

Vale of White Horse Gliding Centre

Airfield Procedures – Code of Conduct

The influx of new Members this year has prompted the Club to review documentation on how we run the Airfield. This Code of Conduct supplements the “Club Rules & Procedures” and the “Operations Manual”, copies of which are kept in the Clubhouse. It is every Member’s duty to the Club and to other Members to understand and comply with the Club’s rules and procedures and this Code.

Sandhill Farm Airfield Roles

Instructors

Instructors manage and are in charge of **all** Airfield Operations. There are 4 classes of Instructor.

Chief Flying Instructor (‘CFI’)

CFIs are:

- Authorised to run the flying operations of BGA member gliding clubs as prescribed in the BGA publication “Laws & Rules” for glider pilots
- Authorised to carry out flying checks of all grades of instructors who have met the annual hours renewal requirements
- Authorised to carry out refresher courses for all grades of instructors after clearance from a Regional Examiner or Senior Regional Examiner
- Responsible for setting up and maintaining procedures for monitoring solo pilots at their club.
- Responsible for ensuring overall supervision of the safety of flying operations by organising and monitoring procedures for safe operation at their site and the supervision of early solo pilots
- Responsible for ensuring that Basic Instructors are adequately supervised when carrying out trial lessons

Full Rated Instructors (‘Full Cats’)

Full Rated Instructors are authorised to carry out the following:

- Flying training from ab-initio to first solo.
- Bronze flying tests, training and testing.
- Supervise flying operations in the absence of the CFI.
- Supervise Assistant and Basic Instructors
- Sending pilots on first cross country flights
- Develop pilot skills and prepare candidates for instructor courses as delegated by the CFI
- Run ab-initio courses.
- Assist the CFI manage flying operations, maintain safe standards of flying and keep up to date with current trends in flying instruction and equipment.

Assistant Rated Instructors (‘Half Cats’)

Assistant Rated Instructors are authorised to:

- Carry out flying training to the approved BGA syllabus and supervise flying operations as delegated by the CFI
- Send pilots on first solos as directed by the CFI
- Carry out solo check flights and carry out site checks for visiting pilots
- Authorise first cross country flights and other aspects as delegated by the CFI

Basic Instructors (‘Blis’)

Basic Instructors:

- May teach the pupil the effects of the controls and coordinated flight to the approved syllabus
- Must fly the launch and do all the flying below 500 feet above ground level
- Are always under the supervision of a higher rated instructor

NB: Basic Instructors may not take on roles and responsibilities that the BGA has reserved to higher rated instructors. On each day that they are due to instruct, Basic Instructors will check with the appropriate Full or Assistant Rated Instructor before giving any instructional flights.

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The Duty Instructor Scheme at Sandhill Farm

A Duty Instructor is rostered to supervise Airfield operation every planned flying day and ensure it runs safely and efficiently. He/she shall brief Members on priorities, restrictions and tasks on that day and appoint persons to undertake key roles – this briefing will normally take place at about 9.30am. The Duty Instructor will only allow the operation of the Airfield to start/continue if sufficient persons are present to undertake this safely and comfortably.

The Duty instructor will be either a Full or Assistant Instructor. A Basic Instructor must always be under the supervision of a Full or Assistant Rated Instructor and may only cover the syllabus allowed by the BGA. On occasions when the Club has rostered a Basic Instructor there must always be a Full or Assistant Rated Instructor at the site, instructing in gliders, flying the tug, or otherwise present; that higher rated instructor is the controller of the airfield and flying operations on that occasion.

The rostered Duty Instructor is responsible for all launching and flying activities on that particular day. They can decide, for safety or training reasons to change the order of flying, to allow or decline to allow pilots to fly in the prevailing conditions. When other instructors are present and willing to aid in training on a day when they are not rostered, then they shall discuss the day's operations with the Duty Instructor and then operate under the Duty Instructor's general supervision.

The CFI or senior instructor other than the Duty Instructor may take control of operations (eg; for safety reasons - under the authority granted by the BGA) at any time. In such cases, instructions will be given by the CFI or senior instructor taking control as to why the action is being taken and precisely what actions and duties the Duty Instructor should perform in the circumstances prevailing.

Other Roles and Duties

The Club trains and rosters Members to undertake key roles and tasks needed to support the Duty Instructor manage flying operations at Sandhill Farm. Lists showing Members' status and rosters in this regard are kept in the Clubhouse.

Duty Pilot (DP)

The CFI has rostered experienced Members to act as Duty Pilots. Their role is to assist the Duty Instructor for that day by acting as general organiser and ensuring that appropriate people take on the key roles (see below) needed to permit the day's flying to run safely, efficiently and fairly.

At the start of each day the Duty Pilot should be briefed by the Duty Instructor on:

- Airfield operation – launch method, launch direction, position of launch point, glider staging etc;
- Any weather, airspace or NOTAM issues (including status and plans at Redlands);
- Handling visitors for air experience flights (supervision, who should fly them, priority, etc);
- Any other issues relevant to that specific day.

The Duty Pilot should ensure that the Flying List is set up, Club Aircraft, Communications, First Aid and Safety Equipment are got out, DI'd and taken to the launch point and that appropriate persons are appointed to run the Launch Point, Safety Vehicle and Flying Log and oversee Visitor reception.

At the end of the day the Duty Pilot should assist the Duty Instructor in ensuring that all equipment (and pilots) are accounted for and put away, that logs are collated, fees paid in the prescribed manner and that the hangar and Clubhouse are locked.

Tug Pilot

Specific Members have been trained, appointed and rostered by the Tug Master and CFI to operate as Tug Pilots. Their role is to launch the gliders efficiently and safely in accordance with Club & BGA Procedures. They should liaise with the Duty Instructor on all flying matters but are otherwise in charge of and responsible for the aircraft they operate, its fuelling, safety and cleanliness and its correct stowage. The Tug Pilot shall log all flights and record all release heights.

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Launch Point Controller (LPC)

A Launch Point Controller (LPC) is appointed at the start of each flying day by the Duty Pilot or Duty instructor. He/she must pass on the duty to another suitably trained Member (see list) before leaving the launch point. His/her prime role is to co-ordinate launching activity and ensure that no glider is launched without checking that there is no possible conflict either from other aircraft or people or vehicles on the ground, or with aircraft in the circuit or overhead of the launch. The Launch Point Controller also manages the Flying List and arranges signalling between the Launch Point and the Tug Pilot or Winch Driver (radio, telephone, hand signals).

The Launch Point Controller should ensure that Safety Equipment is readily to hand when flying and launching is taking place; this should comprise (as a minimum) a fire extinguisher, a first aid kit, an axe and crowbar and a means of calling Emergency Services. He/she should ensure that problems and issues (actual or potential) are noted and promptly reported to the Duty Instructor or Duty Pilot.

Log Keeper, - Booking Out and In

Accurate flying records are required by Law; the data are also used for Certificate of Airworthiness documents and to permit the Club to charge accurately for flying. A Log Keeper is appointed by the Launch Point Controller at the start of each flying day; he/she must pass on the role to another suitably trained Member before leaving the launch point. Each Logsheet should record each glider flight and show the date, the names of the Duty Instructor(s) and Duty Pilot(s) in charge.

Motor glider and power pilots should note that under the Rules of the Air (Air Navigation Order CAP 393) they are required to book-out on departure and book-in on arrival. Whilst the Club operates a log system for glider flights this does not cover motor glider or power movements. Pilots of powered aircraft must ensure they provide adequate records to the Club showing their departures and arrivals.

Wing Runner

The Launch Point Controller appoints a suitable Wing Runner for each launch. His/her role is to ensure that the glider's wings are level for as long as possible during the ground run. Note that when there is a cross wind it is preferable to hold the down-wind wing since the glider will tend (particularly if it does not have a nose-hook) to yaw into wind as it starts to move.

Retrieve Vehicle & Safety Car Driver

Specific individuals have been trained and appointed to operate Retrieve Vehicles and the Safety Cars, no other persons may drive on the airfield when it is active. Their role is to attend gliders promptly after they land, clear the "runway" and return them to the launch point or to the hangar, avoiding conflict with other traffic.

These vehicles should be driven down the edge of the airfield until abeam the glider to be moved. After checking that it is clear and there is no conflict with landing or launching aircraft, the vehicle should be driven at right angles to the runway direction to the landed aircraft. Aircraft should be moved promptly to the edges of the airfield (if possible) to minimise interference with other flying.

Tractor Driver

Specific individuals have been appointed by the CFI to operate the Club Tractors & Mowers. No other persons may drive **tractors, mowers or dumpers** on the Airfield. The tractors' role in drawing out cables for winch launching is covered elsewhere and specific persons are authorised for this role.

Members (general duties)

It is the responsibility of **all** Members to assist in the safe and efficient running of the Club. Members should honour the duties which they have been allocated or personally arrange appropriate swaps. On arrival at site they should report to the Duty Instructor to ascertain what tasks are needed to effect operations on that day and undertake the tasks given.

Members should ensure they are familiar with all Club Rules and Practices and where key information and equipment are kept. Members should welcome new Members and Visitors to the site, acquaint them with the Safety Sheet, point out the key facilities and potential hazard areas and help them appreciate the Club's activities. Members bringing guests, children or pets are responsible for supervising them all the time they are on the Airfield.

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The Flying List

A Flying List is operated each flying day to enable the fair sharing of operational duties and flying opportunities. Members are responsible for placing their names on the list as soon as they arrive; the names of Visitors and AE trainees should be put on the List by the Member receiving them.

A Flying List shall be set-up each day; it shall be kept at the Launch Point and be continually updated by the Launch Point Controller. The Launch Point Controller will allocate launching opportunities and use of club gliders to Members in the order that their names appear on the List. Changes to the Flying List order may only be made by the Duty Instructor. When a Club Member has declared a Task and this has been agreed with the Duty Instructor, he/she may be offered Launch priority.

It is Members' responsibility to establish the progress of the List and to make themselves ready for their flights before their names reach the top. If the Member reaching the top of the list is not at the launch point or is not ready to be launched in good time (ie; at least 10mins ahead) the Launch Point Controller (LPC) shall call the Member next on the list. A Member not taking his opportunity will cede priority to Members who have been called by the LPC to get ready to launch. A member wishing to defer his launch opportunity should advise the Launch Point Controller well in advance.

Solo Flying

The Club encourages Members to extend their flying experience by undertaking approved Tasks. Members are reminded, however, that even if they do not plan to use Club gliders, they are expected to work with other Members to get Club equipment ready for the day's activity, to participate in the essential tasks of operation for the day and to put equipment safely away at the end of the day.

Club members who are solo pilots holding an FAI Silver Badge, or higher and are current, may launch and fly solo from Sandhill Farm without the necessity of there being a Full or Assistant Rated Instructor on the field on that day. However, when there is a Full or Assistant Rated Instructor on site, or if a Duty Instructor is rostered for the day, ALL pilots must contact that Instructor, let them know what they intend to do and confirm that the instructor approves. The Duty Instructor, acting on behalf of the CFI, always has the option to prohibit or restrict flying, even of Silver or higher badge holders; however, such action would not be taken without good reason. This also applies to motor glider pilots.

Solo pilots who do not hold a Silver Badge must always check with the Duty Instructor before flying solo and should ensure that they get an appropriate briefing on the conditions prevailing on that day and on the aircraft which they are to fly and the launch method to be used.

Solo pilots should always have their log book available for inspection by the Duty Instructor and be in a position to demonstrate that their medical is up to date and that their glider (if private) is airworthy and appropriately insured. Visiting pilots from other Clubs must **also** provide evidence that they are current Members of a BGA Club.

Regardless of whether they have spoken to a Duty Instructor or other instructor or not, it is every solo pilot's **personal** responsibility to ensure that they have checked NOTAMs for any relevant activity or hazards and that they have obtained appropriate weather information. They should also have told the Duty Instructor of their planned task and have pre-arranged retrieves.

Pilots should not take Club Aircraft for excessive periods unless first agreed with the Duty Instructor on the day. Without prior agreement, flight times in Club Aircraft must be limited to:

40 mins in 2-seaters; 60 mins in "untasked" single seaters.

Instructional Flying

This is carried out under the supervision of and in the manner decided by the Duty Instructor. Pilots who require instructional or check flights should indicate this on the Flying List and ensure that their log books are available for inspection prior to the flight by the Instructor with whom they will be flying.