



FLYING ORDERS

Version 8.1



Foreword

The purpose of this document is to provide guidance on the operational procedures and standing orders relating to Bowland Forest Gliding Club (BFGC), including contextualising and augmenting British Gliding Association (BGA) Operational Regulations. It does not attempt to capture every instruction, procedure or working practice at that club but concentrates on the key elements relevant to gliding operations (both ground and air).

It will be periodically updated to reflect new/changed procedures. All updated versions will be published on the BFGC website.

It is the responsibility of every flying member to familiarise themselves with the contents of this document and to actively watch out for and read the updates.

David Gethin

CFI

Glossary of Terms	
AAIB	Air Accident Investigation Board. A group within the Department for Transport responsible for investigating any aviation accident that results in serious injury or damage to an aircraft.
Airside	That area of the BFGC site that includes the hangar, the apron, the trailer park and the airfield itself. It specifically excludes the car park and clubhouse.
ATC	Air Traffic Control.
BGA	British Gliding Association. The body in the UK with devolved authority (from the CAA) for over-seeing the regulation and control of matters relating to gliding.
BFGC	Bowland Forest Gliding Club.
BST	British Summer Time.
CAA	Civil Aviation Authority. The body in the UK responsible for over-seeing the regulation and control of all matters relating to civil aviation.
Launch cable	The cable (dyneema rope) used for winch launching at BFGC
CAP413	UK CAA Civil Aviation Publication 413 - Radio Telephony Operators guide for use of the aviation frequencies
CFI	Chief Flying Instructor.
DCFI	Deputy Chief Flying Instructor.
DI	Daily Inspection.
Duty Instructor	An instructor approved by the CFI who undertakes responsibility for the flying operations taking place.
DM	Duty Manager.
DVLA	Driver and Vehicle Licensing Agency. The group responsible for defining medical requirements for HGV standard drivers. These requirements have been aligned by the BGA/CAA with those applicable to glider pilots.
Executive Committee	The elected body responsible for overseeing the day-to-day management of Bowland Forest Gliding Club and for developing and implementing its future strategies and policies.
FRTOL	Flight Radio Telephony Operator's Licence.
GP	General Practitioner.
JAA	Joint Aviation Authority. The pan-European body overseeing civil aviation matters
Launch Marshal	The person who has assumed responsibility for overseeing the initial stages of the winch launch including checking "all clear" and conducting the hand signals.
MATZ	Military Air Traffic Zone.
NOTAMs	Notifications to Airmen. The daily instructions outlining areas of restriction and special temporary rules affecting use of airspace in the vicinity likely to be flown.
PIC	Pilot in command (if flying dual this is usually the Instructor or pilot holding a Passenger Rating).

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PUT	Pilot under training, student, visitor or solo pilot receiving a check flight in a two-seater.
PC	Personal Computer.
QFE	Height above the airfield (i.e. with the altimeter set to zero at the launch point)
SPL	Sailplane Pilots Licence
QNH	Height above sea level (i.e. with the altimeter set to 600ft at the launch point).
UK	United Kingdom.
VFR	Visual Flight Rules.

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Section 1: Chain of Responsibility

BGA Operational Regulations

1. All gliding in the United Kingdom (UK) at clubs such as ours is conducted in accordance with British Gliding Association (BGA) Operational Regulations. These are detailed in “Laws and Rules for Glider Pilots”; it is strongly recommended that all members maintain familiarity with these and have a readily accessible and up-to-date copy of the document, which is available from the BGA’s website.
2. The following sections of Flying Orders cover local rules and good practice that contextualise and / or add to the BGA Operational Regulations but in no way override them.

Individual and collective duty of care

1. **ALL MEMBERS** have a “duty of care” to others; in other words they have an individual and collective responsibility for operating safely on the ground and in the air. This includes:
 - 1.1. Being mindful of their own actions and vigilant regarding the actions, or non-actions, of others. If any member observes anything that could affect their own safety or that of anyone else, they must immediately take reasonable action to prevent it developing into an incident.
 - 1.2. Members must ensure others are aware of any condition that may affect their fitness to fly (including dual flight) or to carry out other aspects of the operation. For avoidance of doubt this includes transient conditions such as fatigue or dehydration, as well as symptoms of short term or long-term medical conditions. (See BGA website, medical, IMSAFE).
2. In the event of an incident or accident, all members have a duty to take appropriate action.
 - 2.1. Our Accident Procedure is located in the DP van and in the clubhouse office, please familiarise yourself with its content.

Chief Flying Instructor (CFI)

1. The CFI has responsibility for all matters concerning gliding operations and their decision in flying matters is final. They may appoint rated deputies to carry out their instructions and policies but they retain responsibility.
 - 1.1. Any person may discuss any flying-related issue directly with the CFI / DCFI, whether in confidence or openly, if they are uncertain of the appropriate reporting path or if that path is ineffective. This is to encourage feedback in the interest of a safe, transparent and efficient culture.

Duty Instructor

1. No flying operations can take place unless an instructor has been nominated as the “Duty Instructor” and is present on site (on the ground or locally in the air).
 - 1.1. The duty instructor is authorised by the CFI to supervise the operation and acts on their behalf to maximise the benefit of flying opportunities while ensuring risks (to uninvolved and involved parties) remain as low as reasonably practicable. This is a significant responsibility and does not, necessarily, correlate with the maximum possible launch rate!
 - 1.2. Duty instructors are expected to use appropriate “crew resource management” to benefit from the experience of others present and to maintain shared awareness (and, ideally, consensus) regarding tactical plans for flying. They retain the responsibility of their decisions. Note that instructors are human; while they aim to be consistent, they

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naturally vary in their experience, currency and personality; one may impose limitations when another might not.

- 1.3. Pilots are expected to discuss any disagreements or queries with the duty instructor in a respectful and appropriate manner. If agreement cannot be reached, pilots are still expected to abide by these decisions. In this case, either party may discuss the issue with the CFI / DCFI after the event to aid understanding of rationale and decision making for the future.
2. Normal duty hours are:
08:30am to 17.30pm with a half hour break at mid-day. Flying operations can continue later, provided there is an available replacement, or the Duty Instructor feels fit and is willing to carry on.
3. The name of the Duty Instructor must be recorded on the White Board in the DP Van so that members and visitors know who is in charge.
4. Regardless of whether it is a rostered or mid-week flying day, the Duty Instructor is responsible for ensuring the following actions are carried out by him or a nominated club member:
 - 4.1. NOTAMs & RATs are obtained and checked for any impact on flying operations from Chipping.
 - 4.2. That appropriate meteorological reports are considered for their possible impact on flying operations and
 - 4.3. That Blackpool ATC and Warton ATC are called to advise that “Chipping Gliding Site is active until official sunset”.
 - 4.4. Planning the layout of the field (position of winch, cable run, launch area etc) and conveying this information to the Duty Manager. When changing from Summer to Winter operations, if there is a limitation on the cable run and landing area that can be used, particular attention must be paid to ensuring that cables do not have to be moved sideways an unsafe distance when being taken to a glider, nor gliders on approach need to overfly those waiting to launch. An example of a suitable layout for winter/wet ground operations using 12 is shown in [appendix 5](#).
5. An Assistant Category Instructor cannot supervise instructional flights undertaken by Basic Instructors unless and until the following actions have been undertaken:
 - 5.1. He/she has successfully passed the Instructor Completion Course (AKA Post course review)
 - 5.2. He has received an individual briefing session from the CFI/DCFI/RE covering the BGA’s “Guidance on the Supervision and Care of Pilots” and the BFGC 22 “Risk Assessment Briefing”.

Duty Manager

1. The Duty Manager acts as the Duty Instructor’s manager on the ground.
2. As detailed in later sections, we need members to do all of the groundwork and the Duty Manager’s job is mainly concerned with organising this. To achieve this, his instructions must also be accepted by the other members present on the field. Duty Managers are therefore expected to report to the Duty Instructor any member or pilot who refuses to carry out a reasonable request.

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3. The Duty Manager is distinguishable by a yellow reflective jacket. Wherever practical he should delegate activities to those members available so that he is free to oversee safe operations. He must equip himself with, and carry at all times, the mobile Airband radio.
4. In addition, the Duty Manager must ensure that the Club's mobile phone is fully charged and available in the DP Van for use in the event of an emergency or for other official use (e.g. communicating with NATS regarding the Chipping Box).
5. The Logkeeper is responsible for recording cable failures. Information required is runway in use; Beacon or Parlick cable; new break or failed repair.
6. Just before commencing signalling the log keeper/signaller must stand and carry out a 360degree visual search before signalling. During signalling, if the launch needs to be stopped then the signaller must press the "Stop" button on the top of the light control box.

Safety and the Safety Officer

1. The BFGC Safety Officer acts as a focal point for safety related matters within the club. Any incident witnessed or experienced by any member must be reported to the Safety Officer; safety@bfgc.co.uk is available for this. If desired, a report may be made anonymously. The Safety Officer is also responsible for investigating and reporting flying related accidents to the BGA and Air Accident Investigation Board (AAIB). In addition, he is also responsible for creating operating procedures and briefings to ensure that potential repeat incidents are avoided.

Licensed pilots

1. Pilots holding a UK CAA SPL or other equivalent qualification have overall responsibility for the safe conduct of their flights. They are responsible for ensuring they satisfy all requirements (e.g. recency, medical) to maintain validity of their licence(s) before using their licence privileges.
2. The duty instructor (or another instructor on the ground) may deny a launch to a licenced pilot if the instructor is not convinced that the conditions are suitable for their ability, experience, preparedness and / or recently displayed airmanship. This is to avoid undue hazard to involved and uninvolved parties (e.g. during launch).
3. The duty instructor (or another instructor on the ground) may give advice to augment the safety, utility and enjoyment of a licenced pilot's flight. Whilst the licenced pilot is responsible for safe conduct of the flight, it is strongly recommended any advice is heeded.

Other pilots

1. Non-licenced pilots flying solo will be doing so as a "pilot under training", under the supervision of an instructor; they must, therefore, receive a briefing before flight. If there is any doubt whether the briefing is valid (e.g. changing conditions), the pilot shall seek guidance from the instructor who gave the briefing. The briefing may take the form of a group briefing, at the discretion of the duty instructor.
2. Non-licenced pilots who fly solo must ensure they comply with national (e.g. medical) and local (e.g. currency) requirements.

Section 2: Ground Procedures

Requirement to Work

1. The club has no paid staff and depends on all members doing all of the work that is needed. It is therefore a requirement that any member wishing to fly on a day does their share of work on the ground.

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Starting the Day

1. At the start of the day, authorised pilots may Daily Inspect (DI) aircraft and equipment without an instructor being present, but nothing may be moved off the apron except at the direction of an instructor.

Winch Drivers

1. Winch driving is a vital part of the club operations and a role that carries with it great responsibility. In addition to providing pilots with successful launches, the winch driver is an important element in ensuring those launches are conducted safely and efficiently.
2. Only members who have been trained and signed-off by an examiner approved by the CFI may DI and operate the winch.
3. The guillotines on the Skylaunch winch must be cleaned, examined and lubricated as per manufacturers recommendation and in accordance with the written procedures. (Copy available in the winch). Pilots trained in the general operation and DI of the winch are encouraged to take the opportunity to participate in the guillotine scheduled maintenance, testing/re-setting in order to acquire the necessary skills. All scheduled maintenance must be recorded on the sheet provided for that purpose in the winch.
4. Any work that is done on the winch must be recorded in the yellow book in the winch. This is so that wear and tear can be monitored, and trends of deterioration can be picked up and acted on. For example, the repeated need to top up oil or radiator water could be indicative of a leak or mechanical fault.
5. The winch cables must be inspected each day before flying commences. This is best done by them being towed out slowly and the tow stopped to examine each repair or sign of damage. Any damage, or repair showing excessive wear, or coming together of the ferrules, must be cut out and the cable re-spliced. A record of these repairs should be made in the DP van.

Daily Inspections (D.I.s)

1. Aircraft DIs will be carried out only by pilots who hold a BGA Glider Pilots Licence, Bronze Badge or SPL, and have been trained and signed-off by trainers and examiners approved by the CFI. An entry to that affect must be recorded in the section of their logbook relating to DIs. A list of approved trainers is on the noticeboard in the clubhouse. Non BGA Glider pilots Licence holders or pre-bronze/SPL pilots may be trained at the discretion of the CFI. Persons carrying out the DI must ensure that the glider is equipped with a fully charged battery, cable release and positive checks completed and that it is clean; particularly the canopy, wheel box and leading edge of the wings/tailplane.
2. Whilst it is a requirement that aircraft should only be taken out to the launch point once they have been DI'd, it is the responsibility of the first person to fly the aircraft to ensure that it has been DI'd that day.

Tractor Driving

Tractors can only be driven by members who have received training and their Green card signed off by a ground ops trainer. However not more than one person may be on a tractor unless the tractor is fitted with a cab in which case one extra person may be carried inside. (Subject to BFGC ground ops training procedures)

1. A full list of rules for tractor operations is included at [Appendix 2](#).

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Winch Cables

1. When towing out launch cables, the ideal situation is for the tractor to take an absolutely straight line from the winch to a point between the two aircraft to be launched. If this is not practical then the winch driver or duty instructor may require the use of spreader bars or the laying of one cable at once, to ensure safe separation.
2. When the track is used for retrieving cables the cable closest to the glider must be used first, irrespective of the wind direction and the wishes of the winch driver. A detailed explanation can be found in [appendix 5](#).
3. When towing out cables the tractor driver should stop if he sees a glider on approach that could cross the cables. In such cases it is prudent to reverse very slightly to relieve the tension allowing the rope/cables to rest on the ground rather than standing proud.
4. Pilots are reminded that cables/ropes can get caught on undercarriages and skids so should plan their approaches to avoid the cable runs.
5. All members should avoid running over the winch cables with vehicles and gliders, except in an emergency. Running over the cables is likely to cause cumulative damage to them.
6. In the event of a launch failure the winch driver shall remove power and apply brake. This gives the rope and parachute assembly the highest chance of inverting, thus increasing its distance from the glider as fast as possible and minimising the risk of it drifting outside the airfield. Once the cable has landed it should not be retrieved until the winch driver has established it is safe to do so and the circuit is clear (to avoid hazards such as higher workload for all parties in monitoring separation and to avoid confusion / distraction caused by the flashing winch beacon).

Launch Marshal

1. Once the pilot has accepted the cable being attached to the aircraft, initiation of the launch passes to a member outside the aircraft nominally designated the Launch Marshal. His most important job is to ensure that there is no hazard to launching which might not be visible to the pilot.
2. It is **absolutely essential** that before calling “all clear above and behind” he has positively and methodically checked that this is so. This must include looking round the Duty Pilot (DP) van to make sure that an aircraft in the circuit is not hidden. In addition, he should also ensure that there are no persons within a 90-degree arc ahead of the glider, paying particular attention to visitors who may be unaware of the dangers associated with glider operations.
3. He/she must also check that the part of the field ahead of the aircraft, but hidden from the pilot’s view (i.e., the sloping ground) is also clear. If there is any doubt about the safety of people, particularly visitors, who may be near the cable run (for example walking up the track to or from the launch area) **the launch must be delayed**.
4. Once the launch procedure has started, any member may shout “**STOP**” at any time for any reason. In such cases the person stopping the launch should also raise both hands in the air, the person operating the lights should give the stop signal (continuous white light) and the pilot must release the cable while the reason for the interruption is investigated. **No member must ever be criticised, not even as a joke, if it turns out that the “STOP” call was not necessary.**

Cable protocol (pilots ready for cable)

1. To avoid slowing the launch rate, particularly in busy periods, pilots are required to take sensible steps to ensure they are ready for the cable when it arrives.
2. It must be stressed that **no pilot must ever be rushed or badgered into the air** but it is not acceptable to delay things for unnecessary or inappropriate activities.
3. The pilot has a duty of responsibility not to delay operations except for reasons of safety.

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New members (showing them the ropes)

1. Joining a gliding club used to be a very trying experience. We try hard at Bowland Forest to make new members feel welcome. It is all too easy to get into the habit of ignoring new members until they do something wrong and then criticising them. Remember, no-one can be expected to intuitively understand what is expected of them unless they have been properly shown and encouraged in the first place.
2. As new members become familiar with being on the field when it is active they will receive tuition in the topics covered in the club's Ground Operations presentation so that when sufficiently able and confident they can contribute to such operations. It is important that experienced members be able and prepared to provide that tuition!
3. It is appreciated that it is not always easy to spot new members. If in doubt go over and introduce yourself to an unfamiliar face and offer assistance/advice if required.

Making Visitors Welcome

1. It is hoped that there is no need to remind members to be nice to all visitors and that they must be accompanied by a member "airside". In particular, if you see people who might be visitors in the car park, ask if they need any help in, for instance, how to get to the launch point safely.
2. A detailed set of instructions for ensuring the safety of visitors to BFGC can be found in [appendix 6](#)

Additionally, please note that no visitor is allowed to fly in one of our gliders without using one of the energy absorbing cushions and a fully serviceable parachute. If they have a problem fitting into one of the gliders, then they should try another one, and if still unable to fit then **THEY MUST NOT FLY.**

Children on the Airfield

1. Children are not allowed on the airfield (which includes the apron, hangar and workshop) unless under the control and supervision of an adult. Note particularly the word "control".
2. Airfields can present several hazards that children in particular may not be aware of, or are more susceptible to as a consequence of immaturity or distraction. For example:
 - Gliders are very quiet and it is often impossible to hear them approaching.
 - Gliders can land on the airfield from any direction.
 - Winch cables are hard to see and can drop virtually anywhere on the airfield.
 - Tractors are less manoeuvrable than cars, their brakes are less reliable and they are prone to skidding on wet, muddy ground.

(This list is not exhaustive and these are only some of the examples. They also are equally applicable to adults but it is reasonable to assume that children are more vulnerable for the reasons stated above).

Dogs

1. Dogs are not allowed on the airfield unless on a short leash at all times

Cars on the Airfield

1. The normal and safest place for cars is in the club car park. Cars should only be taken airside (on the apron, around the trailer park or on the airfield itself) if there is a good reason to do so. Examples of good reasons include the following:
 - Towing a glider to and from the launch point;
 - Recovering a glider having landed on the airfield;
 - As a means of conveying disabled persons to and from the launch point;

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- In the event of an emergency requiring urgent use of a vehicle.
- 2. In all other instances drivers should question whether or not they have a legitimate and justifiable reason for taking their car airside. This includes parking on the apron or adjacent to the workshop.
- 3. If cars are taken airside, then the doors must be left unlocked with the keys in the ignition so that members can move the vehicle in the event of an emergency.
- 4. Normal car insurance only covers vehicles on public roads or in the BFGC car park. Drivers who take their vehicles airside must bear in mind that they do so at their own risk and that their own insurance is probably invalid. BFGC will accept no responsibility for damage incurred by a private vehicle airside.

Public right of way

1. A public right of way exists across the field directly to the west of the club house approximately half way towards the top end of the field. It is the responsibility of duty managers, launch marshals, winch drivers and any members appropriately located on the field during flying operations to ensure the safety of members of the public using it

End of the Day

1. It is the responsibility of the Duty Instructor and the Duty Manager to oversee the activity necessary at the cessation of flying operations. On mid-week days, when no Duty Manager is officially assigned from the rota, it is the responsibility of all members present to undertake this activity jointly.
2. All gliders should be logged down reporting details of any unaccounted gliders (club and private) to the Duty Instructor.
3. If the “Chipping Box” airspace has been opened, it should be closed using the procedures in the clubhouse office/DP Van.
4. All ground equipment (tractors, winch, DP van) must be returned to the appropriate areas on the apron and adjacent to the hangars/workshop.
5. The laptop should be taken into the main room of the clubhouse and then shutdown procedure listed there must be followed.
6. All club gliders that have flown during the day should have any accumulated mud washed off, paying particular attention to the wheel boxes. They must then be returned to the hangar and where canopy covers are provided these should be put on being careful not to drag them across the floor where they may pick up grit and dirt (covers can be omitted if the gliders are wet), and the doors locked.
7. All club parachutes must be put in the parachute racks in the parachute store and club glider batteries are put on charge.

Junior Members

1. Junior members cannot stay in the Clubhouse overnight unless accompanied by one of their parents/legal guardians. If they are staying in the Club grounds (in a tent, caravan, camper van or other suitable temporary shelter) they must be accompanied by an adult acting in loco parentis. This can be a parent, legal guardian or other adult person in a private agreement with the junior member's parent or legal guardian. A Committee member must see and approve written evidence of such a private agreement between the parent/legal guardian before the stay can commence.

Section 3: Flying Procedures

Safety equipment

1. BFGC strongly advises the use of parachutes and energy absorbing cushions; these are provided in all club gliders for all members to use. If any member decides to remove or not use either of these pieces of safety-critical personal protection, then they do so at their own risk and must replace them after their flight. Flights without energy-absorbing cushions or parachutes are not recommended.

Medicals

1. It is the responsibility of all solo pilots to ensure that they have a valid medical at all times. The current requirements are detailed in [Appendix 3](#).
2. The BGA guidelines state that all clubs have a duty to assist their members to comply with the requirements and to maintain appropriate records and documentation.
3. The Annual Return form includes a declaration relating to medical status and must be completed before the CFI revalidates individual cards. This provides the CFI with a written record of when the next medical declaration renewal is due. The onus remains on individuals to ensure that their own declaration is obtained and either the original or a copy provided to the CFI to maintain club records.
4. Instructors must not send a pilot on their first solo without establishing that he/she has a valid medical and that all required training has been completed. Abinitio (pre solo) pilots must ensure that they obtain a medical declaration during their training and present it to the CFI who will then endorse their training record card accordingly.
5. If a pilot does not hold a valid and current medical, then he/she cannot fly as PIC. Similarly, it is up to all pilots to take account of temporary medical conditions that may prevent them from flying safely (e.g., colds, fatigue, stress, hangovers). In such circumstances they should either not fly or fly only with an instructor. They should also make known relevant details of any incapacity (temporary or otherwise) to the Duty Instructor on any occasion when they might wish to fly.
6. Similarly, if a pilot develops a chronic or potentially long-term medical problem, they should inform the CFI and seek the advice of their GP, or consultant, as to the effect this might have on the legitimacy of their current medical declaration and fitness to fly.

Alcohol & Drugs

1. Even the most moderate drinker should be aware that the Railways & Transport Safety Act makes it an offence for pilots, including glider pilots, to fly whilst over the prescribed limit for alcohol.
2. This regulation could be interpreted as being applicable, in the event of an accident, to anybody involved in flying operations – winch driver, wing tip holder, etc.
3. Specifically, the club operates a **zero tolerance** policy in regard to the use of any recreational or illegal drug such as cannabis or cocaine, **any** member being found to be using such substances will be asked to leave.

Card Requirements

1. The club operates a coloured card system for all pilots to make it easier for the CFI and his instructors to allow pilots to fly in conditions that suit their level of experience and competence. The cards are issued by the CFI (or instructors acting on his behalf), on the basis of minimum experience requirements being met and the assessment of the instructors.
2. The cards impose differing requirements on pilots and it is the responsibility of all pilots to know what these are and to comply with them. Failure to do so will result in disciplinary action being taken.
3. Details of the cards are given in [Appendix 1](#).

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Local Airspace

1. The airspace around Chipping airfield is very busy. Local activity likely to affect us includes the following:
 - *Blackpool Airport* - to the west. A busy commercial and light aircraft site. Aircraft flying VFR in and out of Blackpool will often fly in the vicinity of Chipping to avoid the controlled airspace around Manchester.
 - *Warton Airfield* - to the southwest. This is most active during the week with BAe Systems operating a variety of military and commercial aircraft. The MATZ extends to the outskirts of Longridge, only 3 nautical miles from Chipping.
 - *M6 Motorway*, 4 nautical miles to the west of us. Aircraft routing north/south, flying VFR frequently use this line-feature to navigate and may be focusing on their map or GPS when they get near you.
2. Each day before flying operations commence at Chipping, the Duty Instructor must make three phone calls. 1, Blackpool ATC on 01253 472527. 2, Warton ATC on 01772 852392, both should be advised that Chipping Gliding Site is active. 3. The AIS information line on 0808 5354802 to obtain information of any Airspace changes or restrictions on flying.

Notams should also be checked to ensure that there are no restrictions in any areas that our operations may be in conflict with.

3. In addition to regular local traffic, Blackpool airport is an important refuelling point during the spring, summer and autumn for display pilots, in particular the Red Arrows. Information relating to air displays and other temporary restrictions can be found on the NOTAMs, which should be checked by all pilots daily.
4. Chipping airfield sits directly underneath busy Class A airspace This is the main route for commercial traffic crossing the Atlantic between most major English airports and the United States. Under normal operations the airway starts from Flight Level 65. Although Chipping is at 600ft above sea level, pilots must remember that this does not mean that the airway is 5,900ft above them. Directly to the North of the FL65 sector of N615 is the FL95 sector. Elements of both these sectors combined form what is termed the “Chipping Box”.
5. With prior permission from Scottish AC Prestwick (by phone) we can open the “Chipping Box” for our use initially up to Flight Level 100 and, if conditions warrant, extend this up to Flight Level 140. This facility is available to our club from 09:30 local time to sunset, 7 days a week. Full details on the procedures for opening the “Chipping Box” are provided in the clubhouse office and in the DP Van. The Duty Instructor and Duty Manager are jointly responsible for ensuring that these procedures are followed correctly. Members are responsible for ensuring that they check the latest LoA (letter of agreement) rules and procedures and are fully familiar with them before entering the airspace.
6. A mere 2 ½ nautical miles to the east of Chipping is a block of Class A airspace with a lower limit of only Flight Level 55.

Local Soaring (pre cross-country endorsement)

1. Pilots who do not have the Cross-Country Endorsement to their Bronze Badge are restricted to local soaring (Or non SPL holders)
2. At BFGC, this is defined as not more than five nautical miles from the airfield and always within gliding range.
3. Gliding range is defined as having sufficient height to arrive back over the field at 1,000ft without having to find lift on the way. The 1,000ft rule does not apply to pilots returning from the East and West Bowls following hill soaring.

Length of Flight (club aircraft)

1. When flying a club single-seat aircraft, the flight should normally be restricted to a maximum duration of one hour unless briefed/authorised otherwise by the Duty Instructor or Duty

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Manager. A typical reason for extending it would be for a Cross-Country Endorsement or Silver Duration attempt declared prior to the flight (e.g., on the notes section of the flying list). However, in all other circumstances, if a pilot, flying a club single-seater, is close to their hour duration, it is acceptable to radio down and ask for permission to extend their flight subject to the glider not being required by a waiting member. Approval to extend the flight can then be given by the Duty Instructor or Duty Manager, or their nominated deputy, over the radio.

2. When flying a club two-seater, flights would normally be for no longer than 30 minutes, but this can be varied at the discretion of instructor's dependent upon demand and availability of instructors. For solo pilots flying club two-seaters, the concession in the previous paragraph also applies. Visitor flights should typically be for around 20 minutes.

Circuits

1. The two general runway directions in operation at Chipping are 12 and 30 (120 and 300 degrees magnetic). Pilots should note that gliders can land anywhere on the field and from any direction.
2. In addition, there is no preferred circuit direction. Pilots who have started their circuit should therefore be aware of the possibility of conflicting traffic from the opposite side of the airfield.
3. Because of the close proximity of Parlick Fell, circuits to the North of the airfield (clockwise for Runway 30, anti-clockwise for Runway 12) may encounter lee turbulence and pilots should adjust their position accordingly.
4. When flying a circuit for Runway 30, pilots on approach should avoid over-flying the farmhouse at the road junction.

Use of Radio

1. Use of radio in the air is not compulsory at Chipping but is encouraged where it may assist flight operations and safety. Full guidance on the use of radios in the air is included in CAP413. A copy of this is kept in the clubhouse lecture room or available via the CAA website.
2. The call sign for air operations is "Chipping base". Pilots wishing to communicate with the launch-point or other pilots flying in the Chipping area should do so on 118.685.
3. Downwind calls can be made as a useful guide to others, but all pilots must be mindful of the fact that many aircraft fly without a radio therefore silence does not mean there are no other gliders in the circuit. When making a downwind call the format is "Chipping Base, *glider call sign*, downwind left-hand (or right hand)", runway magnetic direction. No acknowledgement is required or expected.
4. Pilots using any frequencies other than those allocated for gliding or emergency, must ensure that they have a valid Radio Telephony Operator's Licence (FRTOL).
5. The club gliders have individual licences held by the secretary. Owners of private gliders must ensure that they too have an appropriate licence for the set installed.
6. For ground operations a Citizen Band (CB) radio is used to communicate between the launch-point, winch and cable retrieve tractor.

Thermalling in the circuit

1. Thermalling, once having joined the circuit, is not allowed.
2. 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 will reasonably assume that you are 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 second aircraft is a low-hours solo.

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Thermalling Over the Airfield

1. Other Thermalling over and near the airfield is permitted subject to good airmanship being demonstrated. This includes Thermalling off the wire, even if this delays the next launch. In such cases it is the responsibility of those on the ground to ensure no further aircraft are launched until it is safe to do so. However, to spend five minutes after launch circling in nil sink and nil wind will be considered very poor airmanship and an unacceptable delay to flying operations.

Hill Soaring

1. Unless briefed otherwise, after launch, if the aircraft is not in lift by the time it has descended to 700ft QFE, the pilot must return to the field.
2. Unless briefed otherwise, if the aircraft cannot maintain at least 900ft QFE when soaring the hill, the pilot must return to the field.
3. At BFGC, overtaking another aircraft by passing between it and the hill is not permitted, despite what is currently written in Laws & Rules. This applies in all instances when it is obvious that the glider being overtaken is at or below ridge top height and dependent upon hill lift for sustained flight.
4. If overtaking when hill soaring, sufficient room must be given to the other aircraft to allow it to turn unexpectedly without causing a problem. Pilots should ask themselves if there is any point in overtaking.
5. We share our hills with the local hang-gliding and para-gliding community. The rules and hill soaring etiquette apply equally regardless of the type of glider. Furthermore, all pilots should be aware of the slow speed, ability to fly backwards and likelihood of quick climbs and descents from para-gliders in particular.

Annual Checks

1. All solo pilots must submit an Annual Return form detailing hours, number of launches and achievements during the preceding soaring year (1st October to 30th September). Blank Annual Return forms will be issued for completion in the October following each year-end, and **online from the website**, and should be returned, completed to the CFI or DCFI as soon as possible.

Completed returns should be placed in the CFI's in-tray in the office, posted to him, or **preferably emailed**. Any pilot who has not handed his/her completed Annual Return in by 31st December will not be allowed to fly solo at Chipping until he/she has done so. The CFI will check the return before deciding if the pilot has enough hours/launches to retain their current status and return to solo flying

2. All solo pilots must undertake 3 checks during the soaring year: "general flying", "spins" and "cable breaks". These checks must be satisfactorily completed by a set date each soaring year and signed off by the instructor undertaking them.
3. In the event that a pilot fails a check then they must undertake the check again and pass it before the instructor can sign it off. In the case of the cable break/launch failure check, if the pilot fails they will then need two consecutive passes before they can be signed off. **No solo flying** allowed if any check is failed until passed and signed off
4. Timescales for undertaking/completing the checks are as follows:
 - **GENERAL FLYING CHECK** – can be conducted between 1st October and 30th April each soaring year.
 - **SPIN AWARENESS CHECK** – can be conducted between 1st October and 31st May each soaring year.
 - **CABLE BREAK CHECK** – can be conducted between 1st October and 31st May each soaring year.

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5. The spin check can be done at another club provided it is signed off by an instructor as successfully completed in the pilot's logbook and presented to a BFGC instructor for inclusion in the master sign-off sheet.
6. The dates can be extended at the CFI's discretion in the event of unusually poor weather limiting opportunities for pilots to undertake the tests. However, once the final date has been reached, pilots with outstanding checks will not be allowed to fly solo until those checks have been successfully completed.

Cloud Flying

1. Cloud flying is not permitted within five nautical miles of the airfield. When soaring the hill, pilots must not fly close to cloud base because of the risk of a curtain of orographic cloud hiding them from others doing the same.
2. Cloud flying from Chipping is permitted beyond five nautical miles provided the pilot meets the following conditions:
 - He has received training in instrument flying including recovery from unusual attitudes.
 - He has a parachute.
 - He has a working turn and slip or artificial horizon. The glider must also have a back-up battery supply in the event of the failure of the primary power source.
 - Broadcasts must be made on 130.535 (broadcast first on 118.685 to warn all that you are going into cloud and changing to 130.535). The pilot must switch his altimeter to 1013.2, broadcast his flight level and position on entering cloud and repeat this every five hundred feet. A final broadcast must be made on this frequency advising other air users when he leaves the cloud.

Aerobatics

1. Aerobatics must only be flown by pilots who have had appropriate training. Spinning is regarded as an aerobatic manoeuvre. Unless briefed or authorised otherwise by an instructor, no aerobatics may be started below a height of 2,000ft, the aircraft must never drop below 1,200ft whilst doing them and linked manoeuvres must be completed by 1,500ft. Instructors are exempt from any specific height restriction described here, but should use their judgement to ensure an appropriate level of safety.
2. The Yellow Card includes an optional "aerobatic manoeuvres endorsement", which must be obtained by further specialist training.
3. Notwithstanding the previous paragraphs, there will be no flights with visitors (groups or vouchers) involving aerobatics. For the purpose of this rule the term "aerobatics" includes loops, chandelles and spins. Normal circuits will also be practiced whilst visitor flying, with no fast and low finishes.

Passenger Rating

1. Yellow Card and above pilots may be cleared to fly passengers (other solo members) at the discretion of the CFI.
2. It must be stressed that no pilot has an automatic right to this. It is entirely at the discretion of the CFI. Full details on the privileges, requirements and responsibilities associated with the Passenger Rating are included at [Appendix 4](#).

Flying of children (people under the age of 18)

1. In tandem two-seat aircraft, the P1 has no physical control over the P2. Because of this, no visiting child under the age of thirteen is to be flown.
2. Older children may be flown at the discretion of the Duty Instructor. If the Duty Instructor has any doubts about the child he will not allow him or her to be flown. His word is final on this.

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3. Children of members aged less than thirteen may be flown at the discretion of the Duty Instructor if he is confident that they will behave sensibly. However, the child must not be so small as to need a lot of cushions to enable him or her to be strapped in or see out.
4. **No one under the age of 16 years may fly solo from BFGC. Solo flight by children aged 16 or 17 is subject to individual written conditions set by the CFI; this includes licenced pilots and visiting pilots.** Individual agreements will be promulgated to all instructors by the CFI.

Flying the Jeans Astir (fixed undercarriage)

1. Unless the pilot already has previous experience on a similar type then the minimum level of experience required to fly the Jeans Astir is ten properly held-off landings (dual or solo) in the K21 or similar aircraft.
2. Prior to flying the Jeans Astir for the first time, the pilot must familiarise themselves with the Pilot's Operating Handbook, the placard and instrument layout. He should also receive a verbal briefing from an instructor or member nominated by an instructor, who has flown the Jeans Astir in question.

Buying into an Aircraft

1. All pilots must inform the CFI of their intention to fly an aircraft new to them at Chipping. The CFI may decide that their level of experience is not yet sufficient for the particular aircraft.
2. All pilots must ask permission of the Executive Committee before bringing a new aircraft on site.

Cross Country Flying

1. Suitably qualified pilots (i.e., those who hold Bronze+Cross-Country Endorsement) are encouraged to fly cross-country from BFGC.
2. All pilots must tell the Duty Instructor of their intention to fly cross-country and record their flight plan, in the special log sheet at the launch point provided before take-off. The flight plan must include details of their glider registration number, their name and the task they intend to attempt.
3. Soaring conditions change during the day and pilots may wish to consider going Cross-Country after already getting airborne without filling in the log sheet. It is permissible for a suitably qualified pilot to radio down their intention to go "on task" but they must ensure that a response from Chipping Base is received. Any member receiving such a request must bring it to the attention of the Duty Instructor so that he is informed.
4. Before flying it is essential that the pilot checks the day's NOTAMs and is fully aware of any activity or restrictions that could affect the intended flight.

Visiting Pilots

1. Visiting glider pilots are welcome at Chipping but must familiarise themselves with these Flying Orders.

Operational Documentation

1. Club aircraft manuals (e.g. Pilot Operating Manuals, Technical Manuals, Certificate of Airworthiness documentation) and BGA Manuals are located in the clubhouse office and available for all members to peruse. Pilots wishing to convert to a club aircraft that they have not flown before should familiarise themselves in particular with the Pilot Operating Manual.

Record Keeping

1. Logbooks. All logbooks shall be kept up to date and periodically certified as being correct by the CFI or his nominated deputy.
2. Pre-Solo Dual Record Cards and Post Solo White Cards. These must be kept in the folder provided in the DP van at all times unless being used by the instructor during a flight. Once a

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student has attained red card status they must be removed and kept in the appropriate filing cabinet in the club house office for a minimum of three years or longer as determined by the CFI.

3. Transfer of Student Records. Where requested by a student, copies of a student training record (not originals) should be made available to another club's CFI seeking to complete a course of training for that student.

Appendix 1 – Card Requirements

Objectives of the Card System:

The Card System has been developed to ensure pilots are trained to a consistent standard and have the necessary skills to fly safely on a particular day.

On each flying day the Duty Instructor will state which card is required for any pilot to fly solo. If the card required is higher than your own, good experience can be gained by flying with an instructor. If a pilot is at the top end of their card (i.e., has completed most or all boxes) and the conditions are set for the next card up, the Duty Instructor has the discretion to allow him to fly solo if considered safe.

The system involves five cards through which the pilots progress at their own rate. The card hierarchy and their requirements are listed below: -

DUAL WHITE CARD (Student Pilot Record):

All student pilots start training using this card. It shows all phases of flight with each element identified. This gives your next instructor a good appreciation of your capabilities so that following flights can be structured to build up your skills and experience.

The card begins with basic handling and expands to cover the area of stalls, spins, launch failures and other difficult situations so that your awareness of these is developed and ensures you will be capable of carrying out the correct recovery action.

When you achieve a “five” against each of the phases and elements, and do so consistently, your instructor will be looking for an opportunity to send you solo. Then it is up to the right day and conditions.....and of course to you!

Student pilots may gain a considered appraisal of their flying by speaking to any instructor (preferably the one flown with the most).

WHITE CARD (Post Solo Flying Training Record):

A dual flight is needed each day before going solo on this card. Local Hill Soaring will be permitted in very easy conditions providing the card requirements and tests have been met and signed off. An instructor may waive the need for a check flight, but only at his discretion. The cardholder must not assume this privilege without specific authorisation prior to each flight.

Instructors are looking for consistently good flying before moving the pilot on to the next stage.

An important condition is a set of mandatory briefings required to ensure that you know the rules of the air, local airspace regulations and other things required for flying with less supervision.

The other mandatory requirement is that, with appropriate training, you become a winch driver and go on the winch duty rota. This is for two reasons: -

- If you drive the winch, you can obtain a better understanding of the winch launch and become a better pilot.
- The more winch teams there are, the less often the duties come around for all.

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RED CARD:

The RED CARD is for the early solo pilot who is working towards the BGA Bronze standard (“Bronze Badge”) or SPL. All holders of this card must ask an instructor on the field for a briefing on the conditions before they fly.

As you progress on this card, you will be allowed to fly when conditions are easy to handle; e.g., medium strength winds with not too much crosswind and not too much congestion on the hill.

The maximum length of time between flights for maintaining your solo status on this card is **4 WEEKS**. If you go beyond this length of time you must have a check flight with an instructor. Note this is the maximum period and you should seek a dual flight if there are other factors that may affect your performance (e.g. unfamiliar weather conditions, medical conditions, tiredness, stress, etc.).

ANNUAL RENEWAL - In order to retain this card status, at year end (30th September) the holder must, as minimum, have completed the following during the preceding 12 months:

- 12 launches and 6 hours or
- 25 launches and 3 hours.

All of the above are solo hours and launches. Dual flying and power flying may be considered at the CFI’s discretion. The status of pilots who have not achieved the required minima, will be decided by the CFI.

YELLOW CARD:

The YELLOW CARD is (with a Cross-Country Endorsement or SPL) the cross-country card. This enables you to fly in a relatively wide range of weather conditions. On this card, you work towards the Silver Badge, developing your airmanship, flying skills and learning judgement about when it is sensible to fly or when it may be more prudent not to. A consensus amongst the instructors is needed to endorse a move onto the next card. All holders of this card must ask an instructor on the field for a briefing on the conditions before they fly. A self-briefing endorsement (SBE) may be awarded to Yellow card holders removing the requirement to obtain a briefing before flight.

The maximum length of time between flights for maintaining your solo status on this card is **6 WEEKS**. If you go beyond this length of time you must have a check flight with an instructor. Note this is the maximum period and you should seek a dual flight if there are other factors that may affect your performance (e.g. unfamiliar weather conditions, medical conditions, tiredness, stress, etc.).

ANNUAL RENEWAL - In order to retain this card status, at year end (30th September) the holder must, as minimum, have completed the following during the preceding 12 months:

- 12 launches and 10 hours or
- 25 launches and 6 hours.

All of the above are solo hours and launches. Dual flying and power flying may be considered at the CFI’s discretion. The status of pilots who have not achieved the required minima, will be decided by the CFI

BLUE CARD:

The BLUE CARD is reserved for pilots with a well-developed attitude to flying, who can be trusted to be self-briefing and decide whether they should fly on any day. Generally BLUE CARD pilots can fly on any day that the club operates unless the Duty Instructor specifies otherwise.

An important point to note is that the *good* BLUE CARD pilot will occasionally decide *not to fly* based on an appreciation of the weather conditions and a respectful understanding of their own limitations.

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The maximum length of time between flights for maintaining your solo status on this card is **8 WEEKS**. If you go beyond this length of time you must have a check flight with an instructor. Note this is the maximum period and you should seek a dual flight if there are other factors that may affect your performance (e.g. unfamiliar weather conditions, medical conditions, tiredness, stress, etc.).

ANNUAL RENEWAL - In order to retain this card status, at year end (30th September) the holder must, as minimum, have completed the following during the preceding 12 months:

- 12 launches and 20 hours or
- 25 launches and 10 hours.

All of the above are solo hours and launches. Dual flying and power flying may be considered at the CFI's discretion. The status of pilots who have not achieved the required minima, will be decided by the CFI

Appendix 2 – Tractor Operations

Please note and observe the following rules:

1. No one is to drive a tractor / vehicle unless they have first received tuition and had their competence recorded on their ground operations card (“Green card”).
2. No one is to drive the GRASS-CUTTER unless they have been briefed and checked out by an experienced and existing driver, familiar with using the grass cutter.
3. Only members may drive club owned vehicles; they must be a minimum of 16 years of age.
4. Tractors must be fully DI'd at the start of the day (check tyres, brakes, fuel, oil). Any problems to be reported to a committee member.
5. When driving towards people/aircraft/vehicles/buildings remember that brakes are unreliable and can fail. Therefore, reduce power early and aim to clear or stop before obstacles.
6. Drivers must ensure that the tractor is put into neutral and with the driver's foot off the clutch before allowing anyone to approach it.
7. Only one person at a time should ride on the open tractors. A passenger is permitted to travel in the enclosed tractors but only when the doors are closed and in such a manner so as not to impede the driver's view or control of the vehicle.
8. When changing drivers, switch off the engine completely and put the tractor into any gear and apply the hand brake if fitted. Ensure that the tractor does not move before allowing the replacement driver to approach the tractor.
9. Do not get off a tractor until you are completely satisfied it has stopped moving and will not move of its own accord (e.g. sloping ground).
10. Never stand directly behind a tractor (e.g. when it is being reversed to hook up to the DP van) or between the front and rear wheels whilst the engine is running and it is in gear.
11. When finished towing, always wind the rope in before driving off.
12. Every club member is responsible for enforcing the above. If you see anyone breaking these rules stop them and/or report the matter to a committee member.

THESE RULES ARE NOT UNNECESSARILY ONEROUS BUT SOUND COMMON SENSE. THERE ARE THOSE WHO HAVE THE SCARS TO PROVE IT. ALL ACCIDENTS ON SITE INVOLVING TRACTORS HAVE BEEN CAUSED BY PEOPLE NOT OBSERVING ONE OR MORE OF THE ABOVE, USUALLY WHEN TRYING TO SAVE TIME AND EFFORT. FUTURE ACCIDENT PREVENTION IS DOWN TO YOU.

Appendix 3 – Medical Requirements

Medical Fitness Requirements for Glider Pilots

Current medical requirements can be found following the link below, medical standards may change from time to time.

Please ensure that you check the current standards. If in doubt, seek advice from the BGA

<https://members.gliding.co.uk/library/laws-rules/pilot-medical-requirements/>

1. Disabled Pilots

It is the policy of the BGA to encourage disabled pilots to fly within the limits of their disability and subject only to the limits of public safety. However, these pilots will require individual consideration.

2. Freedom for a BGA Club to Set its Own Standards

BGA member clubs are free to impose any medical standards that they wish, as long as the minimum standards are met. However, it is recommended that this is done only in individual cases and then following medical advice. In cases of concern, a club can require a member to seek and follow medical advice.

3. Appeals and Disputes

In the event of uncertainty, complaint or dispute, reference can be made to a BGA Medical Advisor. office@gliding.co.uk

Enforcement at Bowland Forest Gliding Club

YOU have an obligation to ensure that the above rules are complied with and, more importantly, that you are **FIT AND LEGAL TO FLY**.

There will be occasions when you are temporarily unfit to fly, e.g. have a cold, a hangover or a more serious temporary illness. In such cases use your common sense and if in doubt don't fly...or at least don't fly without an instructor.

As far as the above instructions are concerned, the criteria outlined are clear and non-negotiable. The club has a duty to ensure that all members are made aware of these rules but, at the end of the day, responsibility resides with you, as in all aspects of *airmanship*.

To help you, the annual return form has been amended to include a space for you to record the date that your next medical declaration is due. This will serve as a reminder for you as well as an audit-able record for the club. A copy of your latest medical declaration must also be provided to the CFI.

In addition to the obvious health and safety risks, there may also be insurance implications if members are shown not to have met the required medical standard or have failed to provide the necessary declaration supported by the GP's endorsement.

The CFI reserves the right to request additional medical information in order to verify medical status relevant to all flying activities and ground operations.

MEMBERS WHOSE CERTIFICATION IS KNOWN TO HAVE EXPIRED WILL NOT BE ALLOWED TO FLY SOLO UNTIL EVIDENCE OF RE-CERTIFICATION HAS BEEN PRODUCED.

Appendix 4 – Passenger Rating Rules

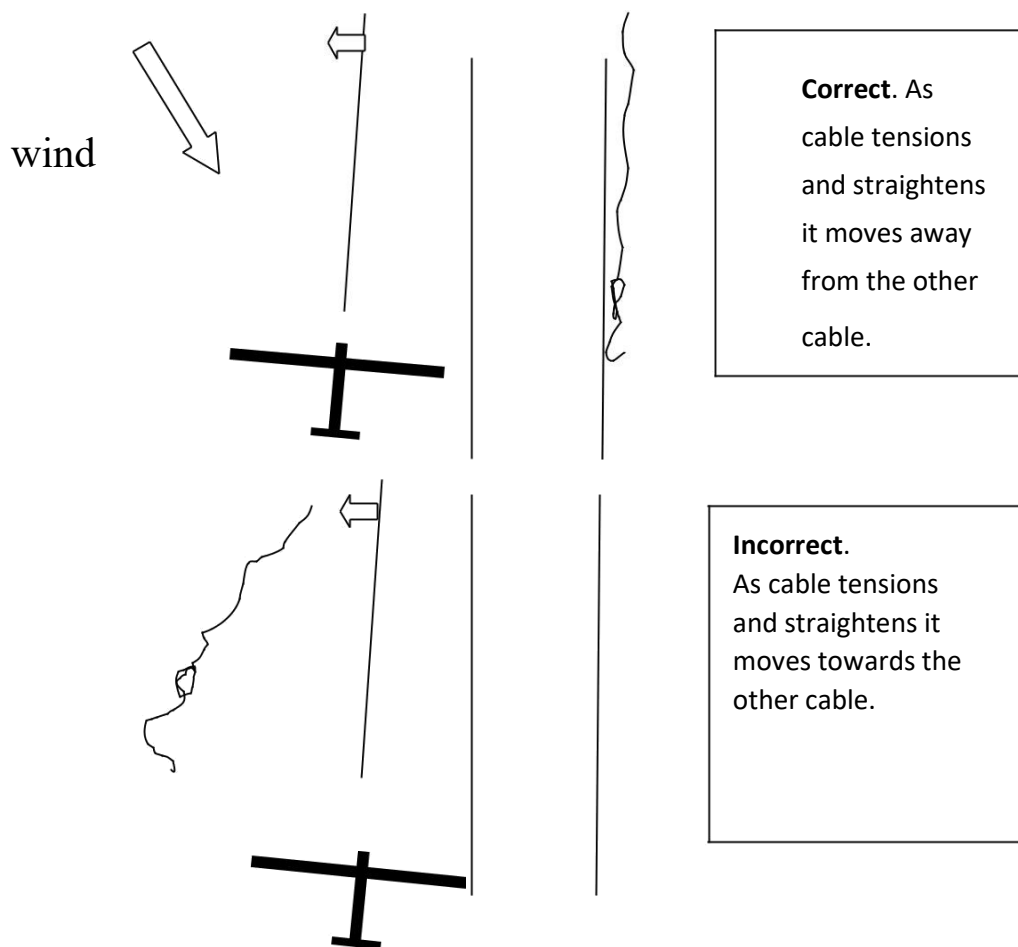
General

Only one pilot can exercise his or her Passenger Rating during a single flight (i.e. this is not mutual flying so it must be clear to both crew who is the P1 before the glider is launched).

Minimum Requirements

- Yellow card, Bronze and XC endorsement, or SPL.
- 30 hrs solo
- Current on type (last 30 days) Currency as per flying orders
- PIC must be made clear before the flight for log keeping (legal requirement)
- Launch failure check on type within previous 90 days (failure means privilege suspended)
- PIC sits in the front (unless cleared to fly from the rear seat)
- PIC carries out launch, circuit and landing.
- Weather minimums as per BI flights guidance (Managing flying risks, Laws and rules)
- Yellow card conditions or below
- The permission of the DI is required on any day this privilege is to be used.
- Both occupants are solo and current (passenger minimum red card)
- No instruction must be given by PIC to Passenger.
- Privilege cancelled if PIC breaks any of the rules.
- Flight must stay within gliding range.
- Flight must comply with BGA requirements Laws and Rules and ANO.
- Aerobatics prohibited.
- Renewed annually (BGA year)
- PIC pays for the flight.
- Assessment by CFI/DCFI/FIE (endorsed in logbook) Additional training prior to the endorsement being issued may be required.
- Approval of CFI

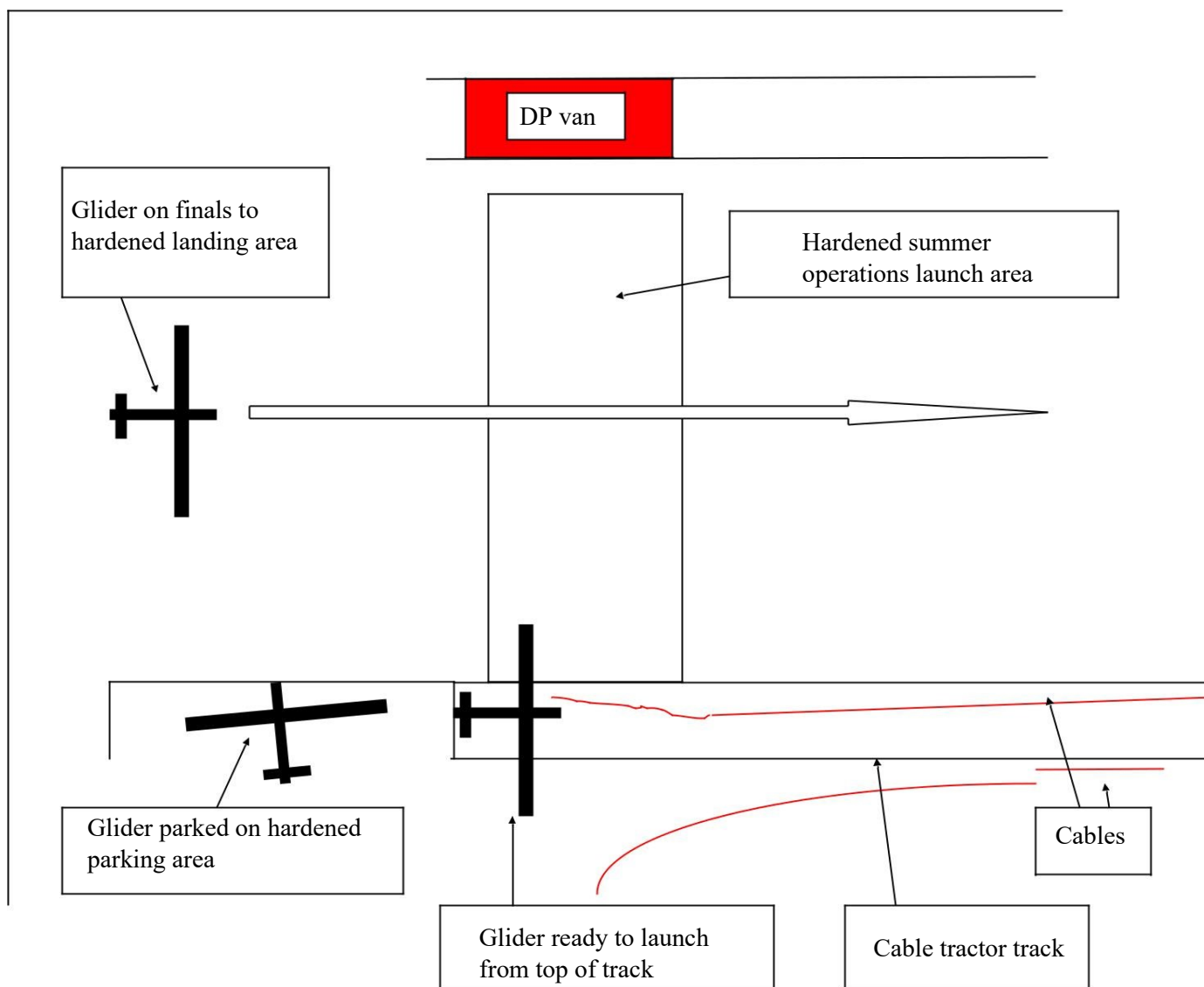
Appendix 5. - Cable to Use First when Track Used for Cable Retrieve



When using the track for retrieving cables and it is **downwind** of the gliders waiting to be launched, always use the upwind cable first. As this becomes tensioned it will pull away from the other cable.

If the glider is not on the track, and there is bow in the cable, pay particular attention to straightening the cables and align the glider with the cable instead of pointing it directly at the winch.

Possible layout for winter/wet ground operations, Parlick side, Runway 12. diagram not to scale).



Notes.

Layout ensures that a cable is only moved a small distance sideways when taken to glider. Downwind cable can be used first, whatever the wind direction. The extensions on the cable-tractor place the cables on either side of the track. Cable in use must be pulled onto the track and straightened, as illustrated. When first cable is taken to the glider it moves towards the other cable. Note, in the diagram, that the second cable has been pulled sideways to maintain the distance between them. This is important to ensure that if the glider shown in the diagram were to veer to the right during its ground run, it would not run over the second cable, with the risk of picking it up.

Please note that there is a similar risk when using the track at 30.

Appendix 6 - Visitors

Visitors are not, **under any circumstances**, permitted to find their own way to the launch point. Instead, our signs inform them that they must not proceed beyond the clubhouse without an escort. **It is important on any day that duty instructors, duty managers and members assess if the wind strength and direction could cause a cable to fall on areas used by visitors.** These include the apron, parts of the paths to the launch points, and the clubhouse “garden”. Further information is given below for those escorting visitors. **Those welcoming visitors must assess if they can be allowed the use of the clubhouse garden for watching proceedings, picnicking etc, and advise them accordingly.**

- The sign alongside the track at the main entrance gives a general warning of the hazards associated with a gliding site and directs visitors to the car park and then into the clubhouse.
- In the entrance foyer is placed a sign telling them to make themselves known to any member present in the clubhouse who will then arrange for them to be taken to the launch point.
- This sign also says that if no member can be found would they please ring the DP van mobile and ask to speak to the duty manager (DM). It also states that under no circumstance are they to proceed beyond the clubhouse. They are also invited to wait in the lower clubroom until met.
- Other signs are designed to make the field “watertight”, stopping people walking from the car park onto the apron and onto the field if they’ve entered the main gate on foot. Anyone found wandering around must be taken immediately into the clubhouse.

What it means to you.

Visitors are very important to the club and every effort must be made to ensure they have a safe and satisfying visit.

- If you are approached by a visitor, welcome him or her. Ascertain the purpose of the visit (flying?), advise them and if it is appropriate for them to go to the launch point take on the responsibility for getting them escorted there, either by yourself or another. Before taking them to the launch point show them the introductory video. If you are leaving them in the lecture room unattended explain the club’s fire alarm system and exit routes. If because of inexperience you do not feel confident enough to of take on the escorting task, find another member or ring the DM.
- If you are the DM carry the DP van mobile with you. If you are busy and it rings you may pass it to another member, but it is important that it is answered. If visitors are in the clubhouse unattended, arrange for someone to go there to escort them to the launch point. Explain any possible delay and brief the person who will be their escort (see below). **The member taking on the task of escorting visitors to a launch point takes on the responsibility for their safety.**

This role must not interfere with a DM’s main tasks of overseeing the **safe** and sensible running of the field. If you think it more appropriate, pass the job onto another suitable member.

- When acting as escort, *if you judge that the wind direction and strength could carry a cable into the area surrounding the club buildings*, do not take visitors out of the clubhouse until the glider on the second cable has launched and its cable is on the ground. If you have any doubt, then telephone the duty manager. **Do not allow visitors to wait in areas in which a cable could drop even if you are present.** If escorting visitors to the top end do not proceed beyond the gate at the start of the path until the second cable has been launched. Do not allow people to linger on the path as this may hold up our operations. If any visitors are not able to walk at a reasonable pace (children, old people) arrange transport and discuss this with the DM. DM’s may need to delay a launch under some circumstances and people at the launch point should lookout for visitors and the escorting member making their way to the launch point.

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- Once the person is at the launch point it is the DM's responsibility to ensure they are briefed on safety at the launch point. They must not wander away from the area where they have been asked to wait and for any children and dogs to be closely controlled. They should also be told to speak to the DM before returning to the clubhouse. At the DM's discretion they might not require an escort. If that is the case they must be briefed (route, don't linger, etc) very thoroughly and sent off at an appropriate and safe time. Tell them to go directly to the clubhouse, and once they leave the clubhouse to go directly to their car to leave the site. ***If the wind might carry a cable onto any part of the route back to the clubhouse they must be escorted, and the return timed so that there is no chance of a cable falling in their vicinity.***

Appendix 7 – XC Endorsement (or SPL)

[This is the “licence” to go cross country](#)

- All pilots are encouraged to progress and obtain the Cross-Country endorsement after completing and obtaining the bronze.
- Whilst there is no BGA published minimum requirements in terms of hours and launches, the CFI has to “approve the application”.
- The current bare minimum acceptable is 20 hrs solo before this approval may be considered.
- It is advised that you do not organise a XC endorsement course without first having a chat with the CFI to discuss your experience and readiness for X country flying.
- Previous experience may be taken into consideration at the discretion of the CFI.