



GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR
AC 2-02

**CHIEF FLYING INSTRUCTOR AND
INSTRUCTORS' 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).
- The responsibilities of CFIs.
- The functioning of the Instructors' Panel.

2 Regulatory Requirements

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

2.2 Ideally, the CFI should hold a Category A Instructor Rating. A Category B Instructor Rating is the minimum. If this standard cannot be met, the relevant Regional Operations Officer should be consulted regarding an upgrade plan.

2.3 Continual reference needs to be made to the Instructor Assessment Standards (IAS) and the associated Instructor Support Manual (ISM).

3 CFI Responsibilities

3.1 The overall operational responsibilities of CFIs are set out in the MOAP Section 2-2. Furthermore, the CFI may be considered as the MANAGER of an 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 1-6, Para 5.3. Recommend Official Observers.
- Section 2-2, Para 1.5 & 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 2-4, Para 11. Endorse applications for instructor ratings.
- Section 2-4, Para 13. Chair inquiry into temporary suspension of an instructor.
- Section 2-6, Para 2.4. Recommend visiting foreign pilots for the issue of an XCP.
- Section 2-8, Para 11. Approving independent operations in mountainous terrain.
- Section 2-8, Para 14. Report accidents and incidents.
- Section 2-10, Para 10.2. Authorise pilots to act as PiC on multiple tows.
- Section 2-12 Para 2.2. Approve training or practice for competition finishes.
- Appendix 2-C, Para 7. Administer glider knowledge examinations.
- Appendix 2-D, Para 7. Administer powered glider knowledge examinations

- 3.3 Many GNZ forms require a CFI's signature to endorse the applicant's request. For example, the Application for Cross-Country Pilot Certificate requires the CFI to sign the application and to endorse the new XCP'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 CAA Rules and club SOPs. 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 clubs, 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 regularly, at least semi-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.
 - suitability to become instructors.
- 4.7 In smaller clubs, it may be practicable to combine the functions of the Club Committee and the Instructors' Panel. 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.

5 Desired Relationship Between the Instructors' Panel and the Club Committee

- 5.1 In the case of the long-established club that has an effective Instructors' Panel working in an atmosphere of goodwill and agreement, it is useful to consider the potentially delicate balance between its own functions and those of the Club Committee. The committee will, and even should, include members who have been elected more for

their enthusiasm and general ability than for their detailed knowledge and experience of gliding.

- 5.2 While honestly considering committee views, the panel will not normally accept any undue interference on technical matters of instruction, training and operations. In this field the committee should be guided by the panel and not vice versa.
- 5.3 In other matters the panel should be prepared to cheerfully accept committee guidance. This can sometimes be a delicate balance, but normal traditional courtesies will make matters run smoothly. The spirit in which this relationship is carried on is more important than the details.

6 Instructor Panel Management

- 6.1 When adding from time to time to its numbers, the panel should give due consideration to the temperamental suitability of proposed new instructors. A “troublemaker” can play absolute havoc with the smooth functioning of an Instructors’ Panel. For this reason, it is sometimes customary for new members to be added to the panel only by invitation, with the decision to issue such an invitation requiring a unanimous panel vote. Such an invitation is generally regarded as a tribute to the capabilities and character of the pilot concerned and, apart from the satisfaction of the instructional task itself, the honour of accepting this tribute is the instructor’s only reward.
- 6.2 A further aspect of Instructor Panel management (stressing the role of the CFI as a Manager of Panel) is the supervision and guidance of the less-experienced members of the panel, especially newly trained ‘C’ category instructors. Otherwise, such instructors may be “thrown in at the deep end” and left to fend for themselves. The Category C Instructor Rating is very much a licence to learn the trade and careful supervision is essential if maximum performance is to be obtained from these valuable people. This is a much-neglected aspect of Instructors’ Panel work.