

# PART 2: OPERATIONS

<b>Issue record and amendments</b>	
Issue 3 13/10/2016	Updated to reflect Major changes to PNGC operations.
Issue 4 04/12/2016	Para 9 and 9.14 updated due to changes required in winching operations. Para 24.3 updated. Para 25 FOD added.
Issue 5 25/09/2017	Update to reflect Major changes to PNGC operations including Winch & Aerotow procedures.
<b>Issue 7 10/09/2019</b>	<b>Updated to reflect operations at Middle Wallop (MW)</b>

## 1 ADHERENCE

All members of PNGC, visitors to the organisation or users of PNGC's equipment are bound by the regulations in this document. Failure to adhere to these regulations may result in sanctions being made, or ultimately suspension of flying privileges or membership.

## 2 USE OF PNGC EQUIPMENT

### 2.1 Pilot's Responsibility

All pilots are to ensure that they operate aircraft, ground equipment and private equipment in accordance with the rules in this section as well as the Air Navigation Order, BGA Laws and Rules and Middle Wallop (MW) agreed regulations. All PNGC pilots shall ensure that they are familiar with this document and review them yearly; a master list to record this shall be held in the PNGC Log cabin.

### 2.2 Liability

In the event of an accident or any damage caused, the statements from all parties concerned will be requested, collated and taken to the committee by the CFI. Should the committee believe that dishonesty, negligence or contravention of these rules

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played a part in the accident, the member(s) responsible may be asked to pay a sum, not exceeding the level of insurance excess for the item or items damaged.

### 3 EXPECTATIONS

#### 3.1 Duties

In order for PNGC's operations to run smoothly and reliably, it is expected that each member, once reaching solo, will undertake weekend duties. An exception is made for those who only wish to fly mid-week but must be first sanctioned by the CFI/DCFI PNGC.

Which roster a member fits into depends upon their qualification, but it is expected that each member will only fit into one roster, with the exception of tug pilots, who will share this privilege with one of the other duties (unless they carry out other tasks on behalf of PNGC but the CFI shall have final say).

If a member feels they are unable to commit to duties, he or she should write to the committee seeking approval for the exemption. The request will then be discussed at the next committee meeting with a response subsequently provided by the Secretary.

#### 3.2 Arrival / Departure to PNGC /MW

It is expected that members either arrive at 0830 to assist in getting the aircraft and equipment ready for the flying day, or remain on-site until the hangar doors are closed, or the Duty Instructor declares a formal end of club flying.

The Duty Instructor will assess flying demand at 0900. The amount of kit required will then be determined based on planned activities and those who are present at that time. **The Duty Instructor should then contact Salisbury Operations (if active), to inform the planned activities for PNGC / MW that day and inform the Runway in use.**

Should members wish to leave early, please liaise with the Duty Instructor to ensure sufficient personnel remain to return aircraft and equipment to the hangar.

### 4 FLYING ADMINISTRATION

#### 4.1 Medical Certificates

Prior to any pilot flying solo at **PNGC/MW**, a valid medical certificate must be seen by the Duty Instructor or held on file by the CFI.

Members must ensure that a current copy of their medical certificate is held on file by the CFI.

Tug Pilots and Motor-Glider Pilots are additionally required to submit a copy of their medical and Licence, to the Tug Master (TM). This ensures his records are kept up to date; copies will be kept in the CFI's office.

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## 4.2 Logging of Flights

### 4.2.1 Centre Records

All flights are to be logged on the central Logstar computer, live at the launch point. Motor- Glider flights are to be logged on Logstar immediately after the flight.

### 4.2.2 Pilot Logs

Glider pilots, by law, shall keep personal logbooks. The logbook may be electronic or handwritten, but should be available for inspection by the duty instructor if required.

### 4.2.3 Notification to the Airport Operator for Out of Hours Movements

The PNGC Duty Instructor shall ensure that all PNGC Movements Out of Hours are sent to MW Operations team. This is for all PNGC movements outside of the airfield published operating hours. All private aircraft owners (such as motor glider syndicates) shall be responsible for informing MW Operations of their Out of Hours movements.

## 4.3 Flying Fees

Pilots are only permitted to fly after first ensuring that their PNGC account is not in debt. Exception to this may be for PNGC Junior or Cadet members in receipt of a bursary; which will be settled on completion of agreed flying. This must be agreed with the CFI and PNGC Financial Director in advance.

All charges for gliding operations at PNGC can be found at Annex A.

The only person(s) authorised to waive or reduce the charge for a flight is the CFI or, in his or her absence the DCFI/Centre Manager/Financial Director. Occasions where this is appropriate are extremely rare. A flight in a PNGC aircraft is not zero cost and thus waiving the charges simply means that other members are paying for that flight. Such flights are therefore to be restricted to the bare minimum.

All personal flying accounts are to be kept in credit or settled at the end of each flying day. A charge of £2 shall be made to those who do not settle their flying account.

Payment by Bank Transfer may be possible, but please remember it can take up to 10 working days for funds to clear into your flying account. This method of payment is therefore discouraged where possible, unless it is intended that flying accounts are kept in sufficient credit to cover all flying activities over the 10 working day period.

Debit and Credit cards, Cheques and cash are accepted for payment of flying accounts. Fees apply for the use of a credit card. If a cheque bounces, PNGC will pass on any charges received from our bank.

For tax purposes only flying fees and membership fees shall be receipted through the PNGC Log Cabin.

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## 5 CURRENCY

Currency requirements are based on qualifications as defined in this section. Should a member fall outside of the requirements, he or she is to seek a check flight from a suitably qualified instructor.

The CFI, DCFI or Duty Instructor may impose additional restrictions, on an individual or group, based on the conditions of the day.

### 5.1 Full / Assistant Category Instructors, Flight Instructors (FI)

The pilot must have completed a single flight within the previous 90 days, except if the flight is a trial lesson or guest flight whereby the pilot in command must have flown within the previous 28 days.

### 5.2 Basic Instructors, Silver Badged Pilots, SPL & LAPL (A)

The pilot must have completed a single flight within the last 42 days, except where the flight is a trial lesson or guest flight whereby the pilot in command must have flown within the previous 28 days.

### 5.3 Bronze Badged Pilots

The pilot must have completed a single flight within the last 28 days OR 5 flights within the last 42 days.

### 5.4 Solo pilots/Students on checks

A **Check flight with an instructor is required** prior to flying solo on each flying day. A student may come off checks after 10 solo flights, however this is the minimum number and some new solo pilots may require to stay on checks longer subject to individual ability. The CFI or DCFI shall have the final say in any dispute.

### 5.5 First Solo

The following are required prior to a first solo:

- Check flight with an Ass Cat, Full Cat instructor or FI.
- As a guide, the student should fly 3 consistent flights, all of which are to solo standard, prior to being sent on first solo.
- Direct viewing of the student's medical
- Airspace brief
- Airmanship and rules of the air oral quiz Completed Training Record Card for pre-solo training.

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It is the responsibility of the Instructor, sending a student solo for the first time, to ensure the items listed in this section are complied with. Failure to do so may result in invalidation of insurance policies in the event of an accident.

## 6 DAILY ROUTINE

### 6.1 Duty Team

The Duty team (Duty Inst 1, Duty Tug Pilot 1, Duty Pilot and Duty Log keeper) should **arrive by 0830 on a Saturday / Sunday.**

Members are to assist with getting equipment ready for use in the morning, or to help pack the aircraft and vehicles away as a minimum. It is courtesy to let the Duty Instructor know if you are unable to achieve this.

### 6.2 Badge Claim Attempt

Any pilot wishing to attempt a badge claim that requires the use of a glider for more than the times stated in 6.6 should make a note of their request on the log-cabin white board upon arrival. The Duty Instructor will then ratify the requests upon his or her arrival.

The Duty Instructor may approve requests out of turn if he or she feels the weather is more appropriate for a later request.

### 6.3 Daily Inspections

#### 6.3.1 Vehicles

Daily Inspections (DI) are to be carried out on all vehicles prior to their use. This should include fuel, water and oil levels, tyre pressures and any other items required for use. Record of Daily Inspections shall be kept. It is the responsibility of the PNGC Committee MT member to ensure a medium is available for recording of the DI.

#### 6.3.2 Gliders

Daily Inspections/A Checks are to be carried out in accordance with the BGA GMP and signed for in the relevant DI book. This must be completed on all aircraft intended for use that day, and before they leave the hangar. The DI must be carried outside the hangar (to avoid damaging other gliders).

Checks may only be carried out by a Pilot holding the following:

- Bronze Badge and above
- Sailplane Licence (SPL)
- Light Aircraft Pilots Licence (Sailplanes) (LAPL(S))
- A student pilot may be supervised on a DI/A check only by a Full/Ass rated Instructor, FI or BGA Inspector

Daily Inspections are highly critical maintenance activities. Other members shall not disturb pilots performing this check for duration of this activity. Members should deem

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this activity sacrosanct. An even greater level of attention should be paid whilst rigging gliders.

Positive control checks shall be carried out on each DI. If a PNGC glider has been rigged an Independent Check of the Rig shall be carried out by a pilot familiar with that glider and recorded in the DI book.

The following documentation for each aircraft must also be checked to ensure it is in date and thus the aircraft is legally permitted to fly:

- Airworthiness Review Certificate (ARC) and current annual
- Insurance Certificate
- Radio Licence

Parachutes are to be DI'd before use as well as checked to ensure that they are in date. The CFI or Air Equipment Committee member may only grant approval for local extension of parachutes.

### 6.3.3 Winch

A DI routine is to be kept in the winch, along with a signature sheet.

Winch cables may be checked at the start or at end of the flying day. This can take up to 20 minutes. If this has not been completed at the end of the flying day cables should be checked prior to their next use. The checking of cables shall be recorded in the Winch DI book.

### 6.4 Before Launch Point Setup

The MW Operations team (if active) should be contacted, prior to setting up the launch point, to ADVISE the runway in use and to receive a brief of any relevant local activities. The Duty Instructor must also establish the conditions on the field to determine if winter or summer launch point setups are required.

Local weather and NOTAMS for an area no less than 10nm from MW are to be provided by Duty Instructor 1 (Printed copy placed in Log Cabin).

Note: It is the responsibility of all Pilots (especially XC pilots) to familiarise themselves with NOTAMS for their planned flight. Internet facilities and Wi-Fi are provided in the clubhouse for members to self-brief.

### 6.5 Order of Flying

A flying list will be run using Logstar. Members should add their names to the computer personally, to ensure all of their details are correct. This list provides the order in which people will be asked to fly (pilots may defer if they wish). Once a pilot flies, he or she then goes to the bottom of the list.

Alternatively students may book slot times using the Booking System.

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It should be noted, that members would not be permitted to fly if their account is in debt. The balance must first be settled before being permitted to join the flying list.

## 6.6 Use of aircraft

### 6.6.1 Time limits

An aircraft must not be called down unless all available resources have been utilised. However, should all available aircraft be in use, and subject to having a pilot immediately ready to fly, an aircraft may be called down after the following time limits:

- Two seat aircraft will be limited to 30 minutes.
- Single seat aircraft will be limited to 60 minutes unless on an XC task.
- The Duo Discus will be limited to 60 minutes unless on an XC task
- Trial Lessons should be limited to 30 minutes

The pilot is responsible for ensuring that either he or she remains in radio contact with MW Tower and keeps a listening watch, **or lands within the time limits described above.**

### 6.6.2 Launch Limitations

Each pilot can typically expect either a single aero-tow or three winch launches before relinquishing the glider, provided that the aircraft was not engaged in soaring.

The Duty Instructor may reduce the number of launches if there are insufficient assets available to satisfy demand or may increase the number of launches if demand is low.

### 6.6.3 Priority

One ASK21 may be nominated for Trial Lesson Use. Due to limited assets this is not for exclusive Trial Lesson use and utilisation of the glider should be sought between Trial Lessons.

The following priorities (in order) are then to be adhered to except where over-ridden by the Duty Instructor or CFI:

1. Instructor Revalidations / Examinations / Renewals
2. Flight Examinations
3. All other flying

## 6.7 Cease of Flying

The Duty pilot and Duty Instructor 2 are to ensure the following items are completed prior to the close of the flying day:

- **All gliders are washed and dried, paying particular attention to canopies and mud on the underside**

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- **Parachutes and batteries are removed from all gliders**
- **All canopy covers are fitted**
- **All vehicles have been refilled with fuel / water / oil / gas as required**

### 6.7.1 Duty Instructor 1

After all aircraft have landed and the Bus / Log-Cabin have left the launch point), the following duties should be undertaken:

- Ensuring all Hand-Held radios are placed in their chargers.
- Any aircraft un-serviceability is noted and should be reported to the CFI or PNGC Committee Air Equipment Member.
- Report any incidents, flying issues or conflicts to the CFI/Safety Officer via the PNGC Incident reporting system.

### 6.7.2 Log keeper

The log keeper is to remain with the log-cabin to receive payments, provide flying details and cash up until 15 minutes after the last glider returns to the hangar or until all fees have been paid. However it is the responsibility of the DI to ensure all fees have been settled or correctly accounted for.

## 7 QUALIFICATIONS TO FLY

### 7.1 Minimum Qualifications to Fly PNGC Gliders

Minimum qualifications to fly PNGC gliders can be found at Annex B. See section 2-3 on Type Conversions for more information.

### 7.2 Passenger Carrying Rating

The Passenger Carrying Rating (PCR) details are described below. The 'rating' is a local rating and does not imply or offer any transferrable qualification to any other club or organisation. Similarly, PNGC does not recognise PCRs from any other organisation.

#### 7.2.1 Privileges

Allows the captain of an aircraft to fly with a guest (immediate family) or other PNGC member who does not hold a Bronze badge (i.e. the flight is neither an instructional sortie, nor a mutual flight). The pilot in command must sit in the front seat.

#### 7.2.2 Minimum Requirements

In order to obtain a PCR, the member must confirm to the CFI they hold the following as a minimum:

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- Hold a Silver Badge or SPL/LAPL (S)
- Have completed a minimum of 50 hours P1 in gliders
- Have completed a minimum of 10 hours gliding in previous 12 months.

Pilots may be only authorised by the CFI/DCFI and pilot may be requested to perform a check flight. Each flight must be authorised only by the CFI/DCFI.

### **7.2.3 Period of Validity**

Passenger Carrying Ratings will be valid if the above in 7.2.2 have been met but may be revoked by CFI/DCFI or if pilot medical lapses. An annual check with the CFI/DCFI will be required.

### **7.2.4 Suspension of Privileges**

The CFI has the right to suspend or withdraw a PCR if he or she feels it inappropriate or unsafe for that individual to continue.

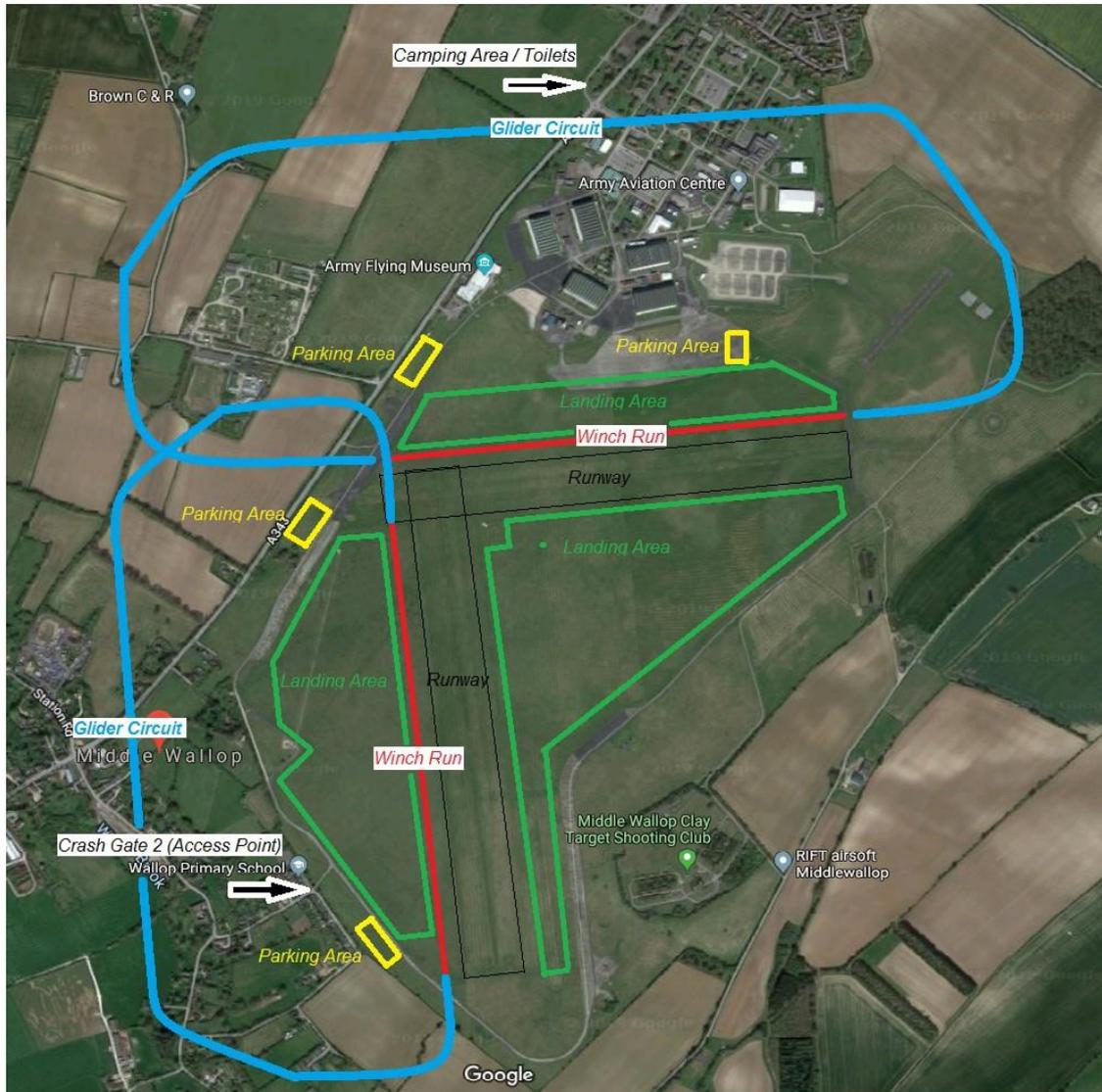
## **8 CLUB FLYING**

A Full/Assistant Rated Instructor or FI must supervise pilots who do not hold a Silver Badge or SPL/LAPL(S). All Basic Instruction at PNGC must be supervised by a Higher rated Instructor who must remain on the ground at all times.

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8.1 Launch Point Setup & Glider Strip

8.1.1 Layout



8.1.2 The Glider Strip & Runway

Two grass strips are identified for Glider use at MW:

Grass strip 17/35 (North/ South strip) 3875 feet

Grass Strip 09/27 (East / West strip) 3596 feet

**INTENTIONALLY BLANK**

### 8.1.3 Runway Operations Launch point

See the map above

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### 8.1.4 Runway Operations

Not applicable

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### 8.1.6 Runway Winter Operations (TBD)

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### 8.1.7 Minimum Equipment

The following equipment must be deployed to the launch point as a minimum:

- The Log Cabin
- A suitably equipped rescue vehicle (minimum requirements laid out in BGA recommended practices)

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### 8.1.8 Air Ground Communications Service

The frequency to be used for Gliding operations is Middle Wallop Tower on 118.60 Mhz.

Once the Coach or Log-Cabin is in place at the Launch point, the Duty Instructor must be contactable on the MW Tower frequency at all times, or via the log cabin telephone.

Outside of published operational hours at MW pilots and Instructors should note that there will be no Air-Ground Radio service provided. During Gliding operations all gliders are to use 118.60 Mhz – MW Tower.

## 8.2 Pre-flight

All pilots must seek permission to fly, from the Duty Instructor, before flying, including and TMG flying.

Pilots must ensure that NOTAMs, weather or local restrictions/activities will not affect their intended flight.

## 8.3 Duty Instructor and Glider Launch Point Controller identification

The Duty Instructor or Launch Point Controller shall wear a fluorescent jacket. This is so that they may be easily identifiable by PNGC members and the Airfield Operator.

# 9 LAUNCH PROCEDURES

## 9.1 Winch

### 9.1.1 Communications

The Duty Instructor or nominated pilot responsible for launching shall ensure they have serviceable hand-held VHF set to the MW Tower 118.60 and a Winch Radio.

### 9.1.2 Hand Signals

Hand signals are to be **provided at all times by the wing-tip holder**. However, the person charged with commanding the launch is the Duty Instructor / Launch Point Controller. Note one person should hook on proceeding by holding the wing, others should observe.

During the take-up slack phase, the wing holder will swing their extended arm from horizontal, through the vertical below the shoulder through to the forward horizontal. This process will be reversed and then repeated until all out.

Once the slack has been removed from the cable the wing-tip holder will wave their arm above their head to signal all out to the Duty Instructor.

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### 9.1.3 Launch Procedure

When operating outside of normal MW operating hours an announcement to any traffic/gliders should be made: **'Middle Wallop TRAFFIC, WINCH LAUNCH IN PROGRESS'**.

The Duty Instructor or Launch Point Controller shall ensure that the Launch can be completed safely and will not conflict with other traffic. Consideration should be given to a launch failure; this is to ensure that it will not conflict with another aircraft on its Final Approach in event of that the launch fails.

**The Duty Instructor shall watch the Winch Launch; ensuring that it completes safely and that the cable lands back on the grass strip.**

### 9.1.4 Launch Failures

Simulated launch failures should not be conducted without first seeking permission from the Duty Instructor. **The Duty Instructor shall ensure prior to authorising the simulated launch failure that no circuit traffic exists that will conflict with the exercise.** This is to ensure that there will be no conflict between power and gliding traffic.

**Gliders will either land ahead if safe to do so. PNGC Instructors shall ensure that all pilots are briefed in the event of a real failure. The glider pilot will need to take the most appropriate course of action that is the safest option.**

After real launch failures, the winch cable or strops should be immediately recovered from the strip when it is safe to do so.

### 9.1.5 Ultra-low level winch launch failures

Ultra-Low Level Winch Launch Failures are not to be practiced solo or dual except by those authorised as per Annex C

During ab-initio or winch conversion training, a demo should be given by a current (at the exercise) Full Cat Instructor. This should be annotated in the student's logbook

During instructor training, with a nominated PNGC Coach, the exercise may be flown by the trainee instructor. Beware that takeover times are minimal and thus careful thought must be given to appropriate use of guards.

### 9.1.6 Cessation of a launch

Any individual can stop a winch launch if a danger is perceived, however once the aircraft is airborne, the winch driver is to ensure that sufficient power is maintained until such time as the glider has reached a safe height (min 300' AGL), **regardless of other orders.**

### 9.1.7 Winch Drivers

It is expected that **all current winch pilots** are current winch drivers.

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Pilots are not permitted to convert to a single-seat aircraft on the winch unless signed off for winch driving and a current winch driver.

The exception to this is Junior and Cadet members who may not drive the Winch until 18 years of age.

## 9.2 Aero-tow

### 9.2.1 Passing of details

At the earliest opportunity during or post launch the Tug Pilot should confirm the paying Pilots details and update the Tug log sheet.

### 9.2.2 Hand Signals

Hand signals will be used as for taking up slack and to stop the launch if necessary.

### 9.2.3 Launch Sequence

Once the Glider is ready to launch the Glider may be hooked up to the Aerotow Rope. Using Hand signals the Tug shall take up slack until the rope is taught. At this point the Tug Pilot shall take command. The Following is an example of the call that shall be made:

**Middle Wallup Traffic: Aerotow in progress from Runway xx**

If there is an immediate flight safety Hazard the **STOP STOP STOP** may be used on the radio in combination with hand signals.

### 9.2.4 Take-off and Climb

The glider should remain 6-12 feet above the ground until such time as the tug is airborne and climbing away. Should a student start to balloon behind the tug, the instructor should take over control immediately. If there is any threat to lifting the tail of the tug, particularly below 500' AGL, the glider pilot is to release the rope immediately.

During the tow, any exercises may be practiced without communication with the tug pilot. Any requirements to demonstrate 'waving off' or indicating that airbrakes / chute may be deployed should be pre-briefed.

### 9.2.5 Release

Prior to release, the glider pilot must ensure that a good lookout is conducted.

The routine release procedure is for the glider pilot to conduct a level or slightly climbing turn to the left, whilst the tug pilot turns right and commences a descent.

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### 9.2.6 Inability to release

Should the glider pilot not be able to release the rope upon demand, he or she should manoeuvre out to one side of the tug aircraft with sufficient displacement to ensure the tug pilot can see them. Once the tug pilot has acknowledged the problem as communicated with hand signals and returned to the normal towing position, the tug pilot will release the rope from his end.

At this point, the glider pilot should not attempt further release of the rope until over the airfield as a preference or, if necessary over a location, which will guarantee everyone's safety.

### 9.2.7 Rope Failure

Should the combination suffer a rope failure, the glider pilot will have priority to ensure a safe landing, preferably back at the airfield. Should time permit, the glider pilot should retain the fragment of rope still attached to his or her aircraft until such time as a jettison can be made without endangering people or objects on the ground. Ideally this would be performed over the airfield to enable the rope to be recovered.

### 9.2.8 Tug Aircraft Emergency

Should the Tug suffer an emergency, such as a fire or partial or full engine failure, requiring the immediate release of the glider, the tug pilot will rock the wings of the aircraft in an immediately apparent manner that could not be confused with turbulence.

The glider pilot is to release immediately, and if possible remain clear for the tug to return to the airfield and deal with the emergency. Remember that if this follows an engine failure, the glider has a far better glide angle than the tug!

**Priority should be made to safely flying the aircraft first.**

### 9.2.9 Inadvertent Penetration of Cloud

Should the glider pilot become aware of heading towards cloud with no apparent way for the tug to remain clear, the glider pilot should release immediately.

If the glider pilot has found that he or she is in cloud, he or she should release immediately and open the airbrakes fully until clear of cloud. Be aware of whether the aircraft has speed limiting airbrakes and try to maintain a steady centralised stick to avoid inadvertent turning and overbanking. Maintain the speed of 50-60kts.

Report the incident to the Duty Instructor upon landing.

## 10 CIRCUITS

### 10.1 Pre-Landing Checks

The following checks are to be introduced in the ab-initio syllabus once it is felt that the student has capacity, but as early as practicable in order to ensure they are

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engrained. These checks are to be performed in each and every flight thereafter, ideally before joining the circuit to ensure that the Glider is **configured for landing**:

**W** Water Ballast dumped

**U** Undercarriage down and locked

**L** Loose articles secure

**F** Flaps set

## 10.2 Circuit Patterns

### 10.2.1 Circuit Direction

#### Runway 17/35

For **Runway 35** the glider circuit is **Left Hand**. Care to be taken not to overfly Middle Wallop school on the down-wind leg if possible.

For **Runway 35** the power circuit is **Right Hand**.

For **Runway 17** the glider circuit is **Right Hand**.

For **Runway 17** the power circuit is **Left Hand**.

#### Runway 09/27

For **Runway 27** the glider circuit is **Right Hand**. Care to be taken not to overfly the ARMY AVIATION CENTRE at low key.

For **Runway 27** the power circuit is **Left Hand**.

For **Runway 09** the Glider Circuit is **Left Hand**

For **Runway 09** the Power Circuit is **Right Hand**

### 10.2.2 Circuit Integration

Gliders should **not routinely** cross the centre line.

**Gliders should call MW Tower on 118.60 to establish if there is any other conflicting circuit traffic.** A Downwind call is required : Example call "Glider 805 downwind left hand for 09"

Gliders should join the circuit at 800-900 feet AGL

Power Aircraft to join the power circuit at 1000' AGL

At no time should a glider cross the centre line with an aircraft established on Final.

Great care should be taken to look out for power traffic once on the base leg. Opposing traffic situations may occur. Equally, before approaching the final turn, ensure that the final approach is clear.

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### 10.2.3 Starting Height

Gliders should start their circuits between 800 and 900 feet on the QFE. MW is 297 feet above sea level.

### 10.2.4 Final Turn

The final turn is to be commenced above a minimum of 300' AGL unless actioning a recovery from a launch failure. If you are unable to achieve a final turn above this height, flying a normal circuit pattern, you must turn in early and land in a safe area.

### 10.2.5 Base Leg Joins

Pilots who hold a cross-country endorsement may join on a 'base leg'. All other pilots are to join on the beginning of a downwind leg.

### 10.2.6 Low Circuits

Should a glider pilot get low in the circuit, they should achieve a final approach commencing at no less than 300' to anywhere inside the airfield boundary, being cognisant of other circuit traffic.

### 10.2.7 High Energy Finishes

**The CFI PNGC does not permit 'High energy' finishes.** At all times the Pilot shall ensure that they are in compliance with SERA Rules of the Air, the ANO Low flying rule.

On return to the field intentions should be made know to MW Tower Frequency. An example is

**'Glider 805 on a Final Glide 5 miles to the North of the field, will join downwind for RWY 35**

## 10.3 R/T

**Gliders shall call '[Glider C/S] Downwind [Left/Right] for runway [xx]'.**

**Pilots may make a base-leg call.**

**Pilots should not 'step on' transmission of other aircraft or the Air Ground Radio Service.**

**All other RT transmissions should be kept to a minimum.**

**Radio volume should remain high enough for radio calls to be audible should either Lee Radio or the Duty Instructor requires your attention.**

## 11 LOCAL FLYING

### 11.1 Local Airspace

**Pilots should familiarize themselves with local airspace restrictions and ATZ prior to local flying. A circuit check flight will be required for all pilots below Silver.**

## 12 CROSS COUNTRY FLYING

For the purposes of these rules, cross country flying in a glider is defined as outside 10nm of the airfield OR out of gliding range arriving back at the airfield at 1000' AGL.

### 12.1 Authorisation

Prior to flying Cross-Country, Authorisation must be sought from the Duty Instructor.

### 12.2 Requirements

The following items must have been checked or catered for prior to flying cross country:

- NOTAMS for the intended route
- Weather on route
- PNGC Field landing checks in date
- Have a nominated crew and contact left with the Duty Instructor
  
- Current on type

## 13 COMPETITION FINISHES

These are not permitted by PNGC. See paragraph 10.2.7. Aircraft are to be in compliance with SERA and the ANO at all times.

## 14 AEROBATICS

### 14.1 Aircraft Requirements

Aerobatics may only be flown in aircraft fitted with a serviceable G-meter.

Two-seat gliders being used for aerobatic training must have a serviceable G-meter in both the front and rear cockpits.

Pilots must both wear parachutes.

A dedicated pre-flight aircraft inspection must be carried out to ensure loose articles are not present.

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## 14.2 Authorisation

The Duty Instructor is required to authorise all aerobatic flights carried out by any pilot wishing to conduct the activity. The brief should include details of intended manoeuvres and minimum completion height.

Pilots must be signed off to conduct each individual manoeuvre and linked manoeuvres. This list is included at Annex D.

Basic Instructors and IFP Pilots are not permitted to perform Aerobatics with Introductory flights.

## 14.3 Minimum Heights

The following are to be adhered to when performing aerobatics. The minimum heights listed are the absolute minimum height in any part of a manoeuvre, not the recovery height or start height.

Pilot Category	
<b>Solo Pilots</b>	1500' AGL
<b>Instructors</b>	1000' AGL
<b>Advanced (individual CFI Approval)</b>	700' AGL

## 14.4 Advanced Aerobatics

An aerobatic manoeuvre is defined as aerobatic if it involves any rolling manoeuvre whereby the aircraft is rolled more than 90 degrees from wings level.

These manoeuvres may not be carried out unless the pilot has been authorised to do so by a BGA Aerobatic Instructor.

These manoeuvres may not be flown with ab-initio students.

These manoeuvres may not be flown by anyone other than the individual authorised by the BGA Aerobatic Instructor or taught by anyone other than a BGA Aerobatic Instructor.

Regardless of the minimum heights dictated in 14.3, advanced manoeuvres are to be completed by 1000' AGL.

## 14.5 Display Workup / Practice

Should an individual aspire to obtaining a Display Authorisation, a separate agreement will be drawn up by the CFI in conjunction with a Supervisor appointed by the CFI.

All display practice flights in which manoeuvres are conducted below the minimum heights set out in 14.3, are to be witnessed in person by the CFI or Display

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Supervisor as appointed by the CFI, having received a thorough pre-briefing on the intended manoeuvres and sequence.

Any agreement will be written down prior to commencement and signed by both parties.

## 14.6 Aerobatic Area

Aerobatics must be conducted in agreement with the Duty instructor and must not conflict or endanger powered traffic. In addition, care should also be taken so the flight does not conflict with Glider launching or gliders in the circuit and must remain clear of the town of Middle Wallop.

## 15 INSTRUCTING

Only BGA qualified instructors or EASA Part FCL Flight Instructors may conduct gliding instruction at PNGC.

Instructors must seek approval from the CFI prior to instructing at PNGC or from the Expedition CFI in the case of a PNGC expedition.

### 15.1 Full Category Instructors/Flight Instructors (FI)

Full Category Instructors and FIs are required to obtain permission from the CFI prior to Instructing under the PNGC umbrella. This will involve a site briefing and familiarisation flight if the instructor has not previously flown at PNGC.

### 15.2 Assistant Category Instructors

All Assistant Category Instructors must be given an acceptance check by the CFI prior to Instructing at PNGC.

An Assistant Category Instructor must have attended a completion course within 18 months of gaining the rating; otherwise the instructor rating automatically becomes suspended.

Additional restrictions may be applied at any time, but it is to be expected that until an Ass Cat has undergone his or her completion course, that instructor may not send a student on a first solo.

### 15.3 Basic Instructors

BIs must undergo an acceptance flight with the CFI prior to being permitted to instruct on-site. At least one Aero-tow is required if wishing to Instruct from Aero-tow and a minimum of two winch-launches if Instruction is to be conducted from the winch, including one launch failure.

BIs may only conduct instructional flights if under the direct supervision of an On-Site Full Category Instructor.

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Only exercises specifically in the BI syllabus may be conducted on BI flights. Basic Instructors may not perform aerobatics on instructional or guest flights.

### **15.4 Introductory Flight Pilots**

Pilots who have completed the Introductory Flight Pilot Course and approved by the CFI may complete Introductory Flights. IFP pilots shall not perform aerobatics.

## **16 MINIMUM SUPERVISION LEVELS**

Unsupervised flying is defined as pilots who hold a Silver Badge, flying locally or on cross-country tasks. The following activities are prohibited during unsupervised flying:

- Basic Instruction
- Flights by visiting pilots (other than RAFGSA FDAT)

Any flying activities listed above must be performed under the auspices of supervised flying.

### **16.1 Supervised Flying**

For Trial Lessons to take place or if a non-Silver pilot is flying then a Full or Ass Cat Instructor shall remain on the ground. If flying Instruction is being conducted by assistant rated Instructors and above, then control of the Launch point may be delegated to a suitably qualified pilot (Launch Point Controller). If a Launch Point Controller is running the launch point, then Non Silver pilots may not fly.

### **16.2 Unsupervised Flying**

Permission must be obtained in advance from the CFI in order to perform unsupervised flying.

Any pilot with a silver badge or above may fly any aircraft on which they are current. 'Glider Base' must be manned by an individual holding a silver badge or above until the penultimate aircraft has launched.

If all pilots are flying cross county (i.e. not remaining local), the tug pilot may coordinate launches with Lee Radio.

## **17 NON-INSTRUCTIONAL DUAL FLIGHTS**

These must fit into one of the categories below:

### **17.1 Passenger Carrying Flight**

Passenger Carrying Flights are to be specifically authorised by the Duty Instructor and are subject to the following restrictions:

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- A current PCR is held
- The pilot is within currency rules defined in section 5.2
- Aerobatics are not permitted.
- P1 must conduct all flying below 1000' AGL and fly the entire launch and landing.

## 17.2 Mutual Flight

Mutual Flights are not allowed at MW.

## 18 CHECK FLIGHTS

The Duty Instructor, DCFI or CFI may restrict any individual to dual flights only provided a constructive debrief has first been given to the pilot in question, along with the requirement or goal required to qualify for re-solo.

Any other instructor seeing a below standard or incorrect procedure must first discuss their intended actions with the duty instructor prior to putting a pilot 'on checks'. It is sometimes prudent to put early Solo pilots back on to checks if, for example, they do not perform a fully held-off landing. This will ensure bad habits are addressed at an early stage.

## 19 USE OF PARACHUTES

### 19.1 Club Flying

Parachutes are to be worn where possible. Pilots or instructors who choose not to wear a parachute should be adequately briefed, by the Duty Instructor, as to the additional risks they face and which they must accept personal responsibility for.

Should an Instructor or pilot flying dual in a 2-seat glider choose not to wear a parachute, a crew brief should take place, ensuring that both parties are happy to continue given the implications of one member not wearing a parachute.

### 19.2 Trial Lessons

All Trial lessons, are to be flown with both members of the crew wearing parachutes unless an exemption from the CFI is given to forgo the wearing of a parachute on the grounds of size / weight. Further exception will be given for flights conducted in the T-21.

## 20 EXPEDITIONS

An expedition is defined as the flying of a PNGC glider (Not including Motor-gliders or Tugs), where that aircraft is operated away from site, with the exception of an aero-tow retrieve. Where a single glider is taken off-site by one to two persons then this will be classed as a private hire.

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PNGC lead expeditions may only take place if prior approval is given by the CFI. This should be given in writing unless time prevents, in which case a verbal agreement may be accepted.

Where an expedition has been organised, a CFI is to be appointed and is to report directly to CFI PNGC. He is responsible for all flying that takes place under the auspices of that expedition for its entire duration.

### **20.1 Charging**

During club expeditions, where there is demonstrable benefit to multiple club members, and where the expedition is open to all club members (accepting that a minimum level of experience may be required), club aircraft should be charged based on minutes flown at the normal club rates.

Where the attendance is targeted to specific members, or where the CFI sees fit, the daily hire rate may be invoked.

Regardless of which pricing structure is adopted, prior agreement must be sought from the CFI.

### **20.2 Logging**

All Flights are to be logged, including P1, P2, T/O time, Landing Time and Launch Type.

Flights should be logged on a slave Logstar system if at all possible. Alternatively they should be entered on Logstar, by the exped CFI or a nominated exped member within 14 days of the end of the exped. Flights should be tagged as expedition flights when entered into the system.

## **21 GLIDER HIRE**

No glider, vehicle or equipment either owned or under the control of PNGC may be removed from site without prior permission from the CFI/DCFI (aircraft / equipment) or Centre Manager (vehicles / equipment) as appropriate.

Any flying member of PNGC may apply to the CFI to borrow an aircraft to take offsite.

Consideration will be given to the request and balanced against the loss of assets based at PNGC.

### **21.1 Requests and Approval**

All substantive hire requests are to be made in writing, ideally at least one month in advance to the CFI. It is recognised that individual PNGC members may occasionally make requests at shorter notice (e.g. for weather). The CFI, with reference to the Committee where ambiguity exists, will be the sole decision-makers, and their response is final.

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Priority for hire requests will be for (in decreasing order): RINGS, PNGC, AGA or RAFGSA, BGA. However, once a booking is made, it will not normally be allowed to be over-riden by any other request, regardless of priority. The only exception to this is if PNGC needs to over-ride a private individual's booking for more pressing requirements that could not have been foreseen.

De-rigging and re-rigging of the aircraft will be performed or arranged by the hirer. The Hirer must demonstrate that he/she, or others accompanying for the period of use, have the skills and experience to rig and de-rig the glider both at PNGC and remotely.

## **21.2 Hire Procedure**

A hire proforma must be completed, by any independent Full Category Instructor or BGA Inspector, prior to removal of the aircraft from site. This must detail all existing damages and defects as well as list all equipment issued with the aircraft.

Upon return, the aircraft must be inspected by an independent Full Category Instructor or BGA Inspector prior to first use back at PNGC or by the next hirer. The 'returns' section of the proforma must be completed by the Instructor/Inspector and returned to the CFI within 72 hours of the aircraft's return.

It is the responsibility of the hirer to ensure the aircraft is re-rigged in the hangar prior to the next PNGC normal flying day.

### **21.2.1 Restrictions on use**

Any glider on loan from PNGC is only to be used by approved persons in a manner appropriate to their qualifications and authorisations. The glider may not be occupied by non-PNGC members without written advance permission from the CFI and completion of a temporary membership form (charges may apply see Annex A for details).

### **21.2.2 Incident / Accident reporting**

The CFI must be advised of any incidents or accidents concerning the glider or trailer as soon as is practicable, but within 24 hours at the latest. An incident or accident report must be completed i.a.w. BGA Laws and Rules, with copies sent to PNGC CFI and the CFI of the site where the accident/incident occurred. Details of any serviceability issues or malfunctions must also be recorded, and the D.I. book updated daily to record daily inspections.

Only repairs authorised by the CFI or Centre Manager after consultation with the Insurance Company may be carried out whilst the glider is on expedition.

### **21.2.3 Location**

Gliders may only be taken away from the UK mainland with specific written approval. Gliders may NOT be hired for usage at our home site (Daedalus).

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### **21.2.4 Hire During Normal PNGC Operating Days**

Only in exceptional circumstances will permission be granted to hire a glider solely for a weekend or a Wednesday, due to deprivation of use by other club members.

### **21.2.5 Insurance**

Insurance is provided as per normal PNGC cover. The rules, and determinations as to any excess payments will be as per the existing PNGC policy. Any excess or other charges as may be requested by the Committee in the event of damage, or loss, howsoever caused, to the glider, trailer or any other equipment lent, will be the responsibility of the hirer.

### **21.2.6 Additional Equipment**

PNGC will endeavour to provide a serviceable glider and trailer, and/or advise the hirer of any known issues.

A parachute, battery and battery charger will be provided. If PNGC resources allow a Logger/Barograph and battery charger to be loaned, these may be considered if requested, but will form part of the inventory signed for by the Hirer and for which will be responsible for.

### **21.2.7 Logging of Flights**

A laptop will be provided by the club for the purposes of logging flights where available. A deposit of £50, payable in advance or debited against a member's flying account, will be required. The laptop must be returned with the glider, with all flight details recorded. Failure to return the laptop on time, with the flights correctly logged, will result in PNGC retaining the deposit. If the laptop is broken, stolen or damaged, the hirer will be responsible and liable for the prompt and rapid rectification or payment for repair or replacement.

### **21.2.8 Return of Equipment**

The glider and trailer will be returned having been cleaned both internally and externally.

## **21.3 Liability**

In the event of damage or an accident, the hirer of the aircraft is liable for a sum not exceeding the aircraft insurance excess (£500). Any charges to the hirer will first be investigated and sanctioned by the committee.

Should the hirer request an appeal, an appeals committee, independent of the PNGC Committee, will be assembled by the Chairman and provide a final resolution.

## **21.4 Loggers**

All PNGC aircraft are equipped with built in loggers. PNGC will not support the use of stand-alone loggers with current assets to be sold.

## 22 SYNDICATES / PRIVATE OWNERS

### 22.1 Use of non-club gliders at PNGC

All persons wishing to use an aircraft under the auspices of PNGC, that is not owned by PNGC / RINGSA or hired in for the purposes of club use, are to first seek permission from the CFI to bring the aircraft on-site and for its use.

Any club member wishing to buy a glider / share in a glider at PNGC is advised to seek guidance from a Full Category Instructor prior to its purchase.

### 22.2 Storage

Permission must be sought from the CFI or DCFI to base a trailer or aircraft on site, **PRIOR to its arrival**. Trailers that are kept on site are to be kept in a roadworthy and presentable state at all times; if this is not adhered to the owner will be asked to remove their trailer from site.

Trailers must be parked where specified by the Centre Manager PNGC or CFI.

Gliders are not to be kept in the hangar, for any duration, without the specific prior permission from the CFI. Private gliders will not normally be permitted to remain in the hangar for a period longer than 1 weekend.

An annual, pro-rata charge is applicable for all trailers / gliders kept on-site. See Annex A for charges.

Where hangar space permits, the option to keep a glider rigged in the hangar may, at the CFI's discretion, be offered according to the following priority:

- Aircraft belonging, in majority, to RN/RM/RAF or Army Personnel.
- Aircraft belonging, in majority, to Ordinary/Special Members

It should be noted, however, that where an agreement has been made to keep an aircraft hangared due to its material design or rigging complexity, these agreements will be honoured and sit above the priority list described above. Where a member disagrees with any decision made by the CFI, with regard to priority of hangar or storage allocation, they may make a complaint to the Chairman PNGC who will act as the arbitrator over any conflict.

## 23 TYPE CONVERSIONS

A Full Category Instructor/Assistant rated Instructor or Flight Instructor (FI) may only carry out type conversions.

### 23.1 Two-Seat Glider

A thorough brief should be given to the pilot wishing to convert to the new type and he/she should be familiar with all relevant sections of the Flight Manual.

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At least one check flight, in the glider concerned, should be carried out such that the Instructor is content.

## **23.2 Single-Seat Glider**

Ensure the minimum qualification criteria have been met (see Annex B)

The instructor should ensure that the pilot is fully conversant with the glider prior to attempting a conversion briefing.

The Pilot should ensure the flight manual has been read thoroughly prior to being briefed by the Instructor.

The Instructor should conduct a full briefing with the pilot, spending time at the glider to point out noticeable flight properties and rigging techniques. Ideally this briefing should take place on the day of intended flight.

The Instructor should ensure that the weather conditions are suitable for the pilot to conduct his first flight on type. Should the briefing have been carried out at a previous time, a refresher of the pertinent characteristics should be given.

The Instructor is to supervise the entire flight and remain on-hand to provide advice to the pilot by radio should it be required. A full debriefing on the characteristics of flight, including the instructor's observations of take off, landing and any other key aspects should take place immediately after the flight.

## **24 VEHICLES & ACCESS**

### **24.1 All Vehicles**

All vehicles must give way to all aircraft, moving onto the grass if necessary. The taxi-way and a reasonable distance either side must be kept clear at all times. All members must receive an airfield driving brief from CFI or DCFI.

### **24.2 Club Vehicles**

#### **24.2.1 Airfield Vehicles**

Drivers who do not hold a full UK driving licence must remain within the confines of grass triangle bounded by the Main Runway and edge of the glider strip.

PNGC Service vehicles will only be permitted onto the airfield as follows:

- PNGC Catering Bus
- PNGC Log Cabin
- PNGC Mini Bus
- Fire truck/Mazda 4x4
- Yellow Tractors
- The Winch

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## 24.3 Privately owned vehicles

### 24.3.1 Insurance

PNGC's insurance policy covers all private vehicles for third party liability if brought airside in connection with PNGC activities.

### 24.3.2 Parking

**Private Vehicles must not be taken to the launch point.**

These vehicles must be parked at the launch point with keys to remain in the ignition. Private vehicles used to transport food to the Bus and Private gliders to the launch point are not to be used to transit around the airfield. The PNGC mini bus must be used.

## 24.3 Airfield Driving Procedures

Safety on the airfield is paramount; drivers ***should proceed with extreme caution and only when it is safe to do so!*** Instructions from the airfield operator should be observed. The use of a limited amount of vehicles is paramount to the safe operation PNGC activities, members airside have a responsibility to ensure they do not endanger other operators or themselves. All incidents should be reported to the Club Safety Officer and reported on the Occurrence Reporting System.

## 24.4 PNGC Mini Bus

**The minibus driver must ensure that hazard lights are used, dipped beam lights are in use and they observe maximum speed of 20mph.**

**Out of hours extreme care is to be taken when crossing the runway centre line.**

## 24.5 Pedestrians and Bicycles

**Members, guests and visitors are not permitted to access the airfield on foot, or to walk around the airfield. Exceptions are the immediate vicinity of the clubhouse, launch point and walking with a glider wing to/from the hangar/launch point/landing area**

## 25 FOD

Foreign Object Debris (FOD) is any object that does not belong in or near any aircraft. This could consist of any particle, object, debris or agent where it is not supposed to be.

Examples of FOD include:

- Aircraft parts
- Tools used for maintenance

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- Rubbish
- Lock wire
- Rags
- Cloths
- Broken Winch wire and strands
- Items left in aircraft such as pens and glasses
- Winch Stops

It can also refer to Foreign Object Damage. Examples of FOD are damaged turbine blades, blown out tyres at speed and restriction of aircraft controls caused by FOD. FOD can also contribute to injury of members and in worse cases cause catastrophic damage to aircraft.

PNGC members shall help to ensure that FOD is kept to a minimum in the hangar, in aircraft and out on the airfield. Members can help to reduce FOD by carrying out the following:

- Ensure all bins are emptied regularly and not spilling over
- Ensure all outside bins lids are secure
- Correct storage of tools, materials and support equipment in the hangar
- Use of drip trays for vehicles and tug in hangar
- Ensure no rubbish, loose winch wire is not present in PNGC vehicles
- Immediate disposal of waste winch wire
- Clean up all spills and spill dry
- Ensure no loose items are left are present in aircraft (pens, glasses).