DEVON & SOMERSET GLIDING CLUB

OPERATIONS MANUAL (currently being revised)

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INTRODUCTION

ANY PILOT WISHING TO FLY AS P1 FROM NORTH HILL MAY ONLY DO SO IF HE/SHE HAS READ THIS MANUAL AND SIGNED AND DATED THE ATTACHED SIGNATURE SHEET. BY SO DOING, THE INDIVIDUAL CONCERNED WILL HAVE SIGNIFIED HIS/HER UNCONDITIONAL ACCEPTANCE OF THE RULES AND REGULATIONS CONTAINED HEREIN AND HIS/HER AGREEMENT TO ABIDE BY THEM.

A sketch map of North Hill Airfield is at Annex D, Page 35, at the end of this manual. This will help readers, particularly those who are new to the airfield, to put everything contained in this manual into its proper geographical perspective.

This document has been prepared with the aim of ensuring that all Club operations are carried out safely and efficiently, and that all members are fully aware of both the Club's operational requirements and their own responsibilities. It must be emphasised that these local Rules and Procedures are complementary to (and subordinate to) regulations contained in publications issued by other authorities (eg BGA Laws & Rules, and CAA Publications). Overall responsibility for flying operations rests with the Chief Flying Instructor (CFI), who is supported and aided by the Club's Management Committee, the DCFI(s), and the Club Safety Officer.

The document is unavoidably lengthy, but this serves to illustrate the scale and complexity of our operations. There has been no attempt to distinguish between efficient operations and safety issues, since they are complementary to each other. We all want to enjoy our flying at a reasonable cost and within well-defined safety limits, but this can only be achieved by being vigilant, knowledgeable and considerate.

Whilst you are reading this Manual, in particular the sections relating to care and maintenance of the Club's site, aircraft and equipment, it is worth remembering that we, the members, meet all expenses - there is no fairy godmother to provide extra funds. So if you carelessly or needlessly damage equipment, or cause other unnecessary expenditure, then the ensuing costs will have to be met by all Club members. Please make sure that you play your part in minimising costs by treating the site and equipment with care and respect and thus helping to mitigate any need to increase flying and membership fees.

It is important that Club members remain fully conversant with the content of this document and are aware of any changes or amendments. The Manual is normally revised every two years, unless any major operational change warrants more frequent revision. A notice will be displayed on the notice board advising members of the revision (highlighting the more important revised sections) and requiring them to sign as having read it. **Club Members are also to familiarise themselves with the Ground Support Manual, which contains procedures complementary to those in this Manual.**

AFTER READING THIS MANUAL, CLUB MEMBERS ARE TO SIGNIFY THAT THEY HAVE DONE SO BY PLACING THEIR NAMES AND SIGNATURES, TOGETHER WITH THE DATE ON WHICH THEY HAVE DONE SO, ON THE SIGNATURE SHEETS PROVIDED FOR THIS PURPOSE AT THE END OF THIS DOCUMENT.

NB. Throughout the remainder of this Manual, the words "he" and "his" have been used in place of "he/she" and "his/her". This has been done solely for reasons of brevity, and is not a reason to suppose that the Club does not fully support the principle of equal opportunity!!

1 GENERAL RULES

1.1 In order to fly from North Hill, a person must be a paid-up member of the Devon & Somerset Gliding Club Ltd in one or other of the recognised membership categories.

Non-Club members will not under any circumstances be permitted to fly from North Hill, in either Club or private aircraft.

All pilots from other Clubs who wish to fly at North Hill must become Temporary Members of the Devon & Somerset Gliding Club Ltd, either under reciprocal membership arrangements, or, in the absence of such an arrangement, by paying the applicable temporary membership fee. In either case, the pilot concerned shall be required to complete a membership application form.

1.2 Gliding operations may only take place when a BGA Full or Assistant Rated Instructor is in charge. The Instructor must either be a member of the Devon and Somerset Gliding Club's (D&SGC's) regular team of Instructors or, in the case of a visiting Instructor, must obtain specific authority from the Chief Flying Instructor of the D&SGC, both for instructing and taking charge of operations. **Any change to this general rule, ie the conduct of flying operations without an appropriately rated instructor being present, but under the supervision of a suitably experienced pilot, may only be authorised by the CFI, or his nominated deputy. The CFI will first define the detailed responsibilities of the supervising pilot, and the nature and extent of flying operations he will be permitted to authorise.**

1.3 The Club's Rating Card system is designed to ensure that there is control over each pilot's level of flying practice and ability to fly in a variety of weather conditions. It is the responsibility of each pilot to ensure that he flies within the authorisation and limitations of his rating and is medically fit to fly.

1.4 Similarly, it is **the individual pilot's personal responsibility** to ensure that he fulfils the BGA's fitness-to-fly requirements, and to inform the CFI as soon as he is in any doubt that he is able to do so. The detailed requirements are set out in the BGA "Laws and Rules".

1.5 The Club's equipment, including aircraft, winches, towing and retrieve vehicles, workshop machinery, communication systems and flight recording computer, is to be used only by Club members, and then only after they have been suitably trained and authorised.

Club members who are not holders of full driving licences are not permitted to operate winches or drive Club or private vehicles on the gliding site.

1.6 All instructors should familiarise themselves with Annex A, "RISK REVIEW FOR DSGC PILOTS FLYING AS P1 IN TWO-SEAT GLIDERS". This is particularly important for the conduct of trial lessons.

THE GOLDEN RULE: IF IN DOUBT, ASK!

2 CHIEF FLYING INSTRUCTOR AND SAFETY OFFICER - TERMS OF REFERENCE

2.1 Club members need to be aware of, and understand, the respective roles and responsibilities of the Chief Flying Instructor and Club Safety Officer. Their Terms of Reference are as follows:

2.2 **CHIEF FLYING INSTRUCTOR (CFI).** The CFI is responsible for overall supervision of all aspects of flying and ground operations at D&SGC, in accordance with BGA rules, regulations and standards. To this end, he has to maintain close communication with the BGA, particularly with regard to operational and training policy, and to ensure that any new directives issued by the BGA are complied with. Specific responsibilities are:

a. To ensure safe and efficient conduct of all flying and associated ground operations.

b. To encourage all flying members to seek to improve their flying skills and achievements.

c. To promote standardisation of flying instruction.

d. To ensure that all instructors reach and maintain a high level of flying and instructional proficiency and, where appropriate, to encourage them to progress to the higher instructor ratings.

e. To encourage those pilots who possess the right experience and aptitude to aspire to become instructors and to provide appropriate training for them.

2.3 **CLUB SAFETY OFFICER.** The Club Safety Officer is appointed by and responsible to the Club Chairman for overall supervision of the safety aspects of the Club's operations, both in the air and on the ground. His general responsibility is to promote flight and ground safety awareness among all Club members and visitors to the Club. Specific responsibilities are:

a. To advise the Chairman and CFI on all safety matters, and in particular to bring deficiencies to their attention, so that corrective action can be taken.

b. To review the club's Operations Manual from time to time and to ensure that it is kept up to date in the light of any changes in rules and regulations promulgated by the BGA. Subject to the CFI's approval, this task may be delegated to a suitably experienced individual.

c. To conduct annual safety reviews, using the BGA's check list and liasing with the Regional Safety Officer (RSO) as necessary.

d. To ensure that all occurrences (accidents, incidents and airprox reports) that bear on the safety of the club's operations are reported and investigated. To this end, ready use packs for accident, incident and airprox reporting should be prepared and readily available.

e. To conduct accident/incident investigations in the prescribed manner, in order to determine circumstances and causes, with a view to preventing future accidents rather than ascribing blame to individuals. Where, as in very serious/fatal accidents, an external investigator is appointed, the CSO must act as the local liaison officer and assistant.

f. To ensure that all reports are complete, accurate and submitted within the required timescales.

g. To seek the assistance and guidance of the RSO and/or the BGA Safety Committee, as necessary, in the discharge of his responsibilities.

h. To consult with the Chairman and CFI on the need to appoint deputies with specific responsibilities (e.g. ground equipment and visitor safety). Deputies are Committee and Chairman appointees, but should report to the CSO.

i. To undertake any other tasks that he and/or the Chairman perceive to be necessary in the interests of accident prevention.

3 AIRMANSHIP AND LOCAL CONSIDERATIONS

3.1 Whilst the BGA Laws and Rules are applicable to all flying operations at North Hill, there are a number of local features and problems that need to be considered.

3.2 The shape of our site and its location pose certain problems that demand precise airmanship and careful flight and circuit planning. The east (clubhouse) end of the site is quite narrow, and when launching is being carried out from that end, the available width of landing area is restricted. It is vital that pilots take this into consideration when near the end of a flight and they must be prepared, if necessary, to plan a circuit in preparation for a landing further up the field, if the usual landing area is already occupied. It is far easier to retrieve a glider 300-400 yards away than it is to pick up bits of wreckage! The standard procedure when operating from the north east corner will be the use of a single launch line, thus leaving more space for landing aircraft. In certain circumstances the operation of a double launch line may be preferable, but **the decision to do so will be taken by the Duty Instructor**, in the light of all other factors affecting operations during his period of duty.

3.3 If circumstances dictate that your approach path has to be extended, remember that it is unacceptably poor airmanship to direct the lower part of the approach, (ie below 100ft) immediately above other aircraft. Always align your approach along the safest path, avoid in particular flying over launch queues, and display sound airmanship by using good reference point technique to arrive at a safe touchdown.

3.4 The **preferred** circuit at North Hill is the upwind one. On the rare occasions when there is no discernible crosswind, the Duty Instructor shall specify the preferred circuit for his period of duty. Pilots in circuit must always be aware that there may well be traffic on the opposing circuit. Lookout!

3.5 When launching to the west, the line of trees running along the eastern boundary will cause a wind gradient on the approach in even the lightest of winds. This effect will be more marked in a crosswind, which will also generate significant turbulence. Both turbulence and wind gradient will increase in severity as the wind speed increases. It is essential that pilots take this into account when assessing their circuit plan and approach speed. A careful study noting, in particular, the close proximity of the south ridge and the location of trees along the southern boundary of the site, and the forested area on the north side, will enable the described conditions to be understood.

3.6 When launching to the east, the greater field width at the western end of the site makes approach planning easier. However, with any wind direction having an easterly component, there will be down-draft (and consequent sink) encountered in the lee of the west ridge during the final phase of the approach. Quite marked curl-over (and consequent sink) may also be experienced in the lee of the south ridge whenever there is a significant southerly component in the surface wind. Whilst at low wind speeds (up to about 5 kts) the effects of drown-draft or curl-over are barely noticeable, they increases rapidly with increasing wind speeds and pilots must take this into account when planning their circuit. (Remember: assess the likely conditions before takeoff.) When operating from this end of the site, ie when launching to the east, the following rules shall apply with regard to approach and landing:

a. Launching from SW corner. The preferred circuit will usually be to the north, ie left-hand circuit. Always use the “Centre line Procedure”. Gliders on LH circuit land north of Centre Line (aerotow strip), and gliders on RH circuit always land south of Centre Line (aerotow strip).

b. Launching from NW corner. The preferred circuit will usually be to the south, ie right-hand circuit. All gliders land on or to the north of the aerotow strip to avoid the effect of “curl-over” from the south ridge due to the cross wind.

3.7 Pilots taking aerotows must give very careful consideration to their possible course of action in the event of a rope break, particularly at a low height, from which a full circuit is not possible. When launching to the west, the relatively easy option of landing in a field at the bottom of the west ridge can be taken. However, aerotow launches to the east present a more difficult situation. The valley to the south of the site between the south ridge and the area around Broadhembury can be used in the event of a low level abort, and there are also some fields to the east (near Dunkeswell airfield) and north which may be usable, depending on height, wind and time of year. **All options must be considered before take-off, and an awareness of the state and condition of the surrounding fields is essential. Be prepared: aerotow rope brakes do occur, albeit infrequently!**

3.8 Our west and south ridges, although gentle compared to those at Talgarth or Portmoak, often produce ridge-soaring opportunities, but there are one or two traps waiting for the unwary, unless good airmanship is employed. The ridges are short, and the area of lift is likely to be relatively narrow (perhaps 200-400 yards) and of shallow depth (up to 800-1000 ft above the hill, rarely more). The potential for head-on situations is correspondingly great. Ridge soaring rules must be applied meticulously, and a good lookout is vital. **Beware variometer fixation! Pilots must not allow lookout to be compromised by monitoring their variometers too closely.**

3.9 If the ridge is on your right, use a track that is close to the line of the ridge. If the ridge is on your left, position your track a little further upwind (say 100-300 yards) to give a lateral separation between you and oncoming gliders. The turns away from the ridge at the end of each beat can be adjusted to put the glider in the best position for the return track.

3.10 The standard circuit joining procedure from the west ridge is to complete a final 270 degree clearing turn on to the downwind leg. This procedure is quite straightforward, provided that adequate height is allowed. If the pilot finds himself too low to complete a standard circuit safely from a clearing turn (eg through misjudgement or unexpected height loss), then he must dispense with this turn and join the circuit in the most direct line, keeping a particularly sharp lookout for other aircraft joining, or already in, the circuit. In the case of the south ridge, the circuit is joined by moving the flight track further out from the ridge in such a manner as to be able to complete a standard circuit, and to establish a clear displacement from any other glider(s) “on the ridge”. It is not acceptable to attempt to soar this ridge at such a low height that a normal circuit becomes impossible.

3.11 Our proximity to Dunkeswell means that our flying operations, particularly left-hand circuit patterns at the east end of the site, could overlap Dunkeswell's circuit patterns. Experience over the years has shown that this does not present a problem, provided that there is mutual respect for each other's airspace, especially in the overlap area. For example, soaring close to Dunkeswell's airfield boundaries is likely to interfere with their air traffic and may result in a justifiable complaint.

3.12 Parachuting takes place regularly in Dunkeswell's DZ from heights of up to 15,000 ft. Because the DZ overlaps the eastern end of our gliding site, we must obviously maintain (and be seen to maintain) a high level of safety and airmanship to ensure that both gliding and parachuting can continue without incident. An appropriate Code of Practice, agreed by both Clubs, details the means of ensuring mutually safe operations. A copy of the C of P is appended at Annex B to this document, and a further copy is displayed on our safety notice board. All pilots are to comply with it meticulously.

3.13 The area directly over and in the vicinity of the winch launch run is a sterile area and is never to be entered by an aircraft in free flight, unless it is well above normal launch height, or in a genuine emergency situation.

3.14 Although use of R/T in the circuit by gliders is not mandatory, pilots are encouraged to make downwind calls, subject to the following considerations:

a. Calls must be clear, concise and unambiguous. Example: “North Hill, Alpha Bravo Charlie, downwind, right hand”.

b. A radio call must not be made if it would compromise the safe flying of the glider or the pilot’s lookout.

Downwind calls by tug pilots are mandatory, unless overriding flight safety considerations, or radio unserviceability, dictate otherwise.

3.15 There is no substitute for good airmanship. We can only achieve this by complying with the regulations (both BGA and local), applying forethought and a good measure of commonsense.

4 GENERAL SITE CARE

4.1 The Club's prime asset is the site itself, and this has to be respected and maintained just as much as the gliders, launch equipment and other facilities.

4.2 Litter of any kind is unsightly and can be a safety risk. Use the rubbish bins provided, or take it home with you. If you see litter, please pick it up. We all have a responsibility to keep the site clean and tidy.

4.3 Particular care must be taken over "foreign objects". Short lengths of wire can injure or kill humans and animals and can cause serious damage to ground equipment and aircraft. Large stones may occasionally come to the surface and should be removed to a safe location.

4.4 As well as being potentially dangerous, driving vehicles at too high a speed can cause scuff or skid marks to the field, which can take years to recover. Driving too fast can also damage equipment. The tarmac entrance road and other site tracks are expensive to maintain and must be treated with care to keep costs to a minimum. The maximum speed limits are there for a purpose. Please drive slowly and carefully on the site at all times.

4.5 Particular care is needed when the surface of the field is very wet. Avoid driving over the areas where the drainage is poor. The grass takes a long time to recover from ruts and skid marks.

4.6 On the main winch cable routes, you can, when retrieving cables, help to prevent the formation of barren strips and surface damage by making slight variations (5 - 10 feet) in the line of the track used between the winch and launch points. Within these limits there is no conflict with the requirement to maintain a straight line when cable retrieving.

4.7 Please do your bit to help maintain the general tidiness of the site. As an example, at the end of a day's flying, gather up the tyres (used for glider picketing), and place them in the trailer provided for this purpose, so that they do not clutter up the field, and are ready for the next day.

4.8 The club house is for the benefit and comfort of all members. A great deal of effort has been spent on improving it. Please help to keep it clean and tidy by clearing up food wrappers, crockery, cutlery, glasses and any other by-products of meals, social gatherings etc. **The club house is a smoke-free zone!**

4.9 The Club pays a considerable annual bill for the consumption of electricity. Appreciable savings can be made by switching off unnecessary lights or heaters and also by keeping the clubhouse main door closed on cold days.

4.10 The security of the site is vitally important. If you are the last member to leave the site, make sure that all doors to Club buildings are locked, that the burglar alarm is switched on immediately before you close the clubhouse, and that the hangars are secured. As you leave the site, ensure that the main entrance gate at the east end of Wheelbarrow Lane is closed and locked to prevent access by unauthorised vehicles.

4.11 If there are sheep on site that have spent the day in the sheep-pen, they must be let out onto the field after flying has finished. This is good animal husbandry and will also keep their owner happy.

4.12 Dogs on the airfield represent a considerable potential hazard to safe operations. Owners are held responsible for the custody of their dogs at all at times and must ensure that their pets are kept under restraint. Even a dog that is restrained, but barking or behaving in an undisciplined manner, can be a dangerous distraction. Whilst banning dogs altogether from the airfield may seem too draconian a measure, it may prove to be necessary to prevent an accident. Owners should therefore seriously consider their responsibilities before bringing their dogs onto the site.

5 CARE OF AIRCRAFT, LAUNCH EQUIPMENT AND TRAILERS

5.1 The permission of the Duty Instructor or Instructor-in-charge must be obtained before any Club aircraft are taken out of the hangars or rigged.

5.2 Movement of aircraft into or out of the hangars is to be carried out under the supervision of an instructor or other senior club pilot **who has been authorised for the task**. The greatest care must be taken to ensure adequate clearance from other aircraft or items of equipment. Under no circumstances is any attempt to be made to "squeeze" extra aircraft into the hangars at the end of a day's flying. Reduced clearances increase the risk of damage to an unacceptable level.

5.3 Aircraft are to be rigged only by members who are authorised to do so and are thoroughly familiar with the rigging procedures. It is very easy to cause unnecessary damage by attempting to rig gliders with insufficient knowledge of what is required. In simple terms, you cannot guess the correct and safe way to rig a glider. The K13 is particularly vulnerable, especially around the wing root fittings.

5.4 Gliders must be parked securely at all times on the airfield in such a way as to ensure that they cannot roll or swing. The prevailing **and expected** weather conditions, notably wind strength, direction and gusts, must all be taken into account. If necessary, use extra tyres under the nose and by the tail. The responsibility for moving an aircraft along the launch queue rests with the pilot who is next to fly it. When not in use, aircraft must be parked well clear of the launch point, aligning them crosswind, and secured in the approved manner, as dictated by the weather conditions. **Where applicable, the tail dolly must be removed**. There are differences in the correct way to secure different glider types. **IF IN DOUBT, ASK!**

5.5 When ground handling gliders, it is essential that loads are not applied to any part of the airframe that is likely to suffer damage. The tailplane and the trailing edges of the wings are particularly vulnerable. If in doubt, ask an Instructor, senior club pilot or the owner for advice.

5.6 If a pilot suspects that damage has occurred to a glider during a flight, or at any other time, (eg due to exceeding limiting speeds, application of extreme control loads, heavy landing, ground loop, faulty ground handling etc), the details must be reported immediately to an Instructor or BGA Inspector before the glider is flown again. Failure to do so could well endanger the life of another pilot.

5.7 Every parachute is a potential lifesaver and must be treated with tender loving care! At the end of a day's flying, club parachutes must be retrieved, placed in their protective bags, and returned to the club's parachute cupboard. The last P1 to fly an aircraft is responsible for transferring the parachute/s from his glider to the cupboard. The Duty Launch Marshal is responsible for the retrieval of any parachutes placed in the Launch Point Vehicle. **Notwithstanding the individual responsibilities set out here, it is incumbent on all members to ensure that parachutes are handled correctly at all times, and stored properly when not in use**.

5.8 **Tractor driving, cable towing, glider retrieving, and winch operations are to be undertaken only by club members who have received adequate training and have been authorised to do so**. Only club members who have a thorough knowledge of all the relevant operational, technical and safety procedures necessary for cable towing and retrieving may give tractor and landrover driving instruction. The vehicles we use are heavy, powerful, and therefore potentially dangerous. **Exercise great caution, particularly when other people are nearby**. When stopping, immediately disengage gear and apply parking brake (or keep foot brake applied if no handbrake fitted), even if you are about to move off again imminently. When parking, leave the vehicle suitably immobilised (ie out of gear and with parking brake on, or in gear, if no parking brake fitted). **A new member deemed competent to drive these vehicles must be so authorised by a club instructor**, normally with an appropriate signed entry in his training card and/or rating card.

5.9 Winching instruction may be given only by experienced winch drivers who have been authorised to do so. When a member is considered competent to drive the winch solo, **a senior flying instructor or a senior winch instructor will record his competency formally with a signed entry in his Rating Card**.

5.10 **Only those Club members who hold a full driving license are permitted to operate the winches or to drive any of the club vehicles, including the retrieve "buggies". This regulation also applies to private vehicles.**

5.11 Before each day's flying operations, the winches, landrovers and tractors must be checked thoroughly for fuel, oil, coolant and also battery and tyre condition. An inspection for obvious signs of damage is essential. Check that wire cutters, splicing equipment, and a supply of ferrules, are stowed on the winches.

5.12 The Launch Point Vehicle (LPV) must undergo a Daily Inspection before it is moved. The charging lead must be disconnected. A loud buzzer will sound if the ignition is switched on before disconnection! It must first be driven from the equipment hangar to the clubhouse, where the parachutes must be stowed in the overhead racks. It must then be driven to the chosen launch point, and parked with the handbrake applied and the ignition off. The telephone cable must be connected to the nearest point, and a communication check with the winch carried out ASAP. The windsock must be clipped onto the swivel at the end of the pole and the pole raised and locked into position by means of the fixing mechanism at the bottom. Once the Duty Instructor has decided on the card colour for the start of flying, a flag of that colour must be run up the pole, together with the parachute warning flag, if applicable. The master switch in the log keeper's position must be switched on. This will be indicated by the illumination of a red warning light. The telephone will not work if this is not done!

5.13 When flying has ceased, the above operations are to be completed in reverse order. On no account must the LPV be driven with the windsock pole erect. The warning buzzer will sound if this is attempted. When the LPV is returned to its parking position in the equipment hangar, it must be driven forwards into the hangar slowly and carefully adjacent to the south wall until alongside the wall-mounted charging lead, which must then be plugged into the LPV. The last action is to ensure that the master switch warning light in the log keeper's position is off.

5.14 The winches must always be towed at a low speed which will not cause pitching loads on the towing brackets, or cause control difficulties. When major items of ground equipment are moved out of and back into their parking locations in the old hangar and the adjoining shed, it is **mandatory** for a second person to be present to observe and assist with the manoeuvres. Whenever a winch is attached to and detached from the towing vehicle, it is advisable for a second person to be present to ensure safe operation. It is preferable to use the **Massey 65 for winch towing**. In the winter, the John Deere may also be used.

5.15 **The safety chain/cable must always be attached to the winch towing vehicle**, in the approved manner, even for the shortest of distances.

5.16 After positioning, the winch must be secured by applying the brakes (or the wheels chocked), lowering the tow bar jacking mechanism and extending the front stabiliser legs. Operators must ensure that the two "A" frame linkage arms are transferred from the parked position onto the control arms ready for winching operations, and apply the drag brakes. A safety barrier must be erected at the rear and sides of the winch.

5.17 The Landrover is the preferred vehicle for cable retrieving. If circumstances require the use of a tractor for this purpose, and whenever a tractor is used for any other purpose, only the driver must be on board. If a tractor is to be used to retrieve a single-seat (or solo two-seat) glider from a landing at some distance from the launch point, it will usually be necessary for a second person to accompany the driver. In such a case, **the accompanying person must make his way to the glider on foot**. **The carriage of passengers in the rear of a**

Landrover while engaged in cable retrieving is <u>strictly forbidden</u>, as is joy-riding in <u>any vehicle</u>.

5.18 It is important that the launch cables are towed out from the winches to the launch point in a straight line to avoid the risk of cables becoming entangled. However, some minor deviation is permitted - see Section 4, paragraph 4.6.

5.19 The use of a towing weak link to connect each cable to the retrieve vehicle is **<u>mandatory</u>**. At the end of each retrieve, the cables are detached by the operation of a lever in the Landrover's cab. Should it be necessary for the cables to be detached manually (eg because of a malfunction of the automatic mechanism, or because, exceptionally, a tractor is being used), then this must not be done until the retrieve driver indicates that it is safe to do so. Furthermore, it is the **<u>retrieve driver's responsibility</u>** to ensure that both cables have been detached from the vehicle before he drives off.

5.20 If, during a cable retrieve, one of the towing weak links should break, the cable must not be re-attached to the retrieve vehicle, until the winch driver verifies that it is safe to do so.

5.21 The winch driver must ensure that the drag brakes are applied whilst cable retrieving is in progress.

5.22 Before commencing each launch, the winch driver must check that the launch cable and winch is clear of obstructions and people. Both cabin doors must be closed to ensure that the driver (and trainee driver, if applicable) are shielded from the live cable drum.

5.23 If, after a break, the cable has been pulled through the paying on mechanism, care must be taken to ensure that the cable is threaded through the pulleys correctly, <u>and that the position of the pay-on "A" Frame is aligned to the position of the cable on the drum</u>. Cable repairs must be made in the approved manner (see Ground Support Manual for details). Failure to follow the correct procedure in either case may cause damage that can be very expensive to repair.

5.24 Glider trailers may be parked either in the area alongside the tug hangar**,** or on the designated parking strip running along the southern perimeter track. Trailers on this strip should be parked with their towbars as close as possible to the perimeter track, so as to leave adequate space between the rigging area and the launch line.

5.25 Trailers should be braced securely, if necessary with tie-down cables, and wheels chocked to prevent movement in strong winds. Make sure that your trailer cannot swing and cause damage to someone else's trailer!

5.26 When launching is taking place from the east (clubhouse) end of the site, trailers are to remain in their parked positions. Trailers must not be parked, even temporarily, alongside the north fence/hedge opposite the clubhouse. When launching from the northeast corner, gliders being moved from the trailer rank to the launch point must first be moved down the field until adjacent to the club house, and thence directly across the field to the launch point, **<u>having first checked that the circuit is clear</u>!**

5.27 When operating from the west end of the site, gliders must not be rigged by the main trailer park adjacent to the caravans, nor must rigged gliders be parked in this area. This is to avoid the risk of damage in the event of the cable falling across this area during winching operations. In these circumstances, the following procedures must be strictly applied:

a. Trailers must be towed to the west end of the site for glider rigging.

b. Whilst rigging at the west end of the site, trailers must be parked well clear of launching and cable retrieving activities. It may also be necessary to align trailers into wind to avoid the risk of damage due to rigging in strong crosswinds.

c. Should the need arise to park rigged gliders at the east (clubhouse) end, they must be parked only in an area immediately adjacent to the north side of the club house, extending east as far as the hard standing outside the main hangar.

5.28 There is much rough ground on the site, so trailers must be towed carefully and slowly to avoid damage. Towing routes must be kept well clear of operations.

6 GLIDER DAILY INSPECTION PROCEDURES

6.1 Each aircraft is to be given a Daily Inspection (DI) **before its first flight of the day**. The inspection may only be carried out by a **suitably authorised club member**, and authority to conduct DIs may only be given by a BGA rated Instructor or Inspector.

6.2 **The DI is to be completed in accordance with the detailed instructions contained in the Club's DI Manual, copies of the relevant extracts of which are carried in each glider.** Completion of the DI is to be recorded in the glider's DI Book (a BGA publication), which must also be used to record any minor defects and/or unserviceabilities that may arise **during a day's flying operations**.

6.3 The instructions contained in the following sub-paragraphs are additional to those contained in the DI Book, and apply equally to both club and private aircraft.

a. The fuselage check must include a **functional check of the wheel brake**, where fitted. If the wheel brake is found to be inoperative, then the glider must be declared unserviceable. The only exception to this rule is in the case of a glider fitted with a front fuselage skid.

b. **The use of energy absorbing cushions is mandatory**. It is a part of the DI to ensure that they are placed in the aircraft cockpits.

THE GOLDEN RULE: IF IN DOUBT, ASK!

7 AUTHORITY FOR FLYING AND LAUNCH POINT CONTROL

7.1 Whilst the Club CFI has overall responsibility for all matters involving and affecting flying that takes place at North Hill, the Duty Instructor or Instructor in Charge has direct control of site operations during his period of duty. **The standard periods of duty for the Duty Instructor are the same throughout the year**. They are:

Morning: 8.30 to 13.00

Afternoon: 13.00 to 17.30

IT IS OF THE UTMOST IMPORTANCE THAT THERE MUST BE A DESIGNATED INSTRUCTOR IN CHARGE AT ALL TIMES WHILE FLYING IS IN PROGRESS. WHENEVER THE INSTRUCTOR IN CHARGE RELINQUISHES HIS DUTY, HE SHALL HAND OVER FORMALLY TO ANOTHER INSTRUCTOR. SEE ALSO PARAGRAPH 1.2 UNDER "GENERAL RULES".

7.2 The decision to start the day's flying operations will be made by the Duty Instructor or Instructor in Charge, based on the prevailing and expected weather conditions. He will also decide the launch direction and will liase with the Duty Launch Marshal over the launch procedures to be used. The instructor will contact Exeter ATSU to report the start of flying at North Hill and request information on operations by Dunkeswell Parachute Club. If the Instructor concludes from that information, or indeed in any other way, that parachuting will or may take place, or is already taking place, then he must ensure that the appropriate warning sign is displayed at the launch point. If in doubt, he must assume that parachuting is taking place, or soon will be.

7.3 The Duty Instructor or Instructor in Charge will also decide which aircraft shall be rigged and flown and may also limit the number of gliders at the launch point or in North Hill airspace at any one time (usually due to weather conditions or numbers of members present).

7.4 If weather conditions deteriorate during the day, the Duty Instructor or Instructor in Charge shall decide whether any gliders should be picketed, or returned to the hangar.

7.5 At the start of the day's flying, the Duty Instructor or Instructor in Charge will decide the minimum card rating for solo flying. He is to monitor the weather conditions throughout his period of duty. If and when conditions change, he is to change the card rating to suit. The corresponding coloured signal will be displayed on the Launch Point Vehicle. Members with a lower rating than that shown will normally have to fly dual. Exceptionally, on a case-by-case basis, this rule may be relaxed (see page 20, paragraph 10.6).

7.6 The Duty Instructor or Instructor in Charge will report to the CFI, Deputy CFI, or Safety Officer, any accident or incident relating to flying or operational safety which occurs during his period of duty. **He is to undertake all further reporting action, until relieved of this responsibility by a competent person**.

7.7 The Duty Launch Marshal (DLM) is directly responsible to the Duty Instructor and has the authority to control launch point operations, in close liaison with the Duty Instructor. The DLM's duties are set out in detail in Section 8.

7.8 The Duty Instructor shall ensure that cars are parked well clear of the launch point, so as not to hinder smooth and safe launch operations. This includes the areas where gliders are rigged and de-rigged.

8 LAUNCH MARSHAL DUTIES

8.1 The Duty Launch Marshal (DLM) is responsible for ensuring efficient and safe launch procedures, in close liaison with the Duty Instructor . It is, therefore, important that the DLM arrives on time in order to discuss the day's operations with the instructor. **The duty times are the same as those for the Duty Instructor, and are the same throughout the year**. They are:

Morning: 8.30 to 13.00

Afternoon: 13.00 to 17.30

Without a DLM, the ability to ensure safe and efficient operations will be impaired. Any DLM who is unable to get to the club for his designated spell of duty must, therefore, arrange a replacement. The following paragraphs list the DLM's main duties.

8.2 On arrival, discuss launch direction, winch and take-off points and likely weather conditions with the Duty Instructor. Ensure that any sheep on site are penned securely.

8.3 Ensure that winches and tractors are serviceable and have adequate fuel. Arrange positioning of the winches, Launch Point Vehicle, and safety fences. Check that the launch telephone system is fully functional and that the laptop computer for flight logging is set up in the Launch Point Vehicle.

8.4 Agree car parking and glider rigging areas with the Duty Instructor and brief members accordingly before flying takes place.

8.5 Arrange cable and weak link inspections and arrange replacement or repair as necessary.

8.6 Arrange winch and tractor drivers' rotas and appoint a responsible log keeper. Keep these under review during the period of duty.

8.7 Establish and maintain appropriate launch queue procedures in liaison with the duty instructor.

8.8 Maintain efficient launch procedures by making sure that:

- ► All concerned know which glider is the next one to launch.
- ► Pilots are ready in advance of receiving cables.
- ► Cables are disconnected and weak link strops recovered from the retrieve vehicle promptly and safely. NB: The cables are usually disconnected automatically by the use of a driver-operated release mechanism. If this should fail (and only then), the cables will have to be released manually. See also paragraph 5.18 above.
- ► Cables are carried out to gliders quickly, with correct weak links, and connected to gliders in the pre-determined sequence.
- ► A launch signaller and wing tip holder are on station.
- ► Ensure that there is close coordination between winch and aerotow launch lines by all means available. The proper use of radio communications is the best tool for this purpose.

8.9 Safety is a crucially important element of the DLM's supervisory responsibilities, requiring close and continuous attention. His task in this regard extends well beyond the immediate vicinity of the launch area. He must keep a close watch on ramblers, visitors, children, dogs etc, enlisting the support of other club members as necessary

to nip any potential problems in the bud. If he considers that a dangerous situation might develop, he must stop operations and only continue when he is satisfied that it is safe to do so.

8.10 Subject always to the Duty Instructor's approval, the DLM may fly during his period of duty, provided that he arranges for a suitable deputy to take over from him. However, too many changes are discouraged, as this may disrupt the smooth flow of operations and could lead to confusion over who is on duty.

8.11 Any transfer of the DLM's responsibility, whether temporary, or for a prolonged period (eg morning/afternoon handover), must be accompanied by a full brief on current and planned operations, and the duty instructor must be informed.

8.12 At the end of flying, the DLM must liase with the Duty Instructor in overseeing the close down procedures by ensuring that:

- ► All concerned know how many launches are left.
- ► The winch and tractor drivers know what is happening.
- ► There is proper co-ordination of the parking of gliders and winches and the stowage of equipment.
- ► The launch point area is left in a tidy state with tyres stowed in the trailer provided for that purpose, and the trailer removed to the old hangar.
- ► The sheep are released from the sheep-pen AFTER the last landing.

The DLM's job is an important and responsible one, and to do it properly, he will need the full and willing co-operation of others. It is up to him to make sure that he gets it! Club Members will be expected to help him by accepting a share of the ground tasks when requested. It is also very important that pilots anticipate their turn in the launch queue in good time to keep the launch procedures running efficiently. Pre-flight checks should be completed before the cable is available.

9 LAUNCH PROCEDURES

9.1 Before winch launching starts, the communication line must be checked to ensure that the winch driver and launch control can hear each other clearly. The VHF base set must be switched on and checked.

9.2 The airfield must be cleared of obstacles. These include tyres that may have been left uncleared from the previous day's activities, and sheep, which must be penned in the enclosure on the south side of the airfield.

9.3 The launch cables are to be pulled out from the winch to the launch point in a straight line, the retrieve vehicle aiming for and stopping a suitable distance short of the cone markers, the positioning of which shall be determined by the Duty Instructor/Duty Launch Marshal in accordance with standard operating procedures applicable to the launch point in use.

9.4 Before the first launch, the drogue parachute assembly (shock rope, weak link, shackles etc) must be examined for security and condition. The drogue lines should not be tangled and other items should be replaced if at all suspect.

9.5 Before aerotow launching starts, R/T communication must be established between tug and LPV.

9.5 Flight recording (log-keeping) is a legal requirement, as well as being essential for the collection of flying fees and compilation of Club statistics. It is important that the log-keeper has sufficient experience and knowledge to perform the task effectively. To this end, it is advisable that newer Club members should have completed a minimum of 25 launches, to ensure that they acquire a basic knowledge of launch procedures, before carrying out log-keeping duties unsupervised.

9.6 The primary method of flight recording is based on a computer programme accessed via a laptop computer. The programme enables details of gliders, pilots, launch types, take off and landing times etc to be recorded quickly and easily, and afterwards extracted with equal ease; but it is essential that the log-keeper has received thorough training to avoid errors and/or time delays. A set of notes and user instructions relating to the use of the computer is published in the Club's Ground Support Manual. Should the computerised system fail for any reason, and until it is reinstated, flight recording must be accomplished by reverting temporarily to the back-up system of a standard paper logbook, using hand-written entries. If this back-up system is used, then it is vital to record all information accurately and clearly, using block capitals throughout. The following details must be recorded:

a. Day and date.

b. Surname and initials of each pilot.

c. Take off and landing times, and flight duration, using the clock in the Launch Point Vehicle to ensure continuity.

d. For aerotowed launches, details of both the tug aircraft and the glider on succeeding lines, bracketed to indicate an aerotow.

e. Landing and takeoff times of visiting aircraft.

f. Log-keeper's signature down the left-hand column of each page against the launches that he has recorded.

Acquisition of the necessary skills to operate the computerised flight log is an acceptable alternative to winch driving as a prerequisite for the issue of a Red Card (see Annex C B).

9.7 Before requesting a launch, each pilot must carry out a pre-flight safety check.

NOTE It is best to carry out some checks before getting strapped in, especially for control surfaces that are not visible from the cockpit, and also for ballast. A previous pilot may have left ballast weights in the cockpit. Moreover, if additional ballast is needed, now is the best time to place it in the glider, rather than having to get out again during the pre-flight cockpit checks.

When settled in the cockpit, run through the internal pre-flight checklist using the standard BGA procedure, represented by the mnemonic **CBSIFTCBE**. Make sure that you check and do not just go through the motions!

C **Controls**: full, free and correct sense of movement of all control circuits and surfaces (but see NOTE above for those surfaces not visible from the cockpit).

B **Ballast**: cockpit load within placard limits, including weight of parachute(s), and extra ballast in the form of weights, which must be well secured. Take other items of equipment into account, such as oxygen equipment, if carried.

S **Straps**: fastened with correct adjustment. Check that harness is not fouling or limiting movement of any controls.

I **Instruments**; no broken glass or other signs of obvious damage. Readings zero or set as appropriate (eg altimeter). Turn electric instruments on (radio, variometer etc).

F **Flaps** (where fitted): set for take-off.

T **Trim**: For winch launch - set for the approach speed appropriate for the conditions of the day. For aerotow - set for the anticipated speed of the tow .

C **Canopy**: closed and locked.

B **Brakes**: check operation of airbrakes, then close and lock.

E **Eventualities**: consider range of available options in the event of a launch failure (winch or aerotow as appropriate). Think about the various possible causes for launch failure/abandonment (cable break, power failure, wing drop, obstructions, wasp in cockpit etc). **Hand to be firmly on the cable release**.

9.8 The glider's cable release mechanism must be checked before its first flight of the day. The check must ensure that the cable will release both by manual operation under tension and automatic over-ride (back release).

9.9 The process for initiating each winch launch safely and efficiently is as follows:

a. The pilot must ensure that all pre-fight checks (and briefings in the case of instructional flights) are completed before the cable becomes available, in order to avoid unnecessary delays.

b. The pilot is also responsible for assessing launch safety by carrying out a lookout around, above and ahead of the glider, and also for monitoring the movement of any other aircraft in or near the circuit that may require the launch to be delayed.

c. With all checks completed, and the glider's wings held level, the pilot will ask for the cable to be attached. It is the pilot's responsibility to ensure that the correct cable weak link has been provided to launch the glider (see note at the end of this section for some basic information on this). Acceptance of the cable for attachment is an indication that the glider is ready to be launched. During the subsequent signalling procedure the option remains for the pilot to abandon the launch by operating the cable release, should any problem occur.

Important Safety Note: The cable and cable drogue 'chute must be positioned in front of the glider to minimise the risk of the glider being "yawed" during the ground run.

d. To ensure continuity in the launch procedure, it is preferable that the person attaching the cable to the glider also acts as the launch signaller.

e. The launch signaller's job is to convey the launch signals to the log-keeper, once he is satisfied that it is safe for the launch to proceed. **The signaller is responsible for monitoring "above and behind" clearance throughout the launch sequence and until the glider has taken off.** The procedure for signalling is as follows:

i. The signaller must scan the airspace above and behind the launch point and also the general circuit area for anything that might interfere with the launch (e.g. a glider on approach or low in circuit about to turn in early ahead of the launch point). When satisfied it is safe to launch, call clearly "ALL CLEAR ABOVE AND BEHIND", so that the pilot can hear the call.

ii. Without further delay, call "TAKE UP SLACK", followed by glider type, north or south cable (if both cables are at the launch point), and at the same time give an underarm wave as a visual signal to the log-keeper, and as a warning to all others in the vicinity of the launch point.

iii. When all the slack has been taken out of the cable, **and the glider has moved forward about one foot, and provided that "above and behind" is still clear**, call "ALL OUT", and signal with an overarm wave to the log-keeper.

iv. If at anytime during the launch procedure it becomes necessary to abandon the launch, the signaller must raise both arms and shout "STOP", repeating the command until the message has been successfully relayed to the winch driver.

v. The signaller has an additional responsibility at the commencement of the launch, which is to watch out for a cable over-run. The risk is of the cable or shock rope becoming entangled with the skid or wheelbox. On some gliders the release mechanism is offset, so that it is only visible from one side. The launch signaller should therefore position himself on that side (port side in the case of a K13, for example), so that he can see immediately if an over-run is about to occur. In such a case, abandon the launch using the procedure described above. **The launch must not be commenced if the cable is not positioned correctly in front of the glider (risk of yaw due to off- set cable).**

9.10 The log-keeper must relay the launch signals to the winch driver in a clear and concise manner, using the telephone system. There must be no superfluous or ambiguous information that could jeopardise the safety of the launch. However, it is necessary to let the winch driver know the type of glider being launched, and which cable (NORTH or SOUTH) to use.

The only necessary commands for launching a K21, for example, are:

"TAKE UP SLACK - K21 - NORTH CABLE"

followed by:

"ALL OUT"

If any problem develops, or the order “STOP” is heard, call "STOP" repeatedly until the winch driver responds.

9.11 The log-keeper must keep the telephone line open during the early part of the launch, until he is satisfied the winch driver can see the glider and assess the progress of the launch himself. If during this period a launch failure occurs, **and the pilot releases the cable (or the cable back-releases)**, the log-keeper must stop the launch using the procedure described above.

9.12 The signalling system for aerotowing is very similar, with one person relaying signals to the tug pilot while standing behind the starboard wing of the glider and well clear of the tail plane. Alternatively, the glider pilot may pass the launch commands to the tug pilot by R/T, **provided that this is first agreed between all parties**. Whichever method is used, the launch assistant is responsible for “above and behind” clearance throughout the launch sequence.

9.13 When aerotowing is to take place, the portable fire extinguisher must be positioned close to the aerotow launch point.

9.14 Normally two aircraft launch queues will be used, except in the case of the northeast corner, where the use of a single queue is the standard procedure (see also paragraph 3.2). When winch and aerotow launches are taking place from the east (clubhouse) end of the site, it is sometimes convenient to use an additional queue for the aerotows. This is acceptable, provided that the Duty Instructor or Instructor in charge has given permission, and the full width of the site is available for operations.

9.15 When aerotowing is to take place from the west end of the site, there is an ever-present risk of simultaneous launching of gliders on converging launch lines i.e. Winch and Aerotow. To avoid such an incident occurring, it is essential that there is good communication between the aerotow and winch launch points. Immediately prior to an aerotow launch, the Tug pilot is to contact the Log Keeper in the Launch Point Vehicle by R/T and obtain clearance for that launch.

9.16 **Takeoff by an aerotow combine (or any powered aircraft), when cables are laid out, is only to be undertaken when the positions of the cables are known to the pilot and the takeoff run can be completed without crossing the cables**.

9.17 Efficient and safe launch procedure requires good teamwork, meticulous application of correct procedures, and a high level of safety awareness by all. Whether or not directly involved in the launch process, all members should help by:

- ► Parking gliders tidily and securely, well clear of the launching line.
- ► Manoeuvring gliders at the launch point with care and attention.
- ► Completing pre-flight checks in a thorough and timely fashion.

NOTE ON WINCH LAUNCHING - SELECTION OF CORRECT WEAK LINKS

It is the pilot's responsibility to ensure that the correct colour-coded weak link has been provided for the launch. The following list shows the correct weak links to use with the majority of gliders in use at North Hill. A glider must not be launched with a weak link rated higher than that indicated.

"WHITE": 1100lbs. "BLUE": 1320lbs. "RED": 1650lbs. "BROWN": 1870lbs. "BLACK": 2200lbs.

REFER TO THE BGA LIST OF SAILPLANES AND LINK RATINGS IN THE LAUNCH CONTROL TRAILER

10 THE RATING CARD SYSTEM AND INSTRUCTOR AUTHORITIES

10.1 The rating card system comprises a single combined card showing four separate colour coded ratings, representing a ladder of pilot experience and capability. Each rating stipulates specific limitations, conditions and requirements for progressing to the next higher rating. The cards are liable to be checked at random, and pilots are held responsible for renewing their rating at the specified intervals. Every solo club pilot must be able to present his card on request. The four colours, in ascending order of progress, are White, Red, Yellow and Blue.

10.2 The main purpose of the rating card system is to provide a clear, structured method of:

a. Monitoring and maintaining safety and flying discipline by imposing formal checks and card renewals.

b. Detailing the steps in a pilot's progress from early solo.

c. Controlling the use of specific aircraft.

d. Indicating the standard to be achieved by listing exercises to be completed before progress to the next card rating.

The rating card system is an important supervisory tool that provides the Duty Instructor with a clear means of determining the minimum experience necessary to fly in the prevailing weather conditions.

10.3 Prior to issue of a White Rating a pilot is expected to fulfil the following requirements:

a. Carry out a first solo in the K21 (or K13, if appropriate) and complete a total of at least 10 solo flights, spread over at least 3 different days.

b. Be declared competent to carry out cable retrieving duties in the vehicles provided for this purpose.

The Training Record Card will continue to be used until all the exercises have been signed off.

10.4 Tables describing the Rating Card System in detail, together with a series of amplifying notes, are at Annex C to this Manual. The last of those amplifying notes is of such major importance that it is reproduced here:

Launch Failures. Accidents and incidents associated with launch failures continue to cause grave concern throughout the BGA. In these days of highly reliable launching equipment, some pilots may not experience a launch failure in months, if not years, of flying. It has been found necessary to actively raise pilots' awareness of the potential risk of launch failures by introducing a system of periodic checks. To this end, when revalidating their rating, all pilots will be expected to provide evidence, formally recorded in their log books, of having experienced a minimum of 2 launch failures (real or simulated) in each 12 month period. Instructors will ask to see this evidence when carrying out rating card checks, which will almost certainly include simulated launch failures. Verbal evidence by the pilot at the time of Rating Card checks will not be acceptable.

10.5 The Rating Card system is designed specifically for glider pilots. However, it is advisable that club members who fly only motor gliders at North Hill should also undergo periodic currency checks. To that end, every motor glider pilot who falls into that category is required to have at least one annual check flight with a Motor Glider Instructor to demonstrate his continued competence to fly from North Hill. The period of currency shall not exceed one year.

10.6 The Club's instructors are authorised to approve each pilot's stages of progress as shown in the following table. In every case, the overriding requirement is that the instructor must meet all applicable currency requirements, including completion of the three-year and five-year refresher courses.

First Solos Conversion to Junior or other basic single-seat glider (eg K6) Allocation and Renewal of White Card Rating (NB. CFI counter-signature not required) Requirements for progress towards Red Card	Any Instructor with more than one year's Experience, with the proviso that any instructor with between one and two years experience may only authorise a First Solo under supervision, and with prior approval, of a Full Rated Instructor.
Allocation and renewal of Red Card Conversion to Club Class Glider Requirements for progress towards Yellow Card, with the exception of Bronze Badge items Check flights for visiting pilots	Any Full Rated Instructor, and any Assistant Instructor with more than two years experience.
Bronze Badge training flights Allocation and renewal of Yellow Card Rating	Any Full Rated Instructor. Any Assistant Instructor with more than two years experience, and with the CFI's approval.
Allocation and Renewal of Blue Card Rating	Any Full Rated Instructor, and any Assistant Instructor with more than five years experience, and with the CFI's approval.
Bronze Badge Qualifying flights	Any Full Rated Instructor.
Conversion to DG505 Orion (solo)	Any Full Rated Instructor. Any Assistant Instructor with more than five years experience, and with the CFI's approval.

10.7 During the course of each day's flying, the minimum Card Rating for solo flying will be displayed by a coloured flag on the LPV's windsock pole. Any pilot with a lower rating than that displayed will normally have to fly dual. This should not be seen as restricting or curtailing an individual's flying activities, but rather as a valuable opportunity to receive further training. Exceptionally, pilots holding a lower rating may, at the discretion of the Duty Instructor, be authorised to fly one card rating higher. This authorisation will only apply on that day, for one flight at a time, and can at any time be revoked by the Duty Instructor.

10.8 In the case of visiting pilots, the Duty Instructor will use his discretion to assess whether they should be permitted to fly, dependent on factors such as pilot experience, weather conditions etc. A check flight/site check will normally be necessary. **Careful study of the visiting pilot's logbook will be essential.** See also paragraph 11.4.4.

11 QUALIFICATIONS FOR USE OF AIRCRAFT

11.1 In order to fly from North Hill, a person must be a member of the Devon & Somerset Gliding Club in one or other of the recognised membership categories. **Non-club members are not permitted to fly from North Hill.**

11.2 All solo pilots must, on request by an Instructor, be able to produce their personal flying logbook and/or Rating Card. Failure to do so may mean that permission to fly solo will be refused.

11.3 Club Two-Seat Gliders

11.3.1 As at December 2007, the Club's two-seat glider fleet comprises 1 K13, 2 K21s and a DG505. The uses of these gliders and, where appropriate, the priorities afforded to them, are explained below. It is one of the Duty Instructor's responsibilities to decide the allocation of the priorities for each day's flying, and he will use his discretion with regard to the availability of launches for Trial Lesson Flights, in conformity with any Club regulations relating to such flights. The K21 is the glider of first choice for trial lessons.

11.3.2 Pre-Solo Training and Early Solo Flying

The primary role of the K21s embraces all aspects of basic training (pre-solo and Immediate post-solo), excluding spin training. K13 is also used for all aspects of training including spin training. After completing the pre-solo training programme and being assessed competent to fly solo, pupils will carry out a minimum of 10 closely supervised solo flights in a K21, or K13, as appropriate, with further dual checks as deemed necessary. This does not preclude trainees from dual flying in the DG505, as an introduction to higher performance gliders, when this aircraft is available.

11.3.3 Post-Solo/Advanced Training

Training to enable pilots to progress through the rating card system, and to convert to any single seat glider, is conducted in whichever glider is considered appropriate.

11.3.4 Rating Card Qualifications and Renewal Checks

The glider of first choice for check flights will be decided by the Instructor undertaking the check. His choice will be determined by the purpose of the check, bearing in mind the type of aircraft routinely flown by the pilot undergoing the check.

11.3.5 Solo flying in two-seat aircraft

The Duty Instructor will use his discretion in permitting the use of any two-seater aircraft for solo flying, depending on training needs and pilot authorisation. In the case of the DG505, solo flying will generally be of secondary importance. The minimum qualifications to fly these aircraft solo are:

a. K13/K21: Achievement of solo standard and signed authorisation (on card and in log book).

b. DG505: Blue Card and signed authorisation (on card and in log book).

11.3.6 Mutual Flying

If neither of the pilots wishing to fly together holds a current Instructor's rating, then they will **both** require the CFI's authority ,which must be recorded on the pilot's Rating Card, or his log book, for mutual flying in the two-seat aircraft concerned. Both pilots must hold at least Silver C and each have a minimum of 50hrs P1. They must be in current flying practice and obtain

the Duty Instructor's permission for the flight. The Pilot-in-Command of the flight must fly in the front seat, and fly the launch, circuit and landing phases of the flight.

11.3.7 Passenger Flying

Authority for such flights will be at the CFI's discretion and must be recorded on the pilot's Rating Card. Pilots must be in current flying practice on the aircraft to be used and the Duty Instructor's permission must be obtained. Pilots must have a current PPL/NPPL Medical Certificate, or the appropriate BGA Medical Certificate, counter-signed by their own GP. **Pilots wishing to be considered for this type of flying must meet exactly the same standard of fitness to fly as do instructors**.

11.3.8 Trial Lesson Flying

Trial Lesson flying needs to be managed very carefully, to ensure that it does not take precedence over Club flying. Flights must be co-ordinated with the club's flying programme for the day. The duration of flights is to be kept within the limits specified for trial lessons. **Time in excess of these limits will be charged to the instructor**. In principle, trial lesson flying should be restricted to **pre-booked flights**. Ad hoc trial lessons should be discouraged and may only be accepted if they do not interfere with club flying, and at the sole discretion of the Duty Instructor/Duty Launch Marshal. In all cases, people waiting for trial lessons should be kept fully informed and given realistic waiting times for their flights. Specific instructions relating to the conduct of trial lessons are at Annex D.

11.4 Club Single-Seat Gliders

11.4.1 As at January 2009, the Club's single-seat fleet consists of two SZD Juniors. Others, including more advanced types, may be added in due course.

11.4.2 Experience required to fly club single seaters:

GLIDER	MINIMUM FLYING EXPERIENCE	APPROVAL
SZD Junior (or similar)	10 solo flights in K13 and/or K21	Check flight(s) by a club instructor and authorisation in White Card and logbook.
Club Class glider	20 Hours P1 and 20 solo flights, on the Junior (or similar). Conversion Training on K21/ DG505.	Check flight(s) by a club instructor and authorisation in Red/Yellow Card (as appropriate) and log book.

Note. The stated flight requirements are the minimum. A pilot may be required to undergo further training or gain more experience to reach the required standard.

11.4.4 Visiting Pilots

After establishing a pilot's experience and currency, the Duty Instructor will exercise his discretion with regard to permitting the pilot to fly club single seat aircraft. One or more dual

check flights will be required. Particular emphasis is to be placed on launch failure, stall and spin reinforcement exercises, and prevailing weather conditions.

11.4.5 Cross-Country Flying

A pilot wishing to carry out a cross-country flight must be in current flying practice, competent to fly in the prevailing weather conditions (card rating), have adequate experience (on type) and be authorised for cross-country flying. The pilot must make his intention to fly cross-country known to the Duty Instructor. Club members' first cross-country flights will be flown in the Junior. Any club-owned higher performance single-seater may be used when the pilot has gained sufficient experience and authorisation.

11.5 Private Owners

Owners of private gliders are not exempt from having to satisfy the Duty Instructor of their competence to fly their glider in the prevailing weather conditions and will be required to fly within the limitations of the card rating system.

11.6 Tug Aircraft

11.6.1 The Tug Master has the responsibility for the operation and maintenance of the club's tug aircraft and for ensuring competency of tug pilots. Minimum qualifications for club members to be eligible to fly the tug are a PPL/NPPL, full Silver 'C' and a minimum of 100 hrs PI power flying. They must first satisfy the Tug Master of their competence to fly the club's tug aircraft, and then to tow gliders with that aircraft. Authorisation to operate as one of the club's tug pilots may only be given by the Tug Master, and such authorisation must be endorsed by the CFI.

11.6.2 All tug pilots must comply with the relevant operating instructions. A pilot who has not flown the tug for more than 6 weeks must consult the Tug Master before he does any aero-towing.

11.6.3 At the end of each day's flying, the tug aircraft must be refuelled and cleaned down in readiness for the next day's use. Any defects or abnormalities must be reported to the Tug Master as soon as possible.

12 WEEKEND/MIDWEEK TRAINING AND SUMMER COURSES

12.1 The Club's policy is that on Saturdays and Sundays there will always be a Duty Instructor available to supervise flying operations generally, and to give 2-seat training, assisted as far as practicable by other club instructors who are on site. Usually there will be two 2-seat gliders available for instruction at weekends. The remaining 2-seaters will be used if resources and conditions allow it.

12.2 The club also operates routinely on Wednesdays and Thursdays. Much will depend on the availability of instructors, as no official duty rota exists for those days. There may be only limited scope for 2-seat training as a result, and greater emphasis on solo flying, particularly for instructors.

12.3 Whilst the 2-seat gliders are used for a wide range of basic and advanced training and other flying, the club's policy is to assist pre-solo pilots to progress as smoothly as possible by affording them a measure of priority in terms of the number of flights available to them. Pilots who attend regularly for training will usually receive 2-4 flights each day. This must, however, be at the discretion of the Duty Instructor who has to consider many factors when deciding the allocation of flights (e.g. weather conditions, number of gliders available, fair distribution of launches, late arrivals, trial lesson flights, etc).

12.4 For a pre-solo pilot to progress as favourably as possible, it is essential that he attends regularly and that he also takes a full part in the various tasks to keep operations running efficiently. Instruction will be given in these tasks by authorised members. New pilots are actively encouraged to learn these activities.

12.5 A pilot's training does not end once solo standard is achieved. There is still much to be learnt, both in terms of flying skills and theoretical knowledge. This is achieved partly by solo practice and self-study, and partly under instruction. The club policy regarding 2-seat advanced training is that it will be slotted into a day's programme as required. However, it is necessary to discuss individual requirements with an instructor beforehand. The trainee pilot must ensure that his name is added to the flying list, annotated accordingly.

12.6 There is ample opportunity for training in more advanced techniques, notably thermal & ridge soaring, crosswind approaches, Bronze "C" preparation, cross-country flying and more.

12.7 Revalidation of acquired skills is a vitally important part of advanced training. In this context, it is important that post-solo pilots remember their responsibilities with regard to arranging Rating Card check flights.

12.8 The club runs a number of 5-day (Monday to Friday) holiday courses during the summer months. Whilst a degree of priority for winch launches goes to the course participants, other club members can still take launches, particularly on soarable days. The course instructor will decide on priorities, particularly on non-soarable days, when it is more difficult to fit in launches for non-course members.

13 OTHER REGULATIONS AND RECOMMENDATIONS

13.1 Cross-country flying

a. We want to encourage pilots of sufficient experience to fly cross-country, but it is important that this should be done in a methodical manner. Pilots who are authorised to fly cross-country must discuss their intentions with the Duty Instructor before setting off. In the case of club gliders, the instructor's authority is required for the use of the glider and he will decide if conditions are suitable or appropriate for the flight. It is an essential part of pre-flight preparations, particularly where club gliders are concerned, to ensure that a serviceable trailer and retrieve crew are available before starting the flight. **It is important from a safety point of view that even experienced cross-country pilots make their intentions known.**

b. It is equally important that all pilots intending to embark on a cross-country flight **brief themselves on any NOTAMs** that may affect their planned flight. This is an essential part of their pre-flight planning. The Club fulfils its legal responsibility in this regard by providing the means to obtain this information, namely access to the AIS website via the computer in the Briefing Room. It is the **individual pilot's legal responsibility** to make sure that he has this information to hand. A set of step-by-step instructions is provided for this purpose.

13.2 Air Law/Flight Safety Requirements

a. RNAS Yeovilton. When flying cross-country to the east of North Hill, pilots should consider the possible implications of penetrating the Yeovilton MATZ, even though it is not controlled airspace. The Royal Navy flies operational and training missions from Yeovilton, so it would be sensible to skirt the MATZ if possible. If not, then fly through as directly as possible and avoid flying across the stubs. The upper limit of the MATZ is 3000 ft above airfield level, so if you remain above that height, no conflict should arise; but you must still be committed to good airmanship. Remember that Yeovilton still has an ATZ, which must not be penetrated without prior clearance.

b. Exeter Airport. Exeter Airport also has an ATZ, which must not be penetrated without prior clearance. Although it does not have a Control Zone or Area associated with its ATZ, we must recognise that it is an increasingly busy regional airport with up-to-date navigational, radar and instrument approach aids. Pilots must bear this in mind when flying to the south of the site. They should stay well away from Exeter ATZ and exercise utmost caution when flying near the instrument approach lanes to the west and east of the airport. Any pilot intending to fly to the south of the A30, is strongly advised to contact Exeter Approach, give current position and height, state his intentions and ask for traffic information. He should then stay on that frequency until he is once more clear of the area and notify Exeter on that frequency when switching back to the glider frequency. The Exeter Approach frequency is shown on the 1:500,000 chart. We wish to maintain good relations with Exeter ATC and minimise the risk of controlled airspace being imposed on us due to a lack of consideration on our part. Ask yourself: do I really need to be here?

It is similarly good practice to inform Exeter Approach at the start of each day of the planned times and extent of gliding operations. This notification is best combined with the telephone call required in pursuance of the Code of Practice set out at Annex B.

c. Airway November 864. The base of this airway is at Fight Level 65, with a minimum altitude of 5,500ft. Its orientation is north-south, its eastern edge lies immediately above North Hill, and it extends to 10 NM to the west. **Sailplanes are not permitted to fly in airways**. While the true base of the airway can never be less than a minimum height of 4,579ft **above our site**, changes in atmospheric pressure can increase it to well above that. This could be significant on good soaring days. Know what Flight Level means. It is your responsibility not to infringe the airway.

13.3 Formation of syndicates

The following advice is given to pilots who are considering joining a syndicate or forming a new one. There have been instances in the past where pilots' experience was inadequate for the glider being considered, and subsequently their flying was risk laden. We want to ensure that pilots progress in such a way that experience and glider are properly matched. Pilots are strongly advised to discuss their ideas with the CFI or his Deputy, to see if the proposed glider is suitable for the individuals concerned. Safety must come first, and we do not want a situation to develop whereby a pilot, after buying a share, is barred from flying due to lack of skill or experience. Another consideration is whether the club can absorb more private gliders. Some clubs already operate a waiting list. We hope to avoid this situation. Careful planning, and an early discussion with the CFI can prevent problems, before commitments are made.

13.4 Visits to other clubs

The philosophy underlying the above comments about the formation of syndicates applies similarly to pilots wishing to fly at other club sites, particularly those which require a high degree of skill and airmanship (eg Portmoak, Talgarth etc). Those who are below Silver C standard should discuss their intentions about taking their own glider with the CFI or his deputy.

The Club has no objection in principle to suitably qualified pilots hiring a club glider for short-term use at another gliding site. This will usually be a single-seat glider. Prior permission must be sought from the CFI, and the prospective hirer will be required to complete an application form. The completed application must be presented to the CFI for his counter-signature. The hire charges are published on the club notice board and must be paid in advance.

13.5 Alcohol and flying

Flying and alcohol do not mix. The CAA strictly prohibits any flying when alcohol has been consumed. The effects of drinking the previous day must also be taken into account. A minimum of 8 hours must be allowed before flying, and if larger amounts have been consumed 12-18 hours may be necessary. Please make sure that you act responsibly.

ANNEX A TO D&SGC'S OPERATIONS MANUAL

RISK REVIEW FOR DSGC PILOTS FLYING AS P1 IN TWO-SEAT GLIDERS

Introduction. This Annex is not intended to be an exhaustive check list. Its purpose is to provide instructors with some simple guidelines when considering the risks as the pilot in charge of a two-seat glider, to assist them in coming to a considered decision on whether or not to proceed with the proposed flight.

Briefing. Consider and discuss the intended flight. Describe the experience. Make it clear that this will be an instructional flight, with P2's status being that of a student pilot and thus a member of the flight crew. Make sure that this is clearly understood. Discuss use of the controls by the P2. Adequately describe the operation of the controls, any terminology you will use (e.g. attitude, roll, bank, "I have control"/"You have control") and the instrumentation relative to the planned exercises.

Consider whether P2 can reasonably be expected to take instruction in the proposed exercise.

Physical Size. Is the P2 able to reach and operate the controls acceptably?

Health. Consider the P2's potential comfort in the glider, e.g. is there a disability, a "cold", will P2 be too hot or too cold? Is P2 displaying signs of being under the influence of drink or drugs? Remember the need to be able to maintain lookout as well as read the instruments. Consider any barriers to communication, e.g. language or hearing difficulties, that may affect safety. Consider whether the person is medically fit to fly.

Safety Equipment. Consider and explain that the parachute is always used at DSGC as a safety aid, but also because most glider seats are designed to accommodate a pilot wearing a parachute and the use of unsuitable cushions in lieu of the 'chute has been known to cause back injury in events such as heavy landings. Check that the parachute appears to be serviceable. Consider the fit of the parachute and ensure the wearer both understands, and is capable of, its use.

Emergencies. Will P2 be able to exit the aircraft unaided in the event of an emergency in the air? If it is likely for there to be a problem in this respect, both pilots must be in agreement for the flight to proceed.

Weather. Consider any problems caused by the prevailing weather conditions such as misting of the canopy, rain, landing into the sun, poor visibility, turbulence.

Aircraft Limitations. Ensure that the C. of G. is within limits. If there is any doubt, weigh yourself and your P2. Ensure that any ballast weights that may be required are safe and secure.

Security. Check for loose objects such as a camera, mobile 'phone, glasses or anything else that could interfere with the controls or distract attention in the event of a cable break or turbulence.

Membership. Ensure the pilot has read and signed the membership application form and is a Club member.

ANNEX B TO D&SGC'S OPERATIONS MANUAL

DEVON & SOMERSET GLIDING CLUB / DUNKESWELL PARACHUTE SCHOOL

JOINT CODE OF PRACTICE TO PROMOTE ADDITIONAL SAFETY AWARENESS DURING ADJACENT GLIDING AND PARACHUTING OPERATIONS

1. Because the Gliding Club and Parachute School telephones are not permanently manned, there is always an element of uncertainty in making contact. Therefore, on each day, before glider launching begins, the Gliding Club's Duty Instructor will contact Exeter ATSU (Tel No 01392 367433, Ext 215) to obtain current information on the Parachute School's intended programme. This will assist with making judgements on flight procedures in relation to the DZ.

2. When parachuting operations begin on each day, the "jump aircraft" pilot will make a general radio call on 130.1Mhz, to "any North Hill gliders", to advise that parachuting is imminent. Further general calls will be made at intervals during the day, as an additional safeguard.

3. The Gliding Club's pilots will be expected to conduct their flying and airmanship in a manner which does not bring them into conflict with any parachutists. This means planning each flight to take due account of the wind direction and strength, the sector of the DZ in which parachutists are likely to be dropping and whether any sections of the DZ may safely be entered without causing conflict. The greatest risk is likely to be encountered in W - NW winds since parachutists will then be dropping in the western sector of the DZ, e.g. over or just to the west of Sheldon village. Gliders thermal soaring up to 2nm north of the gliding site and drifting downwind in these conditions may present a serious risk to both glider pilots and parachutists, particularly so above 200Oft.agl, where the parachutists must be assumed to be in "free-fall". In these conditions, therefore, pilots should follow the recommended safety procedures below:

   a) Above 2000ft.agl, gliders without radios or with unserviceable radios should not be flown to the east of a line running north from the eastern boundary of the gliding site, i.e. fringing Westcott Farm.

   b) Gliders with serviceable radios may be flown to the east of that line only if the pilot makes contact with Dunkeswell School of Flying on 123.47Mhz (Dunkeswell Radio) and receives information enabling him/her to judge that there will be no conflict with parachutists. The implications of Dunkeswell's ATZ must also be taken into account.

4. Glider pilots on cross-country flights, wishing to transit the DZ, must have serviceable radio in their gliders and, whilst clear of the DZ, must first contact Dunkeswell School of Flying on 123.47Mhz (Dunkeswell Radio) to obtain current information on parachute operations. If the decision to transit the DZ is taken, then, irrespective of heading, further radio calls must be made to declare entering the DZ and subsequently leaving it. If inbound to North Hill below 2000ft.agl, the implication of crossing Dunkeswell's ATZ must also be taken into account.

ANNEX C TO D&SGC'S OPERATIONS MANUAL

THE COLOURED CARD RATING SYSTEM

Rating Colour	Renewal Checks	Limitations	Requirements for Progress to Next Rating	Non-Mandatory Endorsements
WHITE	Every 6 weeks or 4 weeks without flying.	▪ Obtain briefing from the Duty Instructor before flying solo each day. ▪ Dual check required before flying solo, unless passed "off checks". ▪ Not permitted to fly outside gliding range of North Hill. ▪ Must remain clear of cloud at all times.	▪ Minimum of 25 solos flights. ▪ Passed "off checks" (ie daily dual checks not required). ▪ Conversion to early-solo single-seater (ie Junior, or other, if available). ▪ Reduced "G" revision. ▪ Stall/spin revision. ▪ Launch failure revision. ▪ Oral exam on air law. ▪ Winch driving and/or computerised log keeping. ▪ Duty Launch Marshal.	None.
RED	▪ Every 4 months or 6 weeks without flying.	▪ Refer to Duty Instructor for daily flight briefing. ▪ Must not fly beyond gliding range of North Hill. ▪ Must remain clear of cloud at all times.	▪ Minimum of 50 solo flights. ▪ Solo aerotow. ▪ Stall and spin checks. ▪ Daily Inspection. ▪ Field landing briefing. ▪ Field selection and landing. ▪ Bronze ground exam. ▪ Bronze duration flights. ▪ Bronze flight tests.	

Table continued on next page

Cards continued

Card Rating	Renewal Checks	Limitations	Requirements for Progress to Next Rating	Non-Mandatory Endorsements
YELLOW	Every 12 months or 6 weeks without flying.	▪ Refer to Duty Instructor for any special briefing . ▪ Cross-country briefing required.	▪ Demonstrate very high levels of airmanship. ▪ Cross-country endorsement. ▪ 5 hour duration. ▪ 50 km distance. ▪ 1000m height gain. ▪ Radio briefing.	▪ Solo aerobatics.
BLUE	Every 12 months or 8 weeks without flying.	▪ Authorised to fly in all conditions, subject to Duty Instructor authorising club flying.	N/A	

Explanatory notes

1. Renewal checks. The stated intervals must be complied with and **each member is personally responsible for arranging dual checks for revalidating his rating**. The minimum flying experience requirements for Yellow and Blue Rating renewals are 10 hours and 10 launches, or 50 launches, in addition to the launch failure requirements defined in 5 below.

2. Limitations. These are designed primarily to limit the risk of pilots (particularly those with little solo time) flying in conditions beyond their experience. Any pilot exceeding the particular limitations or renewal check periods will be automatically downgraded one Rating.

3. Requirements. The lists on the Rating Card provide a series of targets for pilots to aim for and complete satisfactorily in order to be eligible for dual checks for progress to the next higher rating. The various items do not necessarily have to be completed in the order shown. These items include winch driving and Duty Launch Marshal duties. This is to emphasise to pilots that they must be prepared to undertake their fair share of duties, especially where they have no involvement with other club activities such as committee work, instructing or essential maintenance work. In an amateur run club like ours there can be no "free rides"!

4. Cards. The detail given in the tables above for each Rating is shown on the Rating Card, with space for the instructor's signatures and renewal dates.

5. Launch Failures. Accidents and incidents associated with launch failures continue to cause grave concern throughout the BGA. In these days of highly reliable launching equipment, some pilots may not experience a launch failure in months, if not years, of flying. It has been found necessary to actively raise pilots' awareness of the potential risk of launch failures by introducing a system of periodic checks. To this end, when revalidating their rating, all pilots will be expected to provide evidence of having experienced a minimum of 2 launch failures (real or simulated) in the 12 months preceding the renewal date. Instructors will ask to see

this evidence when carrying out Rating Card checks, which will almost certainly include simulated launch failures. Pilots can either produce their log book or show the appropriate launch failures as listed on their flying account. A separate list of such launches can also be produced from the computerised flight records. Verbal evidence by the pilot at the time of Rating Card checks will not be acceptable.

ANNEX D TO D&SGC'S OPERATIONAL RULES AND PROCEDURES

TRIAL LESSONS

1. Administrative Aspects

The organisational and financial aspects of Trial Lessons are published elsewhere. In short, as a general rule, we are only committed to give trial lessons that have been pre-booked. While we retain the flexibility of including ad hoc lessons in the flying programme, they will only be offered where there is no consequent disadvantage to full club members. The instructor conducting a trial lesson is responsible for ensuring that all necessary paperwork has been completed, and that the appropriate fees have been paid, before the flight. The instructor must also keep to the maximum duration allowed for each flight, as laid down from time to time.

2. Operational Aspects

Some of the basic principles relating to the conduct of trial lessons are set out in the main body of this document, in Section 11 (paragraphs 11.1, 11.3.1, 11.3.8 and 11.3.9) on pages 21 and 22. The instructor giving the trial lesson is to comply with the following specific rules:

a. There must be no short cuts to the standard rules governing the use of parachutes, use of energy absorbent cushions, proper strapping in and weight and balance considerations.

b. Should additional ballast be required, this must be properly secured.

c. The use of cushions merely for the purpose of giving the trial lesson trainee a better "view" is unacceptable.

d. Briefings should be kept short, but must cover the following essential points:

i) A clear explanation of the trial lesson trainee's legal status. They are not passengers. Their status is that of student pilot, and they are thus members of the flight crew. This means that we do not have the same responsibilities as those of people operating passenger-carrying aircraft (eg airlines), and our insurance cover is set accordingly. This is covered in more detail in the BGA's Code of Practice for Gliding Lessons contained in "Laws and Rules".

ii) The procedure for abandoning the aircraft and operating the parachute ("In the unlikely event that etc etc ……").

iii) The "flight plan".

e. Arising from d.i) above, the instructor must satisfy himself that the person concerned is willing and able to take instruction. That person must fulfil two essential requirements, namely: he must be able to understand what is going on, and he must ideally be able to reach and operate all primary flying controls. This needs special attention where young children are concerned. Here the minimum requirement is that the child can reach the control column and is capable of receiving some limited instruction.

3. In the final analysis, it is a matter for each instructor's judgement to decide whether all the requirements have been met. Failure to take proper care in this matter could have very serious personal and legal consequences! **SEE ANNEX A!!**

Annex F (updated 6 July 2020)

DSGC's Operational Rules and Procedures

COVID19 Return to flying Phase 1

In line with updated government guidance on recreational aviation, DSGC will resume limited operations from Sat 16th May 2020. We will be observing rules on social distancing in line with CAA and BGA guidance. The Club is open to members only, we regret that at this time we must ask visitors, including visitors from other gliding clubs, to stay away.

Flying will be possible for suitably qualified and current club members, in single seaters or two-seat gliders where both pilots are from the same household. We regret that general instructional flights, and trial flights, are not possible at this time.

Trial Lessons are postponed until further notice, expired vouchers will be extended. North Hill Café is closed until further notice.

BGA guidance on restarting flying is available:
https:/members.gliding.co.uk/library/uncategorised/covid19-bga-club-operations-restart-guidance/

Card ratings and Recency

Until further notice, members whose card ratings have expired, may continue to fly solo providing they stay current and get authorisation from the Duty Instructor on the day.

Members who are out of Recency, must get permission from the CFI before flying.

Stuart Procter, CFI
16 June 2020

COVID19 Return to Dual flying Phase 2

Following Phase 1 with solo flying only, government guidance has now allowed dual flying from Saturday 4th July 2020. We will be continuing to observing the rules on social distancing in line with CAA and BGA guidance. The Club has put a number of protective measures in place (social distancing, hand washing facilities on the field, disinfectant wipes for glider and other hard surfaces) and members have been using these both frequently and reliably.

North Hill cafe is now open to Members with a restricted service. The Clubhouse and Airfield is still closed to Visitors. Trial Lessons are still postponed until further notice.

The resumption of dual flying creates a situation where the P1 and P2 pilots share a cockpit and are closer than some would like. The trial of a physical separation between the front and rear seat in a K21, showed it created a problem with visibility and communication, and has thus been abandoned.

BGA guidance for operating two-seaters to minimise COVID19 transmission suggests that:

- minimise the number of student pilots that each instructor flies with
- minimise the flight time to that required to complete the flight aims
- optional use of face coverings and gloves if safe and practical to do so
- avoid close face to face dialogue during ground briefings
- avoid the need for close assistance when strapping in / entering/exiting the cockpit

In line with this guidance, DSGC will operate a booking scheme for two-seater training (including check flights) Initially, one Instructor will fly with max of two students per day, and flights will be limited to max of 15 minutes each.

Booking

Members requiring two-seater training should enter their name on the DSGC website |Members Area| Club Diaries |Members Flying spreadsheet in one of the available slots. To be fair to all members, another booking may only be made after the day of the flight. As more Instructors become available, further slots on the website will be created, and some may be available on an ad-hoc basis.

Health

All Members should enter their name on the Flying List to comply with the Health Declaration, additionally a digital thermometer may be used to confirm body temperature. Face coverings in a two-seater glider should be worn , provided it is safe and practical to do so.

Next Steps

We realise that Phase 2 scheme will not provide Members with as much flying as they might wish, but we will be frequently re-evaluating and modifying as the situation changes.

Stuart Procter
CFI
6 July 2020