

South Wales Gliding Club Limited (SWGC)

Rules and Regulations

Issue: 1

These Rules and Regulations are subordinate to the Articles of Association of SWGC

The SWGC operates within the guidelines of the British Gliding Association (BGA) and, in addition, will operate strictly within the rules of a Community Amateur Sports Club (CASC).

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1. Flying

The Chief Flying Instructor (CFI) is nominated by the instructors and appointed by the Chairman. The applicant must be an instructor meeting the minimum BGA required Instructor Rating and flying experience approved by the BGA Senior Regional Examiner.

The CFI is appointed to a nominal term of three years at the end of which they shall retire but shall be eligible for re-appointment in accordance with the rules above. If there are no other candidates then the incumbent candidate shall be reappointed for a further three years.

Subject to the approval of the Committee, the CFI may appoint a Deputy Chief Flying Instructor.

The CFI is responsible to the Directors for all matters relating to the flying operations at SWGC including flight safety, flying training, instructors / instruction, ground training and operational

restrictions. Among other responsibilities, the CFI is the local head of training and is therefore responsible to the Chairman of the Instructors Committee for BGA training organisation matters pertaining to the site.

All flying will be carried out fully in accordance with the SWGC Operations Manual unless temporarily amended by the Duty Instructor of the day with due attention to safety and the efficient operation of the club.

Club flying on scheduled flying days always will be carried out under the supervision of the Duty Instructor whose decision on all flying matters is final unless over-ridden by the CFI or his deputy.

All flying carried out in Club aircraft on non-scheduled Club flying days will require to have prior authorisation by the CFI, his deputy or another instructor who holds as a minimum, an EASA FI rating, or a BGA Ass. Cat. rating or Full Cat. rating.

The rostered Duty Pilot is responsible to the Duty Instructor for the operation of the launch point for his day of duty, all as detailed in the Operations Manual.

All Pilots must be in compliance with flying currency (recency) experience as recommended by the BGA and specified in the Operations Manual.

2. Safety

The Chairman has ultimate responsibility for all safety matters at the Club.

The Safety Officer (SO) who is appointed by the CFI with the approval of the Chairman will report on a day to day basis to the CFI but will report directly to the Directors on any serious misdemeanours, mishaps or incidents.

The SO is responsible for liaising with the BGA and for ensuring that appropriate safety policies and practices are implemented and updated as necessary to comply with good practice and current legislation

All Members are reminded that they have a duty to themselves, to all other members and to the public to conduct themselves and carry out all operations of the Club in flying, social and any other activity so as to minimise risk to persons and property.

3. Finance

The Directors are collectively and jointly responsible for the management of the finances of the Club.

The Treasurer is responsible for ensuring that all financial systems and records are properly maintained and for the submission of annual accounts to Companies House.

The Treasurer is responsible for promptly reporting at each Directors' Meeting on all significant financial matters including any changes to the financial status of the Club.

The Treasurer is authorised to make payments without additional authorisation for expenditure required for projects previously costed and approved by a meeting of the Directors.

Each Director is permitted to commit to expenditure up to a maximum of £100.00 without prior approval but such expenditure must be approved at the next Directors' meeting.

The Cashier is appointed by the Directors and is responsible to the Treasurer for the compilation and collection of all costs incurred by individual members including, but not limited to, membership fees, the computation of launch and flying fees, ground rent for private aircraft, trailers and hangars, private consumption of the Club's fuel, electricity and water and the issue of member monthly account balances.

4. Membership

The categories of membership are determined by the Directors. Subject, in every case to election by the Executive Committee and to the payment of the appropriate subscription in advance there shall be the following classes of membership:

1. Full Flying Members who may participate in all the flying and other facilities of the Club.
2. Associate Members who may only fly by invitation as passengers in club aircraft but who may participate in all the other facilities of the Club.
3. Trial members who may participate in all the flying and other facilities of the Club for a period of one month.

The Executive Committee may create such other classes of membership, including group membership, with such rights and privileges as the Executive Committee shall determine.

All new membership applications are temporary until accepted by the Directors. No reason shall be given to any candidate in the event of their rejection.

The Club membership year commences on 1st March and finishes on the last day of February the following year.

All prices and fees for members and visitors who may use the Club and its facilities will be reviewed and set by the Directors. The list will be published prior to the commencement of the membership year to which they will apply.

All Members are required to confirm the renewal of their membership each year by completing and submitting a signed copy of the membership form to the Cashier.

Non-members are not permitted to fly at SWGC unless they have completed a form for temporary membership. The Duty Instructor will decide the level and format of site familiarisation flights necessary before a temporary member is permitted to fly solo at SWGC.

Members who join during the membership year will have their membership fee pro-rated by the Cashier to the end of that membership year.

"Package membership" is for a twelve month period commencing with the date of joining the Club and thereafter a pro-rated period to the end of the next membership year.

Flying fees become due for payment from the date of each flight. Members, however, may be permitted to run a "Credit Account" if so authorised by the Cashier but outstanding balances must be cleared before the end of the following month.

The "fines system" currently in place for late payment will be applied by the Cashier unless the Treasurer authorises an exception.

5. Members Duties

SWGK is a Members' Club and all Members are expected to take care of the Club's assets.

On each flying day Members are expected to fully participate in assisting with the preparation of the aircraft and equipment for flying, the launching and retrieving of gliders during the day and the packing up procedure at the end of flying day.

Members may use the Club's assets as detailed in the Operations Manual, as authorised by the CFI or Duty Instructor or with the express permission of the Directors.

Solo pilots who are not instructors or tug pilots will be rostered to be Duty Pilots, whose duties are published in the Operations Manual. Following agreement by the Directors, a small number of members, who hold special roles within the club, may be excused from being placed on the Duty Pilot rota.

Members who, in the opinion of the Directors, fail to carry out their allotted duties, act in an irresponsible or anti-social manner, do not comply with the requirements of the Duty Instructor or act in a manner prejudicial to the Club or its members as set out in the Articles of Memorandum or the Operations Manual will be treated in accordance with the SWGC "Complaints and Disciplinary Policy".

For full details of members duties see the Operations Manual.

6. Club Gliders

The care and maintenance of Club gliders is the responsibility of the Chief Technical Officer (CTO) who is appointed by the Chairman with the approval of the CFI. In liaison with the Fleet Manager the CTO reports to the Directors at their regular meetings.

It is the responsibility each member to ensure that the all Club aircraft are carefully looked after in accordance with the latest requirements of the Operations Manual.

Before its first flight of the day each glider must have had a Daily Inspection (D I) carried out and recorded in its log book by an authorized member. Approval to perform a D I is to be recorded in the member's log book and signed for by any instructor or the CTO.

It is expected that gliders will be cleaned and hangared in an airworthy condition after each day's flying with batteries removed and put on charge. Any known defects must be entered into the aircraft log and reported to the Duty Instructor who will ensure that the matter is brought to the attention of the CTO or Fleet Manager.

Changes to the status of Club aircraft must be notified by the CTO to the CFI.

7. The Tug

Tug care and maintenance is the responsibility of the Tug Master who is appointed by the Chairman with the approval of the CFI. The Tug Master reports to the Directors at their regular meetings.

Tug pilots are appointed by the Tug Master with the approval of the CFI in accordance with BGA guidance. It is the tug pilots' responsibility to ensure they are qualified and insured to fly the aircraft.

Tug pilots will take reasonable care of the tug so as to minimize damage and wear and tear to the tug. It is expected that the tug will be re-fuelled, cleaned and left in an airworthy condition after each days flying. Any defects must be promptly reported to the Tug Master.

For full details of role and responsibilities see the Operations Manual.

8. Private Aircraft

Members proposing to base a private aircraft at SWGC must have prior written approval of the Directors. The only exception to this rule is for aircraft visiting for Interclub league competitions.

The location of trailers, T-hangars or parking areas is a 'temporary arrangement' as authorized by the Directors but may be changed at any time at the discretion of the Directors

Only full glider-flying Club Members holding an appropriate SMLG/TMG qualification or equivalent will be permitted to fly as P1 in motor-gliders on the SWGC site. It is expected that any member selling a share in a motor glider will inform all prospective purchasers of this rule. Anyone flying in breach of this rule will be operating from the airfield without the permission of the Club, and is therefore very likely to invalidate both their motor glider and the Club's insurance.

Any visiting aircraft or trailer is liable for "trailer rent" on a pro rata basis for the time left on site. Short term (less than 3 days) is usually not liable for a charge.

After warning the owner in writing the Directors will take formal action against the owner of any aircraft or trailer for which ground rent has not been paid for a period of 6 months.

The Directors may permit private owners to connect their trailers to the Club's electricity and water systems provided that the owner provides at his own cost appropriate connections and suitable metering systems.

Subject to prior permission from the Directors, Avgas will be made available and charged to private motor gliders and SLMG owners provided that the SWGC procedure for fuelling aircraft is strictly followed.

9. Club vehicles

Members have a duty of care to themselves and others when driving Club vehicles.

Before each period of use a Daily Inspection should be carried out to ensure that the vehicle has appropriate lubrication, coolant and fuel, that the tyres are correctly inflated and that the vehicle is free of operational defects.

Members with a full UK Driving Licence may drive any Club vehicle on site but must be fully briefed before driving any of the agricultural tractors.

Members under the age of 16 must provide a letter from a parent or guardian giving permission to drive a buggy or tractor before undertaking this activity. A full briefing and assessment by a competent person must be completed before driving Club vehicles solo.

Members under the age of 14 are not permitted to drive Club tractors.

All proper safety measures for both the driver and any other person on board must be adhered to when driving Club vehicles.

10. Winch

The Winch Master, who is appointed by the Chairman is responsible for the maintenance and safe operation of the winch. The Winch Master reports to the Directors at their regular meetings.

The Winch Master is responsible for the provision of training of new winch drivers, all of whom previously will have achieved solo pilot status.

The training of new winch drivers will be carried out only by those trainers who have been authorized by the Winch Master.

No members under the age of 18 shall be allowed to drive the winch.

The Winch Master has a duty to ensure that the winch is operated in accordance with BGA safe winch launching procedures in parallel with the Skylaunch operating guidelines.

11. Caravans and private cars

Members may park caravans on the airfield provided that they have the written approval of the Directors and have paid the specified ground rent.

The location of the parking site for each caravan is determined by the Directors.

After warning the owner in writing the Directors will take formal action against owners of caravans for which rent has not been paid for a period of 6 months.

Owners who take their private cars onto the airfield do so at their sole risk.

Owners of private cars should determine from their insurers if their policy covers for airside risk.

12. Child Protection

See the separate SOUTH WALES GLIDING CLUB CHILD PROTECTION POLICY and PROCEDURE policy document.

13. Disability Policy

See the separate SOUTH WALES GLIDING CLUB DISABILITY policy document.

14. Alcohol and tobacco.

The sale and control of alcohol and tobacco on the Club's premises shall be under the control of the Directors. Alcohol may only be sold to Members and their bona fide guests. Alcohol licensing laws prohibit the sale of alcohol to or for under 18s. All guests must be signed in by a club member.

15. Privacy and Data Protection

See the separate SOUTH WALES GLIDING CLUB DATA PROTECTION policy document.