



## MGSA NEW MEMBER ORIENTATION PROCEDURES & CHECK LIST

After making contact with an MGSA Membership Committee member and visiting Monroe operations, the following steps should follow for a prospective new member:

- Treasurer sends an invoice to the prospective member, detailing cost to join at a specific date.
- Prospect downloads MGSA Membership Application found on MGSA website ([www.soar-mgsa.org](http://www.soar-mgsa.org)) under the Membership page and submits it along with payment to Treasurer (Mitch Deutsch at 120 Raquel Drive, Marietta, GA 30064)
- Upon receipt of completed application and payment, Membership director notifies Membership Committee, Chief Instructor, Webmaster, and MGSA BOD of acceptance of new member.
- Membership Co-Chairman sends out announcement to MGSA e-list.
- Webmaster assists new member with e-list and “Members Only” Section (called “Blue Hangar”) passwords to access the extensive MGSA reference library.

The new member may now start with the formal orientation, that includes the following steps:

- meeting at MGSA hangar with Chief Instructor (or designated instructor) to discuss new member’s aviation background and objectives for training and participation with MGSA.
- Combination codes for airport gate and MGSA hangar doors and locks are given.
- A ground tour of the Monroe airport (D73) will be provided by an instructor or designated member with a particular focus on ground handling of club gliders.
- At least one glider flight will be made with an instructor in a club ASK-21 to evaluate current skills and areas for future training and practice. Rated glider pilots may be eligible for endorsements to fly ASK-21 after demonstrating the required minimum standards for the ASK-21 and Monroe Airport operations.



- All new members are expected to initially become very familiar (print the ones you want to take with you to the field) with the following key MGSA references and regulations found in the “Blue Hangar” to include:
  1. Aircraft Manuals: ASK-21
  2. Instrument Manuals: ICOM handheld radio 1C-A14
  3. Pocket Guide to MGSA Aircraft (needs to be updated)
  4. TOST Winch Launch Procedure
  5. Tail Dolly Procedure
  6. Operating Procedures and Safety at D73
  7. Code of Conduct
  8. Field & Operating Rules
  9. OD Handbook
  10. Daily Safety Briefing
  11. Membership Roster
  12. Annual MGSA Calendar
  13. Annual OD Schedule

New members that are not already qualified for CFIG or Tow Pilot positions will learn MGSA operations by assisting daily Operations Directors (OD) in preparation for assuming this important position during the remaining year or next year's schedule. Contact the OD Scheduler to arrange a convenient date.

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