



THE GLIDING CENTRE

Flying Order Book

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Issued by
The Chief Flying Instructor
Alan Smith

PREAMBLE

The intent of this Flying Order Book is to set out the accepted good practices that lead to safe operations, and communicate them to all interested parties, especially pilots and those involved in ground operations on the airfield.

These practices and procedures have been established over many years operation at Husbands Bosworth and also by the British Gliding Association which has collected good practices from many other clubs and sites.

In the main, the requirements and rules set out here are those that are specific to the operations of The Gliding Centre, Husbands Bosworth. In developing them, the intent has been to build on and complement the BGA Laws and Rules and the other guidance material published by the BGA.

The main references are listed below. Pilots and those involved in ground operations should be familiar with these, as well as the content of this Flying Order Book.

Main References

BGA Documents

BGA Laws and Rules – Edition 18 2012

BGA Site Operations Manual Rev 2 – Aug 2000

BGA Instructors Manual

Safe Winch Launching – BGA Website resources.

BGA Winch Operators Manual – Revised Edition October 2002

BGA Guidance Material Regarding Currency - BGA Instructors Committee Nov 2006

BGA Currency Barometer

BGA Guidance on the Supervision and Care of Pilots – June 2008

BGA Aerotowing Guidance Notes – 2nd Edition June 2008

BGA Motor Glider Handbook - 1st Ed May 2007

Converting To Self Sustaining Gliders – Guidance Material - BGA Instructors Committee Dec 2006

BGA Advice & Guidance to Visiting Pilots – Template - April 2009

CAA Documents

CAP 804 – CAA (Flight Crew Licencing)

CAP 393 - Air Navigation: The Order and the Regulations - CAA Sep 2008

Guide to Visual Flight Rules in the UK – CAA July 2008

CAP 428 - Safety Standards at Unlicensed Aerodromes CAA Oct 2004

CAP 413 - Radiotelephony Manual - Edition 18 – CAA March 2009

Safety Sense Leaflet 24 - Pilot Health – CAA Jan 2008

Other Documents

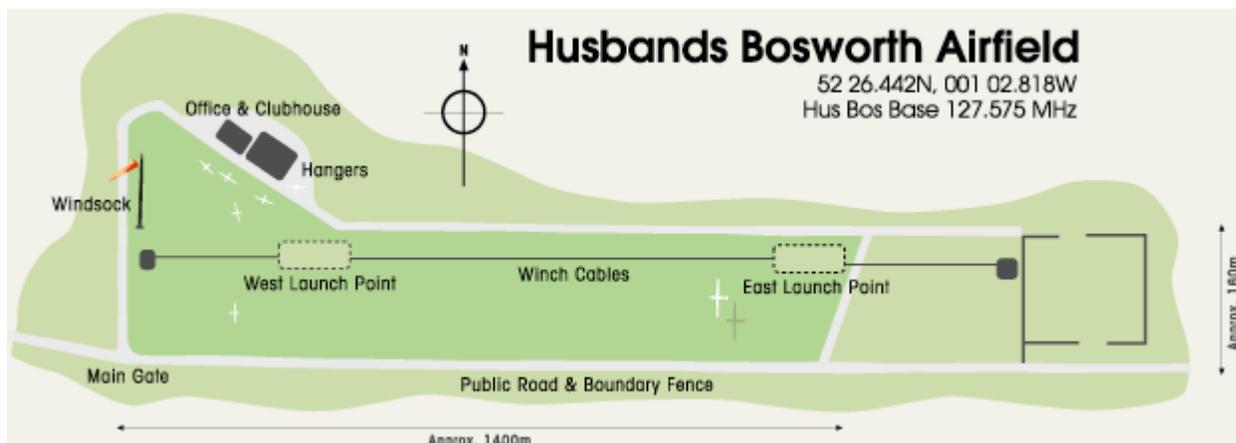
'Safety in Sport' Guidance for UK National Governing Bodies - UK Sport prep by Dr C W Fuller

NOTE

As all these documents will be revised from time to time, the latest version should always be consulted for definitive rules or guidance. They are mostly available from the BGA website - <http://www.gliding.co.uk>

1 – AIRFIELD BRIEF

- a. Husbands Bosworth airfield is a grass strip running east-west (09/27) at an altitude of 505 feet. The BGA turning point code is HUS latitude N 5226.419, longitude W 00102.726 centred on the hangars. There is a short (1000 ft) parallel tarmac strip occasionally used by aircraft of all types.
- b. Beyond the public road forming the southern boundary there are two light aircraft strips and a police helicopter pad. They are on/within our south circuit pattern.
- c. The airfield is best located from Stanford reservoir ('stengun lake'), the pointed end of which points to it. A line drawn through Sulby, Naseby and Hollowell reservoirs also crosses the airfield.
- d. The site is cleared for winch launching to 3000 ft; avoid flying overhead the airfield. The site also operates aero tow launching and motor gliders.
- e. The entire airfield is landable. Extreme care should be taken if you have to roll or taxi over the edges of the tarmac strip or the peritrack.
- f. Power aircraft fly their circuit on the south side of the airfield. Gliders normally circuit to the north but will on occasion stray to the south side.
- g. **127.575MHz** is the frequency used for air/ground communication up to 3000 ft and 10Nm range. Tugs, winch, launch point and office will all be on this frequency. In addition the police helicopter (callsign "police 22") listens out, and declares intentions on this channel. The ground station callsign is '**Hus Bos Radio**'. When making general traffic calls use '**Hus Bos Traffic**'
- h. Overhead is an airway base at FL 75. To the west beyond a line through Stanford reservoir and Gilmorton village (or Bruntingthorpe Airfield), the base of the airway reduces to Altitude 5500'. Further west beyond a line through the M1/M6 junction the base of the airway steps down again to Altitude 4500'. The Transition Altitude is 6000'. See attached map.
- i. There are ATZs at Northampton, Sywell airfield (frequency 122.7Mhz) to the south-east and Leicester airfield to the north (frequency 122.125Mhz).
- j. Bruntingthorpe airfield to the north-west is used for motor vehicle testing. The runway is not available for landing. There is a grass strip at the south-eastern end, between the runway and taxiway, marked by its proximity to the windsock. Aerotow retrieves may be possible given the airfield operators permission. Telephone number 01162 2478040. Airfield frequency 122.825MHz.
- k. To the west of the airfield is Coventry airport. When flying near to Coventry airport on their runway 23 extended centreline all pilots are advised to contact Coventry Approach on 119.25
- l. For powered aircraft Husbands Bosworth is PPR. All visiting power pilots need to acquaint themselves with the current NOISE ABATEMENT patterns and conduct their flying accordingly.
- m. The Gliding Centre Husbands Bosworth office telephone number is **01858 880521**



2 – FLYING OPERATIONS - GENERAL

1 – Authority, Supervision and Control

- a. The Chief Flying Instructor (CFI) has overall responsibility for all matters concerning flying operations of The Gliding Centre and no flying shall take place at Husbands Bosworth without his authority. The CFI's decision in flying matters is final.
- b. The nominated Duty Instructor on each flying day is in charge of all flying operations and acts with the authority of the CFI, but the CFI remains responsible for all flying matters.
- c. For glider launching to take place, there must be a nominated Duty Instructor in charge of flying operations, who must be a Full Rated instructor or an **authorised** Assistant Rated instructor. The only exception to this is that **Check 4** pilots may self-authorise their own flying, but they cannot authorise anyone else to fly.
- d. For gliding training to take place, there must be a nominated Duty Instructor in charge of flying operations, who must be a Full Rated Instructor or **authorised** Assistant Rated Instructor.
- e. For an Assistant Rated instructor to be nominated as the Duty Instructor in charge of flying operations they must be authorised by the CFI or a DCFI.
- f. Basic Instructors cannot be nominated as Duty Instructor in charge of flying operations.
- g. For ab-initio gliding training courses, there must be a Full Rated instructor in charge of flying operations.
- h. Licensed motor glider pilots and powered aircraft pilots may self-authorise their own flying. Motor glider pilots and powered aircraft pilots must, before flying, inform the office of their intentions and flights must be logged out - in the power movement log in the office - before departure, and logged back in again on return.

2 – Membership, Medical, Flying Qualifications and Currency

- a. Before flying at The Gliding Centre, all pilots (including SLMG pilots) must be full flying members or have completed a membership form.
- b. Pilots must provide the office with a medical certificate valid for the type of flying intended, and must bring any changes in medical status to the attention of the office.
- c. All full flying members and visiting pilots must read and sign the '**Flying Order Book**'
- d. Visiting pilots must receive a briefing from the Duty Instructor and a copy of **Advice for Visiting Pilots – APPENDIX A**
- e. All full-flying members will be allotted a 'Check Level' and may only exercise the privileges of that Check Level. (for details see "**The Gliding Centre Post-Solo Training System**")
- f. Pilots are responsible for maintaining their currency as required for their 'Check Level' and the type(s) of launch. If a pilot is unable to maintain the required currency, he/she must be authorised by the Duty Instructor before flying as P1.
- g. All pilots must provide an annual flying summary, containing the following information:
 - Flying qualifications, highlighting any gained in the past 12 months
 - Hours and launches flown in past 12 months as P1 and as P2
 - Total hours and launches flown as P1 and as P2
 - Cross-country km flown – total and past 12 months
 - Total number of field landings done and date of last actual or field landing check
 - A photocopy of the last page of the pilot's personal flying log book
 - Details of any flying related incidents or accidents in the past 12 months
- h. The annual flying summary is to cover the 12 month period ending 30 September each year, and must be submitted to the office by 31 October.

3 – Airfield Safety

- a. Everyone on the airfield, including visiting pilots and members of the public must read and understand the contents of the leaflet '**The Gliding Centre - Safety Advice for Visitors**'
- b. The organisational arrangements for the management of Health and Safety are described in the document '**Health and Safety at The Gliding Centre**'.

4 – Fire trailer

- a. The fire trailer must be attached to a vehicle ready to use whenever aerotowing is taking place.
- b. The Duty Instructor is responsible for Daily Inspection of the fire trailer at the start of the flying day
- c. Every pilot is responsible for finding out how to operate the equipment in the fire trailer.

5 – Weather Minima

- a. No glider launching is to take place unless the following weather minima are met, unless specifically authorised by the CFI or a DCFI:
 - Cloudbase not lower than 800 feet agl
 - Wind strength not more than 25 knots max and varying by no more than 15 kts
 - Cross wind within limits for aerotowing, as agreed with the tug pilot
 -
 - Cross wind within limits for winching as detailed in the Winch Go/No-go Chart **APPENDIX B**
 - Visibility not less than 3000 metres (3 km)
 - No precipitation
 - No ice, snow or water on any part of the wings, tailplane or canopy
 - No lightning strikes within 5 miles (ie 25 secs between flash and thunder)
 - The 'Rule of 3' must be applied: if any 3 limits are being approached, STOP FLYING (ie three 'ambers' makes a 'red')

6 – The Launch point.

- a. The position of the launch point is selected by the **Duty Instructor** following the rules and criteria given in **APPENDIX C**.
- b. Winch launching and cable runs will normally be confined to the North side of the grass
- c. All aircraft shall launch or take off from abeam the control box
- d. Glider and tug wings must be well clear of the cable runs.
- e. When operating on 27, vehicle parking is confined to downwind of the launch point, in the approved area. Enough space must be left at all times for gliders to be towed past the control box on its dead side.

7 - Vehicle Movements.

- a. There is a blanket speed limit on the airfield of **20 mph** and **5 mph in front of the hangars**.
- b. Keep to the edges of the airfield wherever possible and be aware that all areas of the airfield are available for landing
- c. Vehicles must not use the tarmac runway strip when flying operations are in progress.
- d. The midfield gate at the right of way must be kept closed at all times when flying. However, care must still be taken to ensure that the right of way is clear before commencing a launch.
- e. Do not obstruct the 'clear lane' in front of the hangars for vehicles, and leave clear access to the fuel pumps for tugs

- f. Do not park cars on the peri track. This reduces the room for aircraft taxiing.

8 - Trailer parking.

- a. Do not leave trailers or gliders parked out overnight at the eastern end of the airfield.
- b. Do not park trailers or gliders where they will obstruct rigging from 'hitched' trailers.
- c. Be aware that broken cables/strops may fall in the area between the hangars and the tarmac strip.
- d. Do not park trailers too near to the peri track so that they obstruct the tugs taxi route.

9 – Accidents and Incidents

- a. Accidents or Incidents involving any person or aircraft, or involving any aspect of flying operations must be reported immediately to the **Duty Instructor** or **CFI**
- b. Emergency procedures are at the end of the **Flying Order Book**

10 – Occurrences, Near-Misses and Potential Incidents

- a. Any occurrences or situations that cause any safety concerns should be reported immediately to the **Duty Instructor**.
- b. Any occurrences or situations that cause any safety concerns should also be noted in the **Safety Incident Book** in the launch point bus. We welcome candid pilot error contributions, so that we can all learn from others' mistakes. e.g. "I failed to anticipate the severe wind gradient in the lee of the trees when landing on Tarmac 27." This can be done anonymously if preferred.

11 – Daily Briefings

- a. The Duty Instructor will give a **Flying Operations Briefing**; normally at 09:00 every flying day. The content of the briefing should be as described in the attached **Flying Operations Briefing** sheet. (see next page)
- b. On days with a weather forecast suitable for cross-country gliding, a Task Briefing may also be given by the pilot rostered to do so, providing a more detailed weather forecast, airspace information and suggested tasks, normally at 10:00

12 – Use of Radio

- a. The airfield frequency is 127.575. Use of radio must be in accordance with the attached Radio Procedures at Husbands Bosworth (page 8)

FLYING OPERATIONS BRIEFING - 09:00 DAILY

1. **MET**
 - a. Atlantic chart
 - b. Met office Low Level Weather Chart F215
 - c. Met office Spot Wind Chart F214
 - d. Club Check Level
2. **AIRFIELD SET-UP**
 - a. Airfield condition
 - b. Launch point position
 - c. Winch
 - d. Tugs
 - e. Rigging area
 - f. Supervision
 - g. Mass landings
 - h. Team roles – radio / log-keeping / launch point controller
3. **TRAINING**
 - a. Instructor / trainee allocations
 - b. Trial lessons
 - c. Early solo supervision
 - d. Club glider allocations
4. **HAZARDS OF THE DAY**
 - a. Local NOTAMS
 - b. Wind / crosswind – winch GO/NOGO or **launch height limit** / cloudbase / visibility / icing / rain / canopy misting / sunstroke / dehydration / fatigue / ...etc
5. **NON-FLYING JOBS**
 - a. Job allocations / timing
6. **QUESTIONS?**
7. **Safety reminder...**(choose topic)

CROSS-COUNTRY BRIEFING – 10:00 DAILY

1. **DETAILED SOARING MET**
 - a. Atlantic chart
 - b. Met office F215
 - c. Satellite pictures
 - d. Soundings and Section
 - e. Flying winds
2. **AIRSPACE / NOTAMS**
3. **TASKS**
4. **QUESTIONS?**
5. **Safety reminder...**(choose topic)

Procedures for Use of 'Hus Bos Radio' 127.575

Background

The Gliding Centre has been issued its own dedicated radio frequency by The Civil Aviation Authority. This is so that during busy periods we can avoid any safety issues with cross talk from other gliding sites. The allocated Husbands Bosworth frequency is 127.575 and is for the Passing of Safety Information Only. It is not to be used as a local or X-Country general chat frequency.

IMPORTANT:

This frequency has the restriction that it may only be used within 10nm of Hus Bos & not above 3000ft agl.

CAUTION:

Deenethorpe airfield - 4nm NE Corby - also uses this frequency!

Call Signs

Excluding aircraft call signs there are 2 additional call signs that may be used on this frequency. They are:

"Hus Bos Radio" which is used by the operator of the radio within the bus and any pilot wishing to contact that radio.

"Hus Bos Traffic" which is used in all blind radio calls ie. General calls not to any specific person, the majority of calls at Hus Bos.

Examples of Its Use

Please note that our normal aerotowing launch signal calls will remain totally unchanged. Apart from the aerotow launching signals: "TAKE UP SLACK", "ALL OUT" and "STOP", only flight safety calls are to be made from the ground.

We have set out some examples of how radio calls may happen, demonstrating the use of the different call signs. In the examples given we have broken each radio call into its constituent parts with the use of "--" to help with the understanding of each call.

Blind Radio Calls

The purpose is so that pilots, if they so choose, can make a general radio call to all those listening, announcing their intentions and thus enhancing everybody's situational awareness and safety. There is no need to reply to these calls unless it is relevant to do so! An example might go:-

"Hus Bos Traffic – Glider FXQ – Final Glide 5kms from the South East"

"Glider FXQ – G-SS downwind 27 Left"

Tug SS is now aware of a possible conflict with Glider FXQ and will be keeping a sharp lookout for him. Glider FXQ is also now aware of the possible conflict and will also be keeping a good lookout as well as maybe adjusting his circuit joining procedure.

Blind radio calls can also be used on the ground, again this is so that other pilots and ground operations are aware of any intended actions:

“Hus Bos traffic – G-TX crossing 27 to the hangars”
“G-TX – Hus Bos Radio – caution cables”

OR

“Hus Bos Traffic – G-OS backtracking 27”
 “G-OS – Hus Bos Radio – winch launch in progress”
“Hus Bos Radio – G-OS – Roger”

In the last two examples, if there is no flight safety issue, there is no need to say anything. As a general rule, If in doubt - say NOW’T.

Direct Calls To Hus Bos Radio

All pilots – please DO NOT make any requests of “Hus Bos Radio” OTHER THAN requesting which runway is in use (flight safety information), as a general information service is not allowed on this Air/Ground frequency. Use it ONLY to listen out to what others are doing and to inform others of your position and intentions.

Ground operators should be very clear on the fact that they CANNOT pass any message that could be construed to be an air traffic control instruction OR anything that could be construed as an approval of any proposed action.

DO NOT EVER use the words “CLEARED” or “AT YOUR DISCRETION”

Examples of radio calls might be:

“Hus Bos Radio - Helimed XX is transiting through your overhead, any traffic information? Over.”
 “Helimed XX - Hus Bos Radio - there is winch launching in progress”

OR

“Hus Bos Radio - G-ABCD inbound to you from XX request joining information over”.
 “G-CD – Hus Bos Radio – runway 27 in use – winch launching in progress”

Ground Operators Please Note The Following!

Radio operators must ensure that our FULL CALLSIGN – that is, including the suffix “RADIO” is used in response to the initial call. e.g. “Helimed XX - Hus Bos Radio.....”

AND

DO NOT reply to any call unless it is directed at you (Hus Bos Radio) OR that Flight Safety Information is required AND that you are very clear about any reply!

Remember the golden rule:

If in doubt what to say....Say NOW’T.

3 – GLIDERS

1 - Before flight.

- a. The Daily Inspection (DI) must be completed before the glider is towed to the launch point.
- b. If a glider is 'newly rigged', an independent inspection must be performed covering at least the main pins, the tailplane attachment and the control connections. The person performing this must be competent to do so and must not be the same person who carries out the DI.
- c. Checking NOTAMS and weather before flight is the responsibility of each pilot.
- d. All pilots wishing to fly must inform the **Duty Instructor**. The pilot must state their Club 'Check Level', currency on type of launch, currency on the glider type and their intentions for the flight: whether local flying or cross-country and any special activities that are planned such as aerobatics; type conversion etc. The Duty Instructor will ascertain the need for individual briefing or check flight and arrange if necessary.
- e. Pilots that wish to use **Ballast Weights** are only permitted to use recommended weights as laid out in the operations manual for that aircraft. Any pilot unsure or wishing to seek clarification should speak with a Duty Instructor or the CFI. **If aircraft pilot weights cannot meet minimum or maximum placard weights then flight is not permitted.**
- f. It is the responsibility of supervising instructors, to ensure that pilots up to and including check 2 level must ensure that they are at least 15kg above the min cockpit weight as specified on the glider placard when flying solo.
- g. It is the responsibility of the pilot in charge to ensure that the glider is flown in accordance with the limitations specified on the glider placard, including maximum and minimum cockpit weights.

2 - Launching.

- a. All glider launches must be under the direct supervision of the **Launch Point Controller**
- b. All spectators and others not involved in the launch must be kept clear of the launch point.
- c. The person attaching the aero tow rope must check the weak link before attaching the rope.
- d. The 'attacher' must then immediately clear from in front of the glider, and level the wings.
- e. The **Launch Point Controller** checks clear above, behind and in front and then, when it is clear, initiates the launch by calling and signalling 'Take Up Slack'.
- f. Aero tow launches are normally initiated by radio on the airfield frequency of 127.575.
- g. Winch launches should be controlled from the control box using the light system.
- h. Winch launching must not take place when a motor glider is on approach. Motor gliders often 'go around'.
- i. Winch launching must not take place when a visiting powered aircraft is on approach.

3 - The circuit.

- a. Gliders should normally conduct their circuit on the north side of the airfield.
- b. Thermalling below 700 feet within the circuit is discouraged.
- c. Manoeuvres such as straight-in approaches, hangar landings and trailer landings must always be carried out in such a way as to avoid disrupting other traffic that may be launching or following the normal circuit pattern. A radio call on 127.575 announcing your intentions is good airmanship.

4 - Landing.

- a. Normally there is sufficient area to land behind the launch point.
- b. When landing on 09 the area to the north of the extended winch line is also available but be alert for pedestrians and ground traffic.
- c. To avoid congestion landed gliders should be cleared quickly - everyone is requested to help.
- d. Always try to leave the southern edge of the grass area clear for tug landings.
- e. Gliders and power aircraft may decide to use the tarmac strip unannounced at any time.
- f. When the landing area is congested, or if you land in the tug run, rotate the glider through 90 degrees after landing to maximise the remaining landing area.

5 – Log-keeping

- d. Each glider take-off and landing at the site must be logged by the launch point log-keeper.
- e. Each pilot is responsible for ensuring that his or her flight is correctly logged, including launch height for aero tow launches.
- f. Once a pilot leaves the site it is assumed that he or she has checked the log entries and is happy to be charged accordingly. Incompletely logged flights may be charged at day rates.

6 - Cross country flying.

- a. Intended cross-country flights must be entered, before flight, in the “cross country log” at the launch point.
- b. It is the responsibility of the pilot to close the entry on their return.
- c. In the event of an outlanding the pilot’s crew should be asked to inform the Duty Instructor and suitably endorse the “cross country log”. This is to ensure your safety; **overdue action will be taken in the event of gliders not being accounted for at the end of the flying day.**
- d. Competition finishes must conclude with a normal approach. A radio call from 2 miles out is mandatory but does not absolve the pilot from total responsibility for avoiding conflict with all other traffic in our own and adjacent circuits.
- e. Pilots wishing to carry out task/practice competition finishes outside of formal competitions must refer to section 9 of the flying order book.

7 – Aerobatics and Spinning.

- a. Do not perform aerobatics or carry out spinning exercises in the tow-out routes.
- b. All aerobatics must be carried out above 1500 ft agl, unless specifically briefed by the Duty Instructor.
- c. Only simple positive G manoeuvres are permitted in club gliders. Negative G and flick manoeuvres are specifically banned unless specifically authorised by the CFI.
- d. Recovery from spins must be made by 1500 ft agl

8 - Club Expeditions.

- a. Club expeditions are encouraged to further the enjoyment and experience of club members.
- b. Where club equipment is to be used, the expedition must be under the supervision of a Full Category Instructor and is to be approved by the CFI.
- c.

9 – Syndicates and Private Owners

- a. Any member wishing to join an existing syndicate, form a new syndicate, or intend to base an aircraft at Husbands Bosworth (Powered or Sailplane) must obtain permission from The Gliding Centre Committee and CFI before proceeding
- b. Any pilot flying a two seat glider with any member of the public (including friends and family) must have a minimum of a BGA IFP or BI rating, or must have existing “friends and family” approval to fly with passengers (see 10.2, below) and hold a minimum GP endorsed BGA medical (annex B) – see laws & rules.

4 – MOTOR GLIDERS.

1 - Authority and Control

- a. All operations and activities come under the control of the CFI who will normally delegate authority to a DCFI (Motor Gliders) and for day-to-day matters to the **Duty Instructor**.
- b. Authorisation to fly club motor gliders will be issued by the DCFI (Motor Gliders), in consultation with the CFI, after training and/or checking out.
- c. If an authorised, licensed and current pilot is operating a motor glider at a time when no Duty Instructor is available, he/she may self-certify such flying at his/her own discretion.
- a. Any passenger carried must already be a current club member or have completed and signed a temporary membership form.

2 - Licences, Ratings, Certificates of Experience and Medical certificates

- a. Pilots are required to ensure that they hold a current licence, medical and where necessary certificate of experience.
- b. Pilots are responsible for the renewal of their licences, ratings, medical certificates and certificates of experience and must bring copies of all renewals into the office for filing.
- c. Pilots must bring any changes in medical status to the attention of the office.
- d. To fly the Club Motor Glider, new pilots must have flown it within the preceding six weeks. Following a case-by-case review of experience with one of the club CAA FI (SLMG) rated instructors; this may be extended to twelve weeks.

3 - BGA Motor Glider Instructor Rating and CAA Motor Glider Instructor Rating.

- a. BGA Motor Glider (BGA MGIR) Rated Instructors may only teach gliding exercises appropriate to their official BGA stage approval.
- b. CAA FI (SLMG) Rated Instructors may instruct pupils for the UK SLMG PPL, but may not teach BGA motor gliding exercises unless they also hold a BGA MGIR.

4 - Before Flight

- a. Before planning a flight, pilots must check the serviceability of the aircraft, and take account of the hours remaining before 50 hour check or other planned maintenance, by referring to the Aircraft Flying/Technical Log.
- b. Before planning a flight, pilots must check the availability of the aircraft. The aircraft may be booked using the online booking system. Second and subsequent bookings may only be made after the first one has either been cancelled or utilized.
- c. All pilots must be fully conversant with the rules of the air, relevant articles of the A.N.O. and the aircraft flight manual.
- d. Pilots must ensure that they have checked the weather forecast and NOTAMS for their intended flights including Restricted Areas - Temporary - RA(T) – and Red Arrows displays.
- e. All flights must be conducted within placarded limits.

5 – Electric Motor Gliders

FES equipped gliders are relatively new and unfamiliar to other airfield users who may not appreciate the dangers of the concealed propeller on the nose of the glider next to where they might stand.

- a. Insist that helpers or onlookers keep well clear of the propeller at all times.
- b. Tow-out with motor disarmed and the **prop-guard in-place**.
- c. When joining the aero-tow queue, make it known to the LPC (and any associated helpers) as to what method of launch you plan to use (Aero-tow or Self-launch)
- d. If Self-launching, join the Aero-tow queue and keep the **prop-guard in-place at all times**, until ready for launch.
- e. If taking an Aero-tow or Winch-launch, make a point of advising those hooking-on that the propeller is disabled and insist that they **Approach the hook from behind the cockpit – to keep clear of the propeller.**
- f. Keep the canopy open until you have completed your pre-flight checks and are ready to start, then call “Clear Prop” (loudly) before closing the canopy and arming the motor.

When self-launching, pay attention to any other traffic in the circuit - which may not be familiar with electric self-launching sailplanes (and may not expect your aircraft to launch unassisted).

6 – Ballistic Recovery Systems

It is the responsibility of the owner with an aircraft on the airfield to make sure the aircraft is marked with appropriate warning stickers to warn others of the presence of a ballistic recovery system. Any aircraft not meeting a minimum standard in accordance to the BGA / Aircraft manual or to the CFI / Safety officers satisfaction is not allowed to be based or flown at HB until rectified.

- a. The owner or operators of this aircraft should follow all the safe guards laid out in the aircraft manual / operation procedures.

7 – Power / Electric Aircraft Movements Log

- a. All aircraft movements involving flight away from the airfield must be logged in the [Power Aircraft Movements Log](#), located in the club reception area. Pilots must complete this log with details of the proposed flight before leaving the airfield. On return, pilots must complete the log as “back safely”. **Failure to do so will result in “overdue action” being taken.**
- b. Pilots not intending to return to the airfield should note this fact together with their intended destination and diversions on the movements log. It is the pilots responsibility to make arrangements with their destination or otherwise, so that any non-arrival will be realized.
- c. We encourage members to log their Flarm ID with the office as an “ Angel on your shoulder” if overdue action is required.
- d. If pilots are self authorising a launch they need to operate a “**Buddy System**” ... ie make sure someone else is aware of your safe landing ETA. The **Buddy** will inform a Duty instructor or the CFI in the event of being overdue or a member will, this will result in overdue action being taken.

8 - Flying Operational Matters

- a. Motor gliders should not, as far as is possible, be taxied across glider launching cables. The taxi route to and from runway 09 should always pass behind the established launch point. The taxi route to runway 27 should always cross immediately in front of the established launch point. This may involve taxiing over up to four already laid glider-launching cables. If this is the case, it is essential that the intention to make such a crossing is announced and that full co-operation and help is sought from duty launch personnel.
- b. Under no circumstances may a take off run or climb out, or a landing, approach or ground run, cross the winch cable run.
- c. If in the course of training it is intended to carry out a “roller landing” or “go around”, the greatest care is needed. A radio call on finals, stating the intention, is a necessary part of this process but must not be regarded as a replacement for “Good Airmanship”.
- d. Except for flights involving the teaching of glider techniques, and emergency landings, it is expected that all circuits will be conducted in accordance with the agreed local motor glider circuit pattern.
- e. The agreed local motor glider circuit pattern is as follows.
- f. A downwind leg, level at 800ft agl, on the south side of the field, approximately overhead the north shore of Welford reservoir, followed by a descending standard base leg to a final turn at approximately 500ft agl.
- g. All pilots of motor gliders (TMG and SLMG) and including those of Self Sustaining Gliders are required to know the local “Noise Abatement” rules and to conform with them –see **Noise Abatement Procedures – APPENDIX B**

9 - Ground Operational matters

- b. Pilots must complete a log entry for each flight on the Flying/Technical Log kept in the aircraft.
- c. Each day the "Check A" must be carried out by a suitably authorised pilot, and recorded on the Flying/Technical Log kept in the aircraft.
- d. Any defect found that renders the aircraft unserviceable must be clearly entered on the Flying/Technical Log and also reported immediately to the Club Office.
- e. Fuel and oil used must be recorded on the Fuel Log sheet provided at the pumps and entered on the Flying/Technical Log.
- f. As a Flying/Technical Log sheet and/or Fuel Log sheet becomes full, it must be returned to the club office and a new one started.
- g. Due to limited available cockpit load, it is preferred that when refuelling after flight, the fuel state is left at approximately half full.
- h. After flight the Club Motor Glider must be left clean and tidy ready for the next user.

5 - POWERED AIRCRAFT

1 - Authority and Control

- a. Approval to fly tug aircraft will be issued by the Chief Tug Pilot in consultation with the CFI.
- b. Approval to fly motorgliders will be issued by DCFI motorgliders in consultation with the CFI.
- c. Licensed pilots may self certify only when approval to self certify has been granted.
- d. Authorisation from Chief Tug Pilot, Deputy Chief Tug Pilot or CFI is necessary to fly tug aircraft for all non-aero-towing flights.

2 - Licences, Ratings, Certificates of Experience and Medical certificates

- a. Pilots are required to ensure that they hold a current licence, rating, medical and where necessary certificate of experience.
- b. Pilots are responsible for the renewal of their licences, ratings, medical certificates and certificate of experience and must bring copies of renewals into the office for filing.
- c. Pilots must bring any changes in medical status to the attention of the office and CFI

3 – Before flight

- a. Pilots must check the serviceability of the aircraft before planning a flight, and must plan the flight taking account of the hours remaining before 50 hour check or other planned maintenance.
- f. Pilots must check the availability of the aircraft before planning a flight. Bookings for non-tow flying of tug aircraft must be made with the office subject to approval (*ref 1,d above*)
- g. All pilots must be fully conversant with the rules of the air, relevant articles of the A.N.O. and the aircraft flight manual.
- h. Pilots must ensure that they have checked the weather forecast and NOTAMS for their intended flights including Restricted Areas - Temporary - RA(T) – and Red Arrows displays.

4 - Power Aircraft Movements Log

- a. All aircraft movements involving flight away from the airfield must be logged in the Power Aircraft Movements Log, located in the club reception area. Pilots must complete this log with details of the proposed flight before leaving the airfield. On return pilots must complete the log as back safely. **Failure to do so will result in overdue action being taken.**
- b. Pilots not intending to return to the airfield should note this fact together with their intended destination and diversions on the movements log. It is the pilots responsibility to make arrangements with their destination or otherwise, so that any non-arrival will be realized.

5 - Aircraft parked in front of the hangar

- a. There is a 'clear lane' in front of the hangars for vehicles. Do not obstruct this lane.
- b. Do not start or run engines in front of the hangar.

6 - Replenishment

- a. A fuel sample must be taken, stored, and recorded for the first fuel drawn on any day.
- b. Fuel and oil used must be recorded in the fuel/oil record book provided by the pumps.

7 – Glider Towing

- a) Tug pilots must log each tow on the tug record card. Entries should include the tug registration, date, pilots name and details of each tow.
- b) On finishing towing, pilots must update the particular tug log with towing details, hours flown and time to the next check. Additionally, the fatigue hours record must be updated.
- c) On completion of flying, tug record cards should be posted in the club payments letterbox.
- d) Tug aircraft must be fully re-fuelled after every flight (unless due for maintenance) and properly cleaned before being put into the hangar. Defects should be remedied or reported.
- e) All tug pilots are required to know the local “Noise Abatement” rules and to conform with them – see **Noise Abatement Procedures – APPENDIX B. Failure to follow these procedures will be penalised. Ignorance will be no excuse.**

8 - Special standing authorisation is required for the following:

- a) Aerotow retrieves.
- b) Aerotowing with any aircraft other than club tugs, which may be used from time to time by The Gliding Centre.
- c) Flying as Captain from the rear seat.
- d) Training and Check flying.
- e) Dual towing

9 - Becoming a Tug Pilot

Minimum requirements for full members of The Gliding Centre to be considered for tug pilot training are:

- a. Valid NPPL with SSEA or EASA PPL with SEP current.
- b. Current Medical.
- c. Minimum 100 hours Total Time in SEP aircraft.
- d. Significant tailwheel aircraft flying experience and ability.
- e. Current in Gliding and hold a LAPL (S) or SPL or equivalent.
- f. Demonstrate positive attitude and tangible contribution towards looking after the club tug fleet.
- g. Demonstrate a positive attitude and dedication towards the club and other club members. Further information on glider towing is available at: <https://sites.google.com/site/hbtuggingfiles/> or do an internet search for “Hbtugpilot”

<https://sites.google.com/site/hbtuggingfiles/> or do an internet search for “Hbtugpilot”

Further Information:

- Further information on powered aircraft procedures is available at Appendix B
- Further information on glider towing is available at: <https://sites.google.com/site/hbtuggingfiles/> or do an internet search for “Hbtugpilot”
- Further information on powered aircraft procedures is available at Appendix B <https://sites.google.com/site/hbtuggingfiles/> or do an internet search for “Hbtugpilot”

6 – DRIVING ON THE AIRFIELD

The airfield right up to the perimeter fence has hazards not found on public roads; be especially aware that aircraft may arrive low over or land on any part of the airfield. Cables may fall on any part of the airfield including the perimeter.

1. Do not drive any of The Gliding Centre vehicles unless;
 - You have received a briefing on how to drive the vehicle.
 - You are satisfied that the briefing covered all the controls you use
 - You are comfortable with being in charge of the vehicle.
 - You are satisfied that the vehicle is serviceable
2. Passengers should only be carried where provision has been made for passengers.
(The exception is for tractors with an enclosed cab, and where instruction is being given.)
3. When leaving a tractor:
 - Set the parking brake.
 - Turn the key to off
 - Put main gear lever in neutral and leave the speed range gear lever in 'low' or 'high'
 - Leave the 'engine stop' knob pulled out
(these two last items help to prevent someone who has not been trained from starting the tractor)
4. When leaving the golf buggy:
 - Set the park brake.
 - Set the gear selector to neutral.
5. When connecting trailers, do not stand or put hands where they could be trapped.
6. Any person driving at The Gliding Centre must meet all the eligibility criteria for a UK provisional driving licence. Minimum age 16 (tractor).
7. Keep well clear of moving aircraft: powered aircraft have limited forward visibility,.
8. Keep well clear of parked aircraft - aircraft are fragile compared to motor vehicles,
9. If you come into contact with any flying machine, no matter how slight the contact may seem, you must report the contact to the Duty Instructor so that a qualified person can inspect for hidden damage before the aircraft flies.

7 – FAULT REPORTING

a) Vehicles

If you are entitled to fix it and are capable of fixing it.....fix it.

If you cannot fix it: - Immediately inform the **Duty Instructor**.

The Duty Instructor will handle any problems reported. Any problems not resolved or any action that needs to be taken is reported to the technical officer and the fault is noted in the DI book. If in doubt, place a large, clear label in the cockpit reading “UNSERVICEABLE – DO NOT FLY”, noting the fault

b) Gliders

If, and only if, you are qualified to fix it and are capable of fixing it:.....fix it.

Make a full record of the work done in the Glider Maintenance File using the appropriate Fault Rectification Worksheets and associated paperwork to construct a Workpack. Immediately inform the **Duty Instructor**. Subsequently inform the **Technical Officer**

If you cannot fix it:

Record the problem fully in the DI book, and immediately inform the **Duty Instructor**. Subsequently inform the **Technical Officer or a glider inspector**.

c) Motor Gliders

Report the fault to engineering verbally to fully discuss the symptoms

Report the fault to the **Duty Instructor** and/or an engineer.

Record the fault in the Motor Glider Log

Leave a large, clear label in the cockpit stating the fault.

d) Tugs

Report the fault to engineering verbally to fully discuss the symptoms

Report the fault to the **Duty Instructor** and/or engineer.

Record the fault in the aircraft Technical Log.

The **Duty Instructor** will handle any problems reported. Any problems not resolved or any action that needs to be taken is reported on the ‘Team Leaders Report’ which goes to the Manager.

IN ADDITION TO THE ABOVE:

- **Log all faults in the ‘FAULT LOG’ in the office.**
- **This is the quickest way to bring faults to the attention of the Manager.**
- **Corrective action will then be taken as soon as it reasonably can be.**
- **Place a clear label in the cockpit stating the problem.**

8 - PRACTICE COMPETITION FINISHES

1. It is recognised that there is a need to practise task and competition finishes outside of normal competition times, in order to remain current and maintain safety when taking part in competitive events. Therefore the following framework outlines the rules under which these may be carried out at Husbands Bosworth outside of competitions.
2. It is the finishing pilot's responsibility to adhere to the spirit of these rules, the law of the land and to maintain a high standard of airmanship at all times during the procedure. Any infringement of these rules reported to the CFI may result in privileges being curtailed, including a recommendation to the main club committee.
3. All pilots flying from Husbands Bosworth are reminded that they must be aware of and fly within the requirements of RoA Rule 5 (low flying rule) and ANO Article 64 (reckless flying by endangering person or property).
4. In light of a fatal accident at the 2005 World Gliding Championships held at Husbands Bosworth, the BGA has issued a statement on task finishes and final glides. (*This BGA advice is attached – see next page.*)
5. Any practice competition finishes from cross country flights outside of official competition days, are to be planned so that they result in a safe finish for the pilot concerned, all other pilots flying from Husbands Bosworth and those engaged in the neighbouring flying operations to the South of the airfield.
6. The final glide must be arranged so that there is a continually descending glide path from 500 feet. The Husbands Bosworth airfield boundary must be crossed at a minimum of 30 feet. A high energy finish that necessitates a go around must not be conducted less than 100ft above the highest fixed structure, vehicle or person that lies directly beneath the flight path of the glider.
7. The finish direction must be such that it is 30 degrees either side of the landing direction in use, to allow a straight ahead landing. This may require the use of a control point on organised cross countries. This means that to do a finish it may only be executed in an Easterly, or Westerly direction. On no account must the flight path of a finishing glider cross the line of the winch cables.
8. Weekend task setters are responsible for setting appropriate control points for those taking part in organised task flying.
9. Glider pilots wishing to practice a competition finish must announce their intention over the radio by giving a distance or time to finish call, e.g, "Alpha Bravo – 2 minutes from the east." If there is a known risk of conflict with gliders already established in the standard circuit, then the finishing pilot should be prepared to abandon the practice finish at an early stage.

BGA GUIDANCE: TASK FINISHES AND APPROACHING TO LAND

Following the tragic accident at the World Junior Gliding Championship in 2005, during which a sailplane fatally struck a gliding photographer who was standing on a vehicle outside the airfield boundary, the AAIB has recommended that the CAA approve the wording of BGA competition finish rules.

The BGA takes public safety and the perception of public safety very seriously. Prior to the 2006 competition season, the BGA established competition rule changes that were aimed at addressing a potential public safety issue and encouraging pilots to comply with normal aviation practice. Competition experience during 2006 has demonstrated that this measure was partially successful.

2007 BGA Competition Rules

During January 2007 and prior to the final publication of the AAIB accident report, the BGA and CAA met to discuss the AAIB recommendation regarding competition finish rules. With an objective of encouraging pilots to maintain normal flying practices and thus minimise risk to third parties, the BGA and CAA agreed a number of changes to the BGA competition rules that have been detailed by the Competition Committee. Following consideration and acceptance by the Executive Committee on the 6th of February, these changes have been incorporated into the final version of the 2007 BGA Competition Rules as well as Competition Directors' guidance and notes.

All Pilots - Responsibility and Guidance

The Executive Committee has identified that the changes to BGA competition finish rules should be reflected in non-BGA rated competitions and other glider racing activity. It has also identified a need to ensure that glider pilot obligations associated with ANO 2005 Section 2 Rules of the Air Rule 5 (low flying) and ANO 2005 Part 5 Operation of Aircraft Article 74 (endangering safety of any person or property) should receive greater formal emphasis than is already the case within BGA glider pilot training and subsequent coaching.

The BGA believe that it is every glider pilot's responsibility to their sport to ensure that he or she flies legally and to ensure through responsible flying that third parties do not perceive that gliding activity threatens their safety in any way. With that in mind, the following guidance should be considered by all pilots at BGA clubs;

- i) Regardless of the position of any finish line, glider approaches towards the airfield should prescribe a descending flight profile (other than to go-around where necessary), **and**;*
- ii) during the approach the landing area should be in the pilots sight, **and**;*
- iii) the approach should cross the airfield boundary at a height which cannot endanger persons (seen or unseen), vessels, vehicles or structures.*

Notwithstanding this guidance, a pilot's primary consideration at all times should be the safety of the crew, the aircraft and third parties.

The CAA has made it clear to the BGA that they will continue to monitor activity at gliding sites and that the subject of gliding task finishing will be reviewed in the light of experience during 2007.

British Gliding Association - February 2007

9 – THE GLIDING CENTRE POST-SOLO TRAINING SYSTEM

Post-Solo Training (Club Check levels & Procedures)

Solo Pilots Currency Period Notes

Pilots, subject to their currency, can fly solo at their check level, or one check level above at the Team Leaders discretion, or after satisfactory check flight on the day.

Currency periods are there to define a typical period of elapsed time between flights after which a check flight would normally be required. Team Leaders have the authority to make a decision on an individual basis.

'Pre-Check 1' pilots have a currency period of 2 weeks

'Check 1' pilots have a currency period of 3 weeks

'Check 2' pilots have a currency period of 4 weeks

'Check 3' pilots have a currency period of 6 weeks

'Check 4' pilots have a currency period of 12 weeks

Pilot "Check Flight Assessment" Notes

Check level minimum launch requirements are based upon winch launching, at Team Leader discretion aero-tows can be traded on a ratio 1:2

i.e 1 aero-tow = 2 winch launches

At least one check flight at each check stage must be carried out with a Team Leader. The balance of flights may be carried out with any Full Category Instructor.

Pilots are required to pass their "Flight Assessments" on all launch types that they are solo on. Their logbook and training record should be marked up accordingly.

If a pilot is:

- a) Solo on A/T only: 2 x A/T "Flight Assessments" are required.
- b) Solo on both A/T and Winch: 1 x A/T and a minimum of 2 x Winch "Flight Assessments" are required.
- c) Solo on Winch only: A minimum of 4 x Winch "Flight Assessments" are required. Where not enough height can be gained to cover all of the required flight exercises safely then 2 x Winch launches can be substituted for 1 x A/T flight with the pilot **not** being assessed on the A/T performance.

----- 'POST SOLO CHECKS' AIMS, REQUIREMENTS & PRIVILEGES: -----

AIMS:- Demonstrate a safe level of airmanship & flying skills to a Club Assistant or Full rated instructor during the first six post solo daily check flights.

REQUIREMENTS:- To obtain 'Post Solo Clearance' status the pilot must:

Have flown solo on six separate days, each solo flight being preceded by a check flight.

PRIVILEGES:- On completing the Post Solo Checks the pilot is:

Allowed up to 2 weeks of flight inactivity (currency period) before a check flight is required.

Fly solo without a check subject to the days set 'Check Level' and instructor approval.

Must receive a briefing from an instructor on all flying days.

Team Leaders have the authority to make a decision to vary requirements on an individual basis.

----- 'CHECK 1' AIMS, REQUIREMENTS & PRIVILEGES: -----

AIMS:- Demonstrate a safe level of airmanship & flying skills to a Club Full Rated instructor. During the checking process the pilot will reach a standard that allows conversion to the Junior.

REQUIREMENTS:- To obtain Check 1 status the pilot must:

Have a minimum of 6 hours & 20 launches P1.

Have received ground based briefings signed off by a full rated instructor. (these briefings may be delegated to a competent pilot.)

Achieved conversion to the Junior (on authorisation of a full rated instructor only).

Have flown the required flight exercises.

Passed Basic flying skills assessments (See "Pilot Check Flight Assessment Notes").

PRIVILEGES:- On obtaining Check 1 status the pilot is:

Allowed up to 3 weeks of flight inactivity (currency period) before a check flight is required.

Fly solo without a check subject to the days set 'Check Level' and instructor approval.

Must receive a briefing from an instructor on all flying days.

Team Leaders have the authority to make a decision to vary requirements on an individual basis.

----- 'CHECK 2' AIMS, REQUIREMENTS & PRIVILEGES: -----

AIMS:- Demonstrate an advanced level of airmanship & flying skills to a Club Full Rated instructor. In addition to the airmanship and flying skill aspects there are further briefings required to give a rounded picture of how the club operates on a daily basis.

REQUIREMENTS:- To obtain Check 2 status the pilot must:

Have a minimum of 12 hours & 35 launches P1.

Have received ground based briefings signed off by a full rated instructor. (These briefings may be delegated to a competent pilot)

Have flown the required flight exercises.

Passed advanced flying skills assessments (See "Pilot Check Flight Assessment Notes").

PRIVILEGES:- On obtaining Check 2 status the pilot is:

Allowed up to 4 weeks of flight inactivity (currency period) before a check flight is required.

Fly solo without a check subject to the days set 'Check Level' and instructor approval.

Only require a briefing if determined necessary by the Team Leader.

May convert to the Discus with the approval of a Club Full Rated instructor.

Team Leaders have the authority to make a decision to vary requirements on an individual basis.

----- 'CHECK 3' AIMS, REQUIREMENTS & PRIVILEGES: -----

AIMS:- To achieve the BGA requirements to fly Cross Country and in this process demonstrate to an appropriately qualified Club Full Rated instructor and CFI that the pilot meets these standards. Briefings and training as required may be given to help the pilot achieve these BGA qualifications.

REQUIREMENTS:- To obtain Check 3 status the pilot must:

Have a minimum of 25 hours & 50 launches P1.

Have gained the BGA qualifications of 'Bronze C' and 'Cross Country Endorsement'.

Have received ground based briefings signed off by a full rated instructor (these briefings may be delegated to a competent pilot.)

Have flown the required flight exercises.

Passed advanced flying skills assessments (See "Pilot Check Flight Assessment Notes").

PRIVILEGES:- On obtaining Check 3 status the pilot is:

Allowed up to 6 weeks of flight inactivity (currency period) before a check flight is required.

Fly solo without a check subject to the days set 'Check Level' and instructor approval.

On gaining the CFI's approval the pilot may fly cross-country subject to the following conditions:

Basic Cross Country Approval (Pre Silver Distance):

For a Silver distance attempt, obtain prior approval from the Team Leader and receive a full brief including Notams, airspace issues, weather conditions, current state of fields for outlanding and booking out/in.

Advanced Cross Country Approval (Post Silver Distance):-

Having achieved a Silver distance the pilot may plan their own tasks, but they must seek prior approval from the Team Leader before attempting the task. The pilot is now fully responsible for demonstrating that they have got the relevant NOTAMS, considered the airspace issues, thought about the weather conditions, current state of fields for outlanding and booked out/in.

Team Leaders have the authority to make a decision to vary requirements on an individual basis.

----- 'CHECK 4' AIMS, REQUIREMENTS & PRIVILEGES: -----

AIMS:- To demonstrate to an appropriately qualified Club Full Rated instructor that the pilot meets the minimum requirements for self briefing on all flying days. Demonstrate that they know how to check for relevant Notams. This will also act as an entry level requirement to acting as P1 multi-seaters, having demonstrated a high degree of airmanship & flying skills to a Club Full Rated instructor.

REQUIREMENTS:- To obtain Check 4 status the pilot must:

Have a minimum of 80 hours P1 & 100 hours total.

Have a minimum of 200 launches of which 100 must be P1.

Have gained the BGA qualifications of 'Silver C'.

Have Receive ground based briefings signed off by a full rated instructor, these briefings may be delegated to a competent pilot.

Have flown the required flight exercises.

Passed advanced flying skills assessments (See "Pilot Check Flight Assessment Notes").

PRIVILEGES:- On obtaining Check 4 status the pilot is:

Allowed up to 12 weeks of flight inactivity (currency period) before a check flight is required.

Fly solo without being subject to check.

To be self briefing on all flying days and fly cross country without being subject to instructor permissions.

May convert to the Duo Discus with the approval of a Club Full Rated instructor.

May act as P1 multi-seaters subject to CFI approval.

Team Leaders have the authority to make a decision to vary requirements on an individual basis.

CHECK LEVELS – club aircraft

- a. If the pilot fails to meet the standard to which they are qualified, he/she may be assessed at a lower 'Check Level' - for example reduced from Check 4 to Check 3
- b. Separate check flights are required for each type of launch:
 - For winch launching, the pilot must fly a normal winch launch plus at least two satisfactory launch failures.
 - For aerotow, the pilot must fly at least one satisfactory launch demonstrating satisfactory recovery from out of position, plus at least two satisfactory low aerotow rope-break simulations in the motor glider.

10 – MUTUAL FLYING

The following rules apply to non-instructors flying two-seater gliders:

- a. Club gliders whether at Husbands Bosworth or launching from another site
- b. Privately owned and visiting two seat gliders when launched at Husbands Bosworth.

They are also strongly recommended for private owners launching elsewhere.

Minimum currency to retain authorisation to act as P1 in mutual flying, under one or more of the circumstances 1 to 3 described below

- 10 P1 hours in previous year
- Annual check flight(s) with a Full cat instructor, DCFI or CFI (this must be done before 30 Sept for the 12 month period ending next 30 Sept)
- Current on glider type and method of launch (at least 1 flight in last 3 months)
- P1 flown 3 takeoffs/landings in last 3 months

1 - 'Mutual Flying' rating (two pilots wishing to share a flight).

- a. Both pilots must be **current TGC full flying club members**.
- b. The initial issue of a 'Mutual Flying' rating may only be given by a Team Leader after a flying proficiency check including the intended launch method(s)
- c. The Duty Instructor must sanction each flight
- d. P1 must be 'Check 4' minimum and must sit in the front or left-hand seat, unless authorised for flying from the other seat
- e. P1 must be current on **type and launch method**, and must carry out all flying below 500 feet.
- f. P2 must be at least 'Check 2'
- g. When two 'Check 4' pilots fly together, P1 must be nominated before launching, sitting in the front or left-hand seat unless authorised for flying from the other seat
- h. There must be no conflict over who is P1 and no instruction is to be attempted.

2 - 'Friends and Family' rating.

For pilots who already have this rating, the privileges will remain, subject to an annual check flight and appropriate medical. However, no new F&F ratings will be issued.

Any other pilot wishing to fly a member of the public (including friends and family) will henceforth be required

(a) to have a Bronze Badge with a cross country endorsement,

(b) to successfully complete an IFP course (usually completed in a day - see BGA website) and

(c) the appropriate medical. This rating will qualify the pilot, subject to an annual check flight, to fly from the rear seat with members of the public as passengers as well as winch launching (after training)

I encourage all existing Friends & family rating holders to convert to the more flexible IFP rating

Details available here <https://members.gliding.co.uk/library/instructors/introductory-flight-pilot-course-booklet-and-record-of-training/>

Differences between old "Friends & Family" rating and BGA IFP (introductory flight pilot) rating		
	F&F	IFP
Can take only guests for a flight	YES	
Can take a paying member of the public for a flight	NO	YES
Pilot must be minimum Check 4 with Silver	YES	
Pilot must be minimum Bronze with Xcountry endorsement	NO	YES
Pilot must hold minimum GP endorsed medical (see laws & Rules)	YES	YES
Flight must be paid for by pilot	YES	
Flight may be paid for by passenger	NO	YES
Pilot must be in currency and familiar with launch type and aircraft	YES	YES
Passenger must sign indemnity form before flight	YES	YES
Can instruction be given? – other than lookout.	NO	NO
Pilot must conduct flight from front seat	YES	
Pilot can conduct flight from either seat as appropriate	NO	YES
Flight may be aerotow launch	YES	YES
Flight may be winch launch (as endorsed)	NO	YES
Each flight must be with the approval of the team leader, DCFI or CFI	YES	YES

3 – ‘Cross Country Coach’ rating.

- a. Authorisation as a ‘cross country coach’ may only be given by the CFI or a DCFI.
- b. The coach, unless a BGA instructor (Not BI or IFP) must sit in the front or left-hand seat of the glider unless specifically authorised otherwise by the CFI or a DCFI.
- c. The coach must carry out all the flying below 500 feet, unless a BGA instructor (Not BI or IFP, and must make no attempt to teach flying skills other than those for which the flight was intended.
- d. The P2 must be a current club member, and the purpose and limitations of the flight must be made clear beforehand.

Basic Cross-Country Training

This training is aimed at pilots with Bronze 'C', X country endorsement and ideally Silver 'C' duration who wish to prepare for flying their Silver 'C' cross country.

The flying will be done in a two-seater with a **cross-country coach**.

There is no charge for the coach, but the trainee will be expected to pay for the launch and the hire of the glider, and should turn up for a briefing at the agreed time with the coach, complete with up to date ½ million map etc.

Advanced Cross-Country Training

This training is aimed at pilots with Silver 'C' and at least one 100 km flight completed, who wish to fly further and faster.

The flying will be done in the Duo Discus with a **cross-country coach**.

There is no charge for the coach, but the trainee will be expected to pay for the launch and the hire of the glider.

11 – FLYING OF CLUB AIRCRAFT

1 – All solo pilots including IFP and BI (*not assistant, full or FI rated instructors*)

- All pilots meet the BGA medical standard for glider pilots
- All flights must be conducted with the approval of the team leader, DCFI or CFI
- An understanding of the aircraft flight manual
- All flights must be conducted taking account of the flying conditions as stated:-
 1. Poor visibility
 2. Drizzle / low cloudbase
 3. Canopy misting / icing
 4. Any conditions near the limits of flying
 5. Within official daylight hours
 6. Within the placard limits
 7. Annual refresher flights and in currency (see section 11b)

11b – Annual refresher

- This is mandatory for flying club aircraft for all pilots not holding an instructor rating.
- The flight/s may be carried out by a Full Cat, DCFI or CFI.
- The contents of the annual refresher flight/s will be at the discretion of the instructor
- The instructor will annotate the pilots log book as “annual refresher completed”.

12 – CHILD PROTECTION POLICY & PROCEDURES

1. Policy Statement.

- a. The Gliding Centre is committed to providing a safe environment where ‘Young People’ can learn the techniques and arts of gliding and soaring.
- b. All adults training or coming into contact with ‘Young People’ at ‘The Gliding Centre’ must comply with its ‘Young Persons Protection & Procedures Policy’.
- c. ‘The Gliding Centre’ recognises its legal duty to work with other agencies in protecting ‘Young People’ from harm and responding to abuse.
- d. It is the policy of ‘The Gliding Centre’ to safeguard the welfare of ‘Young People’ and all others involved in its activities by protecting them from physical, sexual and emotional harm.
- e. The club accepts that in all matters concerning a ‘Young Person’s’ protection, the welfare and protection of the ‘Young Person’ is the paramount consideration.
- f. The club also recognises that the term ‘Young Person’ and its derivatives includes all people under the age of 18.

2. Code of Practice and Procedures.

- a. All club instructors and employees are required to sign that they have read and understood the ‘Young Persons Protection & Procedures Policy’. Where instructors sign ‘The Gliding Centre flying Order Book’, signature of the book will be accepted as signature of this document.
- b. All full time employees of ‘The Gliding Centre’ are required to disclose any convictions or cautions in relation to ‘Young People’, or any convictions or cautions that have resulted in their placement at any time on the ‘sex offenders register’.
- c. All course employees that as part of their job either instruct or have direct control over ‘Young People’ will be required to submit to ‘Criminal Records Bureau’ (CRB) checks.
- d. All adults involved with ‘The Gliding Centre’ must be familiar with the steps to be taken in the event of becoming aware of, suspecting or receiving allegations of abuse.
- e. ‘The Gliding Centre’ committee via the Child Protection Officer (CPO), reserve the right where concerns have been raised, to ask any member to submit to CRB checks.
- f. Where the parent or guardian of a ‘Cadet’ or ‘Junior’ member is not a member of ‘The Gliding Centre’, they are required to sign a copy of the ‘Young Persons Protection & Procedures Policy’ as an acceptance of their role within ‘The Gliding Centre’ commitment to ‘Young People’.
- g. Where the ‘Young Persons Protection & Procedures Policy’ refers to a ‘Nominated Adult’, this person is someone that the parents / guardians have agreed with to take responsibility for the ‘Young Person’ in their absence. There is no requirement for the ‘Nominated Adult’ to be a member of ‘The Gliding Centre’ and ‘The Gliding Centre’ takes no responsibility in any nomination

3. Guidelines for Safeguarding a Young Persons Welfare.

- a. All young persons are encouraged to show respect for others and to take responsibility for protecting themselves. Parents / guardians are expected to help 'Young People' to behave in non-violent and non-abusive ways towards club members and visitors.
- b. The club hopes that 'Young People' will feel free to talk about any concerns. A 'Young Persons' worries and fears will be taken seriously if they seek help. However, confidentiality cannot be guaranteed if concerns are such that referral must be made to the appropriate agencies in order to safeguard the 'Young Persons' welfare.
- c. Parents / guardians can feel confident that procedures are in place to ensure the best possible safety for all 'Young Persons' at 'The Gliding Centre':
 - 'The Gliding Centre' recognises its responsibilities with regard to health & Safety.
 - 'Young Persons' will not be permitted onto the airfield unless under the supervision of their parent / guardian or nominated adult. Where a 'Young Person' takes flying instruction from a Gliding Centre instructor, that instructor will for the duration of the flight, take on a duty of care as would be expected of a reasonable parent.
 - Instructors will ensure that 'Young Persons' are adequately briefed in relation to safety and operating issues whilst under their duty of care.
 - Where a Cadet or Junior member of 'The Gliding Centre' is deemed responsible and to fully understand the safety issues on the airfield, a 'Full Rated Instructor' can endorse their logbook such that with their parents / guardians consent, also endorsed within the logbook, they will be allowed onto the airfield without constant supervision. In this case the 'Young Person' must always keep their parent / guardian or nominated adult informed of their whereabouts.
 - No 'Young Person' may remain at 'The Gliding Centre' overnight without explicit consent of their parent / guardian and under direct supervision of their parent / guardian or a nominated adult.
 - With groups of 'Young People' the ratio of 'Young People' to a nominated adult must never exceed 10:1. If the nominated adult is an instructor, that instructor may not fly with any of the 'Young People' without a second nominated adult being on the ground to supervise the remaining 'Young People'.
 - No person under the age of 16, is allowed to operate any machinery at 'The Gliding Centre' independent of who owns that machinery.
 - 'Young Persons' over the age of 16 may only operate machinery at 'The Gliding Centre' when their parent / guardian have endorsed such use of machinery within their logbook and a Full Rated Instructor has deemed them safe to do so demonstrated again by endorsement of their logbook.

APPENDIX A

INFORMATION FOR VISITING GLIDER PILOTS – HUSBANDS BOSWORTH

*Welcome to Husbands Bosworth! The aim of the following is to provide you with the basic information you need about flying here. Do not hesitate to ask the **Duty Instructor** if you have any questions or concerns.*

Have fun and stay safe.

WHAT YOU NEED TO BRING WITH YOU

1. **Your medical certificate**
2. **Your logbook**
3. **Your licences and certificates**
4. **your sense of humour...**

Visiting pilots must read and understand the contents of the leaflet '**The Gliding Centre - Safety Advice for Visitors**' and must read and sign the **Flying Order Book**

These notes are only a summary of the key flying rules and operational practices at Hus Bos. **Full details are given in the Flying Order Book.**

General

- a. Before flying at The Gliding Centre, all pilots (including SLMG pilots) must be full flying members or have completed a membership form.
- b. Pilots must provide the office with a **medical certificate** valid for the type of flying intended, and must bring any changes in medical status to the attention of the office.
- c. All pilots wishing to fly must inform the **Duty Instructor**. The pilot must state their currency on type of launch, currency on the glider type and their intentions for the flight: The Duty Instructor will ascertain the need for individual briefing or check flight and arrange if necessary.
- d. Internet Self-briefing facilities (weather, NOTAMs etc) are available in the clubhouse. In addition, wireless internet access is available throughout the clubhouse.
- e. The Duty Instructor will give a **Flying Operations Briefing**; normally at **09:00 every flying day**. On good soaring days a **Task Briefing** will also be given, **normally at 10:00**.
- a. The Gliding Centre Husbands Bosworth office telephone number is **01858 880521**

Airfield Operations - general

- a. There is a blanket speed limit on the airfield of **20 mph** and **5 mph in front of the hangars**
- b. Club vehicles and launching equipment must only be used by people who have been trained and authorised to operate them.
- c. Accidents or Incidents involving any person or aircraft, or involving any aspect of flying operations must be reported immediately to the **Duty Instructor**
- d. **Accident & emergency procedures are located in the launch point bus and also beside the public phone in the clubhouse reception area.**

The Circuit

- a. Husbands Bosworth airfield is a grass strip running east-west (09 / 27) at an altitude of 505 feet. There is a short (1000 ft) parallel tarmac strip occasionally used by aircraft of all types.
- b. The entire airfield is landable.
- c. **127.575MHz** is the frequency used for air/ground communication up to 3000 ft and 10Nm range. Tugs, winch, launch point and office will all be on this frequency. The ground station callsign is '**Hus Bos Radio**'. When making general traffic calls use '**Hus Bos Traffic**'
- d. For powered aircraft Husbands Bosworth is PPR. All visiting power pilots (including pilots of self-launching and turbo gliders) must acquaint themselves with the current NOISE ABATEMENT patterns and conduct their flying in accordance
- e. Power aircraft fly their circuit on the South side of the airfield.
- f. Gliders normally circuit to the North. Glider pilots who need to fly a circuit on the South side must use extreme caution since that side can be very busy with tugs (circuiting at 300ft) motorgliders and visiting power aircraft (circuiting at 800ft) and also the police helicopter. Listen out on 127.575.

Trailers & Rigging

- a. Trailer parking for visitors is on the airfield just to the South of the fuel pump apron. Rigging can be done here or if operating on runway 27, trailers can be towed to the East end rigging area, just to the South of the peri-track and East of the Launch Point.
- b. Once flying operations have started for the day, the hard runway must not be used to access the 27 Launch Point, rigging area and car park; the stoned track to the North of the runway must be used.
- c. Do not leave trailers or gliders parked out overnight at the Eastern end of the airfield.

Launching & Landing

- a. All aircraft must launch or take off from abeam the launch point control box
- b. Glider launching is controlled by the LAUNCH POINT CONTROLLER:
 - Winch signals are by lights mounted on the Launch Point Bus
 - Aero tow signals are by radio on 127.575
- c. Winch launch failures:
 - if able to land ahead safely, do so
 - if unable to land ahead, and with sufficient height, turn through 360 degrees and land up the field. No 'S' turns. The whole airfield is landable – the 'boot' can sometimes be useful.
 - In the 'worst case' of being unable to land ahead on the airfield and also having insufficient height to turn safely, then an off-airfield landing is the only option.
- d. Motor gliders and powered aircraft may taxi using the hard runway to access the 27 Launch Point. BUT - Before start up and taxiing for departure the pilot must obtain approval from the Duty Instructor at the launch point.
- h. Motor gliders and powered aircraft should not, as far as is possible, be taxied across glider launching cables. The taxi route to and from runway 09 should always pass behind the established launch point. The taxi route to runway 27 should always cross immediately in front of the established launch point. This may involve taxiing over up to four already laid glider-launching cables. If this is the case, it is essential that the intention to make such a crossing is announced and that full co-operation and help is sought from duty launch personnel.
- i. Under no circumstances may a take off run or climb out, or a landing, approach or ground run, cross the winch cable run.

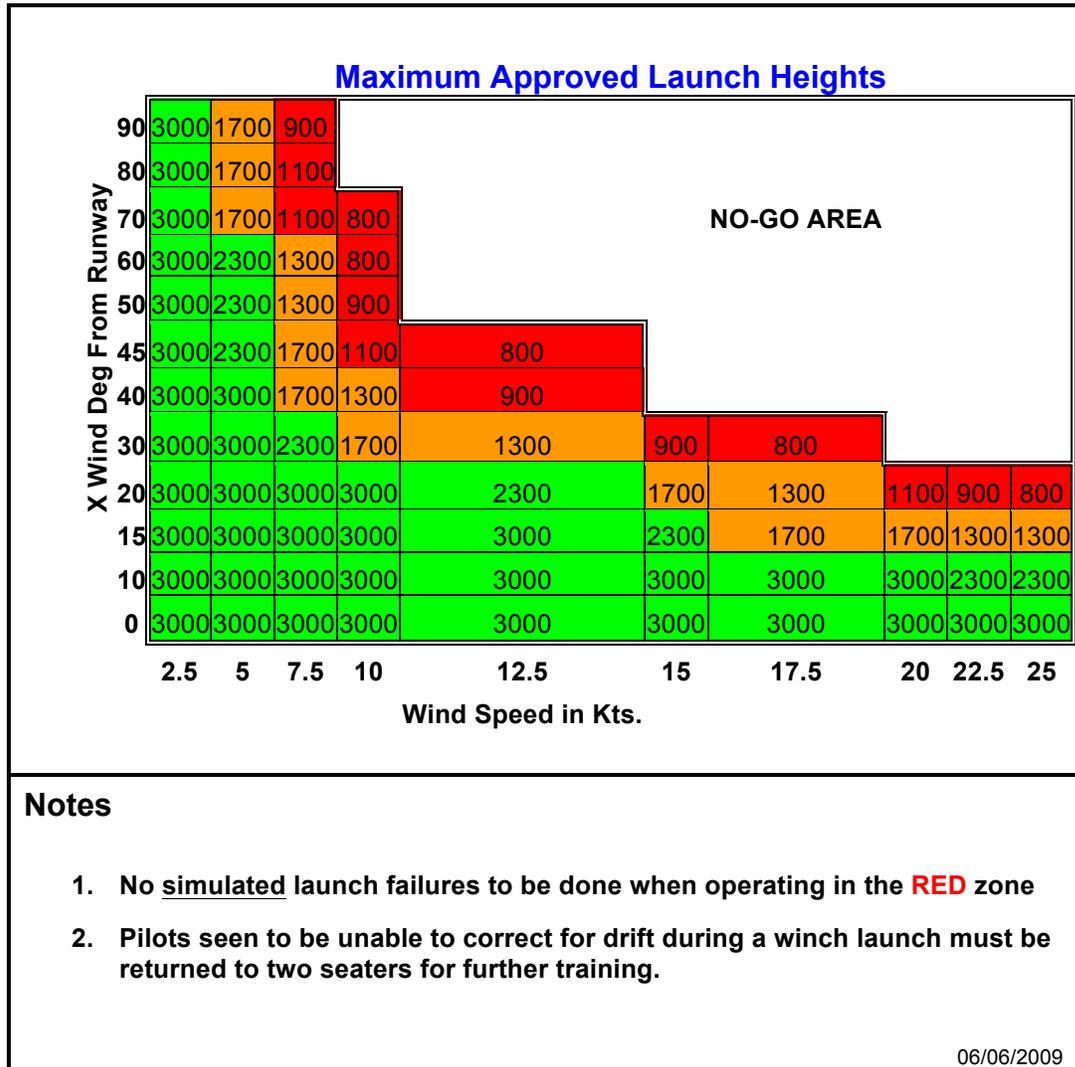
Appendix B

Power Brief

Advice for visiting power pilots

APPENDIX C – Winch Go/No-Go and Max Launch Height Chart

Winch Go/No-Go and Max Launch Height Chart



APPENDIX D - Acceptable Positions for the Launch Point

- a. The Launch Point positions are shown IN RED on the aerial photograph below
- b. The position of the 'forward' 27 Launch Point is just West of the cross track
- c. Other 27 Launch Points are only to be used with the approval of the CFI or a DCFI (including the mid-week DCFI)
- d. The 'forward' 27 Launch Point position will normally be used at weekends.
- e. Exceptionally, for aerotowing heavy gliders, the Duty Instructor will put the individual glider take-off start position further back, BUT the glider must be abeam the LP before the wing runner lets go during the take-off run
- f. No launching with an aircraft on approach until the Launch Point Controller is sure that the aircraft will land behind the Launch Point. This means NEVER when a motor glider is on approach (since it may 'go around' without warning).

Hus Bos Launch Point position



EMERGENCY PROCEDURES

PAGE 1/9

Action to be taken in the event of a

GLIDER / AIRCRAFT CRASH ON OR NEAR THE AIRFIELD

- (a) CALL AMBULANCE 999
State "**HUSBANDS BOSWORTH AIRFIELD, LEICESTERSHIRE**"
Do not move pilot if in pain unless further risk of injury, e.g. fire.
If injuries are fatal the body should only be moved under supervision of police/ambulance.
- (b) Station responsible person to man the gate to direct emergency services and control access to field.
- (c) Start log of events.
- (d) Appoint responsible person to man the phone and keep log.
- (e) Inform:- CFI Alan Smith 07836 239543
 Office 01858 880521
- (f) After assessment of damage/injury
Inform Dept. of Transport AAIB 01252 512299 (24 hrs.).
Request permission to move aircraft.
- (g) Notify police 0116 2222222 **FOR INFORMATION ONLY**
and ask them to notify next of kin if necessary. If possible, find a friend to accompany them.
- (h) Take witness statements, photographs, make sketches as appropriate.
- (i) Inform:- Flight Safety Officer Rory Ellis 07811 111274 or 01858 880653
 BGA Office 0116 2531051
 Regional Safety Officer via BGA
- (j) Prepare press statement. (Manager/Deputy only)
- (k) Note if third party claims are likely.
- (l) Complete Accident Report Form and Insurance Form as far as possible.

EMERGENCY PROCEDURES**PAGE 2/9****Action to be taken in the event of a
GLIDER / AIRCRAFT REPORTED CRASHED**

When a report is received from a reliable source (e.g. police or other emergency service) the following action should be taken:-

Collect as much information as possible from the report to enable identification of the aircraft and pilot.

Questions should include:-

- (i) Powered aircraft or glider.
- (ii) Registration, comp no. or tail letters.
- (iii) Colour scheme.
- (iv) Aircraft type.
- (v) Pilot I.D.
- (vi) Location of the accident (including lats/longs if possible).
- (vii) Contact names and telephone numbers of local police with additional witness contacts.

If the aircraft is positively identified as NOT belonging to the Gliding Centre then advice should be given to the reporting person as to the best way to ascertain the base airfield.

**SUBSEQUENT ACTION TO BE TAKEN FOLLOWING
IDENTIFICATION OF GLIDER / AIRCRAFT AS BEING BASED at Husbands Bosworth**

- (a) Start log of events to include details of reporting person and above information.
- (b) Follow actions on **PAGE 1** for actions following a crash on or near the airfield.
- (c) Send crew with fully briefed responsible person in charge to assess situation, noting third party claims and reporting back. The crew must not take any independent action nor admit liability.

EMERGENCY PROCEDURES**PAGE 3/9****Action to be taken in the event of a
GLIDER / AIRCRAFT MISSING****Primary action**

- (a) Ensure aircraft is genuinely missing. Search trailer, park/hanger, enquire after crew, make radio call, enquire of other pilots on same task.
- (b) Check aircraft details, intentions (from cross country log) and start log of events.
- (c) Telephone any intermediate airfields by pilots intentions.
- (d) Wait at least 30 minutes after it has ceased to be soarable before proceeding.

THEN: Secondary action - if aircraft is still missing

- (e) Inform Duty Instructor

Inform CFI	Alan Smith	07836 239543
Inform Safety Officer	Rory Ellis	07811 111274 or 01858 880653

- (f) Telephone Watch Supervisor London Air Traffic Control Centre
(LATCC) (01895 444077) and explain situation.

Ask if they have any reports. **ASK FOR THEIR ADVICE AND FOLLOW IT.**

IMPORTANT: If aircraft returns or any reports are received, inform the Watch Supervisor, LATCC immediately.

If crash reported and aircraft identified - Follow actions on **PAGE 2**.

Action to be taken in the event of a**PERSONAL INJURY (no associated aircraft damage)**

- (a) If medical treatment required call ambulance 999 -
State **HUSBANDS BOSWORTH AIRFIELD, LEICESTERSHIRE LE17 6JJ.**
- (b) If injury serious:
- | | | |
|---------------|------------|--------------|
| Inform Office | | 01858 880521 |
| Inform CFI | Alan Smith | 07836 239543 |
- (c) Start log of events.
- (d) If person is seriously or fatally injured, provide police with next of kin details and allow police to inform them. On no account should the next of kin be contacted directly
- | | | |
|---------|--------|---|
| Contact | Police | 0116 222 2222 and ask them to deal with this. |
|---------|--------|---|
- (e) Complete Accident Report Form with all relevant details and witness statements.

EMERGENCY PROCEDURES**PAGE 5/9****EVENT LOG**

LOG COMPLETED BY WHOM

1.

TIME OF ACCIDENT	DATE OF ACCIDENT	LOCATION

2. EMERGENCY SERVICES CONTACTED

BY WHOM TIME.....

Ambulance ?

Fire ?

Police ?

3. AIRCRAFT DETAILS:-

GLIDER / AIRCRAFT TYPE & MODEL NO.

DESCRIPTION & RECOGNITION DETAILS

OWNER

TAKE OFF TIMEPLACE

FUEL ON BOARD

4. PILOT DETAILS

NAME

ADDRESS

P1

P2

OTHER PASSENGERS

EMERGENCY PROCEDURES**PAGE 6/9****EVENT LOG (cont)****5. THIRD PARTY DETAILS**

NAME	ADDRESS	INVOLVEMENT
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6. WEATHER DETAILS

Wind strength & direction

Visibility

Other significant factors

7. PERSONS CONTACTED

CFI at club or on 07703 558174 Informed at

Club Office on 01858 880521 Informed at

AAIB on 01252 512299 Informed at

BGA Head Office 01162 892956 Informed at

Safety Officer 07811 111274 Informed at

PRESS STATEMENT

The following information can be reasonably released to the press in the event of a serious accident with a view to establishing or maintaining good relationships with representatives of the press and ensuring, so far as is possible, accurate reporting of accidents.

In the event of a serious accident a "Press Officer" should be appointed who should deal with all enquiries and conduct any interviews.

Interviewing of club members by the press should be discouraged, politely but firmly. If the press do interview members or witnesses it should be emphasised that their opinion is not necessarily the opinion of the club or official investigator.

Sample Statement:

On...(date)...at approximately...(time)...a...(glider type)...glider crashed whilst on a...(local, cross country, training)...Flight. The...(Pilot/pupil and instructor)... who is/are both/a club member(s) have sustained...(minor, substantial, slight)...injuries the extent of which are presently unknown. They/he/she have been taken to a local hospital for medical checks. The incident is currently under investigation by British Gliding Association representatives in conjunction with the Accident Investigation Branch of the Dept. of Transport, the CAA and the local Police. At the present time there is no indication as to the causes of the accident but a full statement will be issued in due course. The next of kin of the pilot(s) have not yet been informed, their/his/her name cannot be released until we have contacted their/his/her family.

WINCH CABLE DROPPED OVER THE SOUTH FENCE

This could happen if a cable break occurs close to the winch. It is avoided by:

- a) **not launching** when outside of the limits shown on the **Winch Launch Go/No-Go Chart**
- b) **limiting the height of the launch** to that shown for the prevailing conditions on the **Winch Launch Go/No-Go Chart**
- c) The glider pilot laying off for drift to ensure the cable is released upwind of the runway centreline.

In the event that, despite adherence to these controls, a cable were to fall over the fence, the following **IMMEDIATE ACTIONS must be performed:**

1. **The winch driver or winch tractor driver goes directly to the south fence and STOPS TRAFFIC going down the road from the winch end.**
2. **The Launch Point Controller (or a person nominated by the Launch Point Controller) goes directly to the south fence and STOPS TRAFFIC going down the road from the Launch Point end.**

Both people should ideally grab a walkie-talkie, a flag and a high-visibility jacket on the way, but not let this delay getting to the road as quickly as possible.

Once there are people in place to stop traffic, the retrieval of the cable from over the fence is the next priority.

Once the cable is retrieved back inside the airfield, the two people stopping the traffic must be informed. They should then apologise to the drivers of any vehicles they have stopped and thank them for their patience.

The CFI must be informed as soon as practically possible of details of the incident

