1. Obtain freq. pin and range check with collapsed antenna, or as needed for spread spectrum systems.
2. Check that controls move in proper direction.
3. Check control trim settings

**Helicopter:**

**INTERNAL**

1. Check all wire (battery, servo, gyro, etc.) connections are secure.
2. Check all pushrods/ball links are secure.
3. Check all battery voltages have safe margins

**MAIN ROTOR HEAD**

1. Check that main rotor blades are secure and free from nicks and/or cracks.
2. Ensure covering on wood blades are secure and free from loose edges.
3. Check flybar paddles (if equipped) are secure and properly aligned.
4. Check for loose screws, nuts, links and secure with lock fluid, where appropriate.
5. Check for unusual slop in all main rotor head linkage.

**TAIL ROTOR**

1. Check that tail rotor blades are secure and free from nicks and/or cracks.
2. Check for correct rotation direction with main rotor rotation.
3. Check for unusual slop in linkage.

**RANGE CHECK/FLIGHT CONTROLS**

1. Obtain freq. pin and range check with collapsed antenna, or as needed for spread spectrum systems.
2. Check that controls move in proper direction. Ensure gyro operates as intended.
3. Check control trim settings

# Prince William County Radio Control Flyers, Inc. Membership Application



I, (name) \_\_\_\_\_, AMA # \_\_\_\_\_,

am requesting membership in the Prince William County Radio Control Flyers, Inc. (PWCRCF) club.

I understand that I am required to comply with the requirements below in order to establish and maintain membership in good standing. Membership in the PWCRCF Inc. is required in order to fly at the Camp William B. Snyder model aircraft field flying site. This facility is private property and available to the PWCRCF Inc. as long as regulations governing club use are followed.

I understand that as a club member I must adhere to the following requirements:

- Maintain current Academy of Model Aeronautics (AMA) membership
- Comply with the AMA safety code for applicable model type and operations
- Abide by the club's By-laws, PWCRCF Inc. Handbook, and flying site rules
- Pay a one time initiation fee of 25\$ and annual dues of 48\$
- Abstain from consuming alcohol before or during flight operations. (No alcoholic beverages are permitted at the flying site.)
- Remove all items brought to the field; remove any litter generated at the field

**I understand that the safe operation of my aircraft is my responsibility and will not hold PWCRCF Inc. liable.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home email:** \_\_\_\_\_

**Work email:** \_\_\_\_\_

**Birth date:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_, **Date:** \_\_\_\_\_

*Sign and submit application and payment to the club treasurer at:*

Per Hammarin, Treasurer, PWCRCF, Inc.

40234 Pyrite Ct

Aldie, VA 20105

Email: treasurer@pwcrcf.org

Assigned Pilot Qualification: \_\_\_\_\_