



MEMBERS' HANDBOOK

Part 1 – General Membership Information

Document Owner – Committee
 Change Authority – Secretary
 Distribution – office, pie-cart

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1. WELCOME

The Committee and members of the Waikerie Gliding Club (WGC, established 25th May, 1937) welcome you as a member of this great gliding club.

We hope you will use the Club's facilities and equipment responsibly to achieve the best in personal satisfaction and enjoyment. We encourage you to get fully involved in the life of the Club, be that flying days, working bees, social activities or any other Club-arranged events.

1.1 Club Purpose

Whilst the objects of the Club are detailed in the Constitution (see handbook part 4) the Club in general aims to provide its members with safe, enjoyable and challenging flying supported by the best of social environments. This relies on the maintenance of a contributing membership, effective management, and co-operative links at local, national and international levels.

1.2 Club Values

WGC members have a united commitment to:

- Flying safety
- Social and flying enjoyment
- Shared input and responsibility
- Spirit of adventure
- Camaraderie

These shared values shape our decisions and actions.

1.3 Member Undertaking

On joining the Club, as a condition of membership, members

- Agree to comply at all times with the Club Constitution and Regulations, and instructions, directions and orders of the Club's instructors and officials
- Agree to keep their Club account balance in credit or otherwise forfeit all flying rights
- Acknowledge financial responsibility for damage to Club property in accordance with Club regulations.

2. MEMBERS' HANDBOOK

The Waikerie Gliding Club "Members' Handbook" brings together all of the Club documents which define the Club, how it will serve members, and how members may gain the most from their membership. The five parts making up the handbook are:

- Part 1 – General Membership Information.
Contains information for all members and in particular contains the information which will enable the Club member with no active flying involvement to make the most of Club membership.
- Part 2 – Club Appointments and Charges.
Here will be found the information which might be expected to change relatively frequently e.g. which members carry Club management, technical, instructing or coaching responsibilities, and Club fees and charges.
- Part 3 – Operating Rules and Procedures.
Information, rules and procedures for all members with active flying involvement.
- Part 4 – Club Constitution.
The head document for the Club which, together with the Club Regulations, defines all the "laws" of the Club.
- Part 5 – Club Regulations and Procedures.

It is recommended that all members review this handbook and observe these requirements when using the facilities. As part owners of the equipment and facilities, it is in the best interest of all members to exercise appropriate care and responsibility.

3. DOCUMENTATION STRUCTURE

Club documents are arranged in a three-tiered hierarchy:

- 1) Constitution and Regulations.
Should any conflict exist between documents then the Club Constitution always takes precedence. No other Club document can over-rule the Constitution or the regulations. All of the "laws" of the Club are contained in these two classes of document.
- 2) General Membership Information, Club Appointments and Charges, Operating Rules and Procedures and procedures in general.
All behavioural and operational matters are dealt with here.
- 3) Technical or topical documents.

3.1 Issue and Validity

Club documents are identified by title and issue date. The latest version of any document is the issue existing on the Club web-site.

3.2 Origin and Change

All Club members are encouraged to be well informed and to take an active interest in the management and documentation of Club affairs. This is supported by comprehensive documentation. Further, documents carry origin and ownership information to make member discussion and input more effective:

- Document Owner.
The group, function or person with the responsibility to decide on changes to the document. This is where the document originated and this is who to contact with suggestions or requests.
- Change Authority.
The function or person responsible for implementing the change, updating the document and web-site, advising members where required, and replacing official printed copies.
- Official Copies.
Where up-to-date hard-copies are located.

4. MEMBERSHIP

There are four major categories of Club membership, Life, Junior, Ordinary and Associate. These are defined in section 2.1 of the Constitution and rights to receive notice of general meetings, to attend general meetings, and to vote at general meetings are defined in section 5.1 of the Constitution.

A full description of membership categories, access to facilities and how to apply for and terminate membership are contained in the "Membership Regulation" (see part 5 of the handbook).

5. CLUB ADMINISTRATION

The affairs of the Club are managed by a committee of four executive and four non-executive members elected at the annual general meeting. Procedures are defined in the Constitution and current Committee members (and contact details) are contained in part 2 of the handbook.

In addition to the Committee other functions, called "portfolios", are required to effectively manage the Club and these are described in the "Portfolio Regulation" in part 5 of the handbook. Current appointments are listed in part 2 of the handbook.

Instructors, coaches, tug pilots and airworthiness qualified members are listed in part 2 of the handbook.

Members are kept informed of Club information and events through a monthly newsletter "**Out of the Blue**", sent to members by e-mail. Members are encouraged to submit items of interest to the newsletter editor.

6. CLUBHOUSE FACILITIES

While the Club's primary interest is gliding, every effort is made to provide an irresistible balance between gliding and social activities.

6.1 Accommodation

Accommodation charges and facilities are listed in part 2 of the handbook.

- All WGC buildings are "smoke free areas". Smoke detectors are fitted throughout for safety.
- Covers must be used on all mattresses and pillows provided by the Club.
- Members staying at the Club are encouraged to book their accommodation in advance to ensure room availability.
- Rooms should be left in a clean and tidy state. Extra charges may apply if rooms are not cleaned appropriately.
- No food is to be prepared in any accommodation area.
- Exclusive use of a room with more than one bed attracts the room fee.
- Please turn all lights and electrical facilities off when not required.
- All members are expected to contribute to the cleaning of the rooms occupied and the general facilities.

6.2 Members' Kitchen

The members' kitchen is provided to allow members to store and prepare food and eat meals. Members must clearly mark their own food. The users have the responsibility to always leave the kitchen in a clean and respectable condition after use, for the benefit of other members. On departure please clear shelves and fridges of your food items. Breakages should be reported so that replacements may be arranged.

The refrigerators provided in the members' kitchen are intended for the storage of perishable foodstuffs. In the summer season, food has right of way over alcoholic beverages.

6.3 Bar

The Club is licensed to sell liquor to members 18 years of age and older between noon and midnight every day except Good Friday and Christmas Day.

The bar is normally opened after daily flying activities have ended. The extent of the licensed area is shown on a map on display in the bar.

Liquor will not be sold to or provided to any person under the age of 18 years under any circumstances.

Any member except a temporary member may introduce visitors to the licensed area, subject to the Club's regulations. Please read the regulations to make sure that you do not break the law and jeopardise the Club's licence.

Members are encouraged to patronise the Club bar.

6.4 Pets

Dogs, cats and other pets are not permitted within the clubrooms, accommodation rooms or kitchens.

Owners are responsible to clean up after their pets.

Pets are not to wander un-supervised on the airfield.

6.5 Caravan and Camping Area

Powered and un-powered sites in the caravan and tent area are available for both members and visitors of WGC.

Charges for caravanning and camping (see handbook part 2) include the use of the clubrooms, toilet and shower facilities. Members are required to provide their own linen for private caravans and camping.

Life, junior and ordinary financial members of the Club may apply to the committee for long-term caravan parking (more than three months). This is not available to associate members. Pro-rata fees on a monthly (or part there-of) basis will apply to new approvals and thereafter annual fees will be charged in advance at the 1st of April. No refund is available upon departure.

The caravan site is to be kept neat and tidy by the owner. The erection of any structures must be approved by Council and/or Committee.

Power cables are not to be run across the grass due to safety implications when mowing grass. Leads should be hung overhead at a safe height.

Power should be turned off at the electrical box upon departure.

Members who do not use the long term parking arrangements are able to leave their caravan stored in a designated "no charge/no facilities" area and use the short-term parking arrangements at the daily rate as required. The caravan must be returned to the storage area at the conclusion of each short-term parking period.

7. VEHICLE MOVEMENT ON THE AIRFIELD

All Members and visitors are requested to consider leaving their vehicle parked in the car park area adjacent to the clubhouse or entrance road. Please help preserve the grass by leaving your car in the park and walking.

Vehicles may be used to tow sailplanes to the appropriate launch point, or to carry equipment. Vehicles and aircraft parked on the field must be positioned off the gabled area, downwind of the "pie-cart".

The maximum permitted speed on the airfield at any time is 20 kph.

Keep vehicle use to the perimeter / access tracks. When driving across the airfield please refrain from driving in the wheel tracks of the preceding vehicle to avoid the creation of permanent tracks in the grass cover.

8. IRRIGATION

Waikerie has an annual average rainfall of around 250 mm (10 inches). All grassed areas and trees other than native Mallee require irrigation.

Three areas are irrigated:

- The clubhouse surrounds
- East-west launch pad (08-26)

- North-south launch pad (02-20).

These are all watered by an irrigation system which also fills the main clubhouse elevated supply tank.

Other above ground taps are fed from the clubhouse overhead tank or domestic supply system and should not to be used for irrigation.

Members are requested not to wash cars on the Club's premises.

Do not run over any hoses as they are easily damaged.

The two launch pads are watered during summer. Members are encouraged to assist with this when possible. Each has travelling sprinklers that work along the launch pad. Each sprinkler turns itself off at the end of its run. However, on occasions, jets may become blocked or a hose becomes kinked and will cease to operate.

Members are encouraged to learn how to set and remove sprinklers from the glider pads.

If landing late in the evening avoid landing on the pads as these may have sprinklers set for an overnight run.