



# GLIDING CLUB OF VICTORIA

## GCV Book of Rules (the way we do things here)

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## SECTION 1 – Introduction

These rules are specific to how we operate our club. They are in addition any laws or regulations relating to gliding or club activities. We still need to follow all GFA and CASA rules relating to gliding and Victorian and Australian laws relating to clubs and the community.

By being familiar with these rules and following them, we will all be able to enjoy the facilities.

A new version of the document may be prepared as situations change, or new rules are developed.

### Change History

<b>Date</b>	<b>Version</b>	<b>Change</b>
April 2015	Version1	Initial published version
August 2019	Version 5	Club Aircraft, GFA fees
March 2021	Version 5.1	Undetermined
May 2022	Version 5.2	Reporting of Operational and Safety Aspects to the Committee
December 2022	Version 5.3	Added Club Vehicle retrieve Cost Golf Carts

## SECTION 2 – Operational Rules

### Flying

These rules are in addition to all GFA MOSP and Operations Directives issued from time to time, and applicable CASA rules and requirements. Nothing in these rules can bypass or replace any GFA or CASA requirements.

To fly GCV gliders as pilot in command the pilot must be a current financial member of GFA and GCV.

Visiting pilots with their own glider must be financial members of the GFA, and can be launched at club rates. The conditions of this Reciprocal Membership are explained in detail in the membership section of this document. Reciprocal Members cannot fly GCV gliders as pilot in command. To fly as pilot in command pilots must join as a full or temporary member.

Every active GCV flying member is responsible for arranging their own annual check flight. This includes all Instructors.

#### Cross country flying (Flying further than 10nm from the airfield).

Club gliders must not be flown beyond 10NM of Benalla airfield without the pilot having completed his C certificate.

An outlanding course or equivalent check must be completed within the previous 12 months to fly club gliders cross country unless the pilot has safely made an outlanding in the last 12 months.

Before a club glider can be flown cross country the pilot must be endorsed on the glider type, meet the minimum requirements, and have completed three satisfactory take-offs and landings in the glider type.

Before flying cross country the pilot must be prepared for the flight and have communication other than the aircraft radio. These include a mobile phone and preferably a SPOT GPS logger, or alternatively a PLB/ELT.

For any cross country flight, the SAR book in the GCV club room must be filled in prior to take off and signed upon return to acknowledge that the pilot has returned to Benalla. Failure to comply may result in disciplinary action.

Before launching for a cross country flight, appropriate arrangements must be in place should a retrieve be required.

### Club Aircraft

#### Equipment maintenance

Any damage or faults with a club aircraft must be reported to the GCV office and the workshop in writing. There is a maintenance form that needs to be completed and left in the GCV office.

If the problem makes the aircraft non-airworthy the Maintenance Release should be removed from the glider and left in the GCV office with the maintenance form. A note should be left in the cockpit stating the problem and who removed the Maintenance Release.

A \$1000 excess is set on all aircraft accident claims. When an aircraft (glider or tug) is damaged, the person in charge at the time is liable to pay the cost of repairs, up to a maximum of \$1000. In the

case of a dispute as to where the fault lies (for example faulty equipment), the Committee will be the arbiter. This includes:

- Damage caused during take-off, landing or ground handling
- Damage occurring due to external impact or incorrect handling

### Qualifications to fly Club aircraft

Each glider has a minimum number of hours that the pilot must have to be qualified to fly a particular aircraft as pilot in command. These are:

- Junior – 20 hours
- LS3 – 35 Hours – Flap intro required
- LS4 – 40 hours
- LS7 – 40 hours
- Duo-Discus – 100 hours

These requirements may be varied by the checking instructor (in either direction) on the basis of demonstrated competence.

To fly the glider the pilot must read the Flight Manual and be endorsed by an instructor or other suitable person delegated by an instructor.

Pilots must be endorsed by an instructor to fly from the rear seat of a two-seater glider.

Pilots must be current on glider type to fly the glider with passengers. This includes three take offs and landings in the previous 12 months.

To conduct aerobatics the pilot in command must be endorsed for that manoeuvre by a qualified glider aerobatics instructor. This endorsement needs to be documented in the pilot's logbook.

To take a friend or relative flying in a club glider the passenger must be endorsed to fly passengers. Details as to conditions for the passenger are in Section 3 of this document.

### Hiring of Club Aircraft

***b) Gliders may be booked for full day use during Monday to Friday only; they cannot be booked for weekend days.***

***c) A 20% deposit is payable at time of making a booking. A Cancellation Fee of \$100.00 will be retained unless a booking is cancelled at least 48 hours in advance.***

***d) Pro-rata credit will be given for any "No Fly" days, defined as when no glider remains airborne for over 40 minutes.***

If you book an aircraft and decide not to fly you will still be charged.

If you book an aircraft and you allow someone else to fly it they will be charged and you will receive a credit to offset your glider daily/weekly charge.

If you book an aircraft to take to another gliding site you will be charged from the day you pick it up until the day it is returned.

## Parachutes

Parachutes must be worn in club gliders whenever it is operationally possible.

Where a passenger is unable to wear a parachute due to size or weight (and note this applies to children who are too small as well as large adults) then the pilot should also not wear one. The pilot may decline to fly the passenger in these circumstances.

## Golf Carts

1. Drivers to be GCV club members, with a briefing required from an experienced user or instructor before first use. There is no minimum age however the instructor doing the briefing should assess the suitability of the proposed driver, and duty instructors should observe and take action if a driver is acting irresponsibly.

2. Make sure the flashing light is on!

3. Golf carts can be used for towing club gliders, and also private gliders with permission of the duty instructor.

4. The only authorised use is for towing gliders to and from the launch point and retrieving from runways. They are not to be used to escort visiting vehicles from the gate, or for personal transport. The towbars are not suitable for anything heavier than a glider.

5. Please don't overload the carts, for safety and battery conservation reasons. Switch the key to "off" when leaving the cart of any length of time. Read the instructions that are located in each cart.

6. Please conserve the battery and don't race or overspeed, especially on rough ground. They are not toys.

7. At the end of the day, return to the charging station in the tug hangar and plug them in to recharge overnight. There is a marked individual charger for each cart. Check the charger indicates charging when the cart is plugged in. If not, check switches and plugs, including surge protection on the power boards.

8. Each cart has a single filling point under the seat for topping up the batteries with distilled water. A container of distilled water is provided and a simple filling pump is in the tug hangar and instructions for use. Generally, topping up should be done only in the morning when the batteries are fully charged. It doesn't need to be done daily, but an occasional topup will avoid the batteries running dry and needing replacement.

9. Please keep them clean and tidy. Leave them as you would like to find them.

10. Note that the yellow cart is privately owned and is not available without permission of the owner.

Any damage or faults with a golf cart must be reported to the GCV office and the workshop.

## Cars on the airfield

Use of cars on the airfield is to be kept to a minimum and primarily used for retrieving gliders from the runway. The safest route to the glider should be used, keeping time on the runway to a minimum and so as to avoid collision with manoeuvring aircraft.

Cars are only permitted on the main taxiways and the runways for the purpose of towing gliders or other equipment required for flying operations, other than in exceptional circumstances, e.g. to inspect whether the runway is serviceable after heavy rain.

Flashing or rotating lights mounted on top of vehicles or other measures as required by the Airfield Owner must be used while the car is on the runway or main taxiways

Cars are to be parked well clear of airfield operations, especially tug aircraft.

## General

The duty instructor is in charge of the gliding operations of that day and must approve any non-standard operational requirements including aerobatics or low level passes. This includes all administrative matters, including flight sheets and collection of payments.

The duty instructor is responsible for the allocation of club gliders.

If a passenger with a booking for a TRI THIS package wants a friend/relative to take one or more of the three flights, there is an extra charge of \$40 for each additional passenger. This is the temporary GFA membership payment, and the club pays for the membership in advance.

## Launching and Landing

Before launching a glider, the crew must:

- Check the rope for condition and knots
- Challenge the pilot to ensure that airbrakes and canopy are locked
- Check that the circuit is clear and confirm this with the pilot
- Before lifting the wing, get a clear indication from the pilot that they are ready to fly

The pilot in command is responsible for safely landing the glider. Taxying is permitted in order to clear the runway provided that the glider has landed adjacent to the edge of the runway concerned and there is no danger of conflict with other aircraft.

At the end of each day:

- The Duty Crew are responsible for ensuring that the launch point is left neat and tidy at the end of each day. Loose rubbish must be removed and rubbish bins emptied.
- All club aircraft are to be washed. Only chamois cloths are to be used for washing the canopies.
- Parachutes are to be removed and stored in the parachute cupboard in the GCV club hangar.
- Glider batteries are to be removed and connected to the battery chargers.
- Club Vehicles used for retrieves will incur the cost of \$0.85/km.



## SECTION 3 – Administrative Rules

### The Committee

The Committee of the GCV is responsible to control and manage, amongst other duties, the operational and safety aspects of the Club.

- i. Routine reporting and requests are to be submitted to the Office Manager who, in turn submit a monthly report to the Committee.
- ii. Extraordinary or non-routine events must be communicated to the Committee in writing by the person affected by the event or witnessed the occurrence or responsible for the sphere of operation. The deemed extraordinary events are:
  - a. Person or assets damaged on the airfield or in transit.
  - b. Aircraft malfunction in flight
  - c. Any incidents or accidents preventing immediate further use of the equipment/aircraft.

### Membership categories

#### Flying Members (including Life and Junior Members)

Flying members can receive instruction and fly those aircraft for which the member has been endorsed by the Club.

#### Social Members (including honorary members)

Social members can use all club facilities, including the bar, but are not allowed to fly as pilot in command in any club aircraft.

#### Temporary Members

Temporary members can use all club facilities and fly club aircraft at temporary member rates as pilot in command after endorsement by a qualified club instructor. They must be a member of the GFA and complete a temporary membership application before flying club aircraft.

#### Reciprocal Members

Visiting pilots who are members of another Australian gliding club can fly as Reciprocal Members after completing a Reciprocal Membership Application. There is no charge for this membership. The membership lasts until the end of the current financial year. A new application must be completed for any financial year in which they wish to fly. They can fly at members' rates without membership charges for up to three visits totalling 14 days in any one financial year. Reciprocal members can use all club facilities and be launched in their own aircraft, but cannot fly as pilot in command in any club aircraft. If a visiting pilot is flying more than 14 days in a year or visits on more than three occasions they should take out full or temporary flying membership.

#### Member Passengers

Friends of members who wish to have passenger flights must first sign the "Conditions of Flight" sheet before flying. The pilot must be endorsed to take passengers and may be either the member or another qualified pilot by arrangement. Passengers are not allowed to take the controls unless they also complete a GFA Temporary Membership Form and the pilot in command is at least qualified as an Air Experience Instructor. The cost of this membership (currently \$40) will be added to the cost of the flight.

## Flight sheets

### Gliders

It is the pilot in command's responsibility to ensure that the glider flight sheet is completed for each flight. This includes ensuring that there is a sheet available prior to take off, listing the glider registration, date of the flight/s and completing ALL columns on the sheet. There should be a new sheet for each glider and each day of flying. If any details are missing so that it is not possible to determine how to charge the flight, the pilot in command may be charged.

### Tugs

It is the tug pilot's responsibility to ensure that the tug sheet is completed for each flight. This includes ensuring that there is a sheet available prior to take off, listing the tug registration and date of flight/s and completing ALL columns on the sheet. If any details are missing so that it is not possible to determine how to charge the flight, the tug pilot may be charged.

Tug pilot training will be at the discretion of the Tugmaster.

### General

Flight Sheets need to be handed into the office at the end of the day, either by placing in the Duty Pilot's safe or in the tray on the Office Manager's desk. Where an aircraft is taken off site for flying, the flights sheets (one for each day flown) need to be handed in as soon as possible after returning the aircraft to the airfield.

When the number of sheets available on the field gets low, it is members' responsibility to notify the office. Do not leave it to someone else.

If a pilot obtains permission from the committee to take a glider off site, it is the pilot's responsibility to ensure that office and workshop are notified.

## Weekend Duty Crew

The Instructor in Charge, or someone they have delegated, should collect the case and mobile phone from the office. This will include the program of bookings for the weekend. They should check for any messages or missed calls on the mobile phone. At the end of each day, any money collected should be placed in the Duty Pilot's safe beside the office door. Sheets can be placed in the tray on the Office Manager's desk or in the safe.

Passengers must be escorted to and from the launch point by a club member.

## Office access and facilities

Many members, including Instructors, have access to the office via the keys kept in the key safe. Anyone using these keys must make sure the office is locked after they have finished and the keys returned to the key safe.

The computer on the Office Manager's desk is not to be used for general computer access. This has been set up for office staff only.

## Club Facilities

### Bar

We have a restricted club licence for the bar. This means that there are restrictions on how the bar operates. Any contravention of these rules may result in a significant fine, suspension/cancellation of our licence or both. It is in the interests of all members to ensure that the laws are met.

Only members of the club are allowed to purchase from the bar, and by law must be over 18 years old. Any non-member must be signed in by a member if they wish to consume/purchase drinks from the bar. This includes family and friends of members – NO exceptions. If family or friends are regular visitors then they should become Social Members.

If you serve someone you do not know it is your responsibility to check if they are a member and request them to sign in if appropriate.

No underage members or guests may purchase alcohol.

The licence does not cover BYO. Please do not bring your own alcohol onto the premises.

You cannot purchase from the bar to take away from the club. All alcohol purchased from the bar must be consumed inside the building or within the designated area outside the club rooms.

Purchases are generally self-serve.

The bar is a no cash policy and it is up to the individual to familiarise themselves with the card system.

Care of the bar area, including the fridge, is the responsibility of the users. Keep it as you would want to find it.

### Members' Kitchen

It is the responsibility of the users to keep the kitchen clean and tidy. Keep it as you would want to find it. This is not the responsibility of office staff.

Any food left in the fridge should be named and dated. If it is out of date, throw it out – do not wait for someone else to do it for you.

There is an honesty box for contributions for coffee, tea, milk etc. These are provided, but cost money. Any loss made needs to be picked up by the members – that means you.

### Commercial Kitchen

Much of the time the Commercial Kitchen is leased to an external contractor. This is not just when the contractor is in the kitchen. If you wish to use the kitchen, this must be negotiated with the relevant contractor.

### Computers

These are provided for basic use. Software relevant to gliding is available. They may not be suitable for wider use.

The wireless network is provided for soaring related activities and general communication activities. It should not be used for downloading and/or watching large files and movies.

Tampering with any of the IT equipment will be seen as vandalism and will be disciplinary action will be taken. This includes but is not limited to, plugging in un-authorized network equipment, hacking, unauthorized access, removal / relocation of network or IT equipment.

GCV will not be held responsible for any damage, damages, viruses, etc to your equipment from connection to our network. Members connect to the GCV network at their own risk.

GCV reserves the right to disable access to members who abuse the system. Wireless Internet is a privilege not a right.

## General

All rubbish should be removed from tables and outside area cleared if used. The bar needs to be closed and locked and the key returned to the office. All lights and air conditioners need to be switched off and the building secured – this means checking all doors are locked, including sliding doors and front door – before leaving the building.

Leave a note in the office if something needs repair (and you are not able to repair it yourself) – don't leave it for the next person.

## SECTION 4 – Workshop Rules

### Access to workshop

The GCV workshop is a place of business and GCV club members cannot access the workshop without seeking permission to do so. This can be done at the time, by seeing a member of the workshop team.

The workshop is not to be considered as a "man's shed". Interruptions are a big problem in the workshop, if you only want a bit of glue, nail, or nut/screw for example, please go to Mitre 10, Repco or Coopers.

The workshop is not staffed full time. Therefore, seeing advice from the Workshop manager (or other workshop staff) is to be kept to a minimum.

If the Workshop Manager (or other workshop staff) needs to leave the workshop to assist you, you will be billed for his time at normal workshop rates.

Members who hold a Form 2 Inspectors rating may be approached by the workshop to carry out a Form 2 Inspection on a club aircraft.

A Form 2 inspector who has assisted with a Form 2 on a club glider may be granted permission to carry out a Form 2 inspection on their own (not someone else's) glider using the workshop facilities. This only applies to the Form 2 inspection, not ongoing maintenance during the year.

### Clubman Workshop

If a member requires use of a workshop in Benalla for any reason, the Clubman workshop is available for use by club members, generally using their own tools & equipment,

This is not available during the peak gliding season when the hangar is normally hired to house the UK fleet.

If you require use of the Clubman workshop for anything apart from club equipment work, please inform Rhonda in the office.

### After hours/weekend/public holidays.

It may be possible to have work done on a glider on a weekend, public holiday or after hours mid-week for either emergency or booked work.

For work undertaken outside normal working hours you will be charged an extra hourly rate and there may be a minimum fee involved.

### Use of Tools

Tools can be borrowed from the workshop in the case of extreme necessity. All tools that are borrowed MUST be signed out by making an entry in the loan register and all tools borrowed must be signed back in on the same day.

### Specialist tools

Specialised "calibrated" equipment may be available for use by club members if not being used by the workshop team. This must be scheduled by contacting the workshop first.

It will NOT be loaned without supervision by an authorised member of the workshop team and normal workshop charges will apply for the workshop team member's time.