



Gliding Club of Victoria

A.I.N A0033547P ABN 58 092 889 983

Website: www.glidingclub.org.au

Email: secretary@glidingclub.org.au

Screening Panel Interviews, Induction Policy

Induction Policy for Visiting Pilots and Guests

Purpose

To ensure a structured, safe, and mutually rewarding experience for visiting pilots and guests by aligning expectations, verifying competence, and managing operational integration into GCV's environment.

Induction Framework: Four-Stage Process

1. Application and Self-Screening

Purpose: Establish initial contact and assess alignment with GCV operations.

All prospective visiting pilots must complete the Application Form available on the GCV website.

The form includes:

- Basic personal and contact information.
- Summary of flying experience, ratings, and recency.
- Self-assessment of communication skills and English language proficiency.
- Expectations for the visit (e.g., training goals, glider hire, cross-country flying).
- Acknowledgement of GCV's operational standards and safety culture.

Applicants are advised of competency requirements, including that additional resources (e.g., instructor time) will be required for less experienced pilots.

Note: Booking requests are not confirmed until the applicant completes the screening panel interview and their suitability is verified.

2. Screening Panel Interview

Purpose: Assess the applicant's fitness to fly, verify capability, and plan for resources needed.

Conducted by a screening panel (minimum two: e.g., Ops Manager, Instructor, or experienced committee member).

The Panel Interview covers:

Clarification of application form content.

- Introduction to GCV's operational philosophy and volunteer-based environment.
- Verification of language skills and ability to follow radio procedures.
- Competency to safely integrate into GCV airspace and procedures.
- Discussion of expectations for both visitor and GCV.
- Explanation of glider hire requirements, check flights, and maintenance protocols.



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Applicants are informed that:

- Limits may be applied to ensure safety if competency is insufficient.
- At least 1 day prior to hire must be allocated for check flights and site induction.

Outcomes of the interview are documented, and only successful applicants may proceed to booking confirmation.

3. Site Induction

Purpose: Provide a personal, site-based introduction and ensure flying readiness.

Conducted by the Operations Manager or delegate upon first arrival at Benalla Airfield.

This includes:

- A welcome briefing, introduction to site layout, safety procedures, airspace awareness, emergency contacts, and club facilities.
- Check flights with a GCV instructor before any solo or hired flights are authorised.
- Assignment of key contact personnel for the visit (duty crew, instructor, buddy system if applicable).

Sign-off on induction checklist including:

- Review of glider care responsibilities.
- Maintenance and fault reporting protocols.
- Completion of the Glider Hire Expectations Agreement, including post-flight checks and glider condition report obligations.

4. Ongoing Oversight, Feedback, and Coaching

Purpose: Maintain safe, integrated operations through support and accountability.

Ongoing oversight is provided by the Operations Manager and their delegates, including instructors and duty crew.

Daily structure includes:

Morning Briefing following weather briefing:

- Assign roles (e.g., visiting pilot oversight, check flight planning).
- Reviews priorities and operational considerations.

End-of-Day Debrief:

- Review of operations.
- Feedback from instructors and duty crew regarding visitor progress and behaviour.
- Identification of concerns, training opportunities, or resource needs.

Glider Hire Monitoring:

- All club gliders are checked at day's end:
 - Mid-week: Ops Manager or designate.
 - Weekends: Duty Instructor or designate.
 - Damage check at the end of hire period conducted by Ops Manager or Duty Instructor before bond release.



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DI Requirements:

- Visiting pilots must demonstrate competency to perform Daily Inspections (DI).
- Pilots not qualified or approved for DI must have gliders inspected by a designated club member.

Glider Hire and Maintenance Responsibilities

Visiting pilots must sign a **Glider Condition and Maintenance Agreement** prior to hire.

Responsibilities include:

- Conducting thorough post-flight checks.
- Reporting defects or damage immediately.
- Leaving the glider clean, secured, and flight-ready.

GCV reserves the right to assess glider condition post-hire and delay bond release if issues are unresolved.

Conclusion

This induction policy ensures GCV can safely welcome visitors while maintaining operational integrity and safety standards. It promotes a shared understanding between GCV and its visiting pilots, fostering an environment where expectations are transparent, and support is matched to capability.