



MIDLAND GLIDING CLUB

Standard Operating Procedures



April 2024

General

The Midland Gliding Club is a member of the British Gliding Association (BGA). It is a condition of membership of the BGA that all flying operations are carried out in accordance with the Operating Regulations of both the Civil Aviation Authority (CAA) and the BGA. These Midland Gliding Club Standard Operating Procedures specify additional conditions that are more specific than those contained in the BGA Laws and Rules and ANO as deemed necessary by the MGC CFI and instructors for reasons of safety or operational requirements.

All members must be familiar with the Rules of the Air as defined in the current edition of Laws and Rules for Glider Pilots, published by the BGA, and/or the Air Navigation Order, published by the CAA and comply with those rules, including medical requirements

All members and visitors share the obligation to ensure smooth and safe flying operations. As such, they are expected to be familiar with these SOPs and are required to declare they have read the current version on renewal of their membership.

If any member observes anything that could affect their own safety or that of any other member/visitor, they must take appropriate action immediately, to prevent it developing into an incident or accident

Nothing contained in these SOP's is to be construed as relieving the individual pilot of their responsibility to take any action in emergency or unusual circumstances, which they consider necessary to preserve the safety of the aircraft, its occupants, or any third party.

This version of the Standard Operating Procedures replaces all previous versions of the Flying Orders book and also supersedes the previous publication "Midland Gliding Club Local Flying Rules".

The MGC Standard Operating Procedures are to be reviewed, as a minimum, on an annual basis by the Chief Flying Instructor,

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Definitions

In these Rules, and unless context requires otherwise: -

- (1) Reference to a "glider" includes: - Club owned, privately owned and all visiting gliders.
- (2) Reference to a "member" or "members" of the Club includes a visiting pilot or pilots unless the context in any case does not require this.
- (3) 'Club' means the Midland Gliding Club.

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Section 1 Responsibilities:

The following are the normal duties of the relevant individual, but these may be varied, as circumstances require.

1.1 Chief Flying Instructor:

The Chief Flying Instructor (CFI) is appointed by the Chairperson of the Club Management Committee. They are the local Head of Training and are responsible to the Chair of the BGA instructors committee for training matters.

In addition to general responsibilities regarding oversight of safe flying operations at the club site, the responsibilities of the CFI include;

- All aspects of flight safety (in conjunction with the club safety officer)
- Supervision and standardisation of all instructors reporting to him
- Appointment and re-appointment of all site instructors.
- Approving Club members to join a syndicate operating a privately owned aircraft and setting out any operating terms and conditions.
- Authorising gliders/visiting aircraft to be based to operate from the airfield.
- Bringing to the attention of the committee any problems which might affect flight safety or efficient operation of the Club

The CFI may appoint one or more deputy CFIs, as required, for adequate operational supervision, and other members as are necessary for safe and efficient flying management. This individual may act in lieu of the CFI when they are absent.

1.2 Club Safety Officer (CSO)

The CSO is appointed by the Chairperson of the club.

The CSO is responsible for:

- Monitoring and making recommendations on safety in flying and ground based activities.
- Overseeing the incident reporting system and looking for patterns and trends
- The Safety Officer is also responsible for investigating and reporting flying related accidents to the BGA and Air Accident Investigation Board (AAIB).
- In addition, the CSO also has responsibility for oversight of general club safety matters.

1.3 The Duty Instructor:

1.3.1 Qualification:

Must be a BGA Full Category Instructor or a BGA Assistant Category Instructor / EASA Flight Instructor (Sailplanes) authorised by the CFI to supervise flying operations.

1.3.2 Responsibilities:

The Duty Instructor has overall responsibility for oversight of safe flying activity for the nominated period of their duty.

1.3.3 Duties

Before flying:

Check the National Air Traffic Services, "Notices to Airmen" (NOTAMS) information to ensure that the local area is free of Temporary Restricted Airspace.

Supervise unpacking the hangar or delegate this task to a suitably experienced pilot.

Liaise with main winch driver, regarding field layout with due regard to forecast weather conditions. The winches must be positioned correctly, to avoid the risk of cables landing outside the normal airfield operating area, particularly in the case of a broken cable. The final decision for field layout lies with the duty instructor.

Ensure a launch director is available for the duration of the flying period at weekends/bank holidays/winter flying. The launch director should have been trained and briefed.

Hold a Daily Briefing to ensure that pilots wishing to fly are informed appropriately regarding but not limited to: -

- a) The duty team, including identifying a launch director for the day.
- b) Weather
- c) Notams
- d) Launch Direction, Circuit Direction, Preferred Landing Area and Launch Failure Options.
- e) Consider and brief issues of Threat and Error management, including potential operating hazards during the day.
- f) Ensure that any non-licensed pilots flying solo are correctly briefed and authorised.
- f) Ensure that visiting glider pilots are identified.
- g) Provide suitable site briefings and site check flights to visiting glider pilots and visiting instructors if necessary, or ensure these briefings and check flights are carried out by a suitably qualified, appropriately experienced MGC Instructor

1.3.4 Duties-during flying:

Ensure adequate supervision of the duty team, student and visiting pilots

Ensure all flights are authorised and logged

Ensure the "Airband" radio is monitored (on 123.815 MHz frequency.)

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1.3.5 Duties-after flying:

In conjunction with the duty team ensure that:

- all gliders which have taken off from the MGC airfield are accounted for and initiate appropriate action for any which are not.
- all Club equipment is removed from the airfield and all Club aircraft are returned to the hangar and the doors closed.
- the electrical systems of any powered aircraft, including the Club Motor Glider, stored in the MGC hangar are “off”.
- all parachutes and batteries have been removed from the club gliders and that these items have been returned to the appropriate storage area and accounted for (batteries should be placed “on charge” in readiness for the next flying day).
- “Incident Reports” are raised and submitted for all incidents where Operating Procedures were not complied with, or, where there was risk of injury to any person on the airfield.
- arrange for gliders to be de-rigged if required.

1.4 The Launch Director:

1.4.1 Qualification:

Experienced pilot who has completed the MGC training syllabus.

1.4.2 Responsibilities:

A Launch Director assists the instructor team in ensuring and facilitating safe and efficient flying and ground operations, under the supervision of the Duty Instructor.

They may, when authorised by the Duty Instructor, initiate and supervise unpacking of the hangar.

A Launch Director should ordinarily be present on the airfield during flying operations (if launches are taking place and/or if aircraft are airborne). The Launch Director may appoint a senior and experienced pilot as a substitute for any short periods if the Launch Director is absent for any reason.

1.4.3 Duties- before flying:

- Check that all equipment (vehicles and retrieve winch) to be used at the Launch Point have been inspected and declared serviceable by the duty Main Winch Operator or another authorised member of the MT team.
- Ensure placement of all ground equipment (control vehicle, retrieve winch, other vehicles, and gliders) at the launch point is as required by the Duty Instructor. Follow “Retrieve pre first launch” checklist, stored in folder on retrieve winch.

- Ensure the following are in place at the launch point:
 - A) Flying list
 - B) Log sheets
 - C) Cable strops with red, blue, brown, black and white weak links
 - D) Handheld radio

1.4.4 Duties during flying:

The launch director should ensure that:

- the main and emergency landing areas and launch area are kept clear of obstructions (including sheep).
- aircraft are retrieved promptly after landing and either positioned for the next launch or parked safely.
- no pre-bronze pilot flies solo without their flight being authorised by a member of the duty instructor team
- all glider flights are entered on the daily flying record log sheets.
- report any incidents or indiscipline in the air or at the launch point to the Duty Instructor.
- Suitable members are asked to carry out the tasks required for running the field
- The flying list is managed, under the supervision on the duty instructor team, by allocating single seat club aircraft to appropriately qualified/authorised solo pilots.

1.4.5 Duties after flying:

- Organise the removal of equipment from the airfield and packing gliders into the hangar.
- Ensure the daily flying log is fully written up and all gliders are accounted for.
- Inform the Duty Instructor immediately if any glider is not accounted for.
- Bring to the attention of the Duty Instructor any: - Safety related incidents, cross countries, badge flights etc.
- Return the Daily Flying Log to the office.
- Follow “Retrieve winch end of day” checklist stored in folder on retrieve winch.

1.5 The Main Winch Operator

This section applies to both professional and volunteer winch operators authorised to drive the main winch.

Winch drivers must comply with all relevant statutory and regulatory provisions and also the Club winch operating manual requirements.

Movement/handling of the cable is under the control/at the discretion of the main winch driver at all times.

1.5.1 Qualification:

The main winches must only be operated by a member who is either:

Authorised by the "Winch Master" as an operator.

Or

Under training and being supervised by an authorized trainer.

1.5.2 Duties before flying:

- Inspect the winches, associated airfield vehicles and ground equipment to ensure that they are safe and serviceable for use. All required checks must be within date limits.
- Liaise with the Duty Instructor to ensure the winches are sensibly and appropriately positioned for the intended launching operations.
- Position any temporary signs which may be required in the appropriate places whilst flying operations are taking place and recover them at the end of flying

1.5.3 Duties during flying

- Provide a safe and effective winch launch facility.
- Raise any safety/operating concerns promptly with the relevant member of the duty team.
- Stop/Delay launching if any obstruction or danger to flight, public or personnel is apparent.

1.5.4 Duties after flying:

- Ensure that the winches and all ground equipment are cleaned, re-fuelled and returned to their parking locations (including the warning sign(s))
- Ensure any debris from the days winching operations (discarded cable etc) is removed from the airfield and disposed of correctly.
- Ensure all the airfield vehicles are refuelled and serviceable for the following days flying and then returned to the appropriate parking location.
- Report any serviceability difficulties to the Winch Master and also ensure these difficulties are notified to the next duty winch driver

Section 2: Flying operations

2.1 Flying Conditions - Weather Limitations

For unrestricted flying operations

Maximum Wind speeds

Wind speed gusting above 30 Knots: - Wooden gliders or lightweight/low wing loading glass single seaters (including the K23 and Junior) should not be flown.

Wind speed gusting above 40 knots: - No flying should take place.

Weather minima for trial lessons/introductory flights

It is difficult to define absolute minimum weather conditions, but the following should be taken into consideration:

- Trial lessons/introductory/friends and family flights should be conducted in reasonably benign conditions e.g., not into turbulent winds or a significant crosswind.

Trial lessons or introductory flights should not take place:

- if the cross wind is beyond the limits of the winch
- into rain or into cloud
- with snow/ or Ice on the glider
- with a misted canopy.
- If cloud base is less than 1000' agl
- If in-flight visibility is less than 5km
- In very strong/turbulent winds

2.2 Authorisation of Flying

2.2.1 flying operations on any given day must be authorised by a BGA Full Rated Instructor, or by an “unrestricted” SFCL Flight Instructor (Sailplanes) or by a BGA Assistant Rated Instructor who has completed their Post Course Review and has been authorised by the CFI.

2.2.2 All pilots must ask one of the Duty Instructors for “permission to fly”.

2.2.3 non-licensed/ pre-bronze solo pilots must not be authorized to fly solo on any given day unless they meet the currency requirements in section 2.9

2.2.4 All non-licensed and pre-bronze/cross country endorsement solo pilots must receive an individual pre-flight briefing from a suitably qualified member of the duty instructor team.

2.2.5 All 2 seat flights by “Cross Country Coaches” must be authorised by the Duty Instructor.

2.2.6 Trial lessons carried out by BGA Basic Instructors and Passenger flights carried out by SFCL Introductory Flight Pilots may only be undertaken when a BGA Full Category Instructor or an unrestricted SFCL Flight Instructor (Sailplanes) is the Duty Instructor.

2.3 Flying when there is no duty instructor available

On days when there is no instructor available the Club can operate as a soaring group (i.e., No flying instruction may take place) under the following conditions:

- There is an ex-instructor, approved by the CFI, in charge of the airfield.
- Only Club members who hold a BGA Bronze C with a Cross Country Endorsement or LAPL(S) or SPL may fly.
- Normally only privately owned aircraft may fly.
- Use of Club aircraft is only permitted with the prior permission of the CFI or MGC residential professional instructor.

2.4 Use of club aircraft

2.4.1 As well as managing flying risks, the club needs to manage/minimise the financial risks. Therefore:

- The K21's must only be used for instructional flying, except for first solo/re-solo's or other exceptional circumstances.
- The K13's should only be used for instructional flying/first solos/instructor development/introductory flights. They may be used for mutual flying at the discretion of the duty instructor.
- Where a K21 is used for the first solo/re-solos, JGE should be used in preference to MYN.
- For aerobatic instruction, JGE must be used. MYN must not be used for aerobatic flying.

2.4.2 Disabled kit for MYN

Only instructors that have been specifically briefed and signed off on the disabled conversion kit are allowed to get the kit out, install it, and operate the glider with it in situ. They will be responsible for ensuring the kit is put away after flying with it.

2.4.3 Spin conversion kit

The spin kit for G-CMYN is not to be used for spin training with the spin weights until advised.

2.5 Flying operations- Pilot Responsibilities:

2.5.1 It is the pilot's responsibility to ensure they hold the appropriate qualification and meet the medical requirements for the type of flying they are undertaking e.g., solo or instructing, in place at the time of the flight.

All pilots are required to provide the club with evidence of compliance with the medical fitness rules in place at the time of the flight

NB Pilots over 70 who are instructing/passenger carrying are reminded that they need a CAA medical self-declaration, which after initially making the declaration is valid (unless it is withdrawn) until the age of 70, **when a new declaration is required**. A new declaration must then be submitted every three years.

2.5.2 It is the responsibility of all pilots to ensure the aircraft they are about to fly is airworthy, as a minimum the following must be completed: -

- a) DI book completed and signed off, including positive control checks.
- b) Launch point positive control checks and release checks completed.

2.5.3 It is the responsibility of all pilots to bring to the attention of the duty instructor any item they observe which they believe may render an aircraft unserviceable.

2.5.4 Any pilot flying a type of glider for the first time is to be given a specific briefing on that type by either a rated instructor experienced on type or by a suitably qualified person. The planned flight should be approved by the duty instructor.

2.5.5 All glider pilots are required to keep an adequate record of their flying to prove that they meet, as appropriate, BGA requirements for training and solo flying and for the renewal of ratings.

2.5.6 Logbooks are required to be made available to the CFI or the Duty Instructor, for inspection, on demand by pilots seeking "permission to fly" and to any instructor prior to any instructional or check flight.

2.6 Flying Operations- Mutual flying

Club Requirements for both Club and private gliders: -

2.6.1. P1 must meet the solo pilot medical requirements.

2.6.2. The prior permission of the duty instructor is required for the intended flight.

2.6.3 The P1 for the flight must be agreed by the pilots before they get into the cockpit and the following principles apply:

The pilot at the higher Stage having, as a minimum, a bronze/cross country endorsement and a minimum of 50 hrs PIC, must be P1.

If both pilots are at the same Stage, the duty instructor will decide who is P1.

Both pilots may not be under 18.

2.6.4 P2 must, as a minimum, be post-solo.

2.6.5 The CFI may authorise a P1 who is not an instructor to fly with a pilot at Stage 2 or above who does not hold a bronze badge with the cross-country endorsement for the purposes of cross country coaching.

2.6.6 The P1 must occupy the front seat, except that an instructor, ex-instructor, or IFP may occupy the rear seat.

2.6.7 The P1 must be at the controls at all times when the glider is below 1000' agl, unless the P1 is an instructor.

2.6.8 The P1 must ensure that the launch point Logbook correctly records who is P1.

2.6.9 The P1 must be in command at all times but should take account of any observations made by P2 as may seem appropriate.

2.6.10 Mutual flying as P1 is a privilege, which may be suspended or cancelled in the event of any flying to a poor standard of airmanship or in breach of any rule.

Mutual Flying in Private Gliders: -

2.6.11 An instructor may be appointed by the CFI to authorise individual members of a privately owned two-seater glider to fly P1 in that glider and to carry out appropriate checks for members of the syndicate.

2.6.12 In a privately owned 2 seat glider it may be the case that the least experienced pilot is a syndicate member and consequently the aircraft insurance cover may dictate that they should be P1. In this case, P2 must satisfy themselves that the P1 they are flying with is capable of handling the weather conditions and any situation they are likely to encounter, otherwise the flight should not take place.

Family and Friends

Flying family and friends as passengers may only be undertaken by IFP or instructors except with the specific permission for each individual flight by the CFI or DCFI's.

2.7 Local Endorsements

2.7.1 In order to ensure pilots are sufficiently trained and enhance flight safety the Club has devised a series of site specific endorsements the requirements for which are based on previous experience.

2.7.2 Details of these local requirements are contained in the Midland Gliding Club Progress and Logbook.

2.7.3 The attainment of these endorsements should be recorded in the pilots training card and gliding logbook by an MGC or otherwise authorised instructor.

2.7.4 Pilots must NOT fly solo using launch directions/methods or in flying conditions requiring a local endorsement until these training requirements have been satisfied and signed off in the pilot's logbook **unless a satisfactory check flight has been carried out on that day.**

2.8 Flying operations- Radio procedures:

2.8.1 Flight Radio Telegraphy Operators Licence (FRTOL)

Pilots are recommended to obtain a Gliding FRTOL as part of their training especially if they intend to fly cross country

2.8.2 The Club's home base frequency is 123.815 MHz This should be used only for communication with the Club, and only below 3000 feet asl and within 10 nm of the airfield.

2.8.3 To enhance flight safety pilots should make "downwind" calls when starting their circuit to land at the Club's site.

2.9 Pre landing checks

- a) Instructors should teach pre landing checks will be as per the Aircraft Flight Manual/Pilots Operating Handbook

Or: - **W** – Water jettisoned.
U – Undercarriage down and locked.
L - Lookout
F - Flaps

2.10 Pilot Currency Requirements

In order to categorise pilots by skill level and experience the Midland Gliding Club has introduced a “Stage” system of grading pilots. Requirements are as follows.

NB: - ALL PILOTS, MUST REQUEST “PERMISSION TO FLY” FROM THE DUTY INSTRUCTOR BEFORE FLYING SOLO and meet the relevant medical requirements. All flying remains at the discretion of the Duty instructor

	Currency Requirements
Stage 1 Pre Solo	None
Stage 2 Post Solo Up to 25 solo flights After 25 solo flights	Daily checks Weekly checks, if weather conditions, and circuit plan remain unchanged. If change of weather/circuit, need check flight.
Stage 3 Pilot authorised as stage 3 by full cat	Check flight required unless the pilot has flown solo, 3 times in the previous 3 weeks. AND as a minimum, 3 monthly check/training flight
Stage 4 Bronze GFT complete.	As a minimum, 3 monthly check/training flight
Silver C or LAPL(S) or SPL	Annual Refresher Check Flight plus 5hrs solo hours and 15 solo flights in past year.
Cross Country Coaches Experienced, Cross Country Pilot, invited by CFI to become a Cross Country Coach. Briefings by the CFI or an RE on “Care of Passengers” & Managing Flying Risk	Must have flown at least 3 Cross Country flights of more than 100 Kms as P1 in the last 12 months Must have successfully completed at least 1 field landing in the last 12 months, or successfully completed a field landing exercise in a motorglider with a suitably qualified instructor in the last 12 months. Must have completed at least 3 launches and 3 landings as handling pilot, in the last 90 days.
Instructors BGA Instructor Rating issued or SFCL FI (S) Rating issued	Must have a valid Instructor Rating.

2.11 Annual Refresher Training Checks:

2.11.1 Applies to all Midland Gliding Club pilots intending to fly solo except: -

- a) Current BGA Full and Assistant Category Instructors
- b) Pupils still on daily checks.

2.11.2 Midland Gliding Club based pilots who are outside the period of validity of their previous refresher training checks will NOT be allowed to fly solo at the Midland Gliding Club.

2.11.3 Annual refresher training checks should be completed within 13 months of the previous annual refresher training check.

2.11.4 The refresher training checking process may be started up to 90 days before expiry date of the current form.

2.11.5 Pilots must complete an annual refresher training check form; a copy of this should be registered with the Club's Office Administrator after sign off by an instructor.

2.11.6 MGC based pilots whose Annual Refresher Training Check are not within their period of validity will not be eligible to fly solo.

2.11.7 Requirements for the annual check are specified on the form

2.12 Cross-country flying

2.12.1 All pilots wishing to fly cross country flights in Club gliders and all cross-country flights by pre-stage 5 pilots must be authorised by a member of the duty instructor team,

2.12.2 Private owners must have a 100km diploma or club endorsement to self-authorise and self-brief.

2.12.3 The minimum requirements for a cross country briefing (whether a self-brief or carried out by an instructor) should include: -

- a) NOTAMS relevant to the proposed route
- b) Controlled airspace close to the intended route
- c) Met information
- d) An assessment of the current state of the potential land out fields
- e) An assessment of the likely landing areas en route.
- f) planning the retrieve

2.12.4 Pilots unable to complete their planned flight may need to land out, in which case:-

- a) Contact the Club as soon as reasonably practicable.
The following information should be passed: -
 - i) Condition of pilot(s)
 - ii) Location
 - iii) Condition of aircraft
 - iv) Their intentions
 - v) Relevant instructions regarding any required "Road Retrieve"
- b) Contact the landowner/farmer as soon as reasonably practicable.
- c) Dealings between pilot and landowner should take place in accordance with the code of practice agreed between the British Gliding Association and the National Farmers Union

2.12.5 Gliders finishing cross-country flights are permitted to land straight ahead without joining a circuit provided the following precautions are taken: -

The pilot must listen out on 123.815 MHz for at least 10 minutes before the expected arrival to maintain awareness of a possible conflicting traffic.

Calls must be made on that frequency at 5 minutes and 1 minute before finishing.

Cross-Country Coaching

2.12.6 Cross Country Coaches are appointed by the CFI

2.12.7 Cross Country Coaches must discuss the planned coaching flight with the Duty Instructor.

2.12.8 Cross Country Coaches should conduct a detailed safety briefing of the aircraft and intended flight with their passenger prior to launch.

2.12.9 Privately owned gliders used for cross country coaching must be insured for instructing (even though no "Instruction" may take place during a "Coaching" flight).

Flying Operations- Ridge Flying – see appendix A

2.13 Flying Operations- Wave and High Altitude

2.13.1 Wave soaring involving climbing above cloud base by pre-Silver C pilots is subject to authorisation and briefing by the Duty Instructor, who will take due account of the pilot's experience and the weather conditions. The pilot must also hold the wave soaring endorsement (Part 3 of the soaring endorsement)

2.13.2. Gliders flying above cloud must be equipped with an operational, working, moving map navigation device and radio

2.13.3 The BGA requirement for use of 130.535 MHz for cloud flying still applies, however it is strongly advised to call the Club on 123.815 MHz immediately before entry.

2.14 Aerobatic training

2.14.1 Training in full aerobatics, involving inverted flying, may be given only in a dual-control two-seater by an instructor holding an Aerobatics Instructor Rating.

2.14.2 All gliders used for aerobatics training (excluding spinning) must be fitted with a serviceable accelerometer, visible to the instructor.

2.14.3 Pilots may be trained up to the BGA Basic Aerobatic Badge level by an instructor approved by the CFI.

2.14.4 Aerobatics beyond the BGA Basic Aerobatics badge

Pilots wishing to train to a higher level must fly with an instructor holding an Aerobatic Instructor Rating. Instructors wanting to teach inverted or rolling manoeuvres must have, as a minimum, a 5 yearly check flight with an aerobatic instructor coach, including all advanced manoeuvres that they wish to teach.

2.14.5 Aerobatic Practice

Aerobatic practice must be authorised by the Duty Instructor, who may designate an appropriate area for practicing manoeuvres.

2.14.6 Aerobatics-excessive G readings

If a G force greater than permitted for that aircraft in the manual is recorded in flight or during manoeuvre, the fact is to be reported to the Duty Instructor who will arrange for an inspection of the aircraft's structure by a suitably qualified person and will not permit the aircraft to fly again until declared serviceable.

2.15 Motor glider/powering operations

2.15.1 Approval to fly the motor glider or any powered aircraft on any given day is at the discretion of the Duty Instructor.

2.15.2 Pilots flying the motor glider are required to ensure that they hold a current licence, medical and certificate of experience. Pilots are responsible for the renewal of their licences, medical certificates and certificate of experience.

2.15.3 Power Aircraft Movements Log

All power aircraft movements must be recorded on the flying log. Pilots should complete this log with details of the proposed flight before leaving the airfield. On return pilots should complete the log as back safely.

2.15.4 The Pilot in Command of the motor glider is responsible for ensuring the Ground vehicle with safety equipment including fire extinguisher and cutting gear is available on the airfield prior to take off and is manned.

2.15.5 A radio call must be made to the launch point before beginning take off run to confirm that the winch cable is dead.

2.15.6 Pilots of visiting powered aircraft, are requested to seek PPR before landing at the Mynd. They should report to the office and sign the aircraft movement's book and pay the landing fee.

Section 3: Visiting pilots

3.1 Visiting pilots should read 'Information for visiting glider pilots' and this SOP before flying at the MGC. Both documents are available on the Club website
Visiting pilots are bound by all national and local rules in this SOP document.

3.2 Visiting glider pilots must be given a site briefing.

3.3 Check flights or local area familiarisation flights are required at the discretion of the Duty instructor and consistent with the visiting pilot's level of experience and currency, before being cleared to fly solo in either club aircraft or private aircraft.

3.4 Visiting pilots must sign a membership form prior to flying at the MGC for the first time.

3.5 Visiting glider pilots wishing to fly Club aircraft must leave a copy of their medical and sign a disclaimer or pay the waiver fee before doing so.

4 Ground Operations

4.1 Glider Rigging

4.1.1 Gliders must be rigged by competent persons familiar with the aircraft type, or under the close supervision of a competent person familiar with the aircraft type.

4.1.2 After a glider is rigged an “Independent Rig Check” and “Positive Control Check” will be carried out by a competent person who was not the person originally rigging the glider, or under the close supervision of a competent person who was not the person originally rigging the glider.

These checks must be successfully completed out prior to the commencement of the glider’s Daily Inspection (DI) and will be recorded in the glider’s DI book.

4.2 Daily Inspections

4.2.1 All aircraft, including private gliders must have a Daily Inspection (DI) book. A Daily Inspection and Positive Control Check must be carried out each day the glider is prepared for flight and recorded in the DI book.

4.2.2 Aircraft Daily Inspections (DI’s) will only be carried out by pilots who have been trained and signed-off as competent to carry out this task by an instructor. This should be recorded in their logbook.

4.2.3 Whilst it is a requirement that aircraft should be taken out to the launch point only after their DI had been completed, it is the responsibility of the first person to fly the aircraft to ensure that it has been DI’d that day and to ensure that Positive Control Checks and cable release checks are carried out prior to the aircraft’s first launch.

4.3 Retrieve Winch and Cables

4.3.1 The Retrieve winch may only be operated by an individual that has received appropriate training

4.3.2 No dead cable may be made live (i.e., moved by a winch or any other means including manually) until the operators of both the retrieve winch and the main winch have agreed the operation. This applies ordinarily to a launch, but it also applies to a failed cable retrieve and to cases when a repair or adjustment is being or has been carried out to a winch or cable.

4.3.3 No repairs, adjustments or modifications may be made to any winch except by the winch driver or by a member authorised to do so by the main winch driver, an officer of the Club or the MT member of the Committee

4.3.4 No person may approach a live cable until it has come to rest.

4.3.5 No launch may be initiated unless there is a functioning stop light on the retrieve winch that can be seen by the main winch driver.

4.4 Launch procedures

4.4.1 Once the pilot has completed their checks and accepted the cable being attached to the aircraft, initiation of the launch passes to a member of the ground crew outside the aircraft. Therefore, a pilot must not accept the cable until ready to launch.

4.4.2 In the event of an interruption to the launch leading to any delay the cable should be released from the glider.

4.4.3 The most important job of the person initiating the launch is to ensure that there is no hazard to launching which might not be visible to the pilot. The retrieve winch driver must confirm "all clear ahead" prior to the cable being connected to the glider.

It is **absolutely essential** that before calling "all clear above, behind and in front" they have positively and methodically checked that this is so. He should also ensure that there are no persons within a 90-degree arc ahead of the glider, extending forward to the cable danger area, paying particular attention to visitors who may be unaware of the dangers associated with glider operations.

Launches must not proceed if there are walkers/horses/cyclists anywhere in the vicinity of the launch, who might be at risk from the launch or the dropping cable.

The person who hooks the cable onto the glider is responsible for initiating the launch process. It is normal practice that the person giving the signals is a separate individual to the person "running the wing"

The take up slack ~~and all-out signals~~ should be given both verbally and by arm signals.

4.4.4 Once the signal to take up slack has started, the launch is under the control of the retrieve winch driver.

4.4.5 The retrieve winch driver must not initiate the all-out signal until the slack has been taken out of the retrieve cable and the glider has started to move

4.4.6 The wing runner should continue to look ahead into the area where the cable will drop, to ensure no-one including cyclists and horse riders, enters the danger area. In the event that anyone becomes at risk of a falling or moving cable, the launch/retrieve should be stopped immediately

4.4.7 Once the launch procedure has started, **any member** may stop the launch at any time for any reason by shouting "**STOP.**" 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 immediately, while the reason for the interruption is investigated.

4.5 Use of Private vehicles airside:

4.5.1 Cars may only be left on the active part of the airfield with the agreement of the launch director or duty instructors.

4.5.2 The maximum Speed Limit on all roads on the site where vehicles can be driven is 15 mph.

4.5.3 When driving on site great care should be taken at all times, a good lookout is imperative. Vehicles should always give way to aircraft whether they are flying, being towed or taxiing.

Club Vehicles

4.5.6 Club vehicles must only be driven by Club members holding a Full Driving License for motor cars.

4.5.7 Club vehicles must not be driven on any public highway.

4.5.8 No repairs, adjustments or modifications may be made to any Club motor vehicle except by the winch driver or by a member authorised to do so by the main winch driver, or an officer of the Club or the MT member of the Committee.

4.5 The Flying of Model Aircraft

4.5.1 The flying of model aircraft is **NOT** permitted during other flying operations.

4.5.2 All persons wishing to fly a model aircraft must hold the appropriate CAA operators' number or CAA Model Pilot certification.

4.5.3 All persons flying model aircraft must hold appropriate insurance cover. Equivalent cover to that offered by the BMFA to its members is the acceptable minimum.

4.5 Dogs

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

5. Accidents and Incidents

5.1 Accidents:

5.1.1 For serious accidents involving injury, death, or serious damage to a glider, see the Emergency Procedures covered in Appendix A of this document.

5.1.2 All members are required to be familiar with the location of the Club's Emergency Procedures Book.

5.1.3 All accidents resulting in damage to an aircraft or injury must be reported immediately to the Duty Instructor who will decide immediate actions.

5.1.4 All accidents must be reported as soon as is practicable by the duty instructor to the CFI and CSO.

5.1.5 For less serious accidents a report form is required to be submitted to the BGA within 1 month. To ensure accuracy of reporting, in the event of such an accident it is important to take witness statements as soon as possible, while the memory is fresh, and all witnesses are readily available.

5.2 Incidents:

Incident reporting

An incident is an unusual occurrence in relation to aviation activities of a club which has the potential to cause damage or injury but **has not caused** injury or damage to a person or aircraft. This includes wheels up landings.

5.2.1 All such incidents, involving club, private, or visiting aircraft or winches/club vehicles must be reported to the Duty Instructor, who must inform the CFI, Deputy CFI, and Safety Officers.

5.2.2 They must also be formally reported through the BGA reporting system. The safety office/CFI/ or DCFI should view the report before submission.

5.2.3 Members are required to report incidents through the club reporting system in order to prevent more serious accidents in the future.

5.2.4 Pilots are also encouraged to report Airprox. Remember that most powered aircraft are not used to flying as close together as gliders habitually do. The military jet that you have just happily watched fly by you, may report an airprox and if the glider pilot submits an airprox as well it shows gliding in a good light.

- 5.2.5 The CFI and CSO will periodically review the MGC Incident Record to identify any recurring incidents, formulate new or amended training requirements or other actions to enhance safety.
- 5.2.6 All pilots are responsible for reporting any suspected defects, heavy landings, overstressing or other unusual occurrences immediately after landing and before the aircraft flies again.
- 5.2.7 Any fault reported by a pilot must be investigated by a competent person.
- 5.2.8 Any incident involving the fitness of a pilot to fly must be reported, in the first instance to the Duty Instructor and subsequently to the CFI and CSO.

6. Declaration

6.1 Pilot Declaration

After reading the SOP, pilots are invited to complete the declaration by following the link or QR code below.

Completing the declaration will minimise the number of times you will be chased to read and complete the declaration.

<https://forms.office.com/e/TpB46xTgVb>



Appendix A

Ridge Flying at Long Mynd.

Standard ridge soaring rules are as follows:

- Always turn away from the ridge.
- Always overtake between the glider and the ridge, you know that the glider you are overtaking will not turn into the ridge.
- If you are head on to another glider, the glider with the ridge on the left give's way (the glider with the ridge on the right cannot turn right, it would be turning into the ridge)

In addition to this we operate a lane system:

Aircraft on a **northerly** heading fly closer to the ridge (i.e., maintain a track to the east of the line of the road at the foot of the hill)

Aircraft on a **southerly** heading fly further out (i.e., maintain a track to the west of the same line) This means you must turn away from the ridge at the South end to turn back onto the ridge.

The line that divides the traffic lanes is the road at the foot of the ridge, where there is moorland on one side and fields on the other. In case you're still not sure, have a look at the map on the last page. Remember that your left wingtip must never go over this line, that way you can't collide with anyone who is also following the rules.

The reason for the traffic lane system is that the glider heading South is on the outside of the ridge so can give way easily without cutting across other traffic. If you are sinking slowly and worry that there will be less lift on the Westerly run to the South, then land before you get too low.

Remember that you MUST turn away from the ridge to start your circuit, and any judgement of a safe height to start the circuit must take that into account. It is NOT acceptable to decide that you are too low to conduct a safety turn away from the ridge and as a result turn towards the ridge onto your circuit.

If you are not cleared for or comfortable with field landings then don't go below a safe height to start a circuit, (600 ft generally). If you do go below a safe height to start a circuit, have your fields picked.

If you turn in thermal lift low down on the ridge you must keep a good lookout as you turn, and if there is anyone on the ridge behind you, you must not continue the thermalling turn but fly back down the ridge otherwise you put them in a very difficult position.

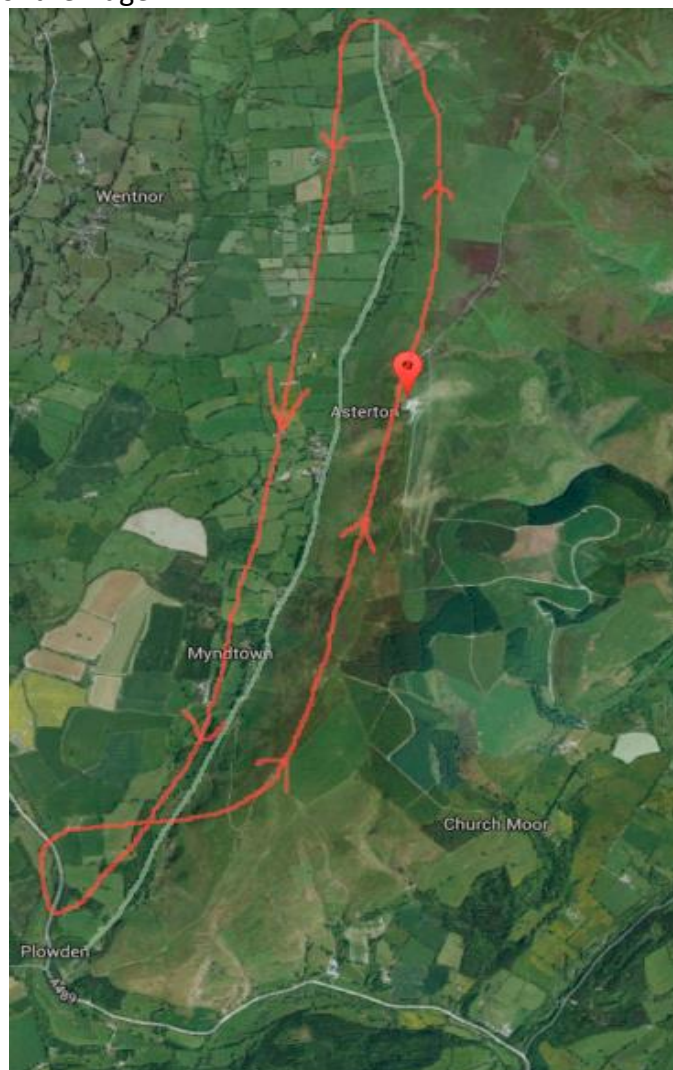
Do not fly close to cloud base i.e., in the "wispies". You are all flying up and down the same band of lift, you can't see people coming the other way, and they can't see you. If you think you need to be that high to get a circuit in, it's not safe to fly so land.

Any pilot soaring the ridge at a low level must not fly in a way which conflicts with flying operations of hang gliders, parascenders and the model gliders.

- Keep well clear of the areas in which any hang gliders and/or model gliders are operating.
- Keep well clear of the area in front of the bungee point so as not to conflict with gliders being launched and powered aircraft departing.
- Do not fly near to persons walking, cycling or horse riding.

The Civil Aviation Authority permits, under an exemption to 'SERA.3105 Minimum Heights' and SERA.5005(f) 'VFR Flight Minimum Height', a glider to fly below 150 metres (500 feet) above the ground or water or closer than 150 metres (500 feet) to any person, vessel, vehicle or structure if it is hill-soaring. In doing so, pilots must comply with 'SERA.3101 Negligent or Reckless Operation of Aircraft', which states that an aircraft shall not be operated in a negligent or reckless manner so as to endanger life or property of others.

This exemption is effectively a privilege that is dependent upon all pilots taking a responsible attitude to maintaining safety. At the Mynd, there is a risk from flying low over walkers and horse riders in particular and pilots must be mindful of their responsibilities towards other users of the ridge.



Appendix B - Rights of way, Midland Gliding Club Airfield



The airfield is private land. Unlike the rest of the Long Mynd it is not open access land, therefore the public are required to remain on the public rights of way and permissive routes. Under Paragraph 240 of the Air Navigation Order 2016, a person must not recklessly or negligently act in a manner likely to endanger an aircraft or anybody in an aircraft. A breach of this regulation may amount to a criminal offence

Nonetheless, we share this beautiful part of the countryside, and it is in everyone's interest for the club to be seen to behave in a reasonable, and flexible manner.

In the interests of everyone's safety:

- No launch by winch or aerotow may take place if the main or retrieve winch drivers consider that a vehicle or person walking, cycling or horse riding within the airfield boundaries would be endangered or at risk if the launch proceeded
- In case of any doubt in the minds of the main or retrieve winch drivers in respect of safety, the launch must be stopped and a decision to proceed or not will be made by the Launch Director or an Instructor on any advice from the duty winch driver
- Any member perceiving a hazard or risk to persons, aircraft, property or animals if a launch by winch or departure by any aircraft (including an aerotow) proceed must immediately raise their arms and shout out loudly "STOP".
- No launching to the south, southwest or north by winch or aerotow may take place if vehicles, pedestrians, cyclists or horse-riders are situated in, or are about to enter the Port Way within the area between a line running east-west through the launch point and a line running east-west through the main winch position. Extreme care must be taken when landing to the north on the southern runaways, to avoid flying below head height over the threshold/public footpaths.

Signs are in place at all entry points to rights of way on the airfield asking the public to consider using the perimeter path to the south instead of crossing the middle of the airfield and to consider using the permissive way to the west instead of the Portway. If people are observed to be not on the rights of way, they should be politely reminded that they must remain on the rights of way and be escorted back onto the nearest right of way.

Accidents – Immediate Actions

Firmly take control and ensure no further accidents occur
Was anyone injured?

Yes – All Actions

No – Green actions only

Direct a responsible person to telephone the emergency services and advise:

Name and contact telephone 01588 650206 option

Exact accident location 52°31.119N 002° 52.857W

Number of casualties and whether apparently fatal or serious injury

See to injured people - cautiously! Do not move injured occupants unless necessary to save life because of other threats e.g., fire.

Ensure someone stays with the injured person until professional help arrives

Send a responsible person to the airfield gate to direct the Emergency Services and to control entry.

Secure the accident scene. Unless it is necessary to attend to injured persons or to prevent further accidents, do not move any wreckage until authorised by the AAIB or the BGA accident investigator.

Detail a responsible person to communicate with airborne aircraft. to ensure safe landings and collision avoidance

Note the names and contact details of all witnesses and ask them to make written statements. Brief a person to photograph the accident scene.

For fatal and serious injury accidents obtain and secure the glider C of A / ARC and logbook and the pilots' medical certificate, flying licence or certificate, and logbook, and obtain details of the next of kin.

For fatal accidents the AAIB should allocate an investigator immediately. If you are not quickly contacted by an investigator you should seek assistance from the BGA Senior Accident Advisor, Chris Heames, tel 01780 482593 (Home); 07850 744927(Mobile); 01400 266156 (Office)).

Notify the following ASAP, passing essential details:

Air Accident Investigation Branch (AAIB)* tel 01252 512299

Local Police (even if 999 call already made), tel **101**

Club Chairman James Moore tel 07711 191814 / Andy Rands 07989 385492

Club Safety Officer Martin Sloan tel 07716170343

Club CFI Rose Johnson 01584 831933

BGA Office tel 0116 289 2956

Review the actions taken and ensure nothing essential has been omitted.
Gather all paperwork and hand to Safety Officer.

