

Member & Visiting Pilots' Guide

2025

Version 18



Welcome to BENALLA AIRFIELD

The home of the Gliding Club of Victoria



36:33.10S 146:00.40E

Elevation 569 feet var 12° E

UTC +11 during Summertime

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1 INTRODUCTION

Welcome to the Gliding Club of Victoria. This brief guide is intended for members and visiting pilots operating their own or rented gliders at Benalla Airfield.

The GCV is a club. We rely on the voluntary efforts of all our members to assist in doing the wide range of activities required to keep the club operating. This means anyone can be asked to help and is expected to assist to the limits of their abilities and endorsements.

2 BENALLA AIRFIELD GLIDING OPERATIONS

Airfield Position - 36:33.100S 146:00.400E

Elevation - 569 feet, magnetic variation - 12° E

Time zone - UTC +11 (during summer time)

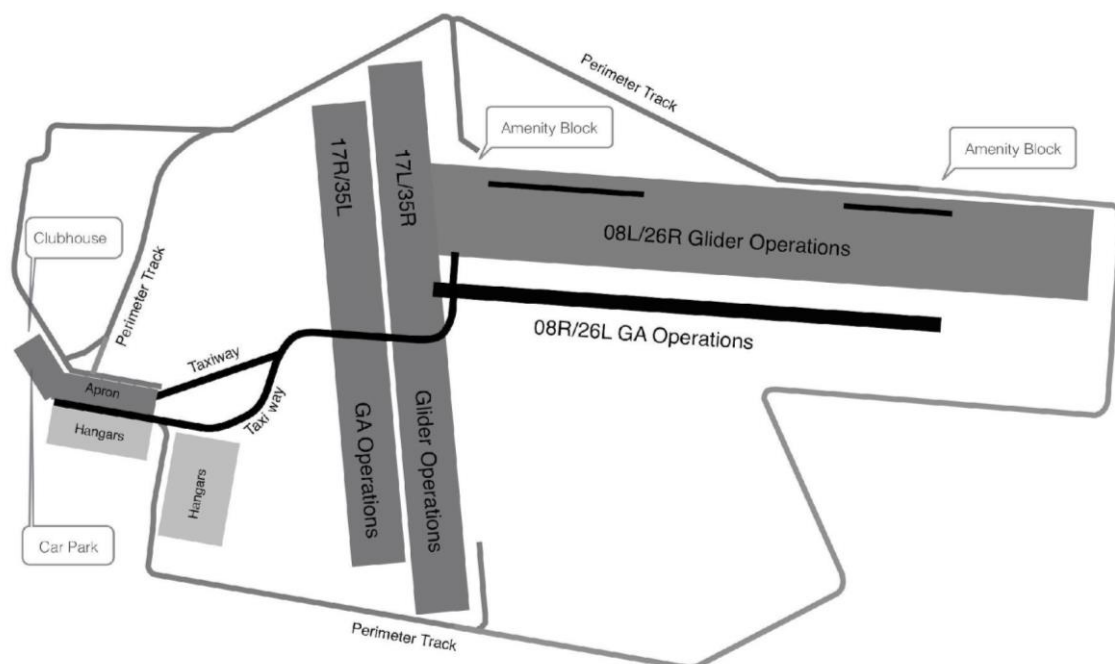


Figure 1 Airfield Layout

2.1 Runways and Circuit Procedures

Benalla airfield operates with contra-rotating circuits for sports aviation aircraft (including gliders), and GA aircraft.

- Gliders and Sports aircraft operate from grass runways: 08L/26R, and 17L/35R.
- GA aircraft operate from sealed runways: 08R/26L, and grass runways: 17R/35L.

Glider circuits are conducted on the North side of the airfield for 08L/26R and on the East side of the airfield for 17L/35R. There is no dead side for GA traffic and GA circuits are conducted on the South side of the airfield for 08R/26L and on the West side for 17R/35L.

Glider pilots must pay particular attention so as not to conflict with GA traffic in the circuit. When operating on the South side of Benalla airfield, gliders are expected to remain above 2100 feet QNH.

As a general rule, glider traffic circuits start at 1600 feet QNH abeam the upwind end of the runway. Thermalling is not permitted in the glider circuit and no upwind flying should be carried out in the downwind glider circuit area below 2100 feet QNH.

Runways 17L and 35R have no undershoot areas, and approaches must be made over fences; fences are highlighted with warning symbols visible from the air. The approach onto Runway 17L is over buildings and a two-metre fence; glider pilots are advised to allow a generous height margin on final approach to this runway. The approach onto Runway 35R is over a public road which also requires some consideration.

2.2 Close of Daily Flying Activities

It is expected that all glider flights will be completed before last light (approximately 30 minutes after sunset). However, it is worth noting that the Pilot-Activated Lighting (PAL) is available on 123.4MHz; PTT 3 times.

2.3 Low-level flying

CASA regulations prohibit flying below 1000ft AGL over built up areas or 500ft in other areas except when taking off or landing.

This is particularly important above built-up areas such as the Benalla township. The club requires pilots to maintain a minimum altitude of 2000ft AGL above and immediately surrounding the Benalla township in order to maintain healthy relationships with neighbours, council and businesses in the town.

Low-level finishes are not encouraged at Benalla. The paddocks within the last kilometre of the airfield are not conducive to late selection and, with the use of contra-rotating circuits for gliders and GA aircraft, there is a significant conflict risk. In general, before doing a low-level finish, you must:

- have a low-level finish endorsement,
- the Instructor in Charge must give permission and the flight path must not require another pilot doing a normal circuit to take avoiding action.

2.4 Prohibited and Restricted Airspace near Benalla

All pilots should be aware of the existence of the ADI Factory immediately to the north of Benalla airfield. The installation is protected by Restricted Area R364 which has dimensions 1 NM radius horizontally and surface to 2000 feet AMSL vertically. It is not permitted to fly or land within this area.

2.5 Local Radio Procedures

2.5.1 Radio Licences

All glider pilots operating in Australia must hold a current Flight Radiotelephone Operators Licence (FROL) or a GFA Radiotelephone logbook endorsement. The latter is accomplished via the online GFA exam, and the completed certificate must be available on request from any GCV club official.

Foreign Pilots English Language Proficiency

[– GFA MOSP 2 Section 15.3 Requirements](#)

All communications with Air Traffic Control or other airspace users must be in the English language. Foreign pilots must also be provided with a safety and survival briefing if they have not operated in Australia before.

Foreign pilots for whom English is not their primary language and who do not hold an ICAO English Language Proficiency Level 4 (or higher) endorsement must demonstrate to a GFA Level 1 or

higher rated Instructor, aviation English language proficiency and be issued with a logbook endorsement as per paragraph 19.1 prior to flying in command.

The mandated Civil Aviation Safety Authority (CASA) assessments can be found at:

Websites:

<https://www.casa.gov.au/licences-and-certificates/english-language-standards-flight-crew/aviation-english-language-proficiency#RequirementstoholdanAELP>

<https://casa.aspeqexams.com/home>

2.5.2 **Local Frequencies**

125.6 is the CTAF (Common Traffic Advisory Frequency) for Benalla.

2.5.3 **Flight Calls**

The following calls are required on this frequency when operating a glider at Benalla:-

Transit	Benalla traffic glider ICL, 10 miles South, 4000', tracking North, Benalla
Inbound	Benalla traffic glider ICL, 10 miles North, 4000', inbound, Benalla
Downwind	Benalla traffic glider ICL, entering downwind 26 right, Benalla
Base (only if safety requires)	Benalla traffic glider ICL, base 08 left, Benalla
Final (only if safety requires)	Benalla traffic glider ICL, final, 17 left, Benalla
Straight in*	Benalla traffic glider ICL, 3 mile final 35 right, Benalla Benalla traffic glider ICL, 1 mile final 26 right, Benalla

*Aircraft should be lined up on the runway centre line at 5 NM for a straight in approach.

2.5.4 **Operational Calls**

Vehicles towing gliders are required to carry VHF transceivers or be accompanied by an escort making calls on their behalf. There is no requirement to make a call if there is very little air traffic. We should listen via a VHF transceiver or via the car radio's, FM 107.4MHz. If a call is to be made due to heavy air traffic, then when crossing a runway, car-glider combinations must stop, look, make the appropriate radio call before proceeding as directly as possible across the runway.

When towing in convoy (multiple gliders in tow), the lead vehicle shall make the entering call, and the tail vehicle shall make the clear call. Should the convoy be split by traffic they are to be considered two individual convoys at that time.

Crossing	Benalla traffic car glider combination crossing runway 26 destination glider operations Benalla
Backtracking	Benalla traffic car glider combination, backtracking south edge runway 26 right, Benalla

2.5.5 Reporting Units

Altitude reporting must be in feet and referenced to QNH.

Distance reporting must be in Nautical Miles (NM) (this is what all of the power traffic use and understand) 10NM = 18km.

2.5.6 Radio Identification

- The office and the Clubhouse use 125.6 with call sign "Benalla Base".
- The launch point uses 125.6 with call sign "Benalla Ground".
- **NO other ground stations** may use these identifiers – they must instead use a different identifying call-sign when making radio calls.

2.6 Aerotow Procedures

2.6.1 Launch procedure

Low tow is standard practice in Australia, high tow is also routine. The glider releases from the towed position and turns right. Even when conducting a low tow, it is customary for the glider to remain in high tow until ca. 200ft above ground.

Note: All gliders MUST execute a **climbing** clearance turn to the right after ensuring that the tow rope is clear of the glider. Diving clearance turns risk the glider "catching up" to the tow rope and suffering damage when the rope and/or rings contact the wings, fuselage or canopy.

Rope or ring strike damage will incur a damage levy determined by the committee, charged to the last pilot to have flown the aircraft. ***It is the responsibility of all pilots to inspect wings, fuselage or canopy are part of their walk-around checks, and to report pre-existing damage prior to launch.***

2.6.2 Glide App for Launch Protocols

As a visiting pilot, whether you are using your own glider or hiring one of ours, an account will have been created for you with all your flying charges going to this accountur operation uses an internally developed system named Glide to manage our tows. This is an app that can be downloaded from the Google Play Store and the Apple Store. Search for GCV Glide to find this app.

Once installed, you will need to enter your account number (available from the office), your birthdate, and a four-digit personal identification number (PIN) of your own choosing. An email with a once only verification number will be sent to your email address and will be required on the next screen. After this first time, you will only need to fill in your PIN number to login.

After you login, you can learn about the various options available to you by tapping the question mark in a circle at the top left of the screen. This will take you to the online documentation, as well as a support link if you require further assistance.

To receive a tow from a GCV tug, you will need to use the Glide app to create a Tow Ticket. You will require your Name Code which can be found under your Membership Details in the Glide app. How to create your Tow Ticket is explained in the help manual and our friendly members can assist you if required. **Before starting the launch, establish radio contact with the tug pilot. Actions and Signals on the ground**

Hook up

The glider pilot must be ready to launch before accepting the hook-up. The person attaching should be prepared to check that the correct hook is being used, that the airbrakes are closed and locked, that the canopy is closed and locked, the tail dolly is removed, wing stands removed and any tapes blocking the water ballast vents have been removed as instructed by the pilot.

Take up slack	Hand moved from side to side in an underarm motion across the body.
All out	Hand moved from side to side over the head.
Stop	Hand stationary above the head and Shout STOP STOP STOP.

Actions and Signals in the air

Tug emergency release	Rolling of the tug aircraft from side to side (wave off). This signal is a definite ROLLING MOTION of the aircraft and not just waggling of the ailerons. The Glider pilot is required to release immediately.
Glider Unable to release	Report on radio, if unable to make contact, glider moves to the left and waits for the tug pilot to acknowledge with a hand wave. The glider goes into a high tow position and waits for the tug pilot to release.
Airbrakes open	Rudder waggle from tug. Glider pilot checks airbrakes are closed and locked. If the situation is unresolved, anticipate the possibility of a wave off.
After Release	Glider <u>climbs</u> and turns RIGHT tug turns LEFT. There is no requirement for radio confirmation of release, however if one is given then the tug call sign should be included.

2.6.3 Special considerations for runway 26R

Glider pilots should be aware that operations off Runway 26R require a right turn soon after take-off to clear the town of Benalla. GCV Tug Pilots are permitted to commence that turn at any height over 200 feet AGL.

2.7 **Access to the Airfield and Towing Gliders**

2.7.1 Access requirements

The airfield is owned by and operated by Benalla Council. The Council controls the issue of the key fob necessary to open the vehicle access gate. Council rules are displayed on various signs at the entrance, potentially there is a \$400 infringement fine to be issued for not complying with these instructions.

Pedestrians on the airfield are required to wear high visibility clothing. Safety vests are available for loan in the office and must be returned at the end of the day.

Vehicles on the airfield are required to have a flashing yellow light (Vehicles coloured yellow or orange or flying an approved flag are exempt). GCV does not supply flashing lights, they are available for purchase locally from Repco, 198 Bridge St, Benalla or Bertolis, 183 Bridge St E, Benalla. *The normal vehicle hazard lights are not an acceptable alternative.*

To open the gate, present the fob to the reader on the yellow post. Once the vehicle moves airside the gate closes automatically and re-opens when the vehicle is presented airside for exit. Pedestrians should use the gate by the terminal building which is not controlled. There is a crash gate for emergency use only.

Vehicle access to the runways is via the perimeter track only, vehicles are not allowed on the main runway or main taxiways unless towing a glider. Vehicles should not be parked on the apron or in front of the hangars and driving across the apron when not towing a glider is prohibited.

2.7.2 Towing gliders

Vehicles towing gliders are considered to be taxiing aircraft and should only proceed at walking pace.

All runways must be considered as active unless closed by notam and marked as such.

Taxiways on Benalla airfield are marked with solid and dashed yellow lines at the runway crossing points.

- Stop abeam the runway markers or at all solid lines.
- Check for aircraft approaching or departing in either direction or in the circuit and give way to them.
- If a radio is available, listen out for traffic on airband 125.6MHz or FM 107.4MHz using the car radio.
- Make a crossing call on CTAF

Give way to powered aircraft on taxiways wherever possible. This can often be achieved by briefly pulling off the taxiway onto a glider runway or an inactive portion of the airfield, then stopping while traffic passes.

2.7.3 Backtracking

Backtracking should be preceded by the appropriate radio call (see section 2.5.4) and when complete a clearing call.

- Backtracking 08L/26R should be carried out on the Southern edge of the runway.
- Backtracking 17L/35R should be carried out on the Eastern edge of the runway.

3 FLYING

3.1 Personal Protection

Minimum personal protection measures are:

- skin protection (sun cream minimum of factor 50)
- broad brimmed hat for walking around and a suitable hat for flying, which does not impair your LOOK OUT (baseball caps are not suitable and are not permitted when flying)
- sunglasses
- water; at least 2 litres of drinking water even for a short flight

It is not advisable to wear open shoes (thongs/sandals). In the event of an out landing this type of footwear offers insufficient protection from snakes, spiders, crops or gravel roads.

3.2 Equipment to be carried on board

Please take the following items in the glider:

- Your personal documents, ID card, or Driving Licence
- Glider documents as required for your glider
- A map of the area you are flying over.
- CTAF information.
- Mobile phone, out landing form and pen
- SPOT and/or EPIRB location device
- Tie down equipment for the glider

Other useful items (particularly for those flying cross-country) include:-

- Food and water for consumption during the flight and for emergencies, to prevent fatigue and dehydration
- Appropriate equipment to enable peeing during flight
- Sun Screen, insect repellent
- Signal mirror (old CD is good for this)
- Space blanket, matches or a lighter
- Torch, knife, first aid kit, cash

3.3 Flarm & ADS-B

GCV gliders and tugs use FLARM, it's recommended that private gliders should be similarly equipped. Remember that not all aircraft have an operating FLARM and that there is no substitute for a proper lookout. FLARM devices and ADS-B equipped aircraft should be registered on both

3.6 SAR Procedures

For flights outside the Benalla training area (10 NM radius), all glider pilots must record their intentions in the GCV "Search and Rescue" (SAR) book. Please complete all columns including the "Crew" column which MUST nominate a real person with a phone number – don't just write "Club" or leave blank. It is the pilot's responsibility to ensure that there is a contact on the ground who can assist with a retrieve before departure. If you don't know anyone, please ask and a name will be provided.

All glider pilots returning to Benalla airfield must register their return in the SAR book. The SAR book is kept in the Clubhouse.

As a general practice, monitor the 122.7 MHz frequency and give a regular (at least hourly) position report or when getting low; this may help to locate missing pilots at the end of the day.

The Ops Manager or Instructor in Charge will audit the safe return of pilots. If their return is not registered in the GCV SAR book by 9pm, then Search and Rescue action will be initiated. The search and rescue will be coordinated by AusSAR (Telephone 1800 815 257).

It follows that if you have landed elsewhere and are safe then the Instructor in Charge at Benalla will need to know about it.

3.7 Retrieves

3.7.1 Pre-flight Preparation

Preparation for cross-country flights is necessary for all gliders, club or private.

Before flying cross country, ensure that the trailer matching your glider is serviceable, the tow car has a full tank of fuel, and the keys to the car and trailer are available to the retrieve crew. It is wise to have a set of instructions on how to locate all the equipment necessary to provide an effective retrieve.

3.7.2 Information required

The information required for a retrieve, along with the requirements for an aerotow retrieve, is given on the GCV land out form. A copy is included in Appendix 2 along with a process diagram which summarises various communication options. Please ensure that the information that you provide about the paddock is complete and accurate.

It is important to note that if the tug pilot rejects the selected area as unsuitable, then the glider pilot will be liable for the cost of the tug time.

3.7.3 Aerotow Retrieves

Subject to the availability of a suitably endorsed tug pilot on the day, aerotow retrieves are possible from suitable paddocks. Suitable means at least 800 paces long, with an approach free of obstructions and a clear hard surface. Step the paddock over the expected take off run and make sure it is clear and has a hard surface. Is it safe for the tow plane to land and take off from, is the approach free from obstructions and is take off possible?

All requests for aerotow retrieves must go via the office, Ops Manager or the Instructor in Charge.

3.7.4 Retrieve Protocols

- You must have the farmer's express permission to access paddocks for auto or aero retrieves.
- If you cannot contact the farmer, you must secure the glider with its tie down kit, with the tail positioned at 45 degrees into the expected wind
- It is considered "good manners" to return to the farm with a token of gratitude for providing access to their property for your landing

3.7.5 Adverse weather conditions

During "Total Fire Ban" days no aerotow retrieves are possible (unless from an airfield) and vehicular access to paddocks is not allowed.

3.7.6 Emergency Assistance

If you require emergency assistance call 000 on your mobile, press the 911/SOS button on SPOT and/or activate your EPIRB.

When mobile coverage is poor and it is not possible to complete a mobile call, it might be worth attempting an SMS as an alternative.

3.8 Radio Procedures and Frequency Allocation

Radio Procedures are detailed in the GFA document [“Airways and Radio Procedures for Glider Pilots”](#) (Issue 12, December 2021).

CTAF (Common Traffic Advisory Frequency) is a frequency designated for an uncontrolled aerodrome in G class airspace without altitude limitation. Glider pilots should monitor and broadcast on the CTAF when within 10 NM of such an airfield.

Pilots communicating on CTAFs must hold a Flight Radiotelephone Operator License or an equivalent GFA logbook endorsement. Radio is mandatory at certified, and military airfields.

For airfields that are marked on the navigation charts and/or appear in ERSA without a designated CTAF, the multicom frequency 126.7 should be used when in the vicinity.

Full details of the procedures are given in CASA document CAAP 166-1(3) and the VFR guide.

CTAFs are published by Airservices in the ERSA (Enroute Supplement Australia) and marked on the charts. Appendix 1 of this guide contains a list of CTAFs for the airfields local to Benalla. There is also a less detailed version which can be folded for cockpit use.

CTAFs are often shared by more than one airfield. Airfields in close proximity to each other may use the same frequency e.g. 121.1 is used for Mangalore, Locksley Field, Nagambie, Nagambie-Wirrate, Waring Field and Puckapunyal. Also, the Multicom frequency of 126.7 is shared by many airfields. It is necessary to be very clear about which airfield you are calling.

When within 10 NM at a height that may affect the airfield operations (up to FL150 for parachuting), a simple blind broadcast of position and intentions to announce your presence is generally all that is required, for example –:

Transit	Corowa traffic, glider ICL, 10 miles Southwest 4000', tracking North, Corowa.
Inbound	Corowa traffic, glider ICL, 10 miles Southwest 4000', inbound, Corowa.

Further calls are made as requested or required by the circuit procedure, however when transiting the CTAF broadcast area, one call may be sufficient.

When not required to be on a CTAF, there are two choices, a glider frequency or an area frequency.

3.9 Glider Frequencies

The frequencies allocated to gliding are:-

122.5	cross country safety
122.7	cross country safety (commonly used by gliders in the task area)
122.9	cross country safety
122.025	competition safety (used by competition gaggles)

Use 122.7 for operational information and not for telephone type conversations. Most gliders in the Benalla task area will be on this frequency. The frequency can be used to make position broadcasts, task change information, and weather information, announce out landings and possibly obtain assistance from other glider pilots.

Gliders from Tocumwal and Corowa will similarly use 122.7 and occasionally commuter type airline operators and air ambulance flights broadcast their intentions on this frequency.

3.10 Area frequency

Airspace that is not controlled is allocated upper and lower area frequencies. The areas covered by these frequencies are shown on the VNCs (Visual Navigation Charts) and published in ERSA. Area frequencies are designed for communications when outside CTAF broadcast areas and information can be exchanged with a ground radio operator at Melbourne Centre.

Area frequencies are monitored by ATC in Melbourne. On the area frequency, you may hear an airliner obtaining an arrival clearance into Melbourne or a King Air ambulance flight from Tocumwal to Albury under IFR in Class E airspace requiring clearance from other IFR aircraft or a private pilot flying VFR from one small airfield to another or a parachute drop plane announcing his intention to drop parachutists. If there was potential for conflict between you and any of these aircraft you should either talk to the Melbourne controller or the other aircraft directly.

Glider pilots must monitor the area frequency when operating in class E airspace. It is recommended that glider pilots also monitor the area frequency when above 5,000' in class G airspace, however this is not mandatory. Consider using the gliding frequency if you feel it is appropriate.

The frequency to use for operations at an unfamiliar airfield would be:

- Designated CTAF when in the broadcast area
- 126.7 Multicom if the airfield is listed in ERSA or shown as such on the charts
- Area frequency – (but consider remaining on glider frequency if that would be the more appropriate or safer option.

4 AIRSPACE

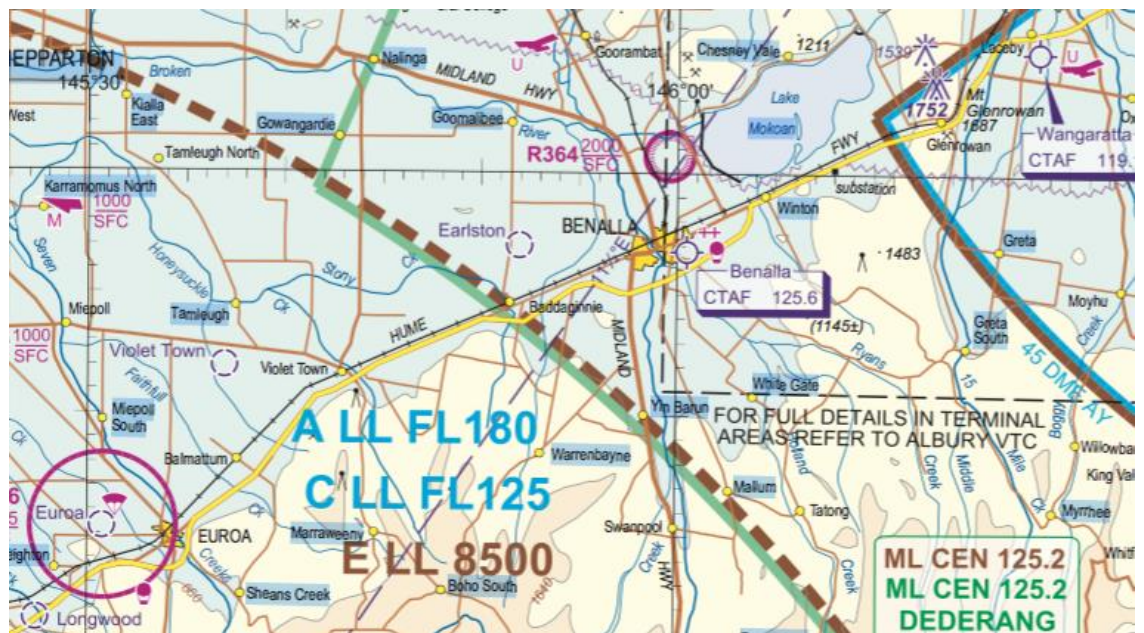


Figure 2 Extract from the Melbourne VNC Chart

4.1 Airspace Categories:

Airspace Requirement

Clearance required, Transponder mandatory, no VFR flights.

Controlled, Clearance required, Transponder mandatory, VFR flights allowed

Controlled by tower. Clearance Required. Radio and procedures mandatory.

Controlled for IFR traffic. VFR does not need clearance, 2-way radio and transponder are mandatory for Aircraft. Gliders currently have a general exemption for Transponders, gliders must monitor the area frequency.

Uncontrolled, Transponder mandatory above 10,000 feet and Radio above 5,000 feet. Gliders currently have a general exemption for Transponders.

Cloud flying is not permitted in Australia and all glider flights must be conducted in VMC.

Transponders in E and G class airspace are normally mandatory however currently gliders have general exemption.

Where fitted in gliders, transponders should be set to Alt and squawk 1200 when above 8500 feet AMSL.

Pilots should check the NOTAMS, VNC (Visual Navigation Charts) and ERSA for information about airspace and airfields before flying.

This information is presented in the National Aeronautical Information Processing System (NAIPS) which is available on the Air Services Australia website (www.airservicesaustralia.com).

5 GCV VEHICLES

5.1 GCV UTE

GCV owns a registered Holden Rodeo ute which can be used for towing gliders on the airfield, but only under the supervision of GCV staff. The golf carts should be used for towing gliders, in preference to the ute. If the ute is used off the airfield (eg, for a road retrieve) there will be an additional charge based on the distance travelled.

Damage to this vehicle will be managed in exactly the same way as damage to a glider and must be reported and paid for as described in paragraph 6 below.

Keys for this vehicle are kept in the GCV Office.

The ute operates on Vortex unleaded fuel or Avgas and is normally refuelled by the midweek tug pilot. The first choice is to use recovered fuel that is not suitable for aircraft use. This fuel is stored in drums in the GCV Fuel Store. Keys are kept in the GCV Office, and fuel used should be recorded in the fuel register kept in the fuel store.

Retrieves using the club vehicle will incur the cost of \$0.95/km for GCV members and \$1.20/km for visiting pilots / Temporary Members.

5.2 GCV 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 two chargers for 3 vehicles, therefore some care needs to be taken to ensure that all vehicles are charged regularly, 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 top-up 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.

If maintenance is required, please inform the GCV Office.

6 GCV GLIDERS

6.1 Damage to Club gliders

An excess applies where a Club aircraft is damaged, with the person in charge at the time liable to pay the cost of repairs up to a maximum of \$3000 (flying members) or \$5000 (temporary members). This includes:

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

In the case of a dispute as to where fault lies (for example faulty equipment), the Committee will be the arbiter, taking input from the Chief Flying Instructor and maintenance authorities as required.

Where damage occurs in the course of, or in connection with, the performance of services to the Club, no excess will be applied.

Arrangements for privately owned gliders may be different depending on the insurance policy excess.

Any damage or malfunctioning must be reported to the Office and the Airworthiness Officer, by email, AAO@glidingclub.org.au.

A daily inspection must be carried out on all club gliders by a person endorsed to carry out Australian Daily Inspections. The operational team may be available to help with this.

Always use the correct tow out fittings for each glider.

6.2 Flight Recording – Tow Ticket System – Glide App

The GCV accounting system revolves around the “Glide App” which can be downloaded from iPhone or Google Playstore.

As a visiting pilot, whether you are using your own glider or hiring one of ours, an account will have been created for you with all your flying charges going to this account.

Our operation uses an internally developed system named Glide to manage our tows. This is an app that can be downloaded from the Google Play Store and the Apple Store. Search for GCV Glide to find this app.

Once installed, you will need to enter your account number (available from the office), your birthdate, and a four-digit personal identification number (PIN) of your own choosing. An email with a one time verification number will be sent to your email address and will be required on the next screen. After this first time, you will only need to fill in your PIN number to login.

After you login, you can learn about the various options available to you by tapping the question mark in a circle at the top left of the screen. This will take you to the online documentation, as well as a support link if you require further assistance.

To receive a tow from a GCV tug, you will need to use the Glide app to create a Tow Ticket. You will require your Name Code which can be found under your Membership Details in the Glide app. How to create your Tow Ticket is explained in the help manual and our friendly members can assist you if required.

If the Glide App is not working or not received an OGN signal, a Flight Sheet must be completed for all flights in GCV gliders. It is important that they are filled in correctly and that all the relevant boxes are completed. Every Club aircraft is equipped with a VDO to record the aircraft hours. The start and finish time needs to go on the flight sheet. To obtain the correct reading, the 0.1 hour digit (last number in red) is ignored and minutes are taken from the pointer.

If a Flight Sheet is used in place of the Glide App, it must be filled in and returned to the GCV Office at the end of each flying day. There are flight sheets for single seat gliders, two seat gliders, motor gliders and tugs.

6.3 Requirements to fly club gliders

Certain minimum gliding hours apply to all club gliders. These may be waived in some instances at the discretion of the Chief Flying Instructor or a Level 2 instructor, based on demonstrated competence.

To fly a GCV glider you must have completed a satisfactory Check flight. Club Members should have completed their Biennial Flight Review.

To take a GCV Glider Cross Country you need to have completed 3 satisfactory landings on type and be current for outlandings (paddock landing or check within the last 12 months). You must be able to demonstrate that you are able to execute spot landings.

The Gliding Club of Victoria cannot be held responsible for not having a glider available when the glider is not airworthy due to an accident or other unforeseen cause.

It is the pilot's responsibility to look after the glider properly

- Suction cups are **NOT** allowed on the canopy.
- Smoking is **NOT** allowed in the glider.
- The canopy cover must be used at **ALL** times when not flying provided that the canopy is clean. It follows that the canopy cover should not be used if the canopy is covered in dust.
- Canopies must **NOT** be left unattended in the open position at any time.
- Club Gliders **MUST** be cleaned after each day's flying and any rubbish removed from the cockpit.

Evidence of any of the above not being followed may result in the pilot being grounded until such time as the Committee sees fit to reinstate the pilot's flying status.

7 GENERAL GCV INFORMATION

7.1 Club Membership

Everybody flying GCV gliders, tugs or motor gliders as pilot in command must be a member of the Gliding Club of Victoria and the Gliding Federation of Australia.

There are 5 GCV flying membership categories, for ongoing membership. These are Flying Membership, Life Flying Membership, Student Membership and Junior Membership. In addition, there is a Visiting Pilot Membership which is available for pilots who stay in Benalla for up to 6 weeks.

The appropriate GFA membership must be purchased separately.

7.2 Club staff and volunteers

- GCV operates on limited staff, restricted to our office activities during the week.
- Operational activities are undertaken by volunteers (often including international guests who graciously volunteer their time)
- Please be respectful of the contribution of our office staff and volunteers, they are here to help you enjoy the sport we all love.

7.3 Club Participation

The GCV is a volunteer club, not a commercial business where services are provided. It is a volunteer-based club, which welcomes visitors on the basis that they acknowledge and adapt to the volunteer club culture. Whilst we do offer paid experiences for guests, these are a supplementary to the club's main purpose, which is to make gliding accessible to all of its members.

To this end the club relies on the goodwill of all members to assist in the running, maintenance, and operations of the club. In line with the club's Schedule of Charges, all members are expected to volunteer during their time at the club, to assist in club activities.

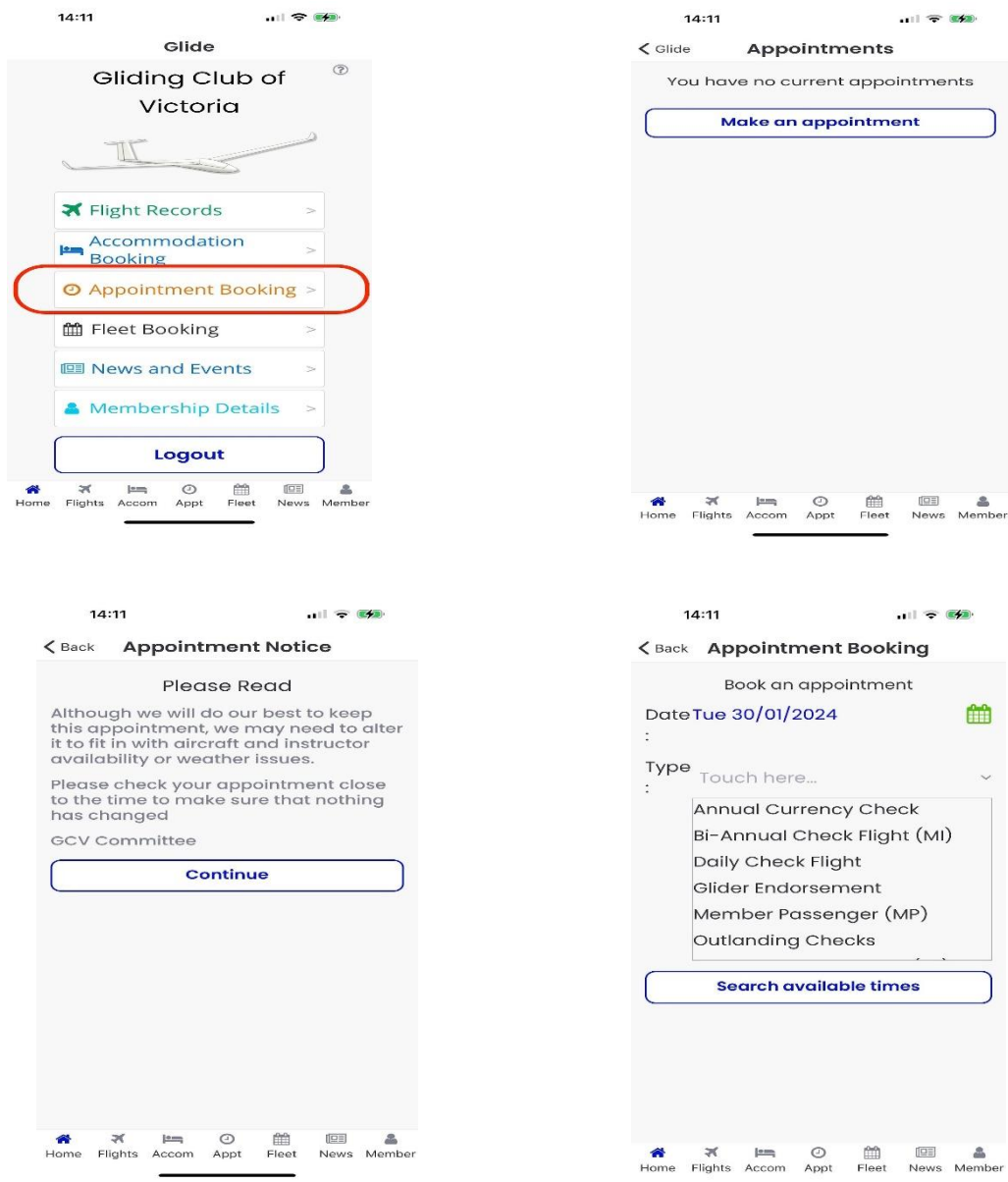
7.4 Morning Briefings

- Every Morning Briefing is at 9:00am, unless announced at a different time.
- If you intend to fly ***it is required*** that you attend the briefing.
- If you are unable to attend the briefing you must let the office know no less than 24 hours in advance that you wish to fly on that particular day.

Pilots appearing on the launch strip unannounced will be launched last and may be refused launching altogether if the day's activities warrant this.

7.5 Check Flights and Instruction.

Pilots seeking a check flight or instruction must make an appointment for this using the club's Glide App program. Bookings should be made at least 12 hours in advance.



7.6 Hangar

Care should be taken when packing and unpacking the hangar. No food is allowed in the hangar. It is very easy to attract mice; it is not so easy to get rid of them.

7.7 Smoking

No smoking is allowed in the clubhouse, hangars, workshop, vehicles or aircraft. Please put your cigarette butts in the ashtrays. Great care should be taken when smoking at any location on the airfield and is not recommended at the launch points. Even on days when there is no Total Fire Ban, the potential for grass fires in an Australian summer is always there.

If there is a Total Fire Ban, smoking is not permitted anywhere on the airfield.

If in doubt, DON'T smoke or light any other flame on the airfield.

7.8 Club Workshop

The club has a workshop for the maintenance of the club fleet; the quality management system does not normally allow the workshop to loan tools and/or floor space.

7.9 Club House

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.

7.9.1 Refreshments

Coffee and Tea are available in the members' kitchen; please put money in the honesty box. Cold Drinks are available from the Drinks Machine in the main club rooms.

7.9.2 Fridges and freezer

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.

Food of unknown origin or age may be disposed of without notice.

7.9.3 Clubhouse access

The club house has a combination lock. The number is on the back of your membership card.

During the season the club restaurant is open on Saturday evenings only. Bookings can be made on the Glide App.

7.10 Wireless Inter

Reasonable use of Internet is available free of charge for members. The connection is FTTN and there is a download limit. Once the limit is reached the cost escalates, GCV therefore reserves the right to switch off the Internet access before the limit is reached or to remove users from the system.

Please be sensible with your Internet usage. Reasonable usage is considered to be 1Gb/month or 100Mb/day. Please don't use high bandwidth applications.

7.11 Club Accommodation

Low-cost accommodation is available in the Aeropark. It is expected that all individuals utilising the GCV leased accommodation facility understand and respect the provision of the facility to ensure safety and comfort for all visitors and members.

Accommodation: The GCV leased accommodation facility comprises Hut A, Rooms 1, 3, 5, 7, 9, 13 & 15 and Hut B, Rooms 3 & 7. For most of the soaring season 4 or 5 of these rooms are pre-booked for the volunteer midweek crew, however there is adequate alternative accommodation available in Benalla.

Confidentiality:

All accommodation requests will be treated with confidentiality, and information will only be shared with individuals involved in the accommodation process on a need-to-know basis. The club will comply with relevant data protection and privacy regulations in handling accommodation-related information.

Types of Accommodations:

The nine rooms provided have 7 rooms with double beds and 2 rooms with single beds. All have a wardrobe, a desk & chair, heater and air conditioner and rubbish bin.

Donations of members or visitors used furniture or items is strictly forbidden and will be disposed of accordingly.

Expectations:

It is expected that you will treat the facility with respect and care. Upon departure, if the rooms are not left in a clean and tidy state, a \$50 cleaning fee will apply.

Noise:

As the facility has other occupants, it is expected that you will keep the noise levels to a minimum. No loud music can be played and no disturbances between 11.00 pm - 08.00 am.

Review and Evaluation:

The GCV will audit the facility on a 6 monthly basis to review and assess the effectiveness and standard of its accommodation and make necessary improvements.

Feedback from volunteers regarding the accommodation process and its implementation will be welcomed and considered in policy revisions.

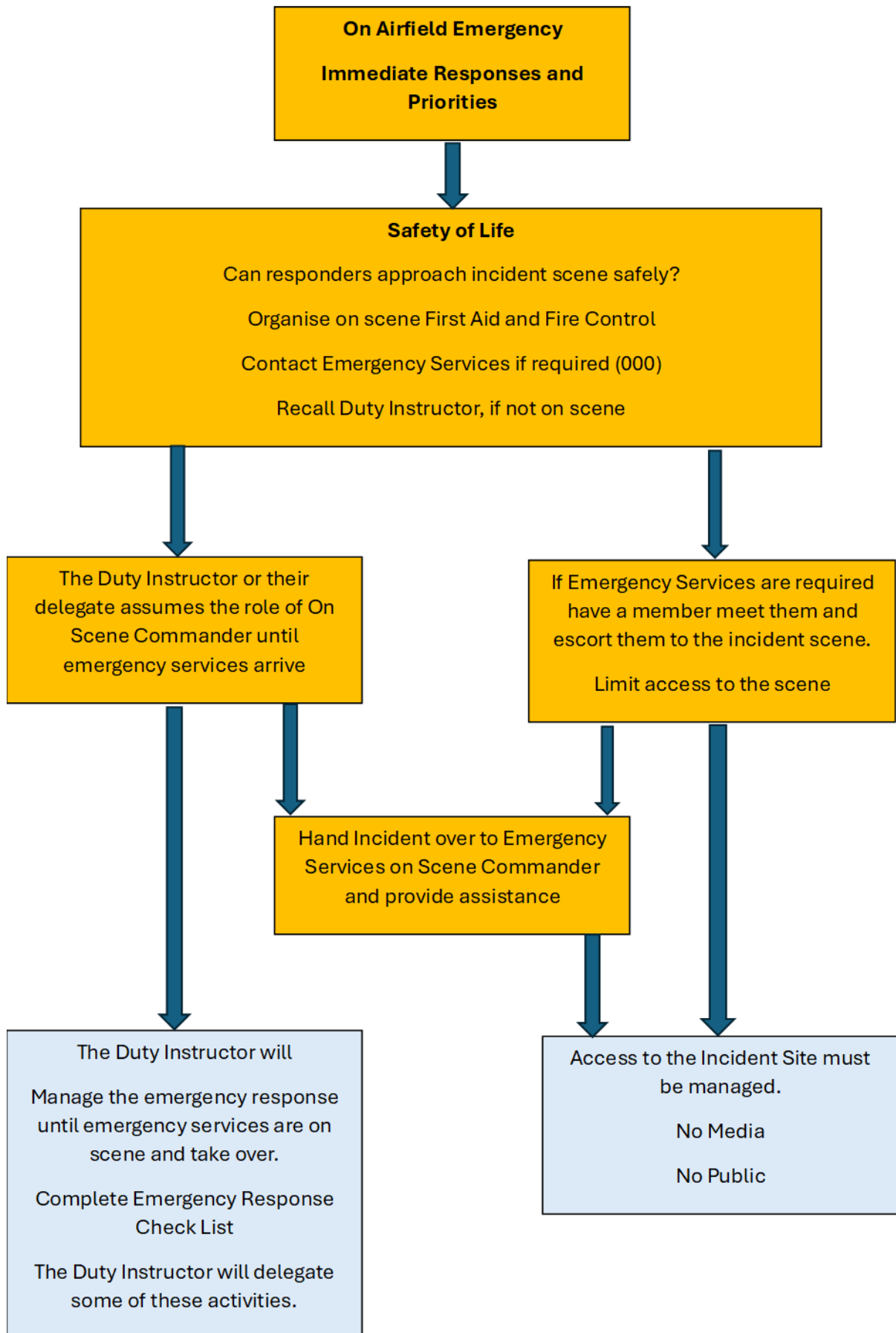
Compliance:

Failure to comply with this accommodation policy may result in appropriate corrective action, as determined by the club's leadership. The GCV is committed to upholding this accommodation policy and continuously improving our efforts to provide low cost accommodation to all members and visitors.

Please contact the GCV office during office hours if you have any queries or require assistance on (03) 5762-1058.

7.12 Emergency

In case of an EMERGENCY please call 000 this is the number for all emergency services.



Appendix 2. Local Airfield Information

Airfield	CTAF MHz	Elev Feet	Centre MHz	AWIS MHz	ATIS MHz	PAL MHz	ICAO code	Class	Comments
ALBURY	123.25	539	125.2	134.525	133.85	123.25	YMAY	CERT	Class D, Clearance Required
ARARAT	126.7	1008	126.8			123.4	YARA	CERT	Glider Winching, Model Aircraft
BALLARAT	127.75	1433	126.8	134.05		127.75	YBLT	CERT	AFRU, Gliding
BALRANALD	126.7	210	118.6			123.9	YBRN	CERT	
BENALLA	125.6	569	125.2			123.4	YBLA	CERT	Gliding, Power cct to S or W of field
BENDIGO AIRPORT	119.3	710	126.8	128.15		119.3	YBDG	CERT	AFRU
BRIDGEWATER	119.3	500	126.8				YBGR	UNCR	AFRU, PPR
CONDOBOLIN	126.7	650	134.65			120.6	YCDO	CERT	
COOTAMUNDRA	126.7	1110	124.1			122.4	YCTM	CERT	
COROWA	132.45	469	125.2			119.6	YCOR	CERT	PJE, 5nm 10000', Gliding
CORRYONG	126.7	963	125.2				YCRG	CERT	
COWRA	126.7	973	135.25	133.625		126.7	YCWR	CERT	AFRU
DENILIQUIN	119.0	316	118.6	133.2			YDLQ	CERT	AFRU
ECHUCA	119.1	323	126.8			122.8	YECH	CERT	
EUROA	126.7	555	122.4				YEUA	CERT	PJE, 3nm 15000', DZ D376
FORBES	126.7	760	135.25			122.4	YFBS	CERT	Hang Gliders
GRIFFITH	126.55	439	134.65	132.95		126.55	YGTH	CERT	AFRU
HAY	126.7	305	118.6			119.6	YHAY	CERT	
HILLSTON	126.7	403	134.65			120.05	YHLS	UNCR	
HOLBROOK	126.7	875	119.5				YHBK	UNCR	
HORSHAM	118.8	445	125.8	122.925		122.3	YHSM	CERT	AFRU
IVANHOE	126.7	330	124.9			126.7	YIVO	UNCR	AFRU, Not suitable for gliding OPS
JERILDERIE	126.7	360	118.6				YJER	UNCR	
KERANG	126.7	255	125.8			123.4	YKER	CERT	AFRU
KYNETON	119.0	1650	126.8			120.55	YKTN	UNCR	PPR
LAKE CARGELLIGO	126.7	555	134.65			119.65	YLCC	CERT	Model Aircraft
LEETON	132.85	400	134.65				YLEE	ALA	

LOCKSLEY FIELD	121.1	540	122.4				YLCS	UNCR	
MANGALORE	121.1	467	122.4	128.825			YMNG	CERT	
MANSFIELD	126.7	1050	122.4				YMFD	UNCR	
MARYBOROUGH	119.1	766	126.8			119.1	YMBU	UNCR	AFRU
MITTA MITTA	126.7	820	125.2				YITT	UNCR	
MOUNT BEAUTY	126.0	1100	125.2				YMBT	UNCR	Glider Winching, Model Aircraft
MOUNT HOTHAM APT	126.75	4260	125.2	128.05			YHOT	CERT	AFRU
NAGAMBE- WIRRATE	121.1	475	122.4				YNGW	UNCR	
NARRANDERA	132.85	474	134.65	133.45		132.85	YNAR	CERT	AFRU
NARROMINE	126.7	782	123.9			122.4	YNRM	CERT	Gliding
PARKES	126.7	1069	135.25	128.55		119.6	YPKS	CERT	AFRU
POREPUNKAH	126.0	935	125.2				YPOK	UNCR	
PUCKAPUNYAL	121.1	550	122.4				YPKL	UNCR	MIL, PPR, PJE 10,000'
RAYWOOD	119.3	450	126.8				YRYW	UNCR	Gliding, Power cct E of field
SAINT ARNAUD	119.1	640	125.8			120.55	YSTA	CERT	
SHEPPARTON	118.8	375	122.4			123.9	YSHT	CERT	AFRU
SWAN HILL	119.1	234	125.8			120.6	YSWH	CERT	AFRU
TEMORA	126.15	921	134.65	134.45		119.6	YTEM	CERT	D427, R406, Air Displays, Gliding
TOCUMWAL	125.5	372	118.6			125.5	YTOC	CERT	AFRU, Gliding, Power cct S or E
TUMUT	126.7	863	119.5				YTMU	CERT	
WAGGA WAGGA	126.95	724	119.5			126.95	YSWG	CERT	AFRU
WAHRING FIELD	121.1	410	122.4				YWHG	UNCR	Glider Winching
WANGARATTA	119.1	504	125.2	126.225		119.2	YWGT	CERT	AFRU
WEST WYALONG	126.7	859	134.65			126.7	YWWL	CERT	

WYCHEPROOF	126.7	350	125.8				YWYF	CERT	
YARRAWONGA	126.7	424	125.2			126.7	YYWG	CERT	R363
YOUNG	126.7	1267	135.25	124.65		126.7	YYNG	CERT	AFRU

Gliding Frequencies

- 122.5,
- 122.7,
- 122.9,
- 122.025 (Competition Safety)

International Distress Frequency 121.5

Multicom frequency 126.7

Data source ERSA 1st December 2023 <https://www.airservicesaustralia.com/naips/Account/LogOn>

PJE (Parachuting Jumping Exercise)

AFRU (Aerodrome Frequency Response Unit)

CERT (Certified), UNCR (Uncertified), ALA (Aircraft Landing Area)

PAL (Pilot Activated Lighting)

AWIS (Aerodrome Weather Information Service)

ATIS (Automatic Terminal Information Service)

Centre Frequency is the Area Frequency

GCV Local Airfield CTAF Cockpit Guide

Airfield	CTAF MHz	Elevation Feet		Airfield	CTAF MHz	Elevation Feet
ALBURY (class D)	123.25	539		GRIFFITH	126.55	439
ARARAT	126.7	1008		HAY	126.7	305
BALLARAT	127.75	1433		HILLSTON	126.7	403
BALRANALD	126.7	210		HOLBROOK	126.7	875
BENALLA	125.6	569		HORSHAM	118.8	445
BENDIGO AIRPORT	119.3	710		IVANHOE	126.7	330
BRIDGEWATER	119.3	500		JERILDERIE	126.7	360
CONDOBOLIN	126.7	650		KERANG	126.7	255
COOTAMUNDRA	126.7	1110		KYNETON	119.0	1650
COROWA (PJE)	132.45	469		LAKE CARGELLIGO	126.7	555
CORRYONG	126.7	963		LEETON	132.85	400
COWRA	126.7	973		LOCKSLEY FIELD	121.1	540
DENILIQVIN	119.0	316		MANGALORE	121.1	467
ECHUCA	119.1	323		MANSFIELD	126.7	1050
EUROA (PJE)	126.7	555		MARYBOROUGH	119.1	766
FORBES	126.7	760		MITTA MITTA	126.7	820

Airfield	CTAF MHz	Elevation Feet
MOUNT BEAUTY	126.0	1100
MOUNT HOTHAM APT	126.75	4260
NAGAMBIE-WIRRATE (PJE)	121.1	475
NARRANDERA	132.85	474
NARROMINE	126.7	782
PARKES	126.7	1069
POREPUNKAH	126.0	935
PUCKAPUNYAL (MIL, PJE)	121.1	550
RAYWOOD	119.3	450
SAINT ARNAUD	119.1	640
SHEPPARTON	118.8	375
SWAN HILL	119.1	234
TEMORA	126.15	921
TOCUMWAL	125.5	372
TUMUT	126.7	863

Airfield	CTAF MHz	Elevation Feet
WAGGA WAGGA	126.95	724
WAHRING FIELD	121.1	410
WANGARATTA	119.1	504
WEST WYALONG	126.7	859
WYCHEPROOF	126.7	350
YARRAWONGA	126.7	424
YOUNG	126.7	1267
Gliding Operations	122.5	
Gliding Operations	122.7	
Gliding Operations	122.9	
Gliding Comp Safety	122.025	
International Distress	121.5	

IACO Decode

IACO Code	Airfield	IACO Code	Airfield
YARA	ARARAT	YLCS	LOCKSLEY FIELD
YBDG	BENDIGO AIRPORT	YLEE	LEETON
YBGR	BRIDGWATER	YMAY	ALBURY
YBLA	BENALLA	YMBT	MOUNT BEAUTY
YBLT	BALLARAT	YMBU	MARYBOROUGH
YBRN	BALRANALD	YMFD	MANSFIELD
YCDO	CONDOBOLIN	YMNG	MANGALORE
YCOR	COROWA	YNAR	NARRANDERA
YCRG	CORRYONG	YNGW	NAGAMBIE- WIRRATE
YCTM	COOTAMUNDRA	YNRM	NARROMINE
YCWR	COWRA	YPKL	PUCKAPUNYAL
YDLQ	DENILIQVIN	YPKS	PARKES
YECH	ECHUCA	YPOK	POREPUNKAH
YEUA	EUROA	YRYW	RAYWOOD
YFBS	FORBES	YSHT	SHEPPARTON
YGTH	GRIFFITH	YSTA	SAINT ARNAUD
YHAY	HAY	YSWG	WAGGA WAGGA
YHBK	HOLBROOK	YSWH	SWAN HILL

YHLS	HILLSTON	YTEM	TEMORA
YHOT	MOUNT HOTHAM APT	YTMU	TUMUT
YHSM	HORSHAM	YTOC	TOCUMWAL
YITT	MITTA MITTA	YWGT	WANGARATTA
YIVO	IVANHOE	YWHG	WAHRING FIELD
YJER	JERILDERIE	YWWL	WEST WYALONG
YKER	KERANG	YWYF	WYCHEPROOF
YKTN	KYNETON	YYNG	YOUNG
YLCG	LAKE CARGELLIGO	YYWG	YARRAWONGA

Appendix 3. GCV Out Landing Report Form

Pilot Name	Pilot Mobile Number
Glider Registration	Glider Type

GPS Position of Glider (see note)	Bearing and Distance to Benalla
Spot OK Messages Sent (yes/no)?	Spot OK Position Messages Received (yes/no)?
Spot Help Messages Sent (yes/no)?	Spot Help Position Messages Received (yes/no)?

Name of Property	Name of Property Owner
Name of Access Road	Telephone No
Other Location Details	Address

Retrieve Crew Member Names and Telephone Numbers	Car Registration / Colour / Make
	Time Crew Departed

Aero Tow Retrieve Requested (yes/no)?	Details of Paddock for Tug Pilot
Land owner's permission obtained (yes/no)?	
Tug Pilot Name and Time Message Passed	
Message Recipients Name and Time Message Received	

CLUB OFFICE: 03 5762 1058 CLUB MOBILE: 0439 950 580 OPS Manager

Retrieve Procedure

- 1) If possible and safe to do so make a radio transmission before outlanding.
- 2) Once on the ground make an immediate call to inform that you are safe or otherwise.
- 3) Press the OK button on SPOT to stop live tracking and send the position of the glider.
- 4) Write down the position of the glider on the outlanding form.
- 5) Call your nominated contact and/or GCV (landline: 03 5762 1058, mobile:0439 950 580).
- 6) Send message to the WhatsApp GCV Club Chat group and include a google pin for your location.
- 7) Make contact with the property owner/farmer to explain the situation.
- 8) Collect the necessary details listed on the outlanding form, which is available from the office.
- 9) Call Benalla and pass on any further information that is relevant.
- When telephone contact is not possible, Press the HELP button on SPOT, use the radio to relay a message on a gliding frequency.
- If contact cannot be made, use the distress frequency 121.5 to contact an airliner.

GCV Paddock Aerotow Retrieve Landing Area and Approach Requirements

Before requesting an aerotow establish the following:-

- 1) The length of the paddock or landing area (pace it out).
- 2) Is there any slope to the landing area.
- 3) The approach must be free of obstructions and wires.
- 4) Assess the wind strength and direction along the proposed take off path.
- 5) Assess the length of the grass against your leg.
- 6) Is the grass wet or dry.
- 7) Make sure that the landing path is free of obstructions i.e. rabbit holes, stumps etc. if possible mark the intended landing strip by driving a vehicle along it or park the glider with the nose pointing in the direction of landing.
- 8) Is the surface smooth.
- 9) Are there obstructions in the vicinity.
- 10) Power wires and phone lines in the vicinity.
- 11) Obtain the property Owner's permission.
- It is important that the information that you give is accurate. If the tug pilot rejects the selected area as unsuitable, then the glider pilot will be liable for the total cost of the tug time.

Note on GPS Coordinate Formats.

The format of GPS Coordinates generally comprise:-

Latitude in degrees and decimal minutes followed by a letter S for southern hemisphere.

Longitude in degrees and decimal minutes followed by a letter E for eastern hemisphere.

ie the coordinates for Benalla are 36:33.100S,146:00.400E.

the SPOT SMS or email format omits the decimal point ie 36.33100S,146.00400E.

GPS coordinates can be given in degrees minutes and seconds.

There is an opportunity for confusion which might lead to a small position error if coordinates using seconds are mixed up with decimal minutes. The potential error would be less than a kilometre, however this could be inconvenient if the retrieve crew end up on the wrong side of a river or railway line.

