

WINDRUSHERS GLIDING CLUB

FLYING ORDER BOOK

Welcome to the Windrushers Gliding Club.

The following rules and regulations have been written for your safety. Please read them carefully and sign to show that you have understood them. Ignorance of these rules will not be taken as an excuse. The orders may appear dictatorial but this is for the sake of clarity and to avoid confusion.

Visitors please note the local site rules and remember that if you upset our aviating neighbours **and local residents**, it is our club that will have to answer for you.

Fly safely but have fun.

Gary Binnie

CFI Windrushers GC

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(Amended/Additional text highlighted in blue)

Acknowledgement to Jamie Allen for the aerobatic section.

FLYING SUPERVISION

1. **DISCIPLINE.** The Club Chairman **in consultation with the committee** may suspend or expel any member from the club. Where financial loss has fallen on the club and a club member is deemed blameworthy, that member may be invited to reimburse the club for an amount up to the limit of the insurance excess.
2. **FLYING ORDERS.** The operational regulations of the British Gliding Association will normally be in force unless local club regulations are required. BGA regulations are contained in the booklet "Laws and Rules for Glider Pilots". Local club regulations are contained in this Flying Order Book and are in force to supplement BGA regulations. It is the responsibility of all pilots to ensure that they are aware of current regulations.
3. **INSTRUCTION.** Dual instruction may be given by any BGA registered gliding instructor, **however visiting or new member instructors are not to instruct at Bicester without prior approval of the CFI /DCFI.** The flying exercises are to be in accordance with the BGA Training Syllabus. Each instructor should have a copy of the BGA instructors hand book for reference. Student pilot's progress must be recorded on a **BGA training record card in conjunction with their log book.** Dual checks are to be carried out at the discretion of the supervising instructor but are mandatory in the following circumstances:
 - a. Before first solo.
 - b. On first flying at Bicester (site check)
 - c. Annually for all pilots. This is to include a simulated launch failure and whenever practical spin refresher training.
4. **INSTRUCTOR TRAINING.** Instructor qualification is to be in accordance with the British Gliding Association rules. Individual preparation of pilots for an instructor course and further training of instructors is the responsibility of the CFI.
5. **DUTIES OF THE CHIEF FLYING INSTRUCTOR.** The CFI is responsible to the Club Chairman for:
 - a. The standards of flying at the Club **(including power flying operations).**
 - b. The production of local flying orders.
 - c. Authorisation of pilots to fly.
 - d. Further training of Assistant and Basic Category Instructors.
 - e. Supervision of flying and **monitoring** the duty instructors roster.

The CFI may appoint a deputy, normally the Duty Instructor, for day to day running of the airfield.

6. THE DUTY INSTRUCTOR. The Duty Instructor is responsible for flying on the day for which they are appointed under the guidance of the CFI or the Duty Authoriser, if present. They are to remain at the site and this is defined as on the airfield, in the hangar or club premises, or flying within the immediate circuit area. In addition to above the duty instructor is to:-

- a. Obtain a weather forecast and assess the suitability of the weather for the operations planned.
- b. Ensure that all equipment to be used is serviceable.
- c. Select the launch point according to the wind direction and ensure that the club fire vehicle is available at the launch point.
- d. Detail assistants on the field (assisted by the Duty Pilot).
- e. Ensure that all flights are properly authorised and are entered in the daily flying log.
- f. Ensure that pilots are appropriately briefed for all flights.
- g. Ensure that the first flight daily, and any test flight required after assembly or inspection, is carried out by a suitably qualified pilot.
- h. Ensure that any infringement of flying regulations, or incident of indiscipline in the air, is reported to the CFI.
- i. Ensure at cease flying that all equipment and aircraft are returned refuelled and cleaned as required to the hangar and any unserviceabilities to be noted as appropriate.
- j. Ensure that all radios and mobile telephones are returned and placed on charge.
- k. Ensure that all outbuildings (MT sheds, Avgas installation etc.) are secured and that the main hangar doors are secured.

The Duty Instructor should not be made responsible for the collection of monies on the field or other administrative tasks which would distract his/her attention from the control of flying operations.

7. THE DUTY PILOT. The duty pilot is to assist the duty instructor by:

- a. Organising a winch and retrieve driver rota for the day.
- b. Organising the flying list and in particular pairing students with instructors to ensure time for adequate pre-flight briefing.
- c. Ensuring that the log is manned at all times and accurately kept.
- d. Welcoming persons for Trial Flights and ensuring that membership forms are completed. A short airfield safety briefing should also be given.

8. THE DUTY AUTHORISER. On occasions when an Assistant Category instructor is rostered as the Duty Instructor, a Full rated instructor will be nominated as the Duty Authoriser. It is intended that they remain in the background but available to offer advice to the Duty Instructor should they require it and if necessary overrule the Duty Instructor for safety reasons e.g. the onset of poor weather. The Duty Authoriser is permitted to fly in the local area but must be contactable by radio. The Duty Instructor's tasks and responsibilities remain unchanged.

9. CLUB EXPEDITIONS. Club Expeditions away from the normal site are encouraged in order to further the flying experience of club members. Where club equipment is in use, all such expeditions are to be under the supervision of a full category instructor and are to be approved by the CFI.

10. LOG BOOKS. In accordance with BGA regulations, all pilots below the qualification of Silver 'C' must keep a log book and all other pilots must keep sufficient log to renew annual ratings where proof of flying is required.

11. ACCIDENTS. Any accident which results in damage to aircraft, equipment or injury to persons is to be reported in accordance with current BGA and CAA procedures. Serious incidents are also to be reported. (See Annex A for immediate actions and reporting procedure)

12. TWO-SEATER FLYING. Training gliders may be flown by two people in the following circumstances:

a. Instruction. For basic instruction the pupil is to occupy the front or right-hand seat. The aircraft captain is to be a rated instructor. For advanced tuition or checks the instructor may occupy either seat.

b. Mutual flying. When both pilots are qualified on type, the pilot in the front (or left) seat is to be designated as aircraft captain.

c. Mutual flying in club gliders where neither pilot holds an instructor rating may be authorised on an individual flight basis only. This will generally be limited to senior pilots under further training exercises such as trainee instructors.

13. FORMATION FLYING. Formation flying is to be carried out only when authorised by the CFI. It is envisaged that formation flying will be flown only for performance comparison or air-to-air photography. The following is to be observed:

a. The pilots undertaking flying in formation are to have sufficient experience to be considered competent to undertake the task.

b. Details of the intended formation are to be briefed. This briefing is to include procedures for initial formation, lost contact, termination of formation, who is in charge of the formation and who is responsible for lookout.

c. Weather conditions are to be VMC. Participants are to be in radio contact at all times.

14. GLIDER AEROBATICS. See Annex E.

15. SYNDICATES/PRIVATE OWNERS. Any club member wishing to join an existing syndicate, form a new syndicate or intending to base an aircraft at WGC (powered or sailplane) must consult the CFI before proceeding. This is to ensure that the pilot has the necessary experience to handle the aircraft safely (which may be an advanced type) and/or that a comprehensive site briefing may be given.

Private aircraft that are made available for club use must have the minimum pilot insurance qualifications clearly placarded in the cockpit.

OPERATING REGULATIONS

1. **FLIGHT AUTHORISATION.** Every flight is to be authorised by a person who is approved to do so by the CFI and who is present at the site. The CFI is to maintain and display a list of such persons. Assistant Instructors may only authorise training flights under the supervision of a Full Category Instructor. Authorisation of flights will normally be verbal, but a written note is to be made of the routes of all planned cross country flights. This may either be in the flying log or recorded as a blackboard declaration. The name of the duty instructor in charge is to be recorded at the head of the daily flying log. Individual pilots holding the Silver 'C' may be authorised by the CFI to self brief for local flying and those holding the Gold 'C' may self brief for cross-country flying.

2. **LIMITATIONS AND CHARACTERISTICS OF AIRCRAFT.** It is the responsibility of the pilot of any glider to:-

- a. Acquaint themselves and comply with any limitations or restrictions imposed on it.
- b. Ensure that the glider is flown within its permissible centre of gravity range, and that any ballast used is properly secured.
- c. Acquaint themselves with the operation of all controls and with its flight characteristics.

Glider flight manuals are available to pilots and must be read before type conversion. Specific briefings must be given by **an Assistant or Full rated instructor** before conversion to type.

3. **WEATHER MINIMA.** The following weather minima are to be observed when launching gliders.

- a. **CLOUD BASE.** The normal minimum cloud base for all operations is to be 800 ft agl. However, low and medium level simulated launch failures and difficult circuit training may be authorised with a cloud base of not less than 600 ft agl. Gliders are to maintain 100 ft vertical separation from cloud when launched, and at all other times unless fitted with serviceable cloud flying instruments.
- b. **WIND STRENGTH.** Normal maximum limit 25 kts. Authorisation to fly in a stronger wind may be granted provided adequate ground handling facilities exist and to do so would be of advantage to training or enable an FAI or BGA badge claim.
- c. **VISIBILITY.** 3 km visibility is required for circuit flying, aero-towing or soaring.
- d. **PRECIPITATION.** Gliders are not to be launched in moderate or heavy rain because of the risk of misting of the canopy and aerodynamic degradation of the wing.

4. **OVERDUE ACTION.** Overdue action is to be taken on a glider at twilight or if there is good cause to believe that the aircraft is missing. (See Annex B for procedure).

5. **AIRPROX.** Any pilot involved in an Airprox must report the incident in accordance with current CAA regulations.

6. **AIRSPACE INFRINGEMENT.** Any pilot involved in an airspace infringement must report the incident in accordance with current CAA regulations.

7. **WEAK LINKS.** The pilot is responsible for ensuring the correct weak link is fitted to the cable or tow rope before launching.

8. **LAUNCHING SIGNALS.** BGA regulation launching signals are to be observed.

9. CABLE RETRIEVE SIGNALS. No cable retrieve is to commence until the winch driver has given a positive signal that it may do so.

If a cable retrieve has been interrupted for any reason, it is not to re-commence until permission has been clearly given by the winch driver. If cables become jammed or have to be worked on for any reason, the winch stop light is to be left on continuously.

10. AEROTOWING. Aerotows may be authorised when:

- a. The combined aero-tow experience of tug and glider pilots exceeds six tows.
- b. Each glider pilot in a dual tow combination has had at least 25 previous aero-tows and only one of the two glider pilots is without previous dual-tow experience.

Aero-tow retrieves by club owned tugs may be made only from airfields or recognised gliding sites unless specifically authorised by the CFI/Chief Tug Pilot.

11. SMOKING. Smoking is prohibited in all club gliders and aeroplanes.

12. PARACHUTES. Parachutes are to be worn in club gliders at all times except where the aircraft is not designed to accommodate a parachute. Parachutes need not be worn in tug aircraft. When parachutes are being worn for a flight, entry to and exit from the aircraft is to be made with the pilot wearing the parachute.

13. RADIO. The radio (where fitted) must be switched on and tuned to the airfield frequency whilst within 10 nautical miles of the airfield. An exemption to this rule exists where an outside agency must be contacted. Except for frequencies specifically allocated to gliding, pilots are not to transmit on the aeronautical frequencies without possessing a valid Flight Radio Telephony Operator's License (see CAP 46 and CAP 413).

14. SOARING-MINIMUM HEIGHT LIMIT. Full and assistant instructors may not attempt thermal soaring turns in the circuit below 600 ft agl. All other pilots may not attempt thermal soaring turns in the circuit below 700 ft agl.

- a. Thermalling, once having joined the circuit, is not permitted.
- b. Once having joined the circuit it is impossible to be certain that there is no other glider behind you. An aircraft that is behind you has every right to assume that the glider in front is going to fly a more or less normal circuit and if that aircraft then starts to thermal, the trailing aircraft can be put in a very difficult position. This can be dangerous, particularly if the pilot of the following aircraft is inexperienced.

15. CLOUD FLYING. Cloud flying is permitted in club gliders under the following conditions only:

- a. The aircraft is to be fitted with serviceable blind flying instruments and a radio. For aircraft with speed limiting airbrakes the minimum instrumentation is a turn and slip; for all other aircraft an artificial horizon is to be fitted in addition to a turn and slip.
- b. The glider must be cleared for cloud flying.
- c. The pilot must have received cloud flying instruction and be in current cloud flying practise.

- d. The pilot is to carry a suitable map on which is marked controlled airspace.
- e. The altimeter setting must be set to QNH. (Height above mean sea level)
- f. The pilot must wear a serviceable parachute

If available, the BGA cloud flying frequency is to be selected before entering cloud and a broadcast call made giving position, height AMSL and immediate intention. If contact is established with another glider in the same area, collision avoidance is to be by mutual agreement maintaining a vertical separation of 500' in cloud.

16. **CROSS-COUNTRY FLYING.** All cross-country flights are to be authorised. Requirements to fly cross country are as follows;-

- a. Bronze and Silver 'C' Badge with BGA Cross Country Endorsement. Annual field landing checks valid and Duty Instructors permission.
- b. Gold 'C' and above may self brief but must still inform the Duty Instructor of their intentions,.
- c. A briefing is to be provided for all pilots unable to self authorise. Current aeronautical charts are to be carried and NOTAMS must be checked for temporary restrictions or hazards along the intended route.

17. **FIELD LANDING.** Field landings are to be carried out in accordance with BGA practice. Be courteous to farmers and remember the farmer's code.

18. **MINIMUM QUALIFICATIONS REQUIRED TO FLY CLUB AIRCRAFT**

- a. Pilots may not fly cross country until they have received field landing training and have completed 10 observed satisfactory landings on type.
- b. Pilots may not carry water ballast in any glider until they have completed 10 satisfactory landings on type.

CLUB AIRCRAFT

Glider Type	Qualification	Hours (launches)	Approval
ASK 13 ASK 21	Completion of Pre-solo training record card	20 launches minimum	Full rated instructor
ASK8 Skylark	Solo	10 launches P1 (in K13)	Full rated instructor
Astir	Bronze 'C'	As appropriate	Full rated

			instructor
Falke	PPL (TMG)	As appropriate	CFI, DCFI, RE
Robin DR400	PPL (SEP) with constant speed propeller 'differences' training	100 hours P1 (SEP) (touring) 150 hours P1 (SEP)(aerotowing)	CTP or CFI

19. MINIMUM QUALIFICATIONS REQUIRED TO FLY PRIVATELY OWNED AIRCRAFT

CFI Approval, Owners approval (where appropriate) and must meet minimum insurance requirements.

20. TUG OPERATIONS

A comprehensive towing operations manual has been written and is available in the pilots briefing room. All tug pilots are to read and sign for having read its contents before commencing towing operations at WGC.

21. DRIVING OF CLUB VEHICLES.

Before driving any club vehicle (tractor, bus etc) the driver must hold a Full DVLA car license and had a thorough briefing on the particular vehicle. This is to meet club insurance requirements.

22. PRIVATE CARS ON THE AIRFIELD.

The number of cars parked at the launch point is to be kept to a minimum. Vehicles left at the launch point must have the keys left in the ignition to enable them to be moved in case of a run change. Wherever possible leave your vehicle at the hangar and walk to the launch point. Please be aware that many insurance companies do not cover vehicles when 'airside'.

23. LOCAL SITE RULES

- a. D129 (Weston on the Green) military and sport parachute drop zone is to be avoided at all times.
- b. Hinton in the Hedges airfield and parachute drop zone is to be avoided at all times.
- c. Gliders and powered aircraft may not cross the extended centre line down wind of the launch point when flying a normal circuit. Radio permission must be received at all other times except when recovering from a launch failure.
- d. Final glide and practice competition finishes are to be permitted only when it is safe to do so. Radio permission must be received in order to carry out any such manoeuvre inside the airfield boundary where the participating glider has been airborne in excess of 10 minutes. Minimum finish height is to be not below 50ft agl with an

exceptional lookout being kept throughout the manoeuvre

e. Noise abatement routes for powered aircraft (Annex C) are to be followed at all times.

Annex A

ACCIDENT IMMEDIATE ACTION AND REPORTING.

In the event of an accident the priorities are to save life, prevent any injuries from becoming worse and in the event of a serious accident to preserve the scene for investigation. The Duty Instructor should take positive control and immediately call the emergency services by dialling '999' using a mobile phone. A person should be despatched to the site entrance to guide the emergency services to the scene. If other aircraft are still flying then delegate to another instructor if possible to ensure their safe return. Do not continue flying operations until the incident is under control.

Any accident resulting in death, serious injury or substantial damage to an aircraft must be reported to the police and the DTI Air Accidents Investigation Branch (AAIB) and confirmed in writing. The aircraft must not be moved without the permission of the AAIB other than to extract persons or avoid damage by fire or if endangering the public or others.

An accident reported to the AAIB must also be reported to the BGA within 24 hours.

EMERGENCY SERVICES:	999
AAIB:	01252 512299
BGA:	0116 253 1051

The Club Chairman and Chief Flying Instructor must also be informed.

Club Chairman (Alan Jenkins)	Contact through Windrushers Gliding Club
CFI (Gary Binnie)	Contact through Windrushers Gliding Club

INCIDENT REPORTING.

Any incident, no matter how insignificant must be reported through the correct channels, an incident book is maintained on the club bus for informal reporting of near misses or safety concerns, members are encouraged to complete entries as required.

Annex B

OVERDUE ACTION.

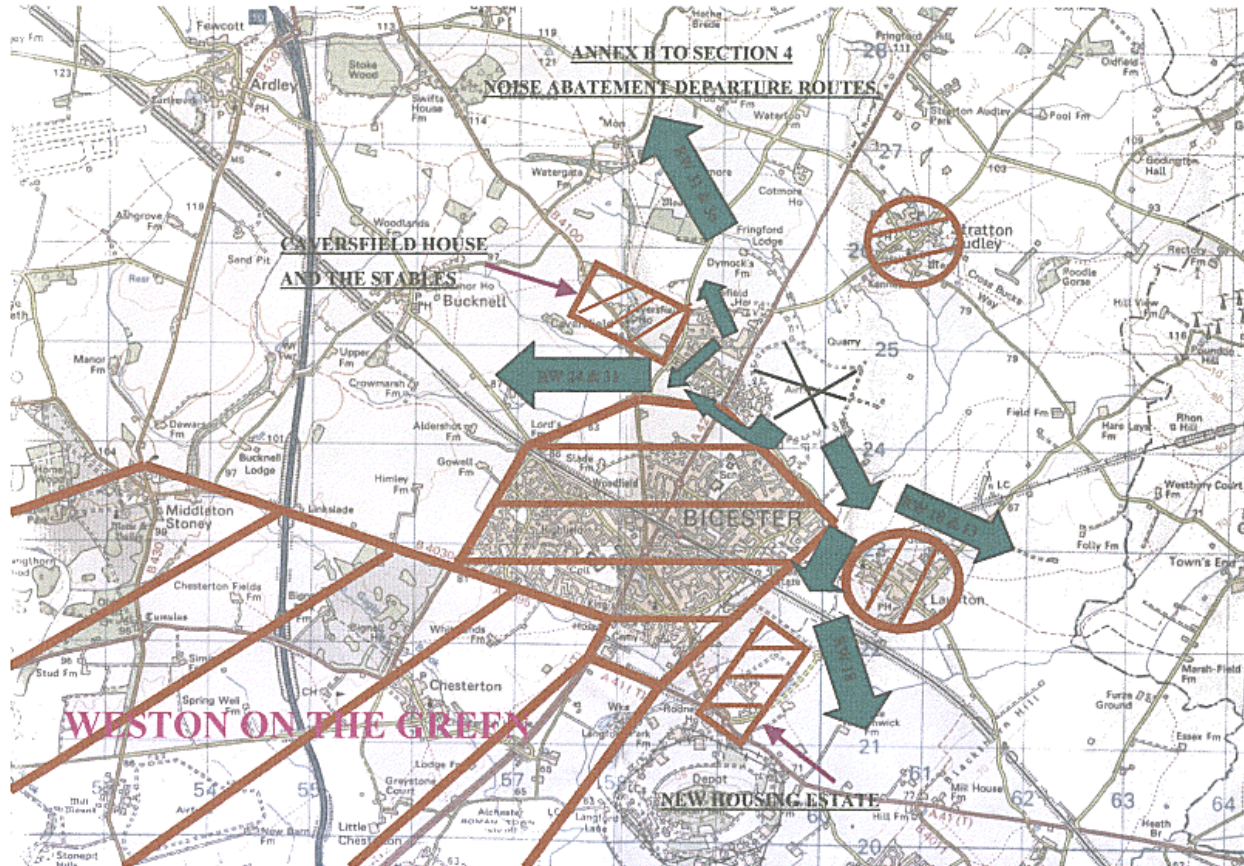
Overdue action is to be taken on any aircraft at twilight or if there is good cause to believe that the aircraft is missing **or been involved in an accident**. Initially the Duty Instructor or Authoriser should attempt to contact the aircraft by radio, relaying through any aircraft that may still be flying locally to increase the range. **Powered aircraft may be sent to search locally with due regard to their own safety.**

If still in doubt then D&D (Distress and Diversion) should be contacted by telephone on 01895 426150. The Duty Controller will ask for details of the aircraft, pilot, route, ETA and last known position and intentions (such as landing out).

If the missing pilot(s) are subsequently found safe and well then cancel the overdue action with D&D to prevent an unnecessary search.

Annex C

NOISE ABATEMENT PROCEDURES



RUNWAY 24

Aim to pass left of the main hangar then turn right on to heading 300, keeping Bicester town to your left.

RUNWAY 31

Turn 45 degrees right or left after take-off to avoid Caversfield House and the stables. Low powered aircraft are advised to climb straight ahead and then turn right on to heading 360.

Note: Engine failure options are severely limited in these directions.

RUNWAY 18

Turn to heading 130 after takeoff to avoid Launton village or turn to heading 200 to pass between Launton and Bicester (following the ring road).

RUNWAYS 36 and 06

Avoid the village of Stratton Audley.

Annex D

PRIVATE POWERED AIRCRAFT.

Operating from a gliding site has inherent dangers not readily appreciated by most pilots.

The main dangers are collision with gliders in the circuit and collision with winch cables (in the air and on the ground).

To avoid these hazards please follow the advice given below:

Absolutely no overhead joins.

When landing from a 'handed' circuit do not cross over to the other side of the launch point vehicles.

Avoid long 'straight in' approaches, you may meet an unseen glider on base leg.

Please heed the advice of the Duty Instructor. He/she will try to advise you on the best circuit direction to avoid the winch cables or for noise abatement. Please note that not all Duty Instructors are power pilots or hold RT qualifications.

Duty Instructors are not allowed to give clearance for take off etc. but will advise of circuit traffic and cable positions on the airfield.

When taking off and landing please be aware of the position of winch cables laid on the airfield and avoid them at all times.

Please follow the noise abatement routes shown in Annex C, continuous circuit training is discouraged.

Keep an exceptional lookout at all times operating near the site.

Please look after the Avgas facility and if you are last to use it then please close it down as required and if necessary close the main hangar doors after parking,

When operating during a notified gliding competition please bear with the Grid Launch Marshal, be prepared to wait for advice while they try to accommodate your request.

Be especially careful if returning to the airfield during the finish phase of the gliding task, gliders may finish at low level, straight in and at high speed (typically 120 knots).

Annex E

GLIDER AEROBATICS

Aerobatic training may be carried out as follows:

a. Instructors with a BGA Aerobatic rating may self-authorise up to the limits of their rating, eg Sports/Intermediate/Unlimited. Minimum heights are 1000 feet, 700 feet, and 100 metres respectively.

b. Full Rated Instructors may self-authorise figures in accordance with the BGA Instructors manual. These figures involve; 45 Degree up/down lines, Loops, Chandelles, Stall Turns (up to a 60 degree pitch angle in the up-line), Canopy-Down Humpty Bumps and the Positive Spin. Minimum height, 500 feet.

c. Assistant Cat Instructors may self-authorise flight of figures in (b) above, subject to a daily briefing by CFI/DCFI/Duty Full Cat. Minimum height 1000 feet.

d. The above paragraphs are intended to allow aerobatics to take place after a soaring climb when well clear of the circuit and other traffic. Any aerobatics intended to be flown down to height limits, close to the circuit or in an aerobatic “box” for competition training; should be closely liaised with CFI/DCFI or duty Full Cat. Pilots flying aerobatics are expected to observe the highest standards of airmanship and consideration at all times.

e. Solo aerobatics by other pilots (including instructors who are upgrading their experience) must be closely liaised with CFI/DCFI/Duty Auth. Such flights should normally be under constant supervision of a suitable instructor who is in constant radio contact from the ground. Supervising instructors in this circumstance, should not be distracted by the undertaking of other duties. Full debriefs and log book entries should be made after these flights. Minimum heights 1500 feet, reduced to 1000 feet after CFI agrees student is of a high enough standard.

f. Pilots wishing to fly more advanced figures may do so after training and authorising by a BGA Aerobatic rated instructor. Solo practice of these figures should be in accordance with (e) above.