

GLIDING WAIRARAPA INC.

OPERATIONAL RULES

Promulgated March 2017

TABLE OF CONTENTS

INTRODUCTION

SECTION 1 - GNZ MANUAL OF APPROVED PROCEDURES (MOAP)

SECTION 2 - GENERAL

- 2.1 Responsibilities of the Chief Flight Instructor
- 2.2 Responsibilities of the Duty Ground Controller
- 2.3 Members
- 2.4 Flying Lists for club gliders

SECTION 3 - AIRWORTHINESS

- 3.1 Requirements
- 3.2 Maintenance
- 3.3 Glider Daily Inspections
- 3.4 Maintenance Release
- 3.5 Modifications and repairs
- 3.6 Responsibility of Pilot in Command

SECTION 4 - GROUND HANDLING AND FLYING RULES

- 4.1 General
- 4.2 Vehicles
- 4.3 Rigging and handling aircraft
- 4.4 Before Takeoff
- 4.5 Launching
- 4.6 Winch Launch Signals & procedures
- 4.7 Circuits and landing
- 4.8 Oxygen
- 4.9 Parachutes
- 4.10 Aerobatics
- 4.11 Cross Country Flying
- 4.12 Winch and cable operations.
- 4.13 Costs of Ferry Flying
- 4.14 "Hangar" landings
- 4.15 Passenger and Trial flights
- 4.16 Evening Civil Twilight
- 4.17 Medical Declarations
- 4.18 QGP
- 4.19 Use of Radio
- 4.20 Accidents
- 4.21 Updating of Rules
- 4.22 Papawai airfield flying operations
- 4.23 Local conditions
- 4.24 Farm operations
- 4.25 Time keepers

SECTION 5 - GENERAL (UNIVERSAL) FLIGHT RULES

5.1 Introduction

5.2 Rules

SECTION 6 - AIRSPACE, AIRSPACE USAGE & CLOUD FLYING

APPENDICES

APPENDIX 1 – Refer to GSC ACPR.

APPENDIX 2 - Abbreviations

APPENDIX. 3 - Phonetic Alphabet

APPENDIX 4 - Duties of Ground Controller

APPENDIX 5 - Progress

APPENDIX 6 - Cross Country clearances

APPENDIX 7 - FIA Awards

APPENDIX 8 - Club Trophies

APPENDIX 9 – Site briefing: Refer to GSC ACPR.

APPENDIX 10 – Emergency response plan. Refer to GSC Emergency Plan.

INTRODUCTION

Club flying takes place, weather permitting, on weekends, public holidays and at other times by arrangement and as may be decided by the Chief Flying Instructor or Club Committee. Members wishing to fly club two-seat gliders should arrive at a reasonable hour in weekends to assist with the preparation of equipment, daily inspections, towing gliders out to the launching area etc. At times when it is not possible to arrive early enough to assist with the preparation of equipment, members are expected to stay until the end of the day to assist with putting equipment and gliders away.

A white board is maintained in the control van which members can write their names on arrival. . The allocation of club gliders will be strictly in accordance with the order of names on the board except in those cases where to facilitate training or the obtaining of FAI awards the order is varied by the Duty Instructor.

The efficient launching and ground handling of gliders requires a team effort and the active participation of all members present on the flying field. All present must be willing to retrieve gliders as quickly as possible to the launch site, assist with tow ropes, keep times and help the Ground Controller whenever necessary.

Club organisation and maintenance of aircraft, equipment, buildings and grounds is done on a voluntary basis to keep flying costs to a minimum and it is up to all members to assist.

Aircraft are expensive and easily damaged. Care is of utmost importance.

All members should remember that all Club equipment is their equipment to be looked after with the care they would afford to their own possessions. Members are also required to act in a hospitable manner when on the field and care for the needs of guests, whether they are flying or not.

NOTE:

This document refers in several places to the Greytown Soaring Centre Airfield Common Practices and Rules (ACPR). The Club operates on the Papawai Airfield, which is operated by the Greytown Soaring Centre. It is not the only Club operating on the airfield, so the ACPR defines a set of common practices and guidelines to enable all Clubs to operate together safely and, hopefully, harmoniously. The ACPR may, in places, be more restrictive than the MOAP. Similarly, these Rules may be more restrictive than the ACPR.

All members of the Club are to keep a set of these Rules and the ACPR, keep up to date with amendments and comply with the rulings incorporated

SECTION 1 - GNZ MANUAL OF APPROVED PROCEDURES (MOAP)

The Federation *Aeronautique Internationale* (FAI) governs air sports internationally. Within the FAI there are a number of air sport commissions – the International Gliding Commission (IGC) provides infrastructure and rules governing gliding world records, the badge and diploma system and international gliding competitions. Through the Royal New Zealand Aero Club the IGC recognizes Gliding New Zealand (GNZ) as the controlling body for gliding in New Zealand.

The Club is a member of GNZ. The *New Zealand Civil Aviation Authority* has certificated GNZ as a part 149 Aviation Recreation Organisation and, as such, GNZ administers a Manual of Approved Procedures, incorporating rulings and procedures officially approved by the Director of Civil Aviation pursuant to the Civil Aviation Regulations. Part 115 will be coming into play in the near future.

The Manual includes parts on gliding administration, operational requirements, airworthiness and general procedures. All rulings in the Manual are binding on the Club and its members.

All club members shall become familiar with the contents and comply with the rulings within the Manual. Experienced pilots also shall ensure they are familiar with updating and additions as they are issued.

A copy of the Manual is kept in the Control van and the clubhouse and should be referred to there but not removed. An online version of the manual can be found at GLIDING.CO.NZ

NOTE THE FOLLOWING:

- a) All pilots must be financial members of the club, or of an Associate Club, in accordance with the Club Rules.
- b) Consumption of liquor is not permitted within 8 hours prior to flying or on the airfield until all aircraft and equipment are stowed at the end of the days flying.
- c) Anyone who bullies or harasses or knowingly disobeys these rules and who in so doing, compromises safety in any way will be asked by the CFI to leave the field.

SECTION 2 - GENERAL

2.1 Responsibilities of the Chief Flying Instructor (CFI)

- 2.1.1. All flying operations, including that of private owners are under the control of the Chief Flying Instructor or other such person as may be appointed by him/her. No unauthorised person shall undertake any operations on behalf of the club, or have access to or use of the club's equipment.
- 2.1.2 The Chief Flying Instructor shall be responsible for good order and conduct on the club's flying operation. He/she shall have the right at any time to refuse any member the use of the Club's equipment if it is considered that member for any reason to be unfit. Any member affected by such a decision shall, however, have the right of appeal to the Instructor's Panel whose decision shall be final. The Chief Flying Instructor or the Duty Instructor of the day shall have the right to take disciplinary action, (e.g. in the form of a 'grounding') when he considers it is necessary for breaches of CAA, GNZ or Club Rules and Procedures. Where the breaches are of a more serious nature, the matter may be referred to a Panel Executive, consisting of the CFI, Deputy CFI and one A Cat instructor.
- 2.1.3 The Chief Flying Instructor, or authorised representative, shall have the right at any time to refuse commencement of flying operations, or order them to be discontinued, if he considers that conditions are for any reason unsafe.
- 2.1.4 Routine responsibilities of the CFI shall pass to the senior Duty Instructor on Club flying days.
- 2.1.5 The CFI or the duty instructor on the day should activate and close GFA's as required- (contact ATC Duty Supervisor on 0800-654957)
- 2.1.6 The CFI or duty instructor should take control of the flying sheet, or make suitable arrangements for its distribution.
- 2.1.7 The CFI of duty instructor should ensure that the environs are secured at the end of the day or delegate this task to another member.

2.2 Responsibilities of Duty Ground Controller

- 2.2.1 The Ground Controller is responsible to the Duty Instructor for all operations on the ground, including but not limited to:
- Removing/returning training gliders to and from hangers
 - Managing the launch grid
 - Meeting and greeting members of the public (trial flights)
 - Collecting vouchers.
 - Launching and retrieving of gliders
 - Keeping the timesheet up to date with all flying activity
 - Control of other members and visitors in the interest of safety.
 - Consult with the winch driver and CFI regarding which vector to use.
 - Checking water/fuel/oil on club vehicles
 - Ensuring that the time sheet is on hand

- Arrange for the positioning of the control van if required.
- Ensuring that the cable retrieve is ready and waiting
- Broadcast any vector change as soon as a decision has been made
- Ensure that all equipment is stowed after flying
- Ensure all batteries are disabled. (in gliders and retrieve)

2.2.2 Members shall respect and observe decisions of the Duty Ground Controller.

2.2.3 Duties of Ground Controller may only be transferred from one member to another by permission of the duty instructor in charge.

2.3 Members

- 2.3.1 No person will be permitted to use the club's equipment unless they are a financial member of the club currently authorised to fly or a visiting member of another club. (Reciprocal-membership is recognised for up to 3 months).
- 2.3.2 Before flying solo, every member must have completed a properly established course of instruction to the satisfaction of the Chief Flying Instructor and produce a valid medical declaration.
- 2.3.3 On joining GLIDING WAIRARAPA all new pilots will be issued with an official GNZ Log Book which should be regarded with high value throughout their flying career.
- 2.3.4 Any Instructor shall have the right, at any time, to inspect and make comment in a member's log book, and to require him/her to undergo dual instruction before further solo flying if, for any reason whatsoever, he/she considers it desirable. All members must have their log books available for inspection on each day they wish to fly.
- 2.3.5 Any Club pilot may appeal the decision of a Club Instructor. The appeal shall be made in writing to the Instructor Panel. The Panel's decision is final.
- 2.3.6 Any members wishing to use an aircraft for attempts at FAI gliding certificates or cross-country flights must give notice to the Duty Instructor, so that any necessary approvals, documentation, briefing and preparation may be completed, and the flying programme for the day re-arranged as necessary.
- 2.3.7 Any member wishing to use a club aircraft for any flight must obtain the prior approval of the Instructor in charge and advise the Instructor of his/her intentions.

2.4 Flying Lists for Club Gliders

2.4.1 The “Flying List” for the Club two-seaters and single-seaters operates on a first come first served basis and names must be written up on the whiteboard on the Control caravan.

If pilots write their names up and then disappear they are liable to forfeit their booking if another pilot requires the glider.

The order of the bookings may be varied at the discretion of the Duty Instructor to facilitate particular training requirements or if opportunities arise for FAI Badge flights. This applies to both the two seaters and the single seaters.

2.4.2 Flight Times

Local flights in Club aircraft are normally limited to a maximum total of one hour for two-seaters and one and a half hours for single-seaters to allow others to have a turn. However, the Duty Instructor may give specific permission for longer flights such as for the purpose of attaining FAI awards (e.g. 5 hours and X-country). Similarly the Duty Instructor may if necessary reduce the normal maximum time to ensure fair sharing of aircraft usage within limited flying time.

These flights may be extended by agreement with the Ground Controller by radio contact with control, typically in cases where the glider is not required by another pilot.

These criteria are dependent upon Club Committee policy regarding all aircraft

SECTION 3- AIRWORTHINESS

3.1 Requirements

All aircraft, whether privately or Club owned, must comply completely with the requirements set down by the Director or Civil Aviation and outlined in Part 3 of the GNZ Manual of Approved Procedures. This includes mandatory compliance with Civil Aviation Regulations, Safety Orders and Airworthiness Requirements. Relevant recommendations in Information Pamphlets and Circulars should also be complied with. The requirements for Certificates or Airworthiness and other matters as outlined in GNZ Manual Part 3 shall be complied with.

3.2 Maintenance

All maintenance on gliders shall be carried out in accordance with Civil Aviation Regulations, Airworthiness Requirements and any other requirements specified by the Director of Civil Aviation and as outlined in the GNZ MOAP Part 3 including certification by a person holding the appropriate GNZ Engineer approval. A glider shall not be flown without a valid Maintenance Release.

Releases are issued by approved Engineers in accordance with CAA requirements and as outlined in the GNZ MOAP Part 3.

3.3 Maintenance Release.

A Maintenance Release is automatically invalidated in the event of the glider being involved in an accident, the occurrence of a defect which cannot be remedied by the flight crew, or when a modification or repair is found to be necessary.

3.4 Glider Daily Inspections

Compliance with the procedures and instructions set out in the first four pages of the GNZ Daily Inspection/Techlog Book must be considered as mandatory. Uninterrupted thoroughness is essential. Pickets and a first aid kit must be carried in each glider.

Currency of the Maintenance Release must be checked as part of the Daily Inspection.

Before the first flight of the day it is the PIC's responsibility to check and ensure that the Daily Inspection has been done and signed.

Daily inspections shall be carried out prior to the glider being taken to the launch point.

3.5 Modifications, Adjustments and Repairs

The embodiment of an unapproved modification to a glider is a contravention of the Civil Aviation Regulations and automatically invalidates the maintenance release and the C. of A.

Any glider which has been subject to functional adjustments or repair since its last flight must first be flown by an approved pilot, and must be flown solo

3.6 Responsibility of Pilot in Command

It is the responsibility of the pilot taking command of a glider to ensure that to his best knowledge and belief the glider remains fully serviceable prior to flight.

The pilot in command must record all instances of suspected damage (e.g. severe in-flight turbulence, heavy landings etc.) in the DI book and report the matter to an GNZ Approved Engineer (through the CFI for Club aircraft) for inspection and rectification if necessary prior to further flight.

A similar course of action must be taken when damage or suspected damage has been incurred during transport, ground handling or rigging.

No aircraft may be flown if the DI book, C of A, the Tech. Log and the current radio ops. licence have been removed. The Flight Manual for the glider should also be in situ except in situations where it has been removed by an engineer but it must still be present on the field.

SECTION 4 – GROUND HANDLING AND FLYING RULES

4.1 General

- 4.1.1 Aircraft shall not be maneuvered in or out of the hangars except when supervised by an experienced member or an Instructor.
- 4.1.2 No glider may be flown on any day unless a Daily Inspection (DI) has been carried out and the glider signed out by a qualified person. Where a control mechanism has been detached, and re-connected, a duplicate control check must be carried out and signed for in the DI book, by another suitably qualified person. (Note: This may_not be required on modern gliders where all the controls are connected automatically on rigging. This is at the discretion of the pilot carrying out the DI although a positive control check is recommended).
- A daily inspection must be carried out and certified by either:
- (a) A Qualified Glider Pilot
 - (b) A pilot who has received instruction in carrying out a daily inspection and has it signed off in the log book/syllabus, or
 - (c) A person holding a GNZ Engineer Approval.
- 4.1.3 No flying may take place in Club aircraft unless a qualified Gliding Instructor is present, or by “remote” approval.
- 4.1.4 Only paid up financial members and day members (trial fight/associates) of the Club will be permitted to fly as pilots or pupils.
- 4.1.5 Every pilot must have a Pilot's Log Book, keep the entries up to date and take the book to the flying field each flying day. The Training Syllabus progress record must also be kept up to date, and is best cello-taped in the back of the log book.
- 4.1.6 Ensure radio communications with the winch are operable.
- 4.1.7 As a general rule, all club members are expected to stay on the field and assist until all equipment is safely stored away at the end of a day's flying.
- 4.1.8 Although all members have duties (instructing, winching, and ground controlling) this does not preclude help with operations when on the field. All members are required to assist with airfield operations, putting aircraft away, and any other flying activity, when required by the Duty Instructor.
- 4.1.9 In the case of damage to aircraft the CFI as well as the Duty Instructor must be informed. If damage is beyond the authority or ability of the person concerned to repair properly, that person shall non-the-less assist in ensuring that the work is carried out promptly by those approved, and render whatever assistance is possible.
- 4.1.10 Smoking is not permitted on the airfield, (which is an operational area.) in aircraft, near stored fuel or within 30 meters of any refueling operations. (All members of the club, and particularly smokers, should be on the alert to prevent grass fires). Smoking is only permitted in the immediate vicinity of the Clubhouse.
- 4.1.11 Control caravan radio: Throughout flying operations at the airfield, the Control radio should be operating on listening watch for Glider chat frequency (134.45MHz). Calls to the Control radio must be answered promptly. The winch call sign is “Wairarapa winch”; the retrieve car is “Wairarapa cable car” and the gliders are as registered.

- 4.1.12 Because this is a working farm, dogs, except under strict control on a leash, are not permitted on any part of the aerodrome. No animals at all are allowed on the runway, whether or not they are in a vehicle.
- 4.1.13 Foot traffic associated with GWR must avoid walking over the runway unless given the all clear to do so by a GWR member.

4.2 Vehicles

- 4.2.1 Around the airfield, cars are to keep to the perimeter track and speeds kept right down. (20 k.p.h. max.)
- 4.2.2 Private vehicles driving on the strip must keep to the very edges of the runway and use the vehicle tracks to get to and from the launch point.
Vehicles must be kept clear of operating areas. and cars are not permitted to be parked on the approach threshold
- 4.2.4 Only suitably experienced members may drive club vehicles. The cable retrieve car must have an operable radio on board and a listening watch kept on 134.45MHz.
- 4.2.5 It is the responsibility of the driver of any Club vehicle to make certain that the vehicle has adequate fuel, oil and water and that it is mechanically sound.
- 4.2.6 Club vehicles must be driven carefully at all times, avoiding excessive speed and heavy braking.
- 4.2.7 Club vehicles may only be used for aircraft operations, not for personal errands or pleasure.
- 4.2.8 Vehicles must not cross any runway except for special circumstances.
- 4.2.9 Vehicles preparing to ground-tow gliders must not back up to glider noses.
- 4.2.10 Gliders with fixed tail skids or wheels should not be maneuvered on the ground without either attaching a tail dolly wheel, or lifting the tail clear of the ground.
- 4.2.11 All vehicles, when driving on the field should have their Hazard Lights switched on.
- 4.2.12 Vehicles must at all times give way to aircraft landing, taxiing or taking off.

4.3 Rigging and Handling Aircraft

- 4.3.1 No attempt should be made to rig any aircraft until a full crew is present. (The number will vary with the type of aircraft - four is the usual minimum, with more required in a high wind.) At least one member of the crew shall have previous experience of rigging and de-rigging the particular aircraft.
- 4.3.2 Wings and tailplanes should not be flown into wind or carried with the leading edge facing into wind when being moved to the rigging site.
- 4.3.3 Wings shall not be laid straight on the ground. They should be laid on foam rubber rolls, and if not available should be gently edged forward when being placed on the ground, to flatten any vertical twigs, plants etc., to prevent them from damaging the wing.
- 4.3.4 It should never be necessary to use force on fittings or fixtures when rigging or de-rigging. If light hammer taps are necessary care should be taken to prevent burring or

distorting fittings, bolts or pins. A hide mallet or brass headed hammer should be used for preference.

4.3.5 After all rigging or adjustments the DI shall be carried out with emphasis on the following checks:

- all disturbed controls checked for full and free movement in the correct sense, correct security, and safety locking.
- all component attachment points checked for correct assembly, security and safety locking.
- Check that all panel covers have been replaced.

Any person carrying out a DI shall have been signed off on DIs or hold a Class 2 Engineers rating.

A duplicate check by a second qualified person is mandatory in all such cases, and must be certified in the DI book.

4.3.6 Care should always be taken that moveable control surfaces cannot 'flap' in the wind. The control column should be secured with the straps and care taken with the rudder when swinging an aircraft with the wind blowing from behind.

4.3.7 An aircraft should be rigged with the wind on an aft quarter.

4.3.8 When a glider is being towed behind a vehicle, the wing-tip holder/s should steer the glider straight behind the vehicle (e.g. between its wheel tracks) and not allow it to get out to the side (producing sideways loading). All ground towing ropes shall be at least a wing-span long.

4.3.9 An aircraft should never at any time under any circumstances be left unattended on the flying field, unless adequately tied down and any tail dollies removed. The canopy shall be closed down and locked before leaving a picketed aircraft. When picketing in windy conditions the tail end of the aircraft shall be secured against weather-cocking.

When not being used, pickets are to be kept in their aircraft.

4.3.10 Avoid stepping over wings or tails of gliders.

4.3.11 During ground handling an aircraft should never be towed above walking pace.

Special care is needed with lightweight gliders in strong winds. Aircraft shall not be towed nose first into a strong wind but should be pushed backwards by hand. If car towing in strong winds, have a crew member in the cockpit as well as at wingtips and tail. Ensure brakes are open. Ensure the tow-rope is firmly fixed to the car.

4.3.12 Hangar trolleys are not to be used on the field.

4.3.13 Gliders shall not be towed down slopes without a person on each wingtip. If a second wingtip holder is not available the glider can be traversed across the slope.

4.3.14 A person shall not walk or stand in front of tail planes if the glider is about to move, or is moving.

4.3.15 At no time shall any aircraft be pushed on a trailing edge. When moving a glider forwards by hand it should be pulled, taking the strain on safety harness straps, through an attachment to a release hook, or some rugged structural member. Gliders must not be pulled from the wing tips.

- 4.3.16 If pushing backwards on the stabiliser is unavoidable, the force should be applied as near as possible to the fuselage.
- 4.3.17 When ground handling or parked, canopies must always be shut and locked. Air brakes or spoilers shall be left open and flaps kept closed.
- 4.3.19 When ground handling an aircraft cross wind the upwind wingtip shall always be manned, and shall be kept low.
- 4.3.20 At all times care must be taken not to bang the tail skid or tail wheel heavily on the ground. Wherever possible a glider should not be towed over rough ground.
- 4.3.21 Glider tow ropes must be at least 10 m long OR 1.5 times the wing length.
- 4.3.22 At all times, when the aircraft is being handled on the ground or picketed, the canopy must be shut.

4.4 Before Take-Off

- 4.4.1 Before any glider's first flight of the day, it is the PIC's responsibility to ensure that the DI has been carried out and signed. The tow rope must be thoroughly checked for wear, signs of unravelling etc. before commencing operations.
Before getting into a glider for flying, the pilot should check it externally, its position for take-off, (removal of control chocks or pitot covers if used) and removal of ground tail-wheel or loose lifting handle.
- 4.4.2 The launching cable or tow-rope may not be attached to any aircraft until the crew is strapped in, checks done and ready for take-off, and then only at the express order of the pilot.
- 4.4.3 Operation of the release must be checked before the first flight each day.
- 4.4.4 Before take-off the pilot must check the freedom of movement and sense of operation of the controls. Before every launch a particular check must be made to ensure that safety harnesses or attachments are not fouling any controls or control cables. The full cockpit checks must be done by all pilots before all take-offs.

C Controls	Full, free and correct movement.
B – Ballast	Within placarded limits for pilot/s concerned; ballast weight secure.
S – Straps	Tight and firm.
I - Instruments	Set or zeroed, no apparent defects. Electrics on. Radio set to correct frequency and volume adjusted. Altimeter set to QNH.
F – Flaps	Retracted (or set for take-off)
T – Trim	Full and free movement and set for take-off
C – Canopy	Closed and locked.
B – Brakes	Airbrakes fully operating, closed and locked.
E-Eventualities	Plan B

(Previous cockpit checks would include adjustable seat-back locked, adjustable rudder pedals locked, landing gear locked down, wheel brake off, etc., according to the glider type.)

- 4.4.6 Once the tow rope is connected to the glider, responsibility for the launch shall pass to the wing/bat-person positioned on the port wing tip.
- 4.4.7 Should the pilot-in-command wish to discontinue the launch at any time, he must pull the glider tow release and disconnect the tow rope.
- 4.4.8 Wings should be held level by only one wing-tip holder, (who, to level the wings, should lift the lower one and not pull down on the higher). The wing-tip holder should not grip the wing too firmly, and should not try to prevent it moving in a yawing plane but simply hold the wings level
- 4.4.9 When two pilots, not being an instructor and pupil, fly in a two seater aircraft, the launch may not be started until agreement has been reached on who is Pilot-in-Command, and the time-keeper notified. The PIC must be rated to carry passengers.
- 4.4.10 A launch may not be started while another aircraft is approaching to land, or flying near or over the proposed take-off path. This includes power aircraft on the active runway.

4.5 Launching

- 4.5.1 Before commencing launching for the day, the Ground Controller must ensure that the field is clear of obstacles such as farm electric fences and wandering stock.
- 4.5.2 Before any communication is made with the winch driver, the person conducting the launch must ensure that there are no obstructions on the launching strip. He shall also ensure that the circuit and the launching strip is clear of other aircraft.
- 4.5.3 The tow-rope shall be attached to the release hook on the glider only on the request of the pilot or instructor. Only a club member who has received instruction in the procedure is to be permitted to do this. On the first flight of the day the release hook must be checked for forward, down and back-release.
- 4.5.4 The person controlling the launch shall ensure that all is clear above and behind before proceeding with the launch.
- 4.5.5 The 'wingman' conducting the launch shall, before giving the "all out" signal, check that the glider's airbrakes are closed and that the rope is not fouling the glider. The "all-out" signal shall not be given if any aircraft is about to take-off or land close to the ready glider.
- 4.5.6 Aero-tow and auto-tow launching are not normally used on Papawai airfield. When Club operations include these methods at another site all procedures shall be in accordance with the aero-tow and auto tow section of the GNZ MOAP and rulings of the resident CFI.
- 4.5.7 The hook checks prior to flying comprise the following: 1) a back release 2) a 'drop' release and 3) a forward (under pressure) release.
- 4.5.8 It is the wing runner's responsibility to stop the launch should there be any fouling or over-running of the glider.
- 4.5.9 The PIC should not commit to a launch until signaled to do so by the wing runner.
- 4.5.10 While a launch is in operation, all other radio communications should cease.
- 4.5.11 The wings of the glider should never be lifted to horizontal until the PIC is ready for a launch.

- 4.5.12 If the PIC perceives there to be a problem (sudden obstruction/over- run etc.) he/she must release the cable immediately.
- 4.5.13 There must be clear radio contact between the PIC and the winch driver at all times.
- 4.5.14 The cable should not be attached to the glider until the PIC requests this to happen.

4.6 Winch Launch Signals and procedures.

- 4.6.1 Winch launch communications are by radio. (This is due to the very long runways.)
- 4.6.2 During the pre take-off check sequence, the PIC will call the winch-driver with a "2 minutes to take-off" warning.
- 4.6.3 When the checks are completed, the launch controller will instruct the winch driver to "take up slack" after asking the wing man if it is "all clear above, behind and in front".
- 4.6.4 When the cable is tight, the launch controller will instruct the winch driver to go "all out".
- 4.6.5 If the PIC needs to abort the launch he/she will pull the release cable as well as use the term "**stop stop stop**".
- 4.6.6 Cables and tow ropes: only cables designated for the purpose can be used.
- 4.6.7 The rings must be checked before every flight. This will include an audible metal on metal clicking noise as the rings are rattled during the test. The rings should also be checked for "out of roundness" The weak links should also be inspected for wear.
- 4.6.8 The PIC will be in constant contact with the winch driver throughout the climb phase. This enables the winch driver to moderate the speed accordingly. At the top of the launch, the winch driver will indicate that the climb phase is nearing its completion and that the PIC should lower the nose of the glider to effect a smooth release.
- 4.6.9 At all times, the PIC is in charge of the flight, not the winch driver. If the winch speed is either too slow (glider can't reach flying speed) OR too fast, the PIC must release the cable and effect a landing.
- 4.6.10 The retrieve vehicle will tow the cable back to the glider take-off area as soon as is practicable after each launch. When towing to a single seater, the retrieve car should travel in a direct line to the glider and not deviate across the strip. (Single seaters are too easily flung to the side the cable is resting on and this can effect a ground loop.

4.7 Circuits and Landing

4.7.1 All gliders should carry out full circuit procedures prior to landing. Circuits should normally start well up-wind by 800 feet AGL. As well as assessing wind conditions, pre-landing checks, which should be completed shortly before joining circuit, shall include the following:

- S - Straps - tight and secure
- U - Undercarriage - down and locked
- F – Flaps - not applicable-- or if applicable check position and decide if to be used for landing
- B – airbrakes - test working, close and keep hand on control to use as required. (on some gliders considerable strength is required to unlock the brakes, and it is prudent to fly the circuit with brakes closed but unlocked)

4.7.2 Full 360 ° turns and particularly turns away from the field should normally not be made below a minimum fixed height - usually 1000 feet AGL. Always keep the field in sight.

4.7.3 Circuits shall always be planned to avoid low final turns. (Low and slow is most dangerous.) Maintain good height above the river bed on runway 21

4.7.4 Approaches shall not be made low over the down-wind "fence". The glider should pass well clear of boundary fences. Low flat approaches are discouraged and the ideal should be half brake in normal /calm conditions, and steepened in high wind conditions.

4.7.5 An approach and landing should not be made toward any obstruction, or over the top of parked aircraft, vehicles or people if avoidable. Gliders awaiting launch should NOT be parked on the threshold, but parked off the strip until the cable is brought to the launch point and the launch is close to proceeding.

4.7.6 A down-wind landing should not be made except in emergency, when no other safer options are available.

4.7.7 After any landing is completed, but before getting out of the glider, the pilot-in-command shall carry out the following checks:

Flaps - closed

Brakes - open

Switches – off if the glider is about to be grounded for some time (e.g. lunch time).

4.7.8 After landing the pilot shall stay with the glider until it has been parked and picketed. It is the pilot's responsibility to ensure the safety of the aircraft. If necessary move the glider off the runway or if not practical turn the glider at right angles to the runway direction to reduce the obstruction caused by the wings.

Pilots should "pull-off" to the side off the landing strip at the end of their landing roll. This should not be attempted by junior pilots until they have had instruction in this manoeuvre.

4.7.9 Position Reports

During all flights in Club aircraft of over an hour and particularly during 5 hour award attempts, the pilot must contact the base radio at half-hour intervals for position reports.

Also during cross-country operations pilots should call position reports and advice of intentions at similar intervals.

4.7.10 The circuit call up procedure is initiated on the down- wind leg on 134.45mhz and will stipulate the direction of the circuit (left or right). If the strip is busy a second call on base is advisable.

4.7.11 launching and landing aircraft have priority over aircraft being towed back to the launch point.

4.7.12 A QGP or C Cert. is required for flights further than 10kms. from the field.

4.8 Oxygen

4.8.1 On no occasion is a club aircraft to be flown above 10,000 feet unless fitted with oxygen equipment for each crew member and supply is available and used for any time the glider is above that height.

4.8.2 A member (or other pilot operating with the club) must not fly above 10,000 ft unless instruction has been received in the use of oxygen; has preferably attended a GNZ approved Hypoxia Course; and is familiar with the proper operation of the particular equipment installed.

4.9 Parachutes

4.9.1 Parachutes are to be worn in all conditions of extreme turbulence, wave soaring, most aerobatics and in competitions.

4.9.2 It is the responsibility of individual pilots to provide and maintain their own parachutes if contemplating such flights.

4.10 Aerobatics

- 4.10.1 Aerobatics are not permitted in the club aircraft unless the pilot has received dual instruction and has been cleared for solo aerobatics by an Instructor rated to teach aerobatics.
- 4.10.2 No pilot shall do any aerobatic manoeuvre in club aircraft unless he has been cleared for that specific manoeuvre/s on the day by the duty instructor. Note that stalls, spins and chandelles (past the vertical) are considered aerobatic manoeuvres and most pilots at QGP level have had instruction and at least stalls and spins.
- 4.10.3 See also General Flight Rules (Rule 5.2.12) conditions to permit aerobatics.
- 4.10.4 Prior to carrying out any aerobatics, the pilot-in-command must carry out the full aerobatics (HASELL) check list:
- | | |
|----------------|--|
| H - Height | Check sufficient height to ensure recovery well above 1,000 ft above ground. |
| A - Airframe - | Check aircraft rated for aerobatics intended. Check undercarriage, flap and brake positions are as required. |
| S - Security - | Check harness and canopy secure, no loose articles in cockpit. |
| E - Engine | - Not applicable. |
| L - Location - | Check glider positioned so that manoeuvres will be performed in area designated for exercise (Not over built-up or circuit areas.) |
| L -Lookout - | Ensure no other aircraft in area or below (Perform S turn, rather than circle.) |

4.11 Cross Country Flying

- 4.11.1 No member shall undertake a cross country flight in a club glider or a privately owned glider unless endorsed in the logbook, cleared to do so by the CFI, his deputy or the Duty Instructor. A pilot intending a cross country flight in a club glider shall nominate the retrieve vehicle, the road-worthy trailer and chief crew member to the Duty Instructor or Ground Controller before departure. Cross-country flights in Club gliders must be approved by the Duty Instructor on every occasion.
- 4.11.2 Any pilot doing a cross-country flight is responsible for all preparation, reporting and retrieve arrangements for his flight, including re-rigging and DI-ing club aircraft on return.
- 4.11.3 On first cross-country flights the pilot may be required to carry out a practice short paddock landing at the flying field prior to departure.

4.12 Winch and cable operations.

- 4.12.1 The winch running gear and cable needs to be inspected daily for maintenance.
- 4.12.2 Check that the correct weak link for each flight is fitted.
- 4.12.3 Winch operators must undergo a period of training by the winch master prior to going "solo" on the winch.
- 4.12.4 When the winch is being used on the western vector, care should be taken to keep the cable well clear of the 11000 volt power lines that run along Papawai Rd.
- 4.12.5 The retrieve car should be ready and waiting to retrieve the cable. Leave as soon as the glider launch is completed, or drive to the winch before launching commences. Drive at a safe speed and be observant. Tow the cable at approximately 20kpm and avoid stopping suddenly. Advise the winch driver of any change in towage.

4.13 Cost of Ferry Flying

- 4.13.1 Ferry flying of club aircraft for Club use is recognised as a case where it is not necessarily appropriate to charge the pilot full flying fees. The decision of suitable charge will depend on the circumstances but the guide is that on ferry flights the glider pilot pays half towing charge and no glider charge. Other arrangements are by negotiation with the CFI

4.14 "Hangar" Landings

- 4.14.1 Hangar landings can only be effected by a QGP, or a student with an instructor as PI

4.15 Passenger and Trial Flights

- 4.15.1 Trial flighters (short term members) shall only be flown by a current Instructor. Instruction must be given, if only brief verbal instructions.
- 4.15.2 If there is a tow plane in operation, no passenger may fly in the back seat of that tow plane (where two seat tow planes are used) except with the express agreement of the towed glider pilot (and tug pilot), when the glider is not "two up", and with agreement from the glider pilot for the passenger to make him appropriate financial contribution, if so desired by the glider pilot.
- 4.15.3 No person may handle the controls of a glider in flight unless he/she is either a person qualified or authorised to act as pilot-in-command or is receiving instruction from a qualified glider instructor.

- 4.15.4 Only instructors or club members with a valid passenger rating (signed off in the syllabus) may carry passengers. Two members, individually cleared solo in any of the two-seaters, are not entitled to fly together unless the pilot in command has been signed off to fly passengers, or has a current Instructor rating.
- 4.15.5 No person acting as pilot-in-command of a glider may carry passengers unless:
- (a) He/she has a current passenger rating authorisation and his/her pilot log book has been so endorsed, for each applicable glider type and seat position.
 - (b) Passenger flying approval will only be issued at the discretion of an A or B Cat Instructor. The instructor will consider the experience and attitude of the pilot under review, who must have at least 20 hours PIC experience, and has been given a thorough check flight(s) including spin recovery and emergency descent without a circuit.
- 4.15.6 SHARE FLYING: club members who hold Passenger ratings and who wish to take friends flying should inform the duty instructor so that plans can be made. Also ensure that the correct cash is given to the time keeper.
- 4.15.7 Two QGP's flying together must establish who the PIC is for that flight and that PIC must effect the launch and landing. The PIC should take the front seat unless he/she has a back seat rating in

4.16 Evening Civil Twilight

- 4.16.1 By regulation all flying must have been completed before dark (Evening Civil Twilight). In the event of clouded skies or poor visibility, aircraft must land earlier. When flying high remember that there is more light at altitude at this time of day and allow also for descent time.
- 4.16.2 If in the K13 GFN, and if flying within 30 minutes before ECT (or whenever conditions are deemed suitable) switch on the port and starboard lights as well as the nose lights.

4.17 Medical Declarations

- 4.17.1 It is the responsibility of individual members who suspect that they have a medical factor which might adversely affect their training, flying, or safety of Club operations to discuss this with the CFI.
- 4.17.2 A Medical Declaration is required before first solo (except for holders of a valid flight crew license).

This Declaration is to be made on the Medical Declaration Form as specified in the MOAP.

The MOAP sets out requirements relating to Medicals/age/ passenger flying privileges.

Pilots must declare any change in their medical status which may affect the validity of their declaration, to the CFI. The CFI may request any pilot to revalidate his medical declaration if he feels that the pilot's medical situation has changed. It is the responsibility of all pilots to furnish their medical forms at the appropriate times for the CFI. It is not his responsibility to chase these forms up.

No medical = no flying.

4.18 QGP.

- 4.18.1 All members are advised to prepare for and pass the QGP exam as soon as possible after going solo. The exam is not an end in itself and candidates are expected to attend the lecture course prior to sitting the exam. Subjects include: Air Law, Airmanship & Navigation, Technical Knowledge; Meteorology and Human Factors

See also GNZ Pilot's Syllabus for all the requirements for QGP.

4.19 Use of Radio.

- 4.19.1 All members are encouraged to obtain their Flight Radio Telephone Operator's Certificate (If FRTO. not already held for power flying). This license is required for radio use. (The exam, based on aviation, safety and distress procedures, not specifically gliding, is covered by the detail material in the current version of Civil Aviation Pamphlet 13).

Notes:

- (i) Always give the call sign being called first, then your call sign.
- (ii) Keep transmissions to a minimum. Only transmissions relevant to aircraft.
- (iii) Keep a "listening", not a "chattering" watch when flying - other people may need to use the radio too.
- (iv) Keep up to date with FRTO terminology.

(See also Appendix 5 for phonetic alphabet.)

- 4.19.2 Pilots must pass a practical radio test as part of the QGP requirements. This is usually carried out in conjunction with a local airspace test.
- 4.19.3 Pilots must be fully conversant with the radio call procedures in the glider flying area around the airfield.
- 4.19.4 Radio frequency charts are kept in the Club gliders and all solo pilots must be familiar and competent with local radio use even if they not yet completed the course and practical test.
- 4.19.5 Pilots must keep radio chatter to a minimum and use the correct FRTO conventions.
- 4.19.6 All aircraft must operate with a functioning radio (on 134.45MHz)

4.20 Accidents

4.20.1 All accidents, and all incidents which might have caused damage to club aircraft, pilot, or other persons, must be reported to the CFI as soon as possible.

In case of accidents, in discussion with the CFI the pilot must ensure immediate notice to CAA (and, if the accident caused injury to any -

person or serious damage to third party property, shall also notify the local police). The procedure on weekends or public holidays is to inform the nearest air traffic services unit which will then ascertain the requirements of the Duty Inspector of Air Accidents. In the case of serious accidents, the damaged aircraft should not be moved until permission has been approved by CAA.

The pilot must also make out accident reports to both the N.Z.G.A. and to the Chief Inspector of Accidents, C.A.A., on the purpose-provided forms as described in the GNZ [MOAP Section 2-19](#) on Accidents and Incidents.

in co-operation with the CFI the nature and details of an accident must be reported to the insurance company immediately.

Official, public or media statements should only be made through the CFI or his deputy or the President.

A full emergency procedure is held in the Control van, club rooms and hangar.

4.21 Updating of Rulings

4.21.1 It is necessary for airspace, operations and other rulings to be updated from time to time. It is the responsibility of every pilot to ensure he/she is fully up to date in the understanding of such rulings and to keep this Rule book current.

4.22 Papawai airfield Flying Operations

Please refer to the GSC ACPRs for a description of the circuits and airfield layout.

4.23 Local conditions.

- 4.23.1 Be aware of thermic turbulence directly in front of the aim point on vector 2-1. Heat from the river bed as well as wind roll over around the willows can create turbulent conditions when you are close to the ground.
- 4.23.2 The same scenario exists when completing a right hand circuit on runway 0-3POPLAR.

4.24 Farm operations.

- 4.24.1 The airstrip is part of a working farm so please take care and cause as little pasture damage as possible with aircraft, equipment & vehicles. Please liaise with the farm manager if mid- week flying is planned so that animals can be rotated to alternative paddocks.
- 4.24.2 Gates must be left as found.
- 4.24.3 Remove all rubbish.
- 4.24.4 Ensure that all cable ends (after a cable splicing exercise) are removed from the strip

4.25 Time keepers

- 4.25.1 Accurate time keeping is essential. Times are needed for club records (billing purposes) as well as SPARC and possibly Search and Rescue/the Police.
- 4.25.2 All details on the time sheets must be completed with a high degree of accuracy. When there are several pilots wanting to fly, the time keeper is to supervise the flying list (which may only altered by the CFI)
- 4.25.3 The timekeeper will arrange the required ballast for the subsequent flight, and stow the ballast from the incoming flight if necessary.
- 4.25.4 At the end of the day, the timekeeper will take charge of, and dispose of the cash box to the appropriate authorities.

SECTION 5 GENERAL (UNIVERSAL) FLIGHT RULES

5.1 Introduction

Every glider pilot must be familiar with the Rules in this section before being cleared for independent gliding operations.

The Rules are based in large part on the Civil Aviation regulations and are accordingly a legal requirement on all glider pilots. Many of them apply to persons engaged in all type of flying operations. Included are Rules which lay down the obligations of glider pilots towards other users of the air.

Note: The term "aircraft" includes gliders.

5.2 Rules

5.2.1 Immediately before taking off the pilot shall:

- (a) Test all controls to the full limit of their travel for sense and full and free movement and
- (b) Ensure that all locking and safety devices are removed and that all hatches are secure.

The pilot of a glider fitted with dual controls which is to be flown solo shall ensure that unused safety harness and other articles are safely secured.

The pilot shall ensure that the glider is loaded within C of G and maximum weight limits for the glider, and that any necessary ballast is safely secured.

Complete approved cockpit check procedures; See Section 4.5 - 'Before Take-Off.

5.2.2 Safety harnesses shall be worn by all pilots and passengers at all times.

5.2.3 Give way to other aircraft on your right. Do not pass over or under the other or cross ahead of it unless passing well clear. Power driven aircraft are required to give way to gliders, and gliders to balloons.

5.2.4 When two aircraft are approaching head on or nearly so, each shall alter course to the right.

5.2.5 If you are overtaking another aircraft, that aircraft has the right of way and your course must be altered to the right.

5.2.6 In the special case of hill soaring, turns must always be made 'into the wind' and an overtaking glider must pass between the overtaken glider and the hill. When two gliders are approaching head-on, the glider with the hill on its left must turn right. (Out from the ridge). Radio calls should be used.

5.2.7 An aircraft landing or on final approach has right of way over an aircraft in flight or on the ground.

5.2.8 When aircraft are approaching to land the one at the lower height has priority. Gliders should not use air brakes to take advantage of this to cut in front of a glider or aircraft on final approach, unless this eases a "marginal" call. Radio calls should be made to clarify intentions. When two gliders join the circuit at the same height, the glider of higher performance shall give way to the glider of lower performance, unless common sense

dictates that the higher performance glider should go first to clear the circuit for the lower performance glider.

- 5.2.9 All aircraft must give way to an aircraft making an emergency landing.
- 5.2.10 A glider joining a thermal must circle in the same direction as any other glider already in the thermal. It must be remembered however that this does not guarantee a safe separation between gliders, especially if the circles as flown are not concentric. Care must be taken in areas of thermal activity to ensure that unexpected lifting or sinking of a glider does not bring it onto a co-altitude collision course with another glider.
- 5.2.11 An aircraft must not commence take-off until there is no risk of collision with other aircraft.
- 5.2.12 Aerobatic flight in gliders is permitted only under the following conditions:
- (a) Without risk of collision with other aircraft.
 - (b) Within the aerobatic category of the glider.
 - (c) At a height of not less than 1,000 feet above terrain, during the whole of the manoeuvre.
 - (d) Not over a town or public gathering and
 - (e) In Visual Meteorological Conditions, by day.
 - (f) Only if the pilot has been approved as competent to carry out specific aerobatic manoeuvres by a suitably qualified gliding instructor and the pilots logbook so endorsed.

See also Section 4.14 'Aerobatics'.

- 5.2.13 Simulated cloud flying may not be undertaken unless:
- (a) fully functioning dual controls are installed, and
 - (b) a competent pilot occupies a control seat to act as safety pilot and had adequate vision forward and to each side of the glider.
- 5.2.14 A glider shall not be flown in cloud unless the relevant conditions of the GNZ MOAP are complied with.
- 5.2.15 Night flying is not permitted unless specifically authorised in writing by the GNZ.,- in accordance with such conditions as CAA may prescribe.
- 5.2.16 Flight instruction and authorisation for a student to fly solo must be such as to ensure that the glider will not constitute a hazard to Air Navigation.
- 5.2.17 Dual instruction shall be imparted only by a person holding a valid GNZ. instructor rating, and the type of instruction given shall be within the limits of the rating held.
- 5.2.18 The pilot in command of a glider carrying passengers must be authorised for the purpose by the club CFI or his deputies. - see Part 2, section 2 of the GNZ MOAP and also see these Rules Section 4.19.
- 5.2.19 A control seat of a glider equipped with fully or partially functioning dual controls shall not be occupied in flight unless the occupier is a qualified pilot or has received adequate instruction to ensure that the controls are not interfered with.
- 5.2.20 Negligent or reckless operation of a glider in a manner likely to endanger life or the property of others is an offence.
- 5.2.21 It is an offence to drop anything other than water, fine sand, or an approved towing or launching device, except in an emergency.

5.2.22 Parachute descents shall not be made unless authorised and conducted in accordance with the written specifications of the Director, or in an emergency.

5.2.23 All glider operations beyond a 5 nautical mile radius of the gliding site are classified as cross-country operations, and may only be undertaken if the pilot-in-command is authorised in accordance with Part 4, Section 15 of the GNZ. MOAP or Appendix 7 of these rules. The limits of “cross-country” may be set on the day to a specific pilot by the Instructor on duty. No cross country flights may be carried out unless the pilot is carrying a 406 MHz Personal Locator Beacon (PLB) or the aircraft is fitted with a 406 MHz ELB.

Note: If a pilot is not specifically cleared on a cross-country flight, he should not place himself in a position where an out-landing becomes anything but the remotest possibility.

5.2.24 Operation of a club glider to a height greater than 10,000 ft a.m.s.l. is permitted only when oxygen is available for continuous use by all crew members for any time that the glider is above 10,000 ft pressure altitude.
On such a flight all crew members must be in possession of a logbook endorsement from the Club CFI certifying that they have received instruction in the operation of the oxygen equipment and in the special dangers of high altitude flight.
See also Section 4.12 'Oxygen'.

APPENDIX 2 - SOME ABBREVIATIONS

DVA	-	Drill of Vital Actions
ACPR	-	Airfield Common Practices and Rules
AIP	-	Aeronautical Information Publication
ATC	-	Air Traffic Control
CAA	-	Civil Aviation Authority
CAIC	-	Civil Aviation Information Circular
CASO	-	Civil Aviation Safety Order
C of A	-	Certificate of Airworthiness
CFI	-	Chief Flying Instructor
DI	-	Daily Inspection
Director	-	Director of Civil Aviation
ECT	-	Evening Civil Twilight
FRTO	-	Flight Radio Telephone Operator's License
FSS	-	Flight Service Station
GFA	-	Glider Flying Area
GSC	-	Greytown Soaring Centre
GNZ	-	Gliding New Zealand
IFR	-	Instrument Flight Rules
mb	-	Millibars
MOAP	-	GNZ Manual of Approved procedures
Notam	-	Notice to Airmen
NZGA	--	New Zealand Gliding Association
PIC	-	Pilot in Command
QFE	-	That pressure setting which when placed on the pressure sub-scale of a sensitive altimeter of an aircraft will cause the altimeter to indicate the height of the aircraft above the set take-off level.
RRTO	-	Restricted Radio Telephone Operator's Certificate
U/S	-	Unserviceable (hence unflyable)
VHF	-	Very High Frequency (radio) : 30 - 300 MHz
HF	-	High Frequency (radio) :3,000 - 30,000 kHz
TMA	-	Terminal Control Area
UTA	-	Upper Control Area
VFR	-	Visual Flight Rules
VMC	-	Visual Meteorological Conditions

APPENDIX 3 - INTERNATIONAL PHONETIC ALPHABET

A - Alpha	B - Bravo	C - Charlie
D - Delta	E - Echo	F - Foxtrot
G - Golf	H - Hotel	I - India
J - Juliet	K - Kilo	L - Lima
M - Mike	N - November	O - Oscar
P - Papa	Q - Quebec	R - Romeo
S - Sierra	T - Tango	U - Uniform
V - Victor	W - Whiskey	X - X-Ray
Y - Yankee	Z - Zulu	

APPENDIX 4 – GROUND CONTROLLER DUTIES.

The Ground Controller is the delegated assistant of the Duty Instructor and carries the Duty Instructor's authority in regard to all ground activities on the airfield. The Ground Controller must ensure that requisite duties are performed with maximum safety and efficiency. The Ground Controller may co-opt any other member to assist in the control of ground activities.

All flying Members, except ab-initios, Life Members, instructors and tow-pilots, are liable to be rostered as Ground Controllers. The Ground Controller Roster will be issued to each rostered member. Members are responsible for arranging a swap or replacement if they are unable to undertake their rostered duty.

Duties: HELP TO.....

- Unlock hangars, workshop and control.
- With the Duty Instructor, supervise the removal from the hangars of club aircraft, and preparation for flying. Ensure that all aircraft have a Daily Inspection before being towed to the centre grass. Ensure the CFI or a Club Engineer is advised of any suspected defects and Maintenance Releases near expiry.
- Ascertain from the Duty Instructor the vector to be used. Supervise the setup of the field, including positioning of control, layout of the ground signal arrow (if and where applicable) and towing out of aircraft.
- Inspect all tow ropes before flying commences.
- Manage the "next to fly" list to avoid unnecessary waiting for pilots, or the Duty Instructor. Consult the Duty Instructor if a backlog occurs or is anticipated - additional gliders, or instructors may be required.
- Meet and Greet public visitors and organise their request for trial flights. Please manage this aspect carefully. An impressed visitor can become a new member and much of their first impression of the club will come from you. After each trial flight ensure payment is made, a survey form is completed, and a certificate is issued.
- Keep visitors and trainees informed of their place on the "next to fly" list and indicate, do not promise, when they can expect to fly.
- Detail a timekeeper.
- Detail a launch crew. Ensure that aircraft are ready for takeoff as soon as a tug is available.
- Call back club gliders that have exceeded their allotted time if others are waiting for aircraft.
- Detail a retrieve crew and ensure rapid retrieval of landed gliders.
- Control the use of the retrieve vehicle. It is **only** to be used for airfield activities and only by approved drivers.
- Instruct new members in ground control procedures, including launch procedures, timekeeping and retrieves.
- Supervise the pack-up of the field and hangaring of aircraft.
- Empty control rubbish bin, lockup club facilities, return timesheets to clubhouse, and deposit used flight vouchers and the day's takings **WITH THE TREASURER OR HIS AGENT**.

APPENDIX 5 - PROGRESS

The following notes briefly outline progress requirements:

1. Before Solo: Complete GNZ. Basic training Syllabus; A Certificate. understanding of these Flying and Operating Rules. Provide a completed Medical Declaration to the CFI.
2. During first 5 hrs (approx) solo:
Complete B certificate

Daily dual flights required for a period in which GNZ. Post solo Training Syllabus is completed and soaring techniques introduced.

3 Leading up to QGP Certificate:

Attend lectures on theory subjects and pass tests, ensure QGP flying syllabus exercises are carried out and signed off, attend radio operator's course, radio and airspace practical test.

- 3 After QGP. Obtain clearances to fly cross country, (if not achieved before QGP), independent operations, convert to higher performance gliders.
- 4 Badge Flying. Achieve FIA Awards, Silver C, Gold C Diamonds and Diplomas.
- 5 Competition Flying. If interested, progress from local to Regional, National and International competitions.
- 4 Instructor Rating

Pilots are invited to become instructors at the Gliding Wairarapa Club, subject to the CFI or an A Cat Instructor carrying out an assessment flight and interview, and the Panel's approval. General criteria will include a candidate's flying experience, although most will have a minimum of approximately 100 hours P-in-C, a Silver C and will have shown the attitude and communication skills needed to become a good instructor.

APPENDIX 6

Cross Country Clearance.

There are no hard and fast rules for this, and each pilot is assessed individually. . Probably about 15 -20 hrs PIC. Basically it involves

1. I Circuit and landing with altimeter blanked off. (Dual)
2. ii "Simulated" field landings either at 'Papawai, possibly in close paddocks, or at an "away" site. (Dual) Hopefully "real" out-landings, dual in a competition or x-country flight.
3. lii Landings at other strips etc. (Dual and or solo)
4. 1v Demonstrated a competent ability to soar (may take time at Papawai---)
5. iv Demonstrate short landing solo in aircraft intended to be flown cross country.
6. v Signed off for rig/de-rig.
7. vi Trailer towing practice.
8. vii Satisfy the CFI or his Deputy that these exercises have been competently carried out, and demonstrate a mature and responsible attitude towards airmanship. Cross-country clearance must be endorsed in the pilots log book for the specific type (or similar) class of glider.

APPENDIX 7- F.A.I. AWARDS

Club members are encouraged to progress on the "multi-leg" Silver C, Gold C and Diamond international FAI Awards. Details are obtainable from the FAI Sporting Code, and are in the GNZ Directory

APPENDIX 8 - CLUB TROPHIES

There are several club trophies available.

- 1) The Maunsell and Sykes trophy (awarded by Kuranui College) for the most promising YTS participant
- 2) Most Meritorious Flight Shield – for the most spectacular flight of the year.
- 3) Doug Yarrall Barograph – for the greatest gain of height during the year.
- 4) Most improved Pilot – to the pilot showing the greatest improvement in skills during the year.