

## **FLY AWAY AIR SHOW PROCEDURES**

### **1. PURPOSE**

The purpose of this Standing Operating Procedure is to establish how the Old Dominion Squadron will operate for air shows away from our home airfield.

### **2. GENERAL INFORMATION**

Air shows are working trips and not 100% recreation. Colonels participating as members of an air show crew are expected to help present the Squadron and the CAF's mission in the best light possible. This can be done by serving as a tour guide of the Squadron's aircraft, helping with sales in the PX or acting as a recruiter. All Squadron members are highly encouraged to volunteer for as many air shows as their time and energy permit.

### **3. SPECIFIC REQUIREMENTS**

#### **Operations Officer**

- The Squadron's Operations Officer will tightly control the process of scheduling and organizing Fly Away air shows. No Squadron member will contact air show points of contact without the Operations Officer's direct permission. It is the Operations Officer's responsibility to use salesmanship to explain why Old Dominion Squadron aircraft should be invited to an air show. The Operation's Officer will track all air show contacts and keep record of the reason for the Squadron's participation or non-participation.
- The Fly Away air show schedule shall be published in the Squadron newsletter "Taildragger", listed on the website, [www.olddominionsquadron.org](http://www.olddominionsquadron.org), and announced at the Squadron membership meetings beginning no later than March of each year.
- The Operations Officer will coordinate with the Squadron's Maintenance Officer on an ongoing basis to ensure enough time is provided to have the aircraft ready for scheduled shows.
- The Operations Officer will coordinate with the Public Affairs Officer and the Recruiting Officer to insure that sufficient brochures, newsletters, information sheets, and recruiting applications are available for the air show.

- The Operations Officer has final approval authority for any air show contract that meets the following requirements:
    - MCRP and fuel requirements are met or exceeded
    - Flight time to the event is within the established operating limits of:
 

PT-22	130 nautical miles/150 statute miles	1.5 hours
OY-1	130 nautical miles/150 statute miles	1.5 hours
- Any air shows that do not meet these requirements must be approved by the Squadron Staff.

### **PX Officer**

The Operations Officer will consult with the PX Officer if any air show is willing to allow the Squadron to operate the PX during their show. The PX Officer's knowledge of the status of the inventory and support requirements will be instrumental in determining if the PX will be included in the air show contract.

### **Executive Officer**

- The Squadron Executive Officer is responsible for ensuring that a "Hold Harmless" agreement is filled out by all Squadron members that might be tasked with accompanying an aircraft to a Fly Away air show. All such signed "Hold Harmless" will be kept on file in accordance with CAF Regulations.
- The Executive Officer will coordinate Air Show support personnel to assist in the following areas, as necessary:
  - Aircraft tour guides
  - PX support
  - Recruiting support

## **3. Duties and Responsibilities**

### **Operations Officer**

- Determine flight crew composition
- Provide Pilot(s) in Command (PIC) with available data concerning the air show, e.g. copy of the contract, lodging arrangements, transportation arrangements and expected air show support personnel to be arriving.
- Provide the lead person of the air support crew with available data concerning the air show, e.g. copy of the contract, lodging arrangements, transportation arrangements, and a list of flight crew members.

## **Air Crew**

The assigned air crew members need to plan on arriving at the aircraft before the departure time. The departure time is the time that the aircraft is scheduled to taxi from the ramp.

In consideration of other airport visitors, air crew members should park their car away from the normal traffic flow of aircraft and vehicles.

Upon arrival at the show, after any daily flying and again upon returning home, the aircraft exterior shall be cleaned of oil and exhaust streaking from aircraft surfaces and landing gear.

Control access to aircraft.

Collect donations for aircraft.

Provide a short history of the aircraft to visitors and answer all questions.

Maintain cleanliness of the aircraft and surrounding area.

Secure the aircraft.

## **Air Show Support Crew**

Set up and dismantle the PX tent daily.

Secure PX tents, tables, chairs, sale items, and cash box.

Sell PX items to visitors.

Obtain a schedule of Air Show events. Answer visitor questions.

Direct visitors to Old Dominion Squadron aircraft displays, rest facilities, visitor tents, vendors, and exhibits.

Secure the PX.

Acquire and set up sufficient trash receptacles and water.

Dump trash daily or more often as required.

Set-up and staff a recruiting table during the air show.

Ensure sufficient brochures, newsletters, information sheets, and applications are available each day.

## **Special Notes**

- The Squadron Operations Officer will attempt to coordinate room reservations with the air show for members wishing to “meet up” with the aircraft at a show. However, there are NO GUARANTEES.
- Air shows may not pay for all the rooms that the Squadron Air Crew and the Air Show Support Crew will require for a visit. In order to ease the burden on the membership, the Squadron Staff has authorized any Squadron member who must use out-of-pocket funds to pay for air show rooms to be reimbursed, if they meet the following criteria:

- " The member must be an active member of the air show team for the entire weekend, working with the PX, tours or recruiting.
- " The room is a double occupancy.
- " A request for reimbursement must be submitted to the Squadron Finance Officer.
- " The Squadron is financially liquid enough to meet its primary debts.