

Masterton Soaring Club

Standard Operating Procedures

01st May 2017 – Rev 3

1. *Legal*

All members are to comply with all operational and licencing requirements as prescribed in Gliding New Zealand MOAP, NZ CAA rules, aircraft flight manuals and the requirements of sound airmanship and common sense and to the rules and guidelines listed below for the safe operation of gliders operating at the Masterton Soaring Club (MSC) based at Hood Aerodrome, Masterton, NZ.

MSC's primary objective is to provide a safe and compliant facility to enable suitably qualified private owners to operate from Hood Aerodrome.

2. *Duty Crew*

- (a) The duty crew for flying operations is Duty Instructor, Tow Pilot or Approved Pilot. Some or all of these duties can be carried out by one person.
- (b) The person in charge of flying operations is the Duty Instructor. In their absence, the Tow Pilot or Approved Pilot is to exercise site control.

3. *Crowd Control*

- (a) visitors need supervision and guidance. Generally visitors are unfamiliar with airfield layout, hangars and areas where gliders are being rigged and can easily put themselves and others in harm's way. Hazards should be highlighted, and safety equipment where appropriate pointed out. Remember we are around aircraft all the time and comprehend the hazards, be vigilant to their wellbeing and offer friendly guidance to new comers.

4. *Weather*

- (a) The Duty Instructor, Tow Pilot or Approved Pilot is responsible for weather evaluation and flight authorisation at Hood Aerodrome.
- (b) The following conditions have been experienced, while they may not be limiting, judgement is required if conditions exceed these values:
 - Maximum wind strength 25 knots gusting 35 knots as determined by the Metar or local anemometer.
 - Maximum 15 knots cross wind during aerotow launches.

Note: Deliberate flight in continuous rain is prohibited.

5. *Ground handling*

- (a) Gliders are to be picketed at all times when unattended in the open and must not be left unattended with wind speeds over 20kts.

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- (c) When towing the gliders to the launch area and it is necessary to cross the duty runway, it would be desirable to do the crossing in groups, exercising care as regards aircraft movements.
- (d) All vehicles must be parked well clear of the runway.
- (e) Launching and landings must comply with the duty runway. However if circumstances arise where the pilot in command decides this is not the safest option (e.g. rope break, change of wind) another runway or area may dictate.
- (f) If due to a wind change and it is safe to do so, a repositioning launch will be done with all care and with intentions clearly radioed.
- (g) A mown area adjacent to and running parallel to runway 24 L and 06 R will be available to grid and for the purpose of launching, this will make interference with other traffic less of a conflict. Keep the runway side wings down on the grid gliders. Gliders should be cleared from duty runway after landing immediately.
- (h) If it is not possible to comply with (g) above, all gliders are to be kept clear of duty runways that are in use for powered aircraft unless they are about to be launched.
- (i) The glider launching, should leave the runway side wing down if an aircraft is on final approach. This will indicate to the approaching aircraft that the launch will not proceed.
- (j) All aircraft will conform to the circuit pattern applicable. Downwind leg for gliders should commence between 1100 and 1500 feet QNH.
- (k) Radio calls advising other traffic of circuit rejoins is required, and a base leg or final approach call desirable.
- (l) 119.1 must be monitored when below 3000 feet and within 5 nm radius of Hood Airfield. A position report should be given stating intentions when departing or entering the 5 nm boundary.
- (m) When intending to release within 5nm radius of the airfield, thought and care must be taken of the normal movement of other air traffic.
- (n) Tow planes should descend in a good airmanship manner avoiding likely conflict areas of air traffic.
- (o) If the tow pilot chooses to do a descending circuit, all care must be taken to avoid conflict with other circuit users. The tow pilot must be aware of NORDO aircraft and not surprise them by suddenly arriving in the circuit.

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- (p) Competition finish. This can be practised at the end of a flight provided that other aircraft have been advised of your intentions and it does not interrupt any other operation.
- (q) Parachuting operations at Hood. Gliding operations should avoid the airspace likely to be used by this operation when parachuting is active. If this is not possible maintain good situational awareness of any parachute operations in progress and communicate directly with the jump plane or "Parachute Base" on 119.1 to ascertain current status.
- (r) Hood Aerodrome supports GPS based Instrument approaches for both runways, pilots should be aware that IFR aircraft frequently carry out RNAV approaches even in fair weather conditions. Within approximately 10nm of the airfield these aircraft will be in the area of the runways extended centreline depending on the runway in use and possibly be in IMC, position reports will be on the local traffic frequency. Transponder equipped gliders are advised to have this equipment operating.

6. *Private operations*

- (a) Private operations are available to pilots approved by the CFI, pilots must hold a minimum qualification of QGP or C Cat instructor rating to operate outside 10nm from Hood Aerodrome. MSC pilots wishing to operate above 9500ft must have had a prior briefing and approval from a MSC instructor.

7. *Flight Authorisation, Notification and Communication.*

All flights in gliders are to be authorised as follows:

- (a) Self-authorisation if a QGP meeting the above experience level flying their own aircraft and has pre approval of the CFI.
- (b) Wave flights above 9500ft require notification to either a MSC member or ATC.
- (c) Flight following is advisable. Radio equipped gliders should make ops normal calls every 30 minutes to "Masterton Base" on 133.55 and where possible these are to be noted on the flying sheets. FLARM and or ADSB equipped gliders can be monitored via ground based receivers. ATS on appropriate frequencies can also log position reports.
- (d) Flights to the South of Hood Aerodrome should be aware of the Papawai winch launch operation and within 3nm of that airstrip communications should be on 134.45.
- (e) MSC current documents are kept on Google Drive, the login and password are given to each member. Each member is required to provide a scanned copy of their current licence, medical and BFR so that it can be loaded onto Google Drive. A software program – DFT8, keeps track of currency however pilots should be aware of their own currency requirements.

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- (f) **Currency requirements.** MSC pilots should endeavour to fly once in every 90 day period so as to be considered current. At times this is not possible. A check flight or briefing should be carried out by an instructor prior to flying should pilots currency fall outside the 90 day window. It is the pilots responsibility to monitor currency.
- (g) **Visiting Pilots.** Pilots visiting Hood Aerodrome and intending to operate with the MSC will require some form of assessment. Generally, pilots will be known to members but if not an appraisal of the pilots qualifications should be carried out. The assessment should include sighting of their logbook and documents supporting their qualification and planned flights, also a review of their aircrafts technical log may be carried out. Guidance can be found on the GNZ website for visiting foreign pilots. A copy of the MSC SOP's should be provided and a thorough briefing given on the risks and hazards involved when flying from Hood Aerodrome, parachuting operations for example.

8. *Flying Training*

- (a) MSC is not primarily focused on ab-initio flight training and as such this is not normally carried out. However it may be conducted by pilots with current instructor ratings. Instruction will be carried out as part of any trial flights that take place. Passengers that are keen to further their training will be guided to the operations at Papawai, Greytown to further their experience.
- (b) Passengers wishing to carry out a trial flight must fill out and sign the MSC "Trial Flight or Membership" form prior to the flight.
- (c) Advanced flight training and familiarisation flights may be carried out by suitably qualified instructors.

8. *Towing*

- (a) Tow pilots are to be selected and trained by the Chief Tow Pilot.
- (b) Pilots will be conscious of the effects of tow plane noise and the local environment and where possible avoid over flying populated areas.
- (c) Pilots will normally remain initially close to the airfield after take-off in case of a rope break.
- (d) Gliders should have an operational VHF radio and a communication check should be made prior to launch. An "All Out" call and confirmation of glider release should be made to the tow plane via VHF, usually on 119.1.
- (e) Check with glider pilot for maximum tow speed limit.
- (f) Tow pilots should use sound judgement in all aspects of the operation, taking care of the tow plane and liaise with the glider pilots at all times as to their requirements.

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9. Emergency procedures

Emergency Services 111 CFI 021 0730021 President 021 2794415

- (a) If a glider releases/is released/suffers tow rope failure after take off, the decision height is 800ft indicated at Hood (i.e. 450ft agl). Below this, land on a suitable area ahead (within about 30 degrees of the climbout heading); at or above this height turn downwind for a circuit & landing onto the airfield, any area on Hood airfield is suitable to land in an emergency.
- (b) In the event of an accident causing serious injury or fatality, and involving an MSC member, visitor or aircraft, the Duty Instructor or in his absence the Duty Crew is to call the emergency services on 111. The police are to be notified immediately of any serious incident or accident.
- (c) Apart from any need to render assistance to the injured, the wreckage of the aircraft is not to be moved without the authority of the CAA.
- (d) Normally the police would be expected to inform the next of kin in the case of a fatality, however this should be confirmed with the Senior Police Officer On-site. The President, in his absence the CFI, should be notified if this responsibility falls on the Club.
- (e) The CFI and the President, in that order of priority, are to be advised of all accidents or incidents involving an MSC member. The CFI, or in his absence the President will be responsible for initiating notification/reporting procedures in accordance with CAA Rule Part 12 and MOAP Search and Rescue and Accidents and Incidents sections.
- (f) Statements to the media and/or interviews are to be handled by the President or in his absence the CFI. Members must avoid comment or speculation to the media concerning any aspect of the accident including its likely cause.
- (g) Glider tracking is normally carried out via ops normal calls on VHF every hour. Other means are via various glider tracking methods available, as an example FLARM, ADSB etc. Should a glider become overdue attempt to contact the pilot via VHF or cellphone, other pilots in the area may be able to assist.
- (h) In the event that a glider becomes overdue, the Duty Instructor, or in his absence the Duty Crew is to advise ATC, Emergency Services on 111 or the Rescue Co-ordination Centre on Free phone 0508 222 433.
- (i) See Appendix 1 Masterton Soaring Club – Safety Management for further details

Chief Flying Instructor
P Buchanan

President
M O'Donnell

Masterton Soaring Club

Appendices

Appendix 1 Masterton Soaring Club – Safety Management Rev 1 May 2017

Forms – Loaded on Google Drive

Membership

Trial Flight

Logbook stickers -Flight authorisation

Wave authorisation