



**GLIDING NEW ZEALAND INCORPORATED**

***ADVISORY CIRCULAR***  
***AC 2-02***

**CHIEF FLYING INSTRUCTOR AND  
INSTRUCTOR PANEL**

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## **1 Introduction**

1.1 This Advisory Circular provides guidance on the following:

- The regulatory requirements concerning Chief Flying Instructors (CFI) and Instructors' Panels.
- The responsibilities of CFIs.
- The functioning of Instructors' Panels.

## **2 Regulatory Requirements**

2.1 The Manual of Approved Procedures (MOAP) requires that each affiliate (club) shall appoint a CFI.

## **3 CFI Responsibilities**

3.1 The responsibilities of CFIs are detailed in the GNZ Instructors' Handbook, Part 1 which states:

“A CFI or Chairman of an Instructors' Panel is directly responsible to a club committee for ensuring that all flying operations are carried out in a safe and proper manner. Furthermore, the CFI may be considered as the manager of the Instructors' Panel”.

3.2 The MOAP assigns many responsibilities to CFIs including those detailed in the following sections:

- Section 1-3, Para 8.2 and Appendix 2A Para 3. Hold training records and medical declarations.
- Section 1-7, Para 1.6. Issue 100km and 200km certificates.
- Section 1-7, Para 4.3. Recommend Official Observers.
- Section 2-2, Para 1.5 and 3.2. Be responsible to the club committee for operational matters.
- Section 2-2, Para 3.3. Chair the Instructors' Panel.
- Section 2-3, Para 1.2 and Appendix 2A Para 1.2. Be aware of factors affecting the validity of the medical declarations of club pilots.
- Section 2-3, Para 2.2 and Section 2-4. Authorise instructors.
- Section 2-5, Para 2.3. Recommend visiting foreign pilots for the issue of a Qualified Glider Pilot's Certificate.
- Section 2-7, Para 14. Report accidents and incidents.
- Section 2-9, Para 10.2. Authorise pilots to act as pilot in command on multiple tows.

3.3 Many GNZ forms require a CFI's signature to endorse the applicant's request. For example, the Application for Qualified Glider Pilot Certificate requires the CFI to sign the application and to endorse the new QGP's logbook, prior to the issue of the Certificate.

3.4 In general terms therefore, the CFI is responsible for ensuring that the club's operations are performed and administered safely and in accordance with all applicable regulations.

This requires the CFI to set standards, supervise operations, ensure that records are kept, and manage the Instructors' Panel.

3.5 Individual clubs may assign additional responsibilities to their CFIs.

#### **4 Instructors' Panel**

4.1 Whereas a club committee is responsible for the club's management and administration, the Instructors' Panel is responsible for the club's gliding operations.

4.2 All the active gliding instructors in the club should be members of an Instructors' Panel. For large club's, it may be more manageable to limit membership of the Panel to selected instructors.

4.3 The members of the Panel are responsible to the CFI for instructing and for supervising the club's gliding operations. In large clubs, the Instructors' Panel plays a vital role in helping the CFI, who will not have the time to fulfill all of the CFI's responsibilities alone.

4.4 An Instructors' Panel should meet at least annually. Minutes of the meetings should be taken and retained by the CFI for a minimum of three years. The CFI, or an experienced instructor with good chairmanship skills, should chair the meetings.

4.5 Instructors' Panel meetings should address the following matters:  
Standardisation of procedures and instruction.

- Operational safety.
- Review of club pilots for:
  - currency, competence, , critiquing of flying habits, and recommending remedial or additional training;
  - suitability for ratings and certificates; and
  - suitability to become instructors.

4.6 The GNZ Instructors' Handbook, Part 1 gives guidance concerning the membership, operation and management of an Instructors' Panel.

4.7 In smaller clubs, it may be practicable to combine the functions of the committee and the Instructors' Panels. To achieve this:

- The CFI must be a committee member.
- A good proportion of the committee (about half) must be active instructors.
- Operational matters should be discussed and should be documented in the minutes.