



GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR
AC 1-02

**STANDARD OPERATING PROCEDURES
AND CLUB RULES**

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1 Introduction

This Advisory Circular provides guidance on the following:

- The regulatory requirements concerning Standard Operating Procedures (SOPs) and Club Rules.
- The content of SOPs and Club Rules.
- Responsibility descriptions for key club roles.
- Publishing and managing SOPs and Club Rules.
- Disseminating SOPs and Club Rules.

2 Regulatory Requirements

- 2.1 The Manual of Approved Procedures (MOAP) Part 2, Section 2-7 requires affiliated clubs to set operating rules and procedures (SOPs) to govern the conduct of their gliding operations.
- 2.2 All affiliated clubs are required to conduct their operations in accordance with the MOAP. However, clubs may set rules and procedures that are more restrictive than the MOAP.
- 2.3 The MOAP requires Clubs to have rules that detail currency requirements appropriate to the type of aircraft they operate and the environment in which they operate.

3 Content of Standard Operating Procedures (SOPs)

- 3.1 Those parts of the MOAP that are applicable to routine day-to-day operations that all flying members are required to be familiar with and adhere to should be treated as an integral part of SOPs. These include:
- Section 2-1 – Operational Requirements
 - Section 2-2 – Operational Responsibilities of the Individual Pilot in Command.
 - Section 2-3 – Pilot Qualifications
 - Section 2-4 – Currency Requirements for Instructor Ratings
 - Section 2-6 – Use of Airspace by Gliders
 - Section 2-7 – Operations - General
 - Section 2-9 – Launching
 - Appendix 2A – Medical Requirements
 - Appendix 3C – Owner/Operator Maintenance

- 3.2 SOPs complement or expand upon the MOAP and will also detail rules and procedures that apply specifically to the affiliated club's particular environment and circumstances. Examples include:
- Local airfield rules.
 - Local airspace rules.
 - Launch procedures.
 - Radio procedures.
 - Carriage of passengers in the towplanes.
 - Conduct of BFRs.
 - Briefing visiting pilots.
 - Pilot currency.
 - Safety.
 - Emergency Plan.
- 3.3 The content of SOPs should be appropriate to the environment of each Club.
- 3.4 The content of Civil Aviation Rules and the MOAP should not be duplicated in SOPs unless certain of this content needs special emphasis.
- 3.5 SOPs should be kept as concise as possible, to encourage people to read them.

4 Content of Club Rules

- 4.1 Club Rules deal with the management and administration of the club and will deal with matters not covered under the Club's constitution.
- 4.2 A Policy and Administration section should promulgate decisions of General Meetings and Committee Meetings that promote the good running of the Club and that are not written into the Club's constitution. Examples might include:
- Paying of insurance excess for accidents.
 - Discount schemes.
 - Youth schemes.
 - Restrictions concerning the use of Club aircraft.
 - Precedence of club members over the general public.
 - Control of maintenance.
- 4.3 Responsibilities of club appointments such as CFI, duty instructor, winch driver etc, should be included in Club Rules. The management of the Instructor Panel should be detailed. Sample responsibility descriptions for key club roles are appended.

5 Publishing and Managing SOPs and Club Rules

- 5.1 There are many ways of managing documents such as Club Rules and SOPs. Each club will decide which method best suits it.
- 5.2 They may be managed as a single document or as a number of separate documents. For example, local Memoranda of Understandings with other organisations might be better kept as separate documents; the emergency plan might be better kept as a separate document that can be displayed prominently on notice boards; the SOPs should be kept separate from Club Rules.
- 5.3 Each document should be written in such a way that the following are quite obvious:
- That it is an official club document containing rules and procedures that members are expected to comply with. A statement at the front to this effect, with the signature of the appropriate club official, would suffice.
 - That the current version is being used. This could be achieved by placing an expiry date on the document. In this way, after the expiry date, the document has to be reviewed, updated, and re-issued with a new expiry date.

6 Awareness of SOPs

- 6.1 Clubs must ensure that club members are aware of and comply with SOPs.
- 6.2 This awareness can be achieved by any or all of the following means:
- Practicing and enforcing the procedures during routine operations.
 - Sign off Biennial Flight Reviews after the pilot has read and understood SOPs.
 - Post a copy to each club member for them to read at their leisure.
 - Publish excerpts from SOPs in club newsletters.
 - Conduct briefing sessions during instructors meetings, committee meetings or training briefings.

CHIEF FLYING INSTRUCTOR

The Chief Flying Instructor shall have the following responsibilities:

- a) To be responsible for the Club's flying standards until such time as the Club advises the Regional Operations Officer of his/her replacement.
- b) To arrange the Club's flying training programme and Instructors' roster. As part of this, ensure instructors remain current, or have check flights when needed.
- c) To arrange and preside over regular meetings of the Club's Instructors panel.
- d) To take disciplinary action in accordance with Club procedures, in cases of breaches of Civil Aviation, GNZ or Club Flying rules. (standard operating procedures)
- e) To ensure all accidents are reported to the Civil Aviation Authority and all accidents and incidents to GNZ.
- f) To issue "A", "B" certificates and to administer Qualified Glider Pilot Certificate examinations, ensuring that GNZ examination papers are kept as confidential as possible.
- g) To carry out BFRs on all A and B Cat instructors, and all instructor trainers.
- h) To initiate instructors' courses as required, or recommend candidates to National courses.
- i) To ensure Club aircraft log books are kept up to date on a regular basis, and if delegated, ensure that this is completed accurately and regularly.
- j) To maintain records of completed pilot training sheets, pilot ratings, Biennial flight review sheets and Pilot Medical Declarations in accordance with the MOAP.
- k) Monitor ageing instructors' performance, and assist them to decide when to stop instructing, if necessary.
- l) To assist the Committee of the Club with setting policy, if requested.

The Instructors' panel should have as its members all current qualified glider instructors in the Club.

Its functions are as follows:

- a) To carry out the Club's instructional programme.
- b) To discuss and standardize instructional methods within the club.
- c) To discuss at meetings the progress and problems of each pupil and, when necessary, instructors.
- d) To consider pilot ratings (ready for solo, endorsement to carry passengers, ready for cross country etc.).
- e) To discuss in accordance with Club procedures, the form of disciplinary action in cases of breaches of Civil Aviation, GNZ or Club Flying Rules.
- f) To consider Club operations in all aspects and to make appropriate recommendations to the Club Committee.
- g) To familiarise itself with instructional methods, amendments to regulations and new procedures etc.
- h) To consider the appointment of new Instructors for the Club.
- i) To ensure that trainee and C Cat instructors receive training and wide experience to upgrade when possible, and that the flying skills and instructional technique of all instructors is monitored and improved as much as possible.

CLUB CAPTAIN

Traditionally the Club Captain has been and should remain to be, a high profile position within the club. The position should be selected from the general members and it is preferred that they not be an instructor because the Club Captain's job would suffer as a result. Club Captains are sought from members that possess or have the potential to motivate/lead others and get results. The position of Club Captain fosters a sense of responsibility and maturity that often leads the incumbent to be sought as an instructor once the necessary flight requirements are achieved.

The appointment is a clear indication that the Captain is an excellent "Club person" and as this is no mean achievement in itself, the position is held in high regard by the instructors panel and Executive Committee.

It is important not to overload the Club Captain with trivial matters that could be delegated to other Committee members. In essence the Club Captain is the "Club host" not a general "dogsbody".

The prime tasks listed below are not a definitive list and should further be regarded as tasks which the Club Captain can and should seek assistance with. It is the ability to achieve these tasks by whatever means the Club Captain chooses that is important.

The Club Captain shall have as part of their responsibilities the following duties:

- Oversee day to day field operations of the Club not related to flight instruction.
- Ensure the duty pilots/ground controller's record accurate flight times, process receipts properly, maintain listening watch on base radio and record ops normal etc.
- Monitor volume of trial/instructional flights to ensure Club training/members' use is not compromised.
- The Club Captain reports to the Executive Committee and should maintain close liaison with the CFI on flying-related matters and members ideas/concerns.
- Assist instructors with the training of duty pilots new to the roster. Draw up a regular duty pilot roster.
- Follow up new members/ab-initio trainees in conjunction with public liaison / secretary.
- Contribute a regular article to the Club's Newsletter/Enewsletter/Facebook page. This article should at the least keep members informed of Club activities and social events.

Away Camps

- Co-ordinate away camps, with the assistance of ground maintenance person. Liaise with instructors, and tow-pilots.
- Ensure that the necessary Club equipment is transported to and from away camps; timesheets, stop-watch, adequate pickets, tie-down ropes, mallet, control locks, fuel & trailer etc. Liaise with the treasurer re receipt books, cash tin etc.
- Arrange catering in conjunction with social committee.

Social Functions

- Oversee any social Committee and regular social functions, the Club Captain should be seen as the Club contact for any member wanting to initiate a social event.

Ideally the Club Captain should be enthusiastic and a keen motivator!

GLIDER MAINTENANCE (Liaison)

This position reports to the executive committee and the holder should attend meetings on a regular basis.

The responsibilities of this role are interchangeable with the ground maintenance role and the two persons should work closely together.

The Glider Maintenance person shall have the following responsibilities as part of their duties:

Maintenance schedules

- Keep a record of when club gliders are due for maintenance and ensure where practicable that a suitably qualified engineer carries out maintenance to the minimal disruption of Club flying.
- Liaise with the committee & CFI on impending glider maintenance schedules.
Responsible for Battery maintenance schedule and arrange for charger maintenance where necessary. (e.g. write date of purchase on new batteries)
- Co-ordinate with engineers on work required and maintenance/defect logs are signed off. Advise CFI & committee if work deferred where applicable.

Purchase of new equipment

- Oversee the ordering, purchase and fitting of Glider accessories/instruments as and when directed by the committee.
- Obtain quotes where necessary and report to committee as appropriate for approval.

Aircraft working bees

- In conjunction with Ground Maintenance person, organise and oversee “club working bees” for such things as polishing gliders.

Flight Recorders and Parachutes

- Arrange for calibration of Club flight recorders as necessary. Take photocopies and send the original to the GNZ Awards Officer, copy to CFI.
- Arrange for parachutes to be repacked annually prior to end of September of each year. The club owns _____ parachutes.

GROUND MAINTENANCE

This position reports to the executive committee and the holder should attend meetings on a regular basis.

The responsibilities of this role are interchangeable with the glider maintenance role and the two persons should work closely together.

The Club Ground Maintenance person shall have the following responsibilities as part of their duties:

Reporting to the executive committee on a regular basis.

Safety Officer for Club.

- Reporting of any health and safety issues (not related to flight instruction). Co-ordinate with glider maintenance committee member on issues where appropriate.
- Maintain liaison with instructors/CFI on ground safety issues where they may impact on flying.

Maintenance and upkeep of Club vehicles.

- Ensuring all Club vehicles have current Warrants of Fitness and Registrations. These vehicles include caravan(s), glider trailers, fuel trailer and other trailers as may be in the Clubs' possession for use by its members

General maintenance of club property, grounds and buildings

- Duties include mowing of grass around hangars and clubrooms, ensuring rubbish removed and risk of fire reduced. Ensuring Club fire extinguishers in working order and appropriate certification/testing carried out.
- Overseeing any such maintenance and/or organising "working bees" for assistance in such tasks.

Away Camps

- In conjunction with the Club Captain help to ensure that the necessary Club equipment is transported to and from any Club away camps and to maintain such equipment as necessary.

Miscellaneous

- Refilling of oxygen master cylinder.
- Arranging signage where appropriate.
- Responsible for issuing of keys to new members, and collecting keys from retiring members.

Maintain a list of Club Equipment (Annual Accounts will show depreciation schedule of major assets)

- Confirm that Glider Maintenance liaison person has arranged for calibration of Club barographs and parachute repacking prior to end of September.
- Assist glider maintenance person with battery maintenance schedule and arrange for charger maintenance where necessary. (E.g. write date of purchase on new batteries)

PUBLIC LIAISON

This position reports to the Committee and is required to attend monthly committee meetings. Primarily this person is responsible for handling the day to day inquiries from the public or visiting glider pilots including membership inquiries.

The Public Liaison person shall have the following responsibilities as part of their duties:

Regularly clear messages from club answer phone.

Trial Flights

- Send vouchers, collect money and forward to Treasurer.
- Make bookings as required.
- Advise duty pilots, instructors, tow-pilots of those bookings.

Membership inquiries.

- Send out relevant brochures and information on the Club.

Introductory courses

- Advise inquirers of current training packages available.
- Book in any Instructional Courses and advise instructors and CFI of time/date of bookings made.
- Liaise with committee members as required.

Maintain stocks and supply new members with the following:

- Logbook
- Training sheets
- QGP study manual
- Club Flying rules
- Club member phone list
- Instructors' roster
- Club history booklet
- Kit list (Basics to bring to field)

Report for Newsletter as required.

SECRETARY

The Secretary shall have the following responsibilities as part of their duties:

- Prepare and disseminate the agenda for Executive meetings.
- Faithfully record and distribute minutes of Executive meetings. Ensure that the President signs these once they have been passed at the next meeting, and keep archive copies.
- Advising all members of any special or extraordinary meetings.
- Ensure remits for Annual or Special general meetings of the Club are distributed/publicised in accordance with Club Constitution.
- Liaise with all committee members informing them of altered meeting times.
- Attend to inwards and outwards correspondence as necessary. Distribute in a timely manner.
- Clear Post Office box in Treasurer's absence.
- Maintain record of master forms & Club role descriptions

Periodic duties

- Order Log Books & Training manuals.
- Arrange for adequate stocks of forms and pamphlets (held in the caravan). Retain master copies of all such forms. Electronic records of forms to be backed up on Club's computer.
- Maintain and archive Club historical records in appropriate containers and dry conditions..
- Maintain "Club Policy" record (avoids re-inventing wheel) and distribute to members on request
- Receive completed membership forms, and enter details on-line in GNZ register as required. Update addresses etc on-line as advised.
- Maintain register of Club members, ensure new member details are forwarded to CFI and member who maintains membership contact list.

Annual

- Update Gliding NZ Club contact, key personnel, aircraft register.
- Advise Registrar of Incorporated Societies of any changes to Club Constitution, and with the treasurer, file annual returns.