



**GLIDING NEW ZEALAND INCORPORATED**

***ADVISORY CIRCULAR***  
***AC 2-12***

**AIR TRAINING CORPS GLIDING COURSES**

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# 1 Introduction

ATC cadet participation in gliding is facilitated by an agreement between GNZ and the Air Training Corps Association of New Zealand (ATCANZ). Flying camps/courses up to 5 days are a regular feature of the gliding scene. They often involve instructors, tow-pilots, and aircraft from more than one club.

These courses are generally intensive and focused on cadets making rapid progress. The number of instructors, their experience and currency are thus very important factors in ensuring adequate moderation of each cadet's progress. The purpose of this Advisory Circular is to facilitate a common understanding of who is responsible for the camp flying operations, and to set out GNZ's minimum requirements in relation to this.

[Note that this AC focuses on highly organised camps/courses running over several days. Cadet "air experience" flights involving just one or two flights per cadet during normal club operations should be treated as "trial flights" – reference GNZ AC 1-04.]

## 2 GNZ-ATCANZ Agreement

### 2.1 *The agreement.*

ATCANZ is affiliated to GNZ as an "Annual Group Member" in terms of the GNZ constitutional rules. There is a formal agreement in force, signed in June 2003. This waives individual affiliation fees for all ATC cadets who have not been awarded an A Badge, in return for an ATCANZ affiliation fee equivalent to the regular fee for five full flying members of a GNZ club. (Note that, in 2020, the A Badge was replaced by the Solo Pilot Certificate, and the above agreement will continue to operate on that basis.)

### 2.2 *Autonomous operations.*

Gliding operations under the agreement must be carried out under the auspices of a GNZ club. Any squadron wishing to conduct gliding operations autonomously must therefore affiliate to GNZ in its own right and operate accordingly.

## 3 ATC Standard Operating Procedures (SOPs)

### 3.1 *Manuals.*

ATCANZ has a generic ATC National Gliding Course manual that comprehensively outlines how the courses operate, with a particular emphasis on safety matters. It is complementary to, and does not override, the GNZ MOAP. Cadet/staff health and wellbeing, and associated ground support is under the aegis of the New Zealand Cadet forces.

The above manual contains a detailed accident/emergency action plan.

In addition, each course has its own manual that details matters specific to the operating site, lists the key personnel, and sets out the daily programme.

### 3.2 *A typical course.*

Courses are usually quite intensive, involving about 3 x 20 minute flights per day per cadet over a 5-day period. There will be evening lectures as well. Cadets may be as young as 14, so the days tend to be quite long and tiring for them. Each instructor will be attempting to cover a significant portion of the Solo Pilot syllabus with up to 4 cadets apiece. This can be quite demanding for the instructors as well as the cadets.

## 4 GNZ Requirements

### 4.1 *Instructor and tow-pilot requirements.*

All instructors and tow-pilots must be appropriately qualified and current members of a GNZ affiliated club. One of the tow-pilots should be nominated as the Chief Tow-Pilot.

In all cases, the relevant GNZ Regional Operations Officer (ROO) and the NZ Cadet Forces National Aviation Officer (NAO) should be consulted in the appointment of the course CFI (CCFI). The CCFI must be suitably experienced for the role, holding as a minimum a current GNZ B Category Instructor Rating with at least 200 hours instructing at that level. If available, the holder of GNZ Instructor Trainer approval would be preferred for the CCFI role.

The minimum requirement for instructors is a current Category B Gliding Instructor Rating, preferably with at least 50 hours experience in that role.<sup>§</sup> Given the intensity of the course (see 3.2 above), adequate rest periods should be programmed. Well-prepared lecture notes and presentations should be utilised, with good time management.

If the CCFI is not sufficiently familiar with a particular instructor to be able to vouch for his/her suitability, then the CCFI has a duty to undertake an assessment – this may involve personally flying with that instructor, or obtaining a verbal or written endorsement from the instructor's own CFI.

### 4.2 *CCFI responsibilities.*

- Hold a site briefing for all flying operational personnel, prior to the commencement of flying on the first day. This must include consideration of any potential conflicts with other airfield users.
- Hold a general operations briefing prior to the commencement of flying each day, so that everyone knows who is responsible for what. This should include a reminder to continually watch out for instructor and/or cadet fatigue.
- Ensure that all operational personnel are familiar with the *accident/emergency action plan* contained in the ATC National Gliding Course manual.

### 4.3 *Cadet solo flights.*

Flying standards and safety are paramount, so there should be no expectation that solo is the aim of the course. Authorisation of a first solo requires careful consideration of the cadet's overall flying competency by both instructor and CCFI. Cadets must be aged at least 15.

## 5 Responsibilities

Overall responsibilities for flight safety and the general health and safety of course participants are depicted in the diagram overleaf:

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<sup>§</sup> Suitably vetted holders of a current Category C Glider Instructor Rating may also instruct on the course, provided they are recommended for that role by their club CFI and hold written endorsement from the relevant ROO and the course CFI (CCFI), with or without any associated operational limitations, as appropriate.

## Overall Lines of Responsibility for the Course

