MEMBERS' HANDBOOK
Part 3 – Operating Rules and Procedures

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

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1. GENERAL

1.1 Introduction

Waikerie Gliding Club Inc (WGC) operates from the Waikerie aerodrome which is owned by the Loxton-Waikerie District Council and leased by the Club under a lease negotiated with Council. This is a *Registered Aerodrome*, maintained by both the Council (powered aircraft areas) and WGC (gliding areas), where the carriage and use of **VHF radio is a mandatory requirement**.

These Operating Rules and Procedures (RaPs) are in addition to those maintained by the Gliding Federation of Australia (GFA) and the Civil Aviation Safety Authority (CASA) and in no way override any Directive or Order issued and/or amended by GFA or CASA from time to time. They supplement the GFA Manual of Standard Procedures Part 2 – Operations (MOSP Part 2 - Operations), a copy of which is held in the WGC Office and cover the operational activities of WGC.

Only current financial members of the GFA will be provided any gliding-related service by WGC, i.e. Aero-tows, training etc.

1.2 Purpose

This document has been prepared and is maintained by WGC to provide flying members of the Club with current details of the Operating RaPs and to help guide new members.

1.3 Gliding Hierarchy

WGC is responsible to the South Australian Gliding Association (SAGA) to ensure that the Club's gliding operations are conducted in strict accordance with the requirements specified for Gliding in Australia by the Gliding Federation of Australia (GFA).

The Club's Chief Flying Instructor (CFI) is nominated by the Training Panel, endorsed by the Club Committee, and submitted by the Club for ratification by the GFA Regional Technical Officer – Operations (RTO/Ops). The CFI is responsible to the Committee for the development and maintenance of high safety and operational standards, including training.

1.4 Training Panel

WGC has developed and maintains a Training Panel, consisting of Club instructors (level 1, 2, 3 and AEF instructors), coaches, Club Technical Officer (CTO), Tug Master and tug pilots. The panel operates under an elected Chairman of the Training Panel (CTP) and is directly responsible to the Club Committee to develop pilot training programs to help members fulfil their personal aspirations.

The Training Panel meets as required to;

a) Critically review all aspects of the Club's flying operations and flying standards
b) Review the progress of trainee pilots
c) Consider pilot ratings, currency and experience
d) Review any changes to or new Instructional procedures
e) Exercise general responsibility and supervision of all Club instruction, training and operations

f) Select suitably qualified pilots for Instructor training (using the 5A method – see appendix)
g) Review any application by instructors or tug pilots from other clubs wishing to instruct or tow at WGC
h) Investigate and review accident and incident reports and make recommendations to minimise or prevent any reoccurrence
i) The CTP will issue a meeting agenda and ensure that minutes of the meeting are available within 7 days of a meeting
j) The CTP will also report to the Club Committee on the matters discussed.

When the Club does not have a high basic training load, instructors should take every opportunity to do dual cross-country training to a higher level of proficiency for early solos, and ground instruction of others.

2. EMERGENCY CONTACTS

Fire, Ambulance, Police		000
CFS (Waikerie Brigade)		08 8532 6800 / 000
Waikerie Gliding Club		08 8541 2644
President (J Hudson)		08 8272 5929 / 0419 803 093
CFI (M Morgan)		08 8541 3752 / 0427 890 992
Waikerie Hospital		08 8541 2300
Loxton Hospital		08 8584 7201
Renmark Hospital		08 8580 4100
Police	Waikerie	08 8541 2888 / 000
	Renmark	08 8586 6606 / 000
	Loxton	08 8584 7283 / 000
	Berri	08 8595 2020 / 000
	Peterborough	08 8651 2100 / 000
	Morgan	08 8540 2105 / 000
	Eudunda	08 8581 1100 / 000
Australian Transport Safety Bureau		1 800 011 034
RTO/Ops (SA) Paul Mason		0408 847 751
ATC – Adelaide		08 8238 ????

3. GLIDER PILOT REQUIREMENTS

3.1 Flying Currency

To maintain currency all Club glider pilots must have completed a minimum of 3 normal take-offs and landings in the preceding 90 days (3 months) or satisfactorily complete a check-flight with an instructor before flying as pilot-in-command.

3.2 Requirements to Fly a Glider as Pilot-in-Command

Glider pilots flying a WGC-owned or cross-hired gliders are required to
a) Be a current financial member of GFA

b) To fly as pilot-in-command, be a current WGC member in a category assigned access to gliders (see “MEMBERSHIP REGULATION”) and have their Club account in credit, or if a temporary member, settle their account before their membership expires.
c) Renew their GFA medical declaration every year (integral with the annual GFA membership renewal). No pilot shall fly a WGC aircraft, or seek WGC services, if there is any adverse change in their medical condition
d) Have passed a current (i.e. within the last 12 months) annual flight review with a Level 2 (or higher) rated Instructor. This must also be recorded in the pilot’s logbook
e) Accurately maintain their pilot logbook. Pilots must carry their logbook with them when they visit the airfield to fly.
f) Complete all CHECKS thoroughly and consistently, fly accurately and maintain a good lookout at all times
g) Recognise the Club’s absolute minimum thermalling height of 600 feet agl
h) Avoid thermalling below 2000 feet agl in the circuit area (left) side of the active runway
i) Normally fly a left-hand circuit, with a right-hand circuit or straight-in approach acceptable if that is considered a safer option. A radio broadcast advising the intentions must be made.
j) **Members of other clubs,** if not familiar with the area and WGC operations, also need to complete a site familiarisation/check flight with a WGC instructor before flying as pilot-in-command. They must also have reviewed the visiting pilot briefing document.
k) **Solo students on daily checks** also need to
   - complete a check-flight each day before flying solo
   - remain within the local area
l) **Solo students off checks** (i.e. prior to single-seat conversion) need to
   - seek the approval of the duty instructor before flying solo
   - remain within the local area

3.3 Mutual flights

For two pilots flying wishing to share a mutual flight,

a) Both pilots must hold a “B” or higher gliding certificate
b) Both must be in current flying practice (see above for definition of flying currency)
c) The duty pilot must nominate one pilot as pilot-in-command (unless the pilot-in-command holds an independent operator rating)
d) The pilot-in-command shall occupy the front seat (unless holding a rear-seat rating) and fly the aircraft below 800 ft agl
e) They must not fly cross-country unless the pilot-in-command has a cross-country rating.

3.4 Passenger-friend Flights

A pilot with a level 1 passenger-friend rating may fly family members or friends with the approval of the duty instructor. A level 2 passenger-friend rating enables the pilot to conduct flights without prior duty instructor approval.

3.5 Independent Operations

A level 1 independent operator rating enables the pilot to fly without the presence of a level 2 (or higher) instructor on the airfield. Prior approval of a level 2 (or higher)

instructor is required and the Club retains responsibility for the operation.
With a level 2 independent operator rating the pilot is able to conduct flying operations without prior approval and with total responsibility for the operation.

3.6 Cross-country Flying

Pilots appropriately rated and wishing to fly cross-country should consult the duty instructor to discus a proposed task, weather, etc. This is best done at the daily briefing.
The pilot is responsible for ensuring that the glider caries all equipment required for the flight and must nominate a crew chief to the duty instructor as well as confirming search and rescue and emergency contact details.
The crew chief must make sure that the glider can be retrieved by road if required. This includes making sure that

- a vehicle is available to make the retrieve and has the correct tow ball and electrical connection
- the correct trailer is available, roadworthy and registered
- all the electrical fittings on the trailer are operable
- mechanical fittings on the trailer, including those which will hold the aircraft on/in the trailer, are available and operational
- sufficient help is available.

4. TUG PILOT REQUIREMENTS

4.1 General

All tug pilots are required to maintain the following conditions in order to be able to exercise the privileges of flying the WGC tug.

a) Hold a valid private pilot (or higher category) license, with a “Tail-dragger” endorsement of a type with a performance capability comparable with the Pawnee 235
b) Hold a valid, current, medical certificate, and provide a copy of this to the Club
c) Have satisfactorily completed a “Bi-annual Flight Review” within the preceding two (2) years (recorded in the pilot’s personal logbook) and provide evidence of this to the Club
d) Hold a valid, current, aero-towing endorsement.

Tug Pilots are required to provide updates of medical certificates, bi-annual flight reviews and currency to the Tug-Master as soon as is practicable after any change in status or validity.

There are no circumstances where a tug pilot may exercise towing privileges if any of the above requirements are not current. Tug pilots are invited to join WGC but this is not a requirement to fly the tug.

4.2 Flying Currency

To maintain aero-towing currency a tug pilot must have completed 10 aero-tows in the preceding 6 months **and** have completed 3 normal take-offs and landings in the preceding 90 days. Tug pilots wishing to renew their aero-towing currency should approach the Tug-Master.

5. GENERAL MEMBER RESPONSIBILITIES

Any and every member should immediately call a stop (yell “stop launch” with arm held straight up) if any doubt exists as to the safety of the launch (to the pilot, glider, other aircraft or people; because of a sudden situational change; i.e. ANY doubt).

Members must exercise care handling aircraft, on the ground and in the air, and supervise any visitors providing assistance.
Experienced members should help new members and pilots to correctly handle sailplanes on the ground, attach tow ropes, signal correctly, and operate safely. No inexperienced person should undertake any tasks without adequate supervision.

It is every member’s duty to ensure that visitors who arrive on the airfield unaccompanied are welcomed, provided directions, and offered information and assistance. For members assisting a potential new member the Club document “Membership Regulation-Appendix, Membership Process and Forms” is available at the pie-cart and office.

Members should be “sun-smart” (hat, sunglasses and sunscreen), carry a water bottle and drink plenty of water (small quantities and often). Dehydration is a major safety risk on the ground as well as in the air.

6. INCIDENT PROCEDURE

6.1 Classification of Incidents

An incident is *any unplanned event with unwanted or undesirable outcomes.*
Two levels of incident are recognised, depending upon the severity of the outcomes.
Minor incident – examples would be

- Ground loop (i.e. loss of directional control on landing) causing no injury or apparent aircraft damage
- Unintentionally aborted aero-tow (rope break, accidental release activation etc.)
- Very low circuit or approach
- Heavy landing with no injury or apparent aircraft damage
- Accidental breakage/damage to Club equipment

Major Incident – examples would be

- Any incident involving personal injury
- Any incident involving aircraft damage
- Any incident involving a member of the public
- Any out-landing incident, including wheel-up landing
- Any in-flight structural failure or abnormal control response (including flutter)
- Any collision or near-miss

6.2 Incident Reporting

All incidents should be reported to the duty instructor, CFI, or Club President as soon as possible. Only by ensuring that all incidents are reported (and recorded where appropriate) can lessons be learned and preventative actions developed and introduced to prevent or minimise any repetition.

An example of a reportable *incident* versus a non-reportable *event* would be-

The instructor briefs a student pilot on actions to take in the event of an aero-tow rope break while on tow. At 350 ft agl the instructor operates the release to observe and monitor the actions of the student. This is a non-reportable *event* because both the event and the outcome occurred as planned.

Under the same situation as above, the instructor and student begin an aero-tow launch. At (say) 340 ft agl, the rope breaks or the release is accidentally activated by the student. This is a reportable *incident* as the failure of the rope or activation of the release was not as planned.

7. DAILY OPERATIONS

If unsure of any aspect of the clubs flying operations, refer to the instructor on duty.

7.1 Safety

Safety is a major consideration in every aspect of gliding operations – in the air, on the ground, in the hangar, etc. While gliding accidents occur infrequently, every participant in the sport is encouraged to consider the safety aspects of every activity.

The Club maintains a *Risk Register* which lists all of the risks identified from a variety of sources, including those raised by individual members, those raised from incident and accident reports, and from specific risk identification studies. The *Risk Register* allows the risks to be ranked in order to allow the highest risks to be addressed.

7.2 Emergency Response

The most important response for any pilot in an emergency situation is to

- **Aviate** - always fly the aircraft first
- **Navigate** – then establish where you are
- **Communicate** – tell someone of your situation when safe to do so, even if you are not requesting assistance

7.3 Duty Instructor

The duty instructor (a level 2 or higher rated instructor) is required to be present at the airfield whenever gliding operations are taking place. The only exception is that approved and current “Independent Operators” may fly without a duty instructor present.

The duty instructor has absolute authority for all WGC gliding and towing operations on the airfield. If the tug pilot has a level 2 or higher instructor rating, he/she may fulfil the role of duty instructor however no instruction, check flights or conversions will be possible.

7.4 Daily Inspection

Daily inspection (DI) training is provided by instructors and airworthiness officers. Each glider must be subject to a thorough DI and the maintenance release completed prior to flying each day.

7.5 Maintenance Release

The glider maintenance release (MR) is a vital document used to record essential recent airworthiness and flying information, in particular

- Recurring maintenance status (see MR Part 1)
- Major and minor defects (see MR Part 2)
  Major Defect: the glider is grounded subject to rectification of the defect
  Minor Defect: the glider may continue to be operated with the defect
- Daily flying summary (see MR Part 3)
- DI schedule (see MR, GFA Form 1)
- DI record.

The MR is required to be onboard the aircraft whenever it flies.
The last person to fly the glider each day is required to complete the MR daily flying summary (total duration of flights that day (hrs and mins), progressive total time (hrs and mins) and progressive total launches) using information obtained from the daily flight sheets.

7.6 Daily Briefing

A daily briefing will be held by the duty instructor at 1000 hrs in the briefing room (unless noted otherwise on the briefing room door). All pilots intending to fly should attend this briefing which will cover a variety of subjects including

- Weather forecast and prognosis of conditions
- Runway to be used
- Aircraft allocation
- Situational awareness aspects – visiting aircraft etc
- Human factor aspects
- Task-setting
- Check-flights, annual flight reviews
- Club “Coming Events”

7.7 Daily Flight Record

The “Daily Flight Record” is used to record, on a daily basis, all glider flights originating from the WGC. As this is an important Club document with some legal standing, it is vital that a new form is initiated each day and that it is completed thoroughly and legibly. Information from the daily flight record (commonly referred to as the daily flight sheet) is used to

- Track the flight time of each flight, for charging and aircraft time in service purposes
- To identify the occupants of each glider on each flight
- For search and rescue purposes, to ensure each glider and crew are accounted for each day.

Blank “Daily Flight Record” forms are kept in the drawer at the end of the Briefing Room table.

7.8 Airfield Areas for Glider Launch

A diagram of the airfield and facilities is included in the appendix.

a) All take-offs should be made from the centre of the irrigated grass pad, from the runway determined by the tug pilot (usually the runway which is most aligned with the wind).

b) The standard procedure is to form 1 or 2 lines of aircraft ready for launching. At all times an adequate area for landing must be maintained.
c) The pie-cart should be positioned 5 metres outside of the pad boundary-markers, at a position approximately 10 metres from the downwind end of the pad (as depicted by the white marker). This allows the maximum length of the pad to be used for take-off. The entrance door of the pie-cart should always face downwind.
d) All take-offs are to commence with the glider level with, or upwind of the pie-cart.
e) Normally, landings should be made on the un-irrigated areas of the airfield, downwind of the irrigated pad, with the aim to finish the ground-run level with or adjacent to the pie-cart.

7.9 Circuit Direction

It is formally recommended that the circuit direction to be used is universally **left-hand**, other than at a few prescribed aerodromes where a right-hand circuit is advised due to terrain, proximity to built up area, noise etc.

The runway direction is dictated by the wind direction. It is recommended that pilots normally land on a runway or flight strip most closely aligned with the prevailing wind. In the "non-towered, non-controlled" environment in which most gliding activities occur, this recommendation applies to all pilots. It is appropriate to fly a right-hand circuit onto the most into-wind runway if this is a safer option (for example with adverse cross-wind), but should be preceded by the appropriate radio calls.

7.10 Flight Preparation

All aircraft need to be prepared prior to flying each day. This preparation includes
a) Cleaning the aircraft including cockpit and canopy.
b) Installing the radio battery securely into the glider.
c) Completing a DI and recording results in the maintenance release.
d) Stowing the maintenance release in the glider.
e) Making sure cushions and parachute are available. (Ballast weights for all gliders should always be available in the pie-cart.)
f) The tow release should be tested prior to the first flight of the day.

7.11 Airworthiness

No glider may be flown on any day unless a DI has been completed by an appropriately qualified inspector and the aircraft signed out as airworthy in the maintenance release.
The maintenance release must be on-board the glider during every flight.

7.12 Common Traffic Advisory Frequency (CTAF)

Waikerie aerodrome is a *Registered Aerodrome,* where the carriage and use of a **VHF radio on the nominated CTAF frequency of 126.7 Mhz is a mandatory requirement**. This classification requires that advice about all aircraft movements, including sailplanes, is a mandatory requirement. Calls should be made as follows (as a minimum)

- Prior to taxying for take-off (this is undertaken by the tug pilot).
- Prior to entering an active runway.

- Inbound at 10 NM (18km). (Additional inbound calls are required if performing a straight-in approach.)
- When entering the circuit area.

All pilots are required to have a Radio Operator's endorsement to operate the radio on this frequency. All communication must be in English.

7.13 Rules of the Air

Pilots are expected to be highly proficient in *Rules of the Air*, a copy of which is contained in the appendix and in the back of the pilot's GFA log-book. Pilots are likely to be tested on these before flying solo and at their annual flight review (AFR).

Soaring activities must take place outside controlled airspace unless an airways clearance has been obtained. The onus is on pilots to know where the lateral and vertical controlled airspace boundaries are located.

Airfields on which gliding operations are regularly conducted are required to display a white, double cross symbol (++) next to the primary windsock. Look out also for possible winch cables.
A single white cross next to the primary windsock means that the airfield is unserviceable. Operations are not permitted under any circumstances.
A white dumbbell symbol next to the primary windsock means that only the runways and taxiways are serviceable.

7.14 Flight Checks

Pilots and ground crew must perform all checks thoroughly; there is no excuse for not performing the relevant checks at the appropriate times. Pilots are encouraged to identify and confirm (by touching lever, reading placard, etc.) each item on the check-list. If interrupted during a check, stop and start again from the beginning.

The following checks are used by WGC to ensure that gliders are airworthy and appropriately configured and equipped prior to launch. Additional checks apply to powered gliders.

Pre-boarding (ABCDE)

- ***Airframe*** – walk-around check for damage/defects, maintenance release and DI valid
- ***Ballast*** – glider load within placard limits, trim ballast secure (if required)
- ***Controls*** – check control movement for correct sense and full deflection (including flaps)
- ***Dollies*** – check dollies and ground-handling equipment removed (or organise removal if still required), K21 spin kit
- ***Extras*** – confirm required extras on-board (water, food, maps, phone, EPIRB, etc.)

Post-boarding (CHAOTIC)

- ***Control Access*** – cushions/seat adjustments secure and positioned for comfortable access to release, instruments and flight controls; rudder pedals adjusted, canopy closure satisfactory
- ***Harness*** – secure, lap-belt low on hips, both pilots
- ***Airbrakes and Flaps*** – airbrakes cycled (open and even, closed and flush) and set for launch, or closed and locked; flaps set for launch

- ***Outside and Options*** – airspace and take-off path clear, wind velocity checked, sufficient competent ground crew available; evaluate emergency plan in case of launch failure
- ***Trim and Ballast*** – trim cycled and set for take-off; ballast confirmed
- ***Instruments and Radio*** – altimeter set, other instruments reading normally, no apparent damage; radio on, volume set and frequency correct, logger on
- ***Canopy, Carriage, Controls*** – canopy clean, closed and locked; undercarriage locked down, controls have full and free movement

It is not uncommon for pilots to conduct successive flights without the need to alight from the glider. In such circumstances the pilot may assume that the pre-boarding ABCDE components of the checks conducted before the previous flight (or first flight) remain valid, if it is considered there is no likelihood that any changes will have occurred. In respect of two-seater successive flights it is not uncommon for the pilot combination to change and if so the pilot in command must consider the cockpit loading requirements and must be satisfied that cockpit loading compliance remains valid.

Crew Challenge (CARD)

- ***Canopy(s)*** – pilot to confirm canopy(s) closed and locked
- ***Airbrakes*** – pilot to confirm airbrakes closed and locked
- ***Radio*** – pilot to confirm radio on and the frequency set
- ***Dollies*** – crew to confirm status of dollies

A successful crew challenge is followed by the crew carefully checking the airspace behind the glider (landing aircraft have right-of-way over aircraft taking off) and confirming to the pilot “all clear above and behind”. Crew should remain alert to safety issues until the pilot has aileron control.

Post launch-release (FUBST)

- ***Flaps*** – set as required
- ***Undercarriage*** – retracted
- ***Ballast (water)*** – consider appropriate load
- ***Speed*** – confirm appropriate speed
- ***Trim***- set for required speed

Pre-landing (FUBST)

- ***Flaps*** – set for landing
- ***Undercarriage*** – lower, lock and confirm position from placard
- ***Ballast (water)*** – dumped for landing
- ***Speed*** – confirm approach speed, 1.5 Vs + ½ wind-gust speed
- ***Trim*** – set for desired speed

Check the wind direction and strength before commencing a circuit. The wind (direction and/or strength) may have changed during the flight.

If the landing pads appear overcrowded, landings can be made on the main runways or verges of both power and gliding operational areas.
Demonstrate good airmanship, i.e. don’t land in the middle of an empty flight strip if there are other gliders in the circuit.

Never approach for landing with any fixed objects directly in line with the intended landing-path, maintain the intended direction during the landing roll, and always allow

adequate space either side of the intended landing-path.

Pre-aerobatic (HASLL)

- ***Height*** – sufficient to recover by 1000 ft agl
- ***Airframe*** – undercarriage, flaps etc. locked
- ***Security*** – harness tight, no loose items
- ***Location*** – not over built-up area, clear of active circuit area
- ***Lookout*** – all clear below

Aerobatics are permitted only for appropriately rated pilots**. No rolling or inverted manoeuvres are permitted in any sailplane, except with the permission of the CFI.**

7.15 Tug Operations

WGC utilises a Piper PA-25 235 Pawnee for aero-towing operations, flown on a voluntary basis by appropriately rated tug pilots approved by the Tug-Master.

WGC has developed a **Towing Manual** which prescribes the operating procedures for aero-tow operations. The Club manual complements the GFA aero-towing manual which sets out the requirements and procedures for aero-towing.

It is recommended all Club glider pilots review these two manuals to be familiar with the tasks of the tug pilot.

7.16 Out-landing Retrieves

A private car is required for trailer retrieves and general airfield use. All trailer retrieves must be accompanied by a person qualified to de-rig the particular glider type.

Pilots may request the duty instructor to allow an aero-tow retrieve provided they have at least 50 hours flying experience and are so approved by the CFI. Aero-tow retrieves are not available on a total fire ban day and are always at the absolute discretion of the tug pilot. The pilot requesting the retrieve is responsible for the tug flying charges even if for any reason the retrieve is not completed.

7.17 Regattas and Competitions

Pilots requesting aircraft for regattas or competitions must have in excess of 80 hours flying and at least 10 hours on the type required. They must also have a “silver” gliding certificate. A competitor’s licence is required to fly in an official competition.

8. VEHICLES ON THE AIRFIELD

The operational areas of Waikerie airfield are bordered by orange gable markers.

8.1 Vehicle Movement

It is preferred that all member’s and visitor’s vehicles are left parked in the car park area adjacent to the main hangar and entrance road. Vehicles may be used to tow sailplanes to the relevant launch point, or to carry equipment. Help preserve the grass by leaving your car in the park and walking.
Vehicles and aircraft parked on the airfield must be positioned off the gabled area, *downwind of the pie-cart.*
The **maximum** permitted vehicle speed on the airfield at any time is **20 km/h**.

Keep vehicle use to the defined perimeter or access tracks. If it is necessary to drive across the airfield, don't drive in the wheel tracks of the preceding vehicle as this will avoid the creation of permanent tracks in the grass cover.

8.2 Vehicles Towing Gliders

Gliders are to be towed no faster than a fast walking pace with the canopy closed and locked down.
There should always be one person controlling the wing tip (usually the starboard wing so as to remain visible to the driver) when towing a glider from the nose release. A second person should be at the leading edge of the wing by the cockpit ready to release the tow rope or to prevent the glider over-running the tow rope.
When operating on the launch pads, always keep a good lookout for landing aircraft and tug movements.
Remove the glider handling gear immediately the glider is placed on the pad.

Never

- Push, pull or drag gliders by the wing tips. The tip is only to be used to guide the aircraft, with all force to be applied near wing root.
- Tow a glider behind a vehicle closer than one wing-span from the hangar (or any other building) as collisions result in serious aircraft damage.
- Drive a vehicle towing a glider into the hangar.

9. LAUNCH OPERATIONS

Never attach an aero-tow rope to an unoccupied glider. Always release the tow rope if there is a delay in launching.

9.1 Aero-tow

Aero-tow launch operations have traditionally been conducted at WGC. These operations take place from irrigated glider launch pads aligned parallel with, but alongside the two defined runways.
Pilots must ensure that their take-off run commences upwind of or alongside the pie-cart to minimise the potential for any take-off incident involving the pie-cart.

9.2 Dual Aero-tow/Winch Operations

As a part of some Club-hosted events, winch operations are occasionally conducted in association with aero-tow operations. Winch operations introduce some additional risks not normally encountered during aero-tow operations, including

- Winch vehicles moving around the airfield.
- Winch wire or rope, which may extend between the ground and up to around 2000 ft above the winch.
- Winch wire or rope which may lay coiled on the ground (particularly after a "wire / rope break).

It is important that combined aero-tow / winch operations are closely co-ordinated to ensure a safe and effective operation.

Visiting aircraft calling inbound Waikerie should be advised of the winch operations.

10. CARE AND MOVEMENT OF GLIDERS

Moving gliders inside hangars must be done with the utmost care. Hangar damage is very easy to cause but very easy to avoid.

Gliders should be washed each day before flying to preserve their appearance. Dead insects are to be cleaned off at the end of the day's flying.

- Dusters and buckets with chamois are available in the main hangar
- Use only a clean chamois and clean water to wash the canopy.
- The fibreglass surface can be cleaned with a damp chamois all over. Do not use any abrasive cleaners.

If a glider is not to be used immediately, return it to the hangar.

When ground-handling a glider, ensure the canopy is secured in the locked position.

At the end of each day gliders are to be put away with

- Airbrakes closed but *unlocked* (to remove strain on the linkages)
- Battery, parachute and cushions are to be removed and returned to briefing room. Place the battery on charge and store the parachute in its bag
- The last person to fly a particular glider is responsible to complete the flying history section of the maintenance release. Leave the maintenance release next to the glider battery

Never

- Open the canopy by the lifting by the side vent window rail
- Let the canopy cover drop onto the ground as stones and prickles picked up may scratch the canopy
- Leave a glider unattended with the *canopy open or unlocked. C*anopies are very easily damaged and may make an aircraft unserviceable. Please use the canopy cover if a glider is parked outside for any length of time
- Leave foodstuffs or liquids in cockpit (attracts ants and mice)

Please notify the duty instructor if the cockpit or parachute becomes wet or a parachute is accidentally opened.

11. GLIDER MAINTENANCE

Club gliders are maintained in accordance with the aircraft flight manual and GFA MOSP-Part 1. Each year an annual maintenance inspection (GFA Form 2) is completed and a new maintenance release issued. This is valid for the time specified, but no longer than 12 months.

Ongoing maintenance is either *scheduled or unscheduled.* Scheduled maintenance is listed in the maintenance release and unscheduled maintenance is that which occurs in operation, eg. a flat tyre.

If a sailplane is considered not to be airworthy, and cannot be made serviceable, the problems must be recorded in the maintenance release as a m*ajor defect,* if necessary after consulting the duty instructor.
If the problem is considered not to render the aircraft un-airworthy, the problem should be noted in the maintenance release as a *minor defect*.

The last pilot to fly an aircraft on any day is responsible for updating the maintenance release with the total hours flown and the number of landings for that particular aircraft for the day.

The maintenance release is stored in the briefing room.

11.1 Airworthiness Maintenance

Airworthiness maintenance is only to be performed by appropriately rated and authorised Club members, as listed under airworthiness in the "Members' Handbook Part 2 – Club Appointments and Charges".

- Such maintenance is to be undertaken by or be directly approved and supervised by a Club airworthiness inspector
- Maintenance must be recorded in the aircraft logbook, together with information (Part No, description etc) of all replacement parts used
- All parts replaced must be retained for inspection. These parts are to be clearly labelled (date removed, aircraft registration, reason for removal, name of person who removed the component, etc). (See *Component Replacement Form*, drawer B3 in the office.)
- Any instruments or avionics exchanged are to be recorded on an *Instrument Exchange Form***,** located in drawer B3 in the office.

11.2 Pilot Maintenance

Some specifically agreed pilot maintenance activities may be undertaken by appropriately trained members, such as

- Daily Inspection of gliders, provided the individual holds a current DI authorisation for the glider
- Inflating/re-inflating sailplane tyres to the placard or flight manual value
- Taping gaps etc., being careful to ensure control movements are not restricted
- Disconnecting, cleaning, lubricating and re-connecting control system L'Hotellier couplings, ensuring an independent inspection is undertaken and recorded
- De-rigging and re-rigging the glider, provided the member is familiar with the specific type and is competent to do so
- Repairing punctured or damaged tyres and tubes which do not involve safety wiring
- Cleaning the glider, including cockpit and canopy

All maintenance undertaken is to be recorded in the aircraft logbook.

Club members are encouraged to assist with club fleet maintenance activity.

12. CLUB EQUIPMENT

The Club maintains equipment associated with the operation and maintenance of the Club gliders, the airfield and the Club's facilities. Any equipment found to be unserviceable should be appropriately marked and a note made on the Daily Flight Sheet.

All Club equipment is to be returned to its storage place at the end of each day.
Aircraft washing and tow-out equipment is stored on the northern wall of the hangar.
Batteries for each glider are to be returned to the briefing room at the end of each day and placed on the respective charger.
The completed maintenance release is stored next to the battery.

Each glider has its own trailer, all of which require the use of a 50 mm tow-ball and a standard Utilux or Bosch 7-pin connector wired according to the standard for 7-pin connectors.

13. PILOT RATINGS

13.1 Tenure of Ratings

Ratings are granted to individual pilots satisfying the required criteria and are recorded in their log-book. Some ratings are issued for a fixed period or are subject to renewal upon annual flight review. WGC reserves the right to withdraw or recommend withdrawal of a pilot's rating at its discretion (e.g. for displays of incompetence, poor airmanship, undue care of Club aircraft or equipment, etc.).

13.2 Student Pilot; Solo-On-Checks Rating

Awarded by a level 2 or higher rated instructor (and endorsed in log-book) to a student who

a) Demonstrates consistent, competent flying standards and good airmanship in glider handling, launch, circuit, landing, and simulated emergency procedures including spin recovery
b) Knows the relevant airspace boundaries
c) Has a log-book radio operator's endorsement or an Aero-mobile Radio Licence
d) Has passed an oral examination of rules of the air (recorded in their log-book)
e) Satisfies GFA medical declaration/examination requirements
f) Demonstrates knowledge of the specific aircraft's flight manual

If the student already holds a power pilot licence, in addition they must

g) Have completed a minimum of 10 sailplane launches
h) Be able to explain the essential differences between flights conducted in a glider and a powered aircraft

Student pilots on checks require a daily check flight before flying solo. If there is a significant weather change the duty instructor may require a further check flight during the day.

13.3 Student Pilot; Solo-Off-Checks Rating

Approved by a level 2 or higher rated instructor (and "Off-Checks" endorsed in log-book) to a student who

a) Has satisfactorily completed one or more solo flights on at least 10 separate flying days
b) Has completed the post-solo sequences list in the GFA log-book with the exception of out-landing and A, B, and C certificates

This entitles the pilot to fly solo with the prior permission of the duty instructor but without the requirement of a daily check flight. Pilots who have long breaks should expect to have a check flight before again flying solo.

13.4 Solo Pilot

Student-pilot ratings cease with the first conversion to a single-seat glider.

13.5 Independent Operator Ratings

Awarded by the CFI for a period of one year. Etc……

13.6 Passenger-friend Ratings

13.7 Rear-seat Rating

13.8 Evaluation Pilot Rating

13.9 Low-level Finish Rating

13.10 Cross-Country Rating

Need C certificate before cross-country training. Etc……

13.11 Instructor Ratings

Level 1 – can train and check pilots but cannot send pilots solo or approve conversions (except under supervision). A level 1 cannot supervise daily operations.

Level 2 – as for level 1 but can send pilots solo, approve conversions and supervise daily operations.

Level 3 – a checking instructor who can train instructors.

14. AIRCRAFT CONVERSIONS

The granting of aircraft conversions is a competency-based progression at the discretion of the duty instructor. The experience requirements specified are a recommended minimum and conversion is always at the total discretion of the duty instructor. Pilots who have long breaks should expect to have check flights before conversion. Pilots should be comfortable flying each type before conversion to the next aircraft.

14.1 AS K21 Conversion

- Three flights (with an instructor) demonstrating competent launch, circuit, approach, landing and emergency procedures
- Demonstrated knowledge of the aircraft flight manual, including placard limits

14.2 LS4a Conversion

- 10 solo flights (AS K21)
- 10 hours solo (AS K21)

14.3 LS7 wl Conversion

- 10 hours in LS4a

14.4 Discus b Conversion

- 10 hours in LS7 wl

15. DISCIPLINARY AND GRIEVANCE PROCEDURE

Action under the WGC Disciplinary Procedure may result in disciplinary action or sanction following an event where a pilot or member is found to have acted in a wilful or negligent way.

16. APPENDIX 1 – AIRFIELD MAP

17. APPENDIX 2 - RATINGS CHANGE CRITERIA (5A METHOD)

Applicant's Name ……
Current rating ……
Rating under consideration ……

Changes to the following ratings will be assessed at Training Panel meetings using this method.

- Air Experience Instructor
- Level 1 Instructor
- Level 2 Instructor (upgrade)
- Level 1 Independent Operator
- Level 2 Independent Operator
- Cross-Country Rating - Restricted
- Cross Country Rating – Unrestricted
- Sporting Coach

			YES/NO
1.	**A**CHIEVEMENT	Are required ratings to qualify held	……/ …...
		Is required experience held (hours, launches etc)	……/ …...
		Is the candidate of the required age	……/ …...
		How long has the candidate been flying	…yr…mo
2.	**A**IRMANSHIP	Acceptable flying conduct and safety attitude	……/ …...
		Does the candidate have the maturity	……/ …...
		Any previous incidents	……/ …...
		Demonstrated responsibility and dependability	……/ …...
3.	**A**SSET	Will candidate go on roster at required rate	……/ …...
		Is the person fit physically and mentally	……/ …...
		Will candidate add positively to the Training Panel	……/ …...
		Appropriate future gliding goals/potential	……/ …...
		Potential to positively instruct/coach	……/ …...
4.	**A**TTITUDE	Does the person accept criticism/feedback	……/ …...
		Does the candidate relate well to others	……/ …...
		Does candidate want rating for the right reasons	……/ …...
		Does candidate respect others/views/higher authority	……/ …...
5.	**A**FFIRMATIVE	Does candidate support operational decisions	……/ ……
		Does candidate demonstrate responsible discussion	……/ …...
		Will candidate be a good ambassador for WGC	……/ …...

NOTES:
1. Not all listed criteria will apply to all situations
2. A change to an instructor rating is by invitation only
3. A candidate must have <u>each</u> 5**A** approved
4. Final decision for recommendation to Committee for approval is by majority consensus of the Training Panel
5. Chairman of the Training Panel will inform candidate of decision, which may include amended privileges and/or endorsement of pilot's logbook

18. APPENDIX 3 – VISITING PILOT INFORMATION AND BRIEFING SHEET

1. **GFA membership current Name:……. No:……**
2. **WGC membership current:**
3. **Logbook, review: hours ……..**
4. **Airspace restrictions:**
5. **Site familiarisation check:**
6. **Aircraft and aero-tow current:**

Operational Information

a) Waikerie aerodrome elevation 138 Ft
b) Runways 02/20 and 08/26
c) Club phone number 08 8541 2644
d) CTAF frequency 126.7 Mhz
e) CTAF radio calls
   - Take-off (call made by the tug pilot)
   - Inbound at 18 km (10 nm), with intentions
   - Joining circuit
f) Aero-tow emergency signals
   - Rudder waggle – degraded performance (check airbrakes, flap, tail chute etc.)
   - Wing Rocking – release immediately
   - Hook up - fly to the left, obtain acknowledgement, resume low-tow until ready to release, climb to high-tow position. Land high.

Rules of the Air

a) Minimum separation 200 feet (61 metres) both vertical and horizontal
b) Head on – both turn right
c) Converging – give way to the right
d) Overtaking – on the right hand side
e) Thermalling
   - First aircraft sets circling direction
   - Not below 1500 feet on live side of runway
   - Never below 600 feet agl

19. APPENDIX 4 – CROSS-COUNTRY CHECK-LIST

Name: …….. **Date: ……./……./……..**

Mob No: ……..... **Aircraft: VH-……**

Sailplane Checklist:

DI **Parachute** **Map** **Tie Down Kit** **Water**

Food **Logger** **PDA** **GPS** **Camera**

Official Observer: …… No. ……
Retrieve Car: Type: …… Colour:…… Rego ……
Fuel: **Fuel Money**

Car Issues: ……

Trailer: Location: ……..

Checked: Rego Tyres Spare Tyre Lights Fittings

Serviceability

Retrieve Crew: 1. …… Ph ……

2. …… Ph ……

3. …… Ph ……

Task: Waikerie Aerodrome ……

1st Turnpoint: ……

2nd Turnpoint: ……

To: ……..

20. APPENDIX 5 – RULES OF THE AIR

1. Give way to other aircraft on your right. Do not pass over or under the other aircraft or cross ahead of it unless passing well clear.
   Powered aircraft are required to give way to gliders and gliders to balloons.

2. When two aircraft are approaching head on or nearly so, each aircraft shall alter course to the right.

3. If you are the overtaking aircraft, the other aircraft has right-of-way and your course must be altered to the right.

4. All aircraft must give way to any aircraft making an emergency landing.

5. When aircraft or gliders are approaching to land, the one at the lower height has priority. Higher performance gliders should give way to lower performance gliders when both are at approximately the same height on base leg.

6. Aircraft or gliders on final for landing have right-of-way over aircraft or gliders in flight or on the ground.

7. An aircraft shall not be operated in the air in close proximity to another aircraft except when thermalling or when in the circuit area.

8. An aircraft shall not fly in formation except by pre-arrangement.

9. The first pilot into a thermal sets the direction of circling. The highest glider has right-of-way. When joining at the same height, enter directly opposite the other glider.
   Separation requirements in thermals are
   - Vertical – 200 feet (61 metres) above or below another glider.
   - Horizontal – 200 feet (61 metres)
   - Overtaking procedure – The pilot of a glider which is overtaking another glider is responsible for maintaining horizontal separation when the vertical separation limits are lower than 200 feet (61 metres) above or below another glider.

10. An aircraft or glider must not commence take-off until there is no risk of collision with other aircraft or gliders.

11. Aerobatic flight is permitted only under the following conditions:
    - At a height of not less than 1000 feet above terrain during the whole of the manoeuvres
    - Not over a town or public gathering
    - In two-seat aircraft by aerobatic endorsed pilots only
    - In single-seat aircraft each flight must be authorized by the CFI

12. Gliders must operate under visual flight rules (VFR) at all times. Flight visibility minimum 3 miles (5 km). Cloud flying is not permitted. Minimum horizontal distance from cloud is 2000 feet (610 metres). Minimum vertical distance from cloud is 500 feet (152 metres).

13. When hill soaring, turns should always be made into wind (i.e. away from the hill) and an overtaking glider should pass between the overtaken glider and the hill.