

PORTFOLIO REGULATION

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1. BACKGROUND

The Club Constitution provides for the Committee to appoint members to manage particular functions, called “portfolios”, deemed necessary for the proper running of the Club. Some portfolios are required by GFA, by SAGA, or by acts of parliament.

This regulation provides a basic understanding of the portfolios and the process by which appointments are made.

2. CLUB SAFETY COORDINATOR

2.1 Tasks and Responsibilities

- Lead the implementation of the GFA Safety Management System for the Club
- Maintain the ongoing activities of the GFA SMS within the Club specifically around auditing and risk identification and control measures
- Promote the GFA SMS principles within the Club
- Where necessary, be involved in the investigation, recommendations and follow- up of accident and incident investigations and the co-ordination of the distribution of relevant information to officers in GFA, ATSB and to Club members
- Be accountable (together with the rest of the Committee) for all safety related issues
- Liaise with both the CFI and Tug Master regarding operational safety on behalf of the Committee to ensure the effective communication between Committee and CFI / Tug Master and with Club members
- Ensure that the Committee is held to account for safety of its members and anyone else involved in Club activities

2.2 Appointment

The Club Safety Coordinator is appointed by the Committee and must be a member of the Committee.

3. CLUB TECHNICAL OFFICER

3.1 GFA Requirement

GFA requires that every gliding club appoint a Club Technical Officer (CTO, formerly known as the Airworthiness Administration Officer) responsible for coordinating airworthiness activities within the club and for disseminating airworthiness technical information received from the GFA to the club’s inspectors. The CTO is required to notify the GFA that mandatory airworthiness activities have been carried out, for example the implementation of any inspections or modifications mandated by Airworthiness Directives (AD’s). The CTO is also the point of contact for the Regional Technical Officer – Airworthiness (RTO/A) when club airworthiness audits are to be conducted.

The CTO performs all the functions of the Registered Operator for club aircraft. The CTO is also responsible for ensuring that all privately owned gliders that are launched by his/her club are airworthy in accordance with GFA requirements at the time of launching. To this end, the CTO should monitor the condition of gliders owned by members of his/her club.

3.2 Tasks and Responsibilities

The tasks and responsibilities of the CTO as determined by GFA include:

- To act as the Club airworthiness contact for the RTO/A
- To receive AD's and AN's from the GFA for all club gliders, to ensure the AD's are disseminated and implemented and that the AD's are available when required
- To manage the airworthiness documentation for gliders under his/her control. This includes ensuring all necessary documents are available and up to date
- To ensure that all logbooks are up to date and that all maintenance work and inspections are properly recorded and that the Sailplane Inspection Report is sent to the RTO/A at the completion of each annual inspection
- To liaise with club operations to ensure that privately owned gliders operating from their site are airworthy in accordance with GFA requirements, while being launched by the club
- To help select suitable candidates for inspectors' schools assisted by the airworthiness inspectors and the club committee and to make the appropriate recommendations to the RTO/A
- To train daily inspectors and ensure an adequate standard of expertise is established and maintained

3.3 Appointment

The CTO is appointed, or an appointment terminated, by the Committee as and when the Committee considers appropriate.

4. CHAIRMAN OF THE TRAINING PANEL

4.1 Role of the CTP

GFA has defined the role of Chairman of the Training Panel (CTP) as to develop pilot training programmes to ensure that club members are comprehensively trained in all aspects of gliding relevant to their aspirations and to report to the club committee on the activities of the training panel.

In addition to the GFA requirements the Committee requires the CTP role to include:

- Representing the Club in co-ordinating the yearly SAGA coaching week with the SAGA coach when this event is held at Waikerie
- Initiating and co-ordinating internal Club coaching events as and when required
- Leading the Committee's vision for cross country pilot development and enjoyment. Training programmes must go beyond the Glider Pilot Certificate (GPC) and must cater for all pilots irrespective of experience, flying hours and age
- Providing the Committee with regular overviews of pilots' training plans and aspirations, together with the progress of, and recommendations for, coaching activities, resources, funding, fleet improvements, etc to achieving these goals

4.2 Training Panel

The WGC training panel consists of all WGC members who hold and exercise a level 1, 2, 3 or Air Experience (AE) instructor's rating (including the CFI) or a coach rating, the CTO, Tug-Master and tug pilots.

4.3 Appointment

A nomination for appointment as Club CTP (who must be an instructor or a coach), or a recommendation for the termination of an appointment, is made by a general meeting of the Training Panel under the chairmanship of the CTP or CFI. The appointment or recommendation then requires ratification by the Club Committee.

5. CHIEF FLYING INSTRUCTOR

5.1 Role of the CFI

GFA has defined the role of the Chief Flying Instructor (CFI) as to:

- Take overall responsibility for the club's operational safety. Operational and safety training standards continue to rest with the club's Level 2 and 3 Instructors acting under the leadership of the CFI
- Ensure that the club's instructors satisfactorily maintain these standards in accordance with GFA requirements
- Meet, whenever necessary, with the instructor members of the training panel to discuss issues relating to safety and operational matters
- Report to the club committee on all matters relating to safety and to operational and safety training standards
- Be the club's officer responsible to GFA Operations.

In addition to the GFA requirements the Committee requires the CFI to:

- Conduct regular meetings involving instructors and Tug Master, with the optional inclusion of tug pilots
- Be responsible for filling the flight crew roster as required by the Committee (or for effectively delegating the management of the roster) and advising the Committee on issues and improvements as to how the roster can best be filled or changed to meet members' flying requirements.
- Provide feedback to the Committee on improvements and issues with respect to operational matters, safety issues and crew resources.

5.2 Appointment

Nomination of a member as CFI (who must be a level 2 or 3 instructor) is made by the Training Panel as and when required. Nominations for CFI must be endorsed by the Committee and requires ratification by the State Regional Technical Officer – Operations (RTO/Ops). A recommendation to terminate a CFI appointment may be made by the Training Panel to the Committee.

6. NEWSLETTER EDITOR

The Club's newsletter, "***Out of The Blue***", plays an important role in communicating news of Club activities as well as items of general interest to members. The Editor is nominated by the Committee and ratified by members at a Club AGM.

7. PUBLIC OFFICER

It is a requirement of the Associations Incorporation Act 1985 that an incorporated association (such as the Waikerie Gliding Club Incorporated) have a public officer. It is a breach of the Act to be without a public officer for longer than one month.

Unless the Committee decides otherwise the Club Secretary automatically assumes the role of public officer.

Responsibilities of the public officer can be found at www.ocba.sa.gov.au .

8. SAGA REPRESENTATIVES

8.1 SAGA Representation

All member clubs of SAGA (such as Waikerie Gliding Club) are entitled to nominate two of its members being honorary life or ordinary members of GFA, as delegates to SAGA. Delegates are entitled to one vote each. Proxy voting is allowed.

8.2 Appointment

Nominations for SAGA delegates are decided at the Club AGM. Should a casual vacancy occur the Committee may nominate a delegate to fulfil the role until the following Club AGM.

9. SOCIAL COMMITTEE

The Waikerie Gliding Club Social Committee plays an important role in the social management and functioning of the Club. The major difference is that every member has the qualifications and ability to play a significant role, and is encouraged to do so.

The Social Committee is responsible to the Club Committee to assist with the operation, maintenance and development of the clubhouse facilities including accommodation, bar, and caravan and camping areas.

9.1 Appointment

Members interested in taking an active role in the Social Committee should make their interest known to either a Social Committee member or the Social President. Social Committee members are appointed by the Club Committee and the position of President confirmed at a Club AGM.

10. TUG MASTER

Policies and procedures associated with glider towing, both from GFA and from the Club, are guided through the Tug Master. In particular the Tug Master is responsible for

- Training, performance and conduct of the Club's tug pilots
- Maintenance of tug flying discipline and standards
- Management, maintenance and airworthiness of the Club's tug aircraft
- Periodic checking of tug pilot procedures and practices
- Maintaining up-to-date information regarding tug pilot qualifications, recency and records
- Receiving and acting upon reports from tug pilots regarding incidents and accidents

10.1 Appointment

A recommendation for the appointment of Tug Master, or for the termination of an appointment, is made by the Training Panel to the Committee. The Committee's appointment of a new Tug Master is to be ratified at the following Club AGM.