

Gliding Hawke's Bay & Waipukurau

Standard Operating Procedures

These rules must be read in conjunction with the New Zealand Gliding Association's Manual of Approved Procedures (MOAP). It should be noted that printed copies of the MOAP are *uncontrolled documents*, and the MOAP on the GNZ web is the up-to-date version and should be checked for amendments. The MOAP shall take precedence in any areas of disagreement, and none of the following rules can override the MOAP, but these rules may be more restrictive or more detailed than that document. Hastings and Waipukurau Airfields are owned by the respective Aero Clubs and nothing in these rules shall override the rules of those clubs.

Section 2 – 1 Operational Requirements

All pilots or flying members are required to be familiar with and adhere to the relevant sections of the MOAP. These sections include –

- Section 2-1 – Operational Requirements
- Section 2-2 – Operational Requirements 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.

- 1 Club gliders may be flown only under the supervision of a Qualified Gliding instructor or by a Qualified Glider Pilot (QGP) approved for solo (or passenger) flying by the Chief Flying Instructor (CFI).
- 2 The Duty Instructor has the ultimate responsibility for flying operations.
- 3 A Daily inspection (DI) shall be carried out each day before flying by a person, rated on the particular glider, and trained and tested in accordance with Advisory Circular AC3-1, and whose log book has been endorsed – *Daily Inspection Approval issued in accordance with AC3-1 Daily Inspection* and signed and dated by the testing instructor. In the case of students, the DI shall be supervised by an instructor or QGP, who will sign the DI book.

- 4 After re-rigging any part of the glider the duplicate control checks must also be carried out by two qualified people.
- 5 A heavy landing or stress to a glider requires an engineer's inspection before flying again.
- 6 The consumption of alcohol is prohibited until all aircraft and equipment are safely stored.
- 7 Smoking is prohibited in all gliding club facilities and within 30m of any fuel operations. Grass fires are a potential hazard at both Waipukurau and Bridge Pa at times during the year but particularly over the summer.
- 8 Members need to be conversant with the Aerodrome Safety Plans, and know the location of fire extinguishers.
- 9 Aircraft are not to be left unattended until they are appropriately secured. The last pilot is responsible for securing the glider.
- 10 The use of cellphones in flight is prohibited in the circuit, close to the ground (800ft AGL), or ridge soaring, and discouraged at other times except in an emergency.
- 11 Parachutes are to be kept dry and out of the sun.

Public Access

- 12 Only vehicles needed for glider movements are to be on the Operational and Manoeuvring Areas. Headlights and hazard light are to be on.
- 13 Member's vehicles shall be driven on to operational areas at controlled aerodromes only with the approval of ATC.
- 14 Visitors, especially children must be carefully supervised if taken onto the Operational and Manoeuvring Areas.

Preparing For Take Off

- 15 Before launch the rope must be inspected for knots and must not be attached until the pilot has completed his pre-flight checks. Before the first flight of the day a check release is required.
- 16 The wings must not be held level until the pilot has advised the wing runner that he is ready for launch, and the wing runner has checked for possible obstructions or traffic conflicts.
- 17 The wing runner is in charge of the launch but if a pilot wishes to abort the launch he/she should release the rope.
- 18 The wing runner must be familiar with the correct launch procedures as specified in the MOAP.

- 19 The wing runner must be familiar with and on the lookout for conflict with potential hazards from parachutes and aircraft, including helicopters.
- 20 Before take off in a two seat glider for a shared flight, the PIC must be identified. At least one pilot must have a passenger rating.

Circuits and Approach

- 21 No 360 degree turns or turns away from the airfield may be made below 600ft AGL without permission from an instructor, and then not below 300ft AGL. The normal circuit should start at 800ft AGL to avoid conflict with power aircraft making overhead rejoins.
- 22 Pre-landing or downwind checks as taught must be carried out, and safe speed near the ground maintained.
- 23 Approaches must be made at least 50ft over the boundary fence onto the recognised vector/landing area, and not towards any obstruction or over parked cars or people.
- 24 A downwind landing should only be made in an emergency.
- 25 **HASTINGS CIRCUITS.** Circuit directions are right hand for vectors 01 and 11, and left hand for 19 and 29. *Power traffic uses the opposite circuit.*
- 26 **WAIPUKURAU CIRCUITS.** Circuit directions are right hand for 20 and left hand for 02. *Power traffic uses the same circuit direction but fly a wider circuit than the gliders.*

Controlled Airspace and General Flying

- 27 No pilot may enter Controlled Airspace without either a Flight Radio Telephone Operators Certificate (FRTO), or as rated as per AC 2-11 Radio Procedures and MOAP requirements Para 9.3 & Appendix 2-C.
- 28 Pilots wishing to enter Controlled Airspace must contact Air Traffic Control (ATC) prior to entry. Clearance to enter Controlled Airspace is not deemed effective until the Clearance Details are read back to ATC and confirmed.
- 29 In the event of a radio failure in Controlled Airspace the pilot must vacate the Controlled Airspace as soon as practical and inform ATC by squawking 7600 on the Transponder.
- 30 Before attempting cross country flights, the pilot must satisfy the CFI that the minimum standards set out in the MOAP have been met, including carrying out one landing in a paddock. The pilot must hold an appropriate radio rating. Parachutes should be worn and a locator beacon must be carried.

- 31 Pilots flying cross country should maintain contact using a device/programme such as Spot, or phone app such as Btraced, or by making regular Ops Normal calls (hourly).
- 32 The clearance for Club pilots to move into flying the Club's single seat glider(s) shall be at the discretion of the instructor panel.
- 33 No flight should be undertaken out of gliding range of the airfield without knowing the appropriate trailer is serviceable and a retrieve crew is available.
- 34 Pilots must be familiar with the airspace limitations at each gliding site. Maps showing current altitude restrictions are carried in the gliders and are posted in the caravan and club house. (See appendix 1).
- 35 Pilots who have not flown in the last three months are required to fly a check circuit with an instructor.

Appendix 1 Local Airspace Limitations

Currently above 2500ft above Bridge Pa, clearance is required from Napier Tower on 124.8. The allowed altitude lifts as we fly south, currently 3500ft from Pakipaki to around Poukawa, then 6500ft to Otane then 9500 south of there. Clearance is required for height above 9500ft in that area. To the east of Bridge Pa the height restriction ends over a line east of Pakipaki (check the maps), where no clearance is required unless flight above 9500ft is planned.

Club Rules of the Hawkes Bay and Waipukurau Gliding Club.

- 1 The Duty Pilot shall assist the Duty Instructor. The duties shall include accurate complete recording of all flight details (including tow plane circuits), on the flight sheet, the proper care of visitors, documentation of Trial Flights and organising the order of flying. A deputy shall be appointed if the Duty Pilot leaves his or her post.
- 2 At the conclusion of flying, the Flight Sheets must be completed and all DI books filled in. Batteries need to be removed and charged if there has been significant use during the day.
- 3 Pilots log books must be kept up to date and be available for inspection by the CFI or Duty Instructor.
- 4 A pilot flying on non club days is responsible for the duties normally carried out by the Duty Pilot.
- 5 Members must be financial to fly. The tow account and subscription account must both be in credit.
- 6 Members are expected to be present at the beginning and/or end of flying to assist with setting up and the safe storage of aircraft.
- 7 Library books are available but must be returned.
- 8 Concerns about safety need to be dealt with promptly but discreetly, preferably with the person concerned or otherwise addressed by the appropriate Club Officer, CFI for flying issues, Treasurer for financial matters, and President for other matters.
- 9 The CFI and Instructors Panel have the right to discipline any club pilot who flies in an unsafe manner or breaches the flying rules.
- 10 The Instructors Panel shall meet 4 times a year.

- 11 Rostered Instructors, Tow Pilots and Duty Pilots need to arrange their own replacement if unable to carry out their rostered duty.
- 12 If there are people waiting for a Club glider, the maximum flight allowed is 1 hour on Club days. Exceptions will be made for properly planned badge flights with the permission of the Duty Instructor.

Rigging and Ground Handling

- 1 No attempt shall be made to rig or de-rig a glider without a sufficient experienced crew.
- 2 Aerofoils should not be moved with the leading edge facing into wind.
- 3 Wings should be gently edged forward when placed on the ground to prevent damage (especially fabric wings e.g. KA6).
- 4 An aircraft should be rigged with the wind over a back quarter.
- 5 Fittings should be cleaned and greased before re-rigging.
- 6 Force should not be needed. If light hammer taps are required a brass headed hammer or hide mallet should be used.
- 7 After rigging a duplicate check by a qualified person is mandatory and must ensure that all controls have full and free movements in the correct sense, all safety locking pins are in place and all component attachment points are connected correctly.
- 8 Moving and securing an aircraft on the ground needs care to avoid damage from wind gusts and pressure on fragile components.
- 9 Avoid pushing on trailing edges, tow at walking pace with the up wind wing being held. In strong winds either hold both wings or push backwards into wind.
- 10 Avoid lateral forces especially when turning by ensuring that the glider is balanced on the main wheel.
- 11 Avoid “flapping” of control surfaces when appropriate by securing the control stick and/or rudder pedals.
- 12 If picketing the glider overnight tether securely with regard to likely wind conditions. The wings should be level, the rear fuselage tied down, the controls fixed, and static, pitot and total energy ports protected from rain.

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. 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 the Club procedures, in cases of breaches of Civil Aviation, GNZ or Club Flying Rules (SOP's).
- e) To ensure all accidents are reported to the Civil Aviation Authority and all accidents and incidents to GNZ.
- f) To issue "A" and "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 BFR's on all A and B cat instructors, and all instructor trainers.
- h) To initiate instructor 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 Revue sheets, and Pilot Medical Declarations in accordance with the MOAP.
- k) Monitoring ageing instructor's performances 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 CAA, 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 techniques of all instructors in 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 normally preferred that they not be an instructor if possible, as the Club Captain's effectiveness could suffer as a result. Club Captains should be sought from members who possess or have the potential to motivate/lead others and get results. 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 a "Club Host" not a "general dogsbody."

The Club Captain should have as part of their responsibility the following duties:

- Oversee the day to day field operations of the Club, not related to flight instruction.
- Ensure 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 Committee and should maintain a close liaison with the CFI on flying related matters and member's ideas/concerns.
- Assist instructors with the training of Duty Pilots new to the roster.
- Follow up new members/ab-initio trainees.

Away Camps

- Co-ordinate away camps. Liaise with instructors and tow-pilots.
- Ensure that the necessary equipment is transported to and from such camps: timesheet, adequate pickets, tie-down ropes, mallets, control locks, fuel, trailers etc.

Social Functions

Promote and oversee any social functions. The Club Captain should be seen as the Club contact for any member wanting to initiate a social function