

# 2009



## Induction Manual

### Welcome

*to the Byron Gliding Club Inc. We hope you enjoy your association with us and enjoy your flying activities.*

## ABOUT THE CLUB

We are a not for profit Club incorporated under the NSW Associations Act. The Club Rules are available at the Clubhouse and can be inspected at any time by members. The Club has operated from the Tyagarah Airfield since 1995. It has fluctuated in membership over the years from a beginning membership of 7 to a maximum membership of 70. The current membership is about 50. Our Club is primarily run by a Management Committee which is elected each year by the members at our Annual General Meeting. This Committee meets monthly and all members are encouraged to attend and get involved in the operation of the Club.

## CONTACT INFORMATION

*Street Address:* 2 Old Brunswick Rd, Tyagarah, NSW

*Postal Address:* PO Box 815, Byron Bay, NSW 2481

*Telephone Number:* General 0266 847 642

Mobile: 0400 553 642

Clubhouse: 0266 847 031

*Email:* byrongliding@gmail.com

*Web:* www.byrongliding.com

### The Management Committee (2009-2010):

Position	Name	Telephone	Area of Responsibility
President:	John Duffy	0266 876 685	GFA, CASA, Council and Government liaison, Assistant to CFI
Vice-President:	Ashley Osborne	0266 291 171 0417 287 284	Marketing, Sales, Newsletter, Assistant to Club Infrastructure
Treasurer:	John Witham	0266 857 509 0418 857 509	Budget, administration, Manager of BGC Trust, Public Officer, Assistant to social events organizer
Chief flying Instructor:	Cliff Hitch	0405 450 881	Airmanship Development and Training Assistant to Safety Mgt
Secretary:	Ken Robinson	0417 611 580	Club Infrastructure, Clubhouse, grounds, camping area, access road, Assistant to Marketing
Committee Member:	Russell White		Web site and web presence, email lists Assistant to Marketing
Airworthiness Officer:	Alan Rundle		Safety and Airworthiness



Cape Byron from ZDD

## INTRODUCTION

This manual is designed to help new (and maybe old) members get involved in the operation of our Club and to assist them to become familiar with “the way things are done around here”.

## MEMBERSHIP

There are a number of options for membership which are explained below:

*Full Member* – a full member is a member who flies and joins for 1 year. Full members may nominate new members and vote at General Meetings of the Club. Students studying full time up to age 25 and members over 65 may apply to the Committee for a discounted membership fee.

*Associate Members* – there are a number of categories of associate members. They include members who wish to be short term ie 1 month and 3 months, members of other gliding clubs who wish to fly regularly at our Club and others who wish to fly on rare occasions or just support our Club. Associate members may participate at Committee meetings but can not vote at General Meetings.

## WHAT TO EXPECT NOW YOU HAVE JOINED THE CLUB

All of the people who, act on the Committee, teach you to fly, act as Duty Pilots, are cleaners, etc are members and volunteers. They are not paid to perform tasks and therefore they, like you, are here to enjoy themselves and of course to enjoy gliding. So whenever possible chip in and contribute and if you don't know what needs doing ask a Committee member. About three times a year the Club has a work day and all members are encouraged to attend. It's your club so the cleanliness of the clubhouse is your responsibility. Ask the Duty Pilot how you can help. During summer the grass needs cutting and edges done regularly. There is a motor mower and trimmer in the shed at the back. Ask if you want instruction. Mowing should be avoided around aircraft. If you see building maintenance that needs doing, then bring it to the attention of a Committee member or deal with it yourself.



## CLUBHOUSE and HANGARS

The Clubhouse and the hangars are yours and need to be maintained, kept clean and tidy. If you see things lying around in either, please put them in their appropriate place or at least on a bench or shelf. The kitchen must be kept clean. Wash your own dishes and any left by visitors. No aircraft parts or repairs are allowed in the Clubhouse. Also camping/sleeping in the Clubhouse is prohibited. The Club has tents on offer, see camping below. Hangars, Fuel Shed and the Clubhouse should be locked at the end of the day unless members are staying over.



## AIRCRAFT

Your Club owns 1 glider. It is a Grob 103C Twin III SL(self launching). **VH-GLL**

The Club leases a number of other aircraft from private owners as listed below.



Dimona H36 **VH-ZDD** owned by Gliding Adventures Pty Ltd, “the Syndicate”

Motor Falke **VH-XJX** also owned by Gliding Adventures Pty Ltd

Motor Falke **VH-GLC** owned by a member John Crumpton

Grob 109A **VH-FNN** owned by a member Russell White

You can check out the specifications of any of the above by going to [www.sailplanedirectory.com](http://www.sailplanedirectory.com).

There are also other private aircraft in the hangars. If you are interested in being an owner feel free to approach any of the private owners or watch the Club Notice Board as often private owners seek new people.

Look after all aircraft as if they were your own. They are required to be kept clean inside and out. As they spend their day in the sun, they require regular polishing on the exposed surfaces to counteract UV light damage. After or before use, they should be cleaned on the outside and inside. Most have canopy covers which should be fitted when not flying.



## INSTRUCTORS

The following club members are instructors:

<i>Level 3</i>	Brian Marshall
<i>Level 2 &amp; CFI</i>	Cliff Hitch
<i>Level 2</i>	Ian McPhee
<i>Level 2</i>	Norm Sanders

If you wish to book an instructor you should contact Ashley Osborne on 0400 553 642 or 02 6684 7627 who will advise on whether an instructor and aircraft is available on any given day, otherwise he will organize an alternative for you. If you haven't booked instruction, don't despair, check with the instructors on duty to see if a slot is available. You might have to wait. The booking system is there to streamline the process. You may feel more comfortable with some instructors and not with others. Keep in mind, different instructors have different strengths and may help to improve your airmanship. Always bring your Logbook with you, it is your "Licence". Keep it up to date and remember it is your responsibility to get the instructor to enter the flight notes. If you would like an Instructor to cover certain things, just ask!

## FLYING

The Club maintains through Ashley, an internet based **bookings calendar** which you can access from the Club's website. Go to the site [www.byrongliding.com](http://www.byrongliding.com) then go to site map on the left of the page, scroll down until you find the clubs calendar/booking page...click this. You will then see if anyone has booked the time you would like or not. Also you will be able to see who has booked a glider or if there is a flight on. Then call Ashley 0400 553 642 or 02 6684 7627 and he will book a spot for you.

Sometimes you may find that there is a wait to fly as an aircraft may not be available or an instructor is not available. That is the nature of a club operation so be patient and maybe look around for some job to be done while you wait or just enjoy the beauty around your Clubhouse. You will very early in your lessons realise that there is an element of persistence required in learning to fly a glider but hang in and you will be rewarded with some amazing experiences. Our training system generally produces good club members as well as competent pilots.

After each flight, which may include a number of landings, it is the responsibility of the Pilot in Command to complete the Aircraft Log book for the flight/s. The columns are self explanatory but if you are not sure, please ask an instructor or the Treasurer. The log books for all aircraft are used by the Treasurer to determine the cost of the flight/s and to ensure that fee errors are minimal.

At the end of the day or before leaving all members who do not have an account with the Club are expected to settle their accounts in full. Cash, cheque, money order or credit card payments are accepted. All payments are to be placed in the Receipts envelope found on the desk in the main Clubhouse area and put into the top locked

Receipt Envelope

drawer. Date, surname, amount and type of payment are critical entries and your Treasurer can get very agro if these are not entered clearly.

## FUEL STORAGE & REFUELLING

The Club maintains a fuel shed which houses aviation fuel and other inflammable materials. The shed is to be locked at all times when no member is at the airfield. When taking fuel for an aircraft the quantity and aircraft rego is to be entered onto the fuel use sheet on the wall inside the shed. Please be accurate in recording the fuel taken as the Club maintains a tiny cost margin to cover spillage. If all lines of the sheet are used please get new sheet from Forms folder in Clubhouse.

## EMAIL and INTERNET

The Club has an official email address [byrongliding@gmail.com](mailto:byrongliding@gmail.com) and a members' forum email address [byrongliding@aeromarket.com.au](mailto:byrongliding@aeromarket.com.au). The official address is for the Committee to communicate with you about Club matters and for you to communicate with the Committee especially to ensure your contact details are up to date.

The forum is for you to communicate with other members about any issues. Remember when using this forum to always respect other members who may not have broadband and do not appreciate their email being held up by time wasting downloads.

The Club also has 2 web sites [byrongliding.com](http://byrongliding.com) and [glidingadventures.com](http://glidingadventures.com). The [byrongliding.com](http://byrongliding.com) web site carries all the material relevant to the Club and Club activities. The other site is for our fund raising efforts and needs development. If you would like to assist with our internet presence, please contact a Committee member or Russell White who is the Internet Administrator.

## TRUST

To enable the Club to purchase the hangars and the Grob, it has established a Unit Trust. Any member is eligible to buy and sell units in this trust and in doing so assists the Club to purchase its assets. Ask Treasurer for more information. Units in the Trust earn interest (the current rate is on Club Notice Board) which can be used to offset flying expenses. For example if the interest rate was 3%, a \$4000 investment would earn \$120 which at current rates would allow you to fly just under 1 hour in GLL or an hour in YHB.

## VISITORS

The Club get lots of visitors. You may have started as a visitor. One thing we do well is make visitors feel welcome. Regardless of your level of experience, the Club will be delighted if you start a conversation with a visitor and engage them. Your lack of knowledge is more than made up for by your enthusiasm. Offer them a coffee, drink, or even a flight? Flight fees are on the Club Notice Board.

## CAMPING

Club members are able to camp in the area east of the southern hangar and use the Clubhouse for amenities. It is expected that campers keep the Clubhouse and camping area clean and tidy. Current camping fees are listed on Club Notice Board. The Club can also supply tents for a small fee should you need one.

## FUND RAISING-CLIENT FLIGHTS

The Club raises funds in a number of ways. The main source is our charter flights which are operated by Club members with the AEI(Air Experience Instructor) certification. Club members have 2 incentives to achieve this qualification: one is the flying time is paid for by the client and the other is that the Member gets \$10 applied to his/her flying account. There are 2 types of Charter flights operated by the Club, an





AEF (Air Experience Flight) operated under the GFA rules and the other is a Charter flight operated under our AOC (Air Operators Certificate) issued by CASA. Each type of flight has different qualification requirements. Check with an instructor if you need clarification.

Usually the Pilot in Command collects the money for the flight and fills out an envelope, mentioned earlier. In this case, the envelope is filled out to indicate which aircraft was involved, the Passenger's surname, and the payment. If a voucher was used, then the voucher number is recorded in the right hand column instead of the monetary amount.

We also sell Gift Vouchers. These are kept in a book on the Clubhouse desk. If you sell a voucher, write the voucher number in the left hand column next to *Voucher #* and write the amount in the \$ column on the right.

## **FUND RAISING-LESSONS**

Another way in which the Club raises funds is by offering potential members or members of other Clubs, the opportunity to learn to fly motor gliders. For these people there are a couple of different options. These options change from time to time and are displayed on our notice board. We also sell Gift Vouchers for lessons.

## **GLIDER MAINTENANCE**

This is an area every glider pilot should get involved in to some degree. Each glider has a little blue book called a Form 1 Maintenance Release. It is kept with the aircraft. In this book there are two sections worth noting: Firstly "Minor Defects". These are little things which will not stop the glider flying, and secondly "Major Defects". Any major defect entered in the book means you cannot fly the aircraft. Anyone can enter a defect, but only a Form 2 inspector may clear the aircraft for flight. If you are unsure if a glider is safe to fly, the primary rule is

1. Find someone who has sufficient experience by bringing the problem to the notice of an Instructor, a Form 2 Inspector or a senior Pilot.
2. If no one is available err on the side of caution by making an entry in the book.



## **GENERAL**

1. Your flying account is not a credit account. You are expected to keep its balance positive at all times. The club reserves the right to charge interest on negative balances at the end of each month.
2. Solo pilots or pilot-in-command may be responsible for any damage caused to an aircraft to the value of the insurance excess or the actual damage caused. Details are on the Club Notice Board.
3. Never leave the canopy of any glider open and unattended!!! especially if it is windy.
4. No camping/sleeping in the Clubhouse or office.

## **OPERATIONS MANUAL**

Byron Gliding Club has 2 Operations(Ops) Manuals: one specifically for our AOC operation and one for our own operations. Both are available in print or in electronic form and our Club Ops Manual is in your Intro kit. Please read it. The Club Ops Manual is a guide. Remember, the Instructor in Charge on the day has the final say.

## **SKILLS**

If you have a skill or business which may be useful for or around the club, let a Committee member know if you would like to help.

## **STUDENTS**

As a student the club has some expectations of you. Firstly aircraft need to be removed from the hangar in the morning and cleaned and put away at the end of the day. If your lesson is during the day, ensure you refuel and wipe the wings and fuselage at the end of your flight.

Students may not remove aircraft from the hangar without being instructed on the process. Unfortunately every aircraft fits into the hangar differently so you need to learn how each aircraft is hangared. One person should be in charge of the process with the others doing as directed. The process should be done slowly and any individual can yell “stop”. “Hangar Rash” is expensive and very avoidable.

### **AT THE END OF THE DAY**

Relax, have a beer or softie and chew the fat. You will be amazed what you will learn about flying and the other club members. The only rule is that all aircraft are to be put to bed, and all the hangar doors shut before the fridge is opened.

**NOTES:**