PROCEDURES

All flying will be run under the operational regulations of the BGA. It is the responsibility of all pilots to ensure that they are aware of current regulations.

Operational regulations of the BGA are mandatory for all members. Operational regulations (ORs) are to be found in Laws and Rules for Glider Pilots (L&R), which can be found on the BGA web site **https://members.gliding.co.uk/laws-rules/**. The section **Managing Flying Risk** is of particular importance.

The minimum number of persons required to operate the airfield safely is four, a BGA approved instructor, a launch point controller (lights and log), a club approved winch driver and one other member to hook on cables and run with wings.

Dual instruction may be given by any BGA registered instructor. Visiting or new member instructors must seek clearance from the CFI or DCFI before instructing. The flying exercises are to be in accordance with the BGA training syllabus and using the BGA training record for all students.

Dual checks will be required annually for all pilots up to and including Silver C. This is to include simulated launch failures, 'out of position' landings and spin refresher training.

DUTIES OF THE CHIEF FLYING INSTRUCTOR

The CFI is responsible to the club chairman for:

a) The standards of flying at the club,

b) local flying procedures,

c) authorisation of pilots to fly,

d) encouraging and overseeing the progress of all pilots,

e) instructor development.

THE DUTY INSTRUCTOR

The duty instructor is responsible for flying and in addition:

a) Use weather information to assess the suitability for the planned flying to take place.

b) ensure that all equipment to be used is serviceable,

c) select the launch point,

d) provide a pre-flight briefing and up to date NOTAMs for the local area. (XC pilots should self-brief),

e) be responsible for reporting any incidents or problems that might have occurred, to the CFI,

f) ensure that at the end of flying, all aircraft and equipment are returned refuelled and cleaned as required to the hangar, and to report any unserviceability,

g) ensure that all radios and parachutes are secured,

h) ensure that the clubhouse, and containers are secured and the hangar curtains are closed and secured.

The Duty Instructor is not responsible for the collection of monies and other administrative tasks that might distract him/her attention from the control of flying operations.

THE DUTY PILOT

The Duty Pilot is to assist the Duty Instructor by:

a.) Organising a winch and retrieve driver rota for the day.

b.) Organising the efficient retrieve of landing gliders,

c.) Ensuring that the flying log is manned at all times, and accurately kept.

d.) Where there is a delay in training launches the Duty Pilot should where possible ensure the next student is paired with his next instructor for briefing.

e.) Welcoming persons for trial lessons and ensuring that membership forms are completed.

A Duty Pilot Checklist can be found in Annex 2.

MUTUAL/DUAL FLYING.

Mutual/Dual flying in club or private gliders where neither pilot holds an Instructors Rating must be authorised by the CFI/DCFI. The Captain must be nominated and will normally occupy the front or left hand seat. This issue has always been a difficult area. Whilst flying with close family and actual friends might be acceptable, flying with distant acquaintances and friends of club members might not. Flying with members of the general public categorically is not. For this reason, such flying will be dealt with on a case by case basis. It is by far the preferred option for the club, that a Basic Instructors course be undertaken.

SYNDICATES/ PRIVATE OWNERS

Any member wishing to join an existing syndicate, form a new syndicate, or intend to base a glider at Shalbourne Gliding, must obtain permission from the CFI before proceeding.

CLUB EXPEDITIONS

Club expeditions are encouraged to further the enjoyment and experience of club members. Where club equipment is to be used, the expedition must be under the supervision of a Full Category Instructor and is to be approved by the CFI.

OPERATING REGULATIONS

WEATHER MINIMA

The following Weather minima are to be observed before launching gliders.

a.) CLOUD BASE. The normal minimum cloud base for all operations is 800 feet agl, although suitable exercises may be carried out with an absolute minimum cloud base of 600agl.

b.) WIND STRENGTH. The normal maximum limit will be 25 knots. Limited flying may be authorised in stronger winds by the Duty Instructor, for suitably qualified pilots..

c.) Visibility. 3 kM

d.) PRECIPITATION. Gliders are not to be launched into moderate or heavy rain, or when airframes are icy, or canopies misting.

USE OF RADIO IN CLUB OPERATIONS

Use of ground radio should be confined to necessary transmissions that facilitate general club operations. Unnecessary and inappropriate transmissions can be heard from long distances, do no credit to the club, and must be avoided.

POWERED AIRCRAFT

The club has no permission for powered aircraft operations. Any powered aircraft that lands on the field may not take off, with the exception of military and public services rotary craft for the purposes of pilot training. Self launching gliders may only be launched by winch.

WEAK LINKS

The pilot is responsible for ensuring that the correct weak link is used before launching.

CABLE RETRIEVE

No cable retrieve is to commence until the winch has finished retrieving any cable. If a cable retrieve has been interrupted for any reason, it is not to re-commence until permission has been clearly given by the winch driver. If the cable system has to be worked on for any reason, the winch driver must be informed to shut down.

NORMAL CIRCUIT PRIORITY

The standard circuit as detailed in the BGA training syllabus should normally be flown. Pilots performing competition type finishes, aerobatics, thermalling, or any other non standard flying, must do so in such a way that does not conflict with those flying a 'standard circuit'. Non standard flying must be carried out to the highest standards of airmanship, handling and lookout.

FLIGHT OPERATIONS

Every flight is to be authorised by a person approved by the CFI. The name of the Duty Instructor is to be recorded at the head of the daily flying log.

All Pilots wishing to fly must sign the flying list with day's intentions e.g: Training – Local Soaring - Rigging Private Aircraft and or Cross-country Flying. If the latter, then intentions concerning intended task or general area should be noted. The list will be presented to DI between flights who will then either initial permission to fly on the list, or request briefing with individuals. Pilots must check before joining the launch queue – Duty Team and Log Keepers should check this. NO signature NO fly.

Individual pilots holding a Silver C may be authorised by the CFI to self brief for local flying and those holding a Gold C may self brief for cross country flying.

All pilots flying cross country are VERY STRONGLY URGED to record the details of their intended route in the flying list. Failure to do so could result in a delay in finding you in the event of an accident. You are also advised to fly with your mobile phone switched on, and in easy reach in the cockpit.

Club aircraft will be made available to suitably qualified pilots for cross-country flying; this will be at the discretion of the Duty Instructor. Before flying cross-country pilots must satisfy themselves that the flight can be safely made taking into account the latest information available from NOTAMS.

Priority at the launch point will normally be given to pilots attempting pre-declared badge tasks. This will be at the discretion of the Duty Instructor. On rare occasions, the DI may operate a Grid Launch when single seaters will have priority. Training launches will be suspended while other members launch. Relights (but not cable breaks) go back to normal priority.

The authority to fly cross-country at all times remains firmly with the DI.

TYPE CONVERSIONS

Glider flight manuals are available to all pilots and must be read before type conversions. Specific briefings must be given by a Fully Rated Instructor or Assistant Instructor before conversion onto type.

SPORT VEGA

The minimum standard required to fly the Sport Vega is Bronze. Bronze badge holders can convert to the Sport Vega if they can meet the following conditions:

1. Demonstration of two or three consecutive fully held off landings in the Puchacz (solo or dual).
2. Demonstration of the ability to keep the wings level from "All out" until stopping after landing (wings MUST only touch the ground after the glider has stopped).
3. Must read the briefing notes and have their Logbook countersigned by the Duty Instructor to confirm they have read and understood them and have been cleared to fly following the check flights.
4. It is the members duty to prove to the Duty Instructor that they are current by producing an up to date Logbook. No logbook no fly.

At the Duty Instructor’s discretion only, certain pilots demonstrating Bronze equivalent standard but who are not in possession of a Bronze badge may be cleared to fly the Sport Vega.

At the Instructors discretion only 1) &/or 2) may be waived for pilots who are of a standard sufficiently greater than Bronze badge level, whereby flying regarding those points is implicit.

SITE CHECKS

Rivar Hill is a straightforward site in light winds with only a few problems to be addressed before visitors may fly their own gliders here. Experienced pilots may fly their own gliders without a check flight, although a check flight should always be offered. Any full or assistant rated instructor, (usually this will be the Duty Instructor) may brief less experienced pilots to fly their own gliders without a check flight, having taken due consideration of all relevant factors. If any doubt exists a check flight should be flown.

The most likely problem to a visitor, is appreciating the dangers associated with the winch launching operation. This aspect must always be fully briefed even in the case of very experienced pilots.

Special care should be taken in cross-winds and the visiting pilot should have a check flight to demonstrate his/her ability to cope with the conditions. In common with many ridge sites Rivar has many hidden wind gradients in strong winds in most directions and visitors should be checked to demonstrate their ability to cope with these.

LOCAL SITE RULES

On setting up the airfield, consideration must be given to where the cable, or parts thereof may fall. Under no circumstances may launching take place if there is any risk of anything arriving near the road. (i.e. winds with a notable Easterly component - see Appendix 1)

Club aircraft which have been subject to adjustment, repair or ARC inspection will be test flown by an instructor before being made available to club members, This test flight will be flown solo.

Glider ground handling will be with either one-man tow out gear or one person on the wing and one at the nose of the aircraft. Vehicle windows will be down/open and radio off.

On landing, pilots should maintain their landing direction during the ground roll and not clear to one side during the ground run.

RECENCY/CURRENCY TO FLY

Every club member who is off checks and not an instructor is required to have an annual check. The ‘check year’ runs from 1st October to 30th September, it makes sense to complete annual checks during the winter to take advantage of more testing conditions and to leave the soaring season clear for other training.

The following guidelines for currency check flights apply to all club members. In poor conditions these should be reduced but this should be on an individual basis.

Early solo pilots should have a check flight every day they fly, but when conditions are appropriate and the pilot has flown within the last week (that is less than a week ago) they may fly first at the Duty Instructor’s discretion. The pilot must have a check flight during the day to continue their post solo training. The Duty Instructor may permit 'off checks' pilots to fly as such, but the pilot must be classified as 'Pilot Under Training' until they achieve a Bronze Certificate and their solo flying limited to benign conditions.

Other pilots may fly solo without a check if they have flown:

- Off Checks – within the last 3 weeks ie can miss 2 weekends; but take a check flight at least once per month to continue post solo training.
- Bronze – within the last 4 weeks i.e. can miss 3 weekends
- Silver – within the last 6 weeks ie can miss 5 weekends
- Basic Instructors – within the last 6 weeks solo but for instructing they should have flown within the last 3 weeks, have a solo flight first.
- Ass/Full Cats – should have enough sense to sort it out for themselves. It is suggested 8 weeks for solo and 4 weeks for instructing.

Any pilot regularly going to these limits should have more frequent check flights.

The BGA 'Currency Barometer' is useful in this respect.
https://members.gliding.co.uk/wp-content/uploads/sites/3/2015/04/1430312044_currency-barometer.pdf

AEROBATICS

Aerobatics in any aircraft must be completed by 700ft. The CFI is responsible for the authorisation of all aerobatic flights carried out from the site whether they be in club or privately owned aircraft. Aerobatics should not be included in Trial Lessons.

FIRST SOLO FLIGHTS

When an ab-initio has reached solo standard and the majority of the exercises on their pre-solo progress card have been signed off as satisfactory, they may be sent solo in a K13. A K13 is more forgiving than the Puchacz, and the transition to K8 is made much easier. If for any reason it is not possible to send a club member solo in a K13, for example it is offline or the club member does not physically fit into the glider, then the Puchacz may be used. If this is the case then two instructors, one of whom is a Full Cat, must agree that the person concerned is up to solo standard.

CROSS COUNTRY FLYING

Pilots up to Silver C may not fly cross country or carry water ballast until they have completed 10 observed satisfactory landings on type. Requirements to fly cross country are as follows:

a.) Bronze C badge with the BGA Cross Country Endorsement and Silver C pilots:
- Annual field landing checks valid, and permission of the Duty Instructor.

b.) Gold C and above. Self brief. (See note re: Cross Country Book.)

A briefing must be provided to all pilots unable to self authorise.

Pilots must be courteous towards landowners after landing out.

CONDUCT OF VISITORS

Whilst being made welcome it is important that visitors are not permitted to behave in any way that will endanger themselves or others. Visitors and guests should be briefed on the safety issues which concern them, most particularly in avoiding conflict with gliders, landing or otherwise, and cables.

Dogs should be kept on leads at all times during flying operations.

Where the above requirements cannot be observed, i.e. ramblers on the airfield, then flying operations should be stopped until they are clear of danger.

Hangar landings should be planned so that the glider comes to rest no further up the field than a line abeam the windsock.

Landings should be made no closer than two wingspans from any obstruction (horizontally and vertically). This is particularly important when landing in a cross-wind where there is a possibility of drifting towards the launch point.

DRIVING CLUB VEHICLES

Before driving any club vehicles the driver must hold a Full DVLA car licence and have had a thorough briefing on that vehicle and how to use it for gliderv and cable retrieve. This is to meet club insurance requirements.

PRIVATE CARS ON THE AIRFIELD

Pilots and visitors should drive vehicles on the airfield in such away as to minimise the risk to flying, as per the instructions at the gate. This will include: driving around the edges of the airfield, stopping when an aircraft is landing or launching, reporting to the winch driver before proceeding down the field, and always being mindful of the cables which may be in unusual position (for example during the DI before flying.)

The Club is not insured for accidental damage to privately owned vehicles on the airfield.

RIGGING AND TRAILER PARKING AREAS

When we are operating from the north end of the airfield, the rigging of all gliders should take place in the north west corner. The only exception will be when we are using this area as a launch point in E/SE winds. Rigging area will be at the Duty Instructor's discretion.

When rigging at the south end, trailers must not be parked so as to prevent other gliders from getting past. Trailers should be parked in the eastern extension the north side.

All other parts of the airfield are considered landable and therefore no obstructions should be left in these areas. Winches and Launch Point Caravan should be parked on the hard-standing in front of the clubhouse/hangar. Trailers should not be parked so as to obstruct access to other trailers, or the workshop entrance.

Gliders must not be picketed under the northern approach when flying from the north end.

Members' cars should be parked so as to cause minimal obstruction to launch point activities and sun reflection when the launch point is at the south end.

ACCIDENT - IMMEDIATE ACTION AND REPORTING.

A printed copy of the the Club's Essential Actions Guide can be found in ANNEX 3, in the Launch Point Caravan and online in the Club Wiki at

OVERDUE ACTION

Overdue action is to be taken for any aircraft that has not landed by twilight, or if there is good cause to believe that the aircraft is missing or has been involved in an accident. The Duty Instructor should attempt to contact the aircraft by radio, relaying through any aircraft that may be flying locally to increase the range.

If still in doubt then D&D (Distress and Diversion) should be contacted by telephone on 01489 612406. The Duty Controller will ask for details of the aircraft, pilot, route, ETA and last known position and intentions (such as landing out).

If the missing pilot(s) are subsequently found safe and well then cancel the overdue action with D&D to prevent an unnecessary search.

WE ARE ALL VOLUNTEERS

Shalbourne Gliding is a voluntary organization and instructors submit themselves to rigorous and expensive training and give freely of their time. It is only possible to maintain low prices if all members are prepared to assist with club operations. Members should,s a a minimum, be prepared to join a duty team, learn to drive a winch and retrieve cables. Help with keeping club equipment and premises in good order is also appreciated.

Appropriate practical (DIY) skills are particularly welcome. In that respect the Club maintains a live job list on Clickup,

ANNEX 1

OPERATING IN AN EAST WIND

Risk:

dropping a cable across the road = moderate (based on previous history),

killing or injuring someone as a result of the above = low

Consequences:

- of a publicly reported incident – closure of site.

- worst case – bankruptcy of Club and or individual, or worse.

- Shalbourne instructors are, perforce, expert in operating in crosswinds.

Precautions to guard against launch cable excursions include:

1. Strategic positioning of winch.

2. Use of 'non-flying' drogue chutes.

3. Pilot 'laying off' for drift.

4. Winch driver 'chopping' 'non-laid off' launch.

Items 3 and 4 are unreliable as they depend upon consistent practice of expertise and judgement by all parties. Experience shows that even experienced pilots and winch drivers often fail to comply with such instructions. Even when instructions are complied with, there is a risk of a winch-end cable break at the top of the launch where the 'chute' drifts out of control.

Recommendation:

1. If, taking into account all of the factors above, the DI considers that there is any risk of dropping a cable over the road, launching should cease.
2. Should a cable be dropped across the road, vehicles should be sent immediately to warn road users on either side of the cable, until such time that the obstruction is made safe.

ANNEX 2 - Duty Pilot Memo

Time - local	Log Keeper	Winch Driver	Retrieve Driver	Trial Lessons
09:00				
10:00				
11:00				
12:00				
13:00				
14:00				
15:00				
16:00				
17:00				
18:00				

Essential Activities

Beginning of the day:
Radio to winch. Winch DI'd and fuelled. Cable cutters, hydraulic press and drogues in tow out vehicle. Winch set in position. Cables DI'd. (It makes sense for the person assisting the winch driver to go straight to the caravan and do radio and lights check.)
Vehicles DI'd, rudder clamps in vehicles. Tow out trailer to winch.
Windsock up
Drive caravan to club house, place parachutes on shelves. Switch on caravan phone and retrieve text messages and pass any to DI. Set caravan in position, lights and radio checks coordinated with winch driver. Cones set up for cable tow out.
Aircraft out of hangar and cleaned including canopies, DI'd and towed to launch point.

End of day:
Winch radio on charge
Flight logs and cash envelopes passed to instructor
Aircraft and tow out gear, etc. to hangar
Wind sock down
Strops and cones back in tubes, caravan to club house replace parachutes and strops
Caravan parked, legs down, all switched off
Winch to shelter and locked, radio to cabinet

Vehicles parked, Pajero battery isolated
All tools and loose equipment removed from vehicles and properly stored.
Hangar closed and all door locks secured. Keys checked into cupboard and locked.

Duty Pilot Activities

1. *NB: even when no flying check caravan phone for TL bookings.*
2. Liaise with duty winch driver for relief.
3. **Ensure log keeper understands correct form filling and that log is permanently attended.**
4. Organise cable retrieve shifts.
5. Keep an eye out for landing aircraft and if necessary prompt folk for their recovery.
6. Keep launch point clear of unwanted aircraft.
7. **Welcome visitors.**
8. Organise TL temp membership forms and weighing.
9. Keep private vehicles clear of launch point.

ANNEX 3

SHALBOURNE GLIDING
POST ACCIDENT GUIDE

Accidents and Incidents Immediate Actions

This manual is provided to assist the duty instructor in the event of an accident at Rivar Hill

A printed copy is filed in the Launch Point Vehicle

CAB 2/23