

Banbury Gliding Club Ltd

Operations Manual

Part 3 - BGC Membership & Charges

Part 1 - General Procedures

Part 2 - Accident and Incident Procedures

Banbury Gliding Club Limited

Registered in England, no 1412717

Revision no.	Date	Status	Comment
1	April 2018	Current	Initial issue
Amdt 1	Aug 2018	Current	Para 9.3
Amdt 2	Nov 2018	Current	Paras 1, 5, 6 and 9
2	Apr 2019	Current	Update to: Paras 1, 2, 5, 6 and 9.
3	Dec 2019	Current	Update to: Paras 1, 2.4, 3. 5.1, 7, 8.1, 8.5, 8.6 and 9.2
4	Mar 2020	Current	Update to: Para 8.1
5	Aug 2020	Current	Update to: Para 8.1 and 8.4
6	Feb 2020	Current	Update to: Para 8.1-4 Added para 8.9

Authorisation and Distribution

Authorisation

This Operations Manual provides advice, information and guidance to all those responsible for the safe operation of Banbury Gliding Club Ltd. It is to be used as a base document for all Club operations.

P Fincham
Chairman
April 2018

Distribution:

Chairman (Master Copy)
Committee Members
Chief Flying Instructor
Safety Officer
Child Protection Officer
Clubhouse Noticeboard
Coach

Index

Authorisation and Distribution.....	3
1.0 Membership.....	5
2.0 Current Packages.....	6
3.0 Other Packages.....	7
4.0 Vouchers.....	7
5.0 Junior Policies.....	8
6.0 Minimum Ages.....	8
7.0 Visitor Arrival.....	8
8.0 Charges.....	9
9.0 Payment.....	10
Appendixes:.....	11
Attachments:.....	11
Appendix 1 – Summary of Membership Privileges.....	12
Appendix 2 – New Member Induction.....	13

1.0 Membership

All people who fly with Banbury Gliding Club Ltd (BGC) must be a member of the Club before flying. Membership is by completing the appropriate membership application and having it validated as required. The application form is at Attachments 1; membership categories are explained below.

1.1 Full.

Available to: those individuals joining on standard membership. This includes 'rostered instructors, tug pilots and committee members' who are entitled to a membership discount.

1.2 Family.

Available to: other family members at the same address as a full member.

1.3 Student.

Available to: persons 18 and over, but under 26, at the time of their membership renewal, who are undertaking a full time academic or vocational course leading to a recognised qualification.

1.4 Under 18.

Available to: those persons who are under 18 years of age.

Note:

In line with BGA younger member terminology, Student and Under 18 members are often referred to as 'Junior' members.

Juniors also receive a 'Joining Pack' containing a Glider Pilot's logbook in which to record their flying details, a Progress Card and a book introducing them to key aspects of gliding for ground study.

1.5 Powered Aircraft Associate.

Available to: those joining, subject to the Tugmaster's prior approval, the Club's tug pilot roster. They may use the Club's facilities and will receive the Club's normal publicity.

1.6 Winter.

Available to: Members of other BGA clubs who wish to fly at Hinton over the winter.

Validity: 1 Oct to 31 March.

1.7 Life.

Awarded to: a person voted by the committee for a significant contribution to the Club.

1.8 Honorary.

Available to: a person voted by the committee as worthy of honorary membership.

1.9 Power Conversion.

Available to: current holders of fixed-wing power licences or those lapsed within the last five years

Validity: for two months after first flight, no renewal.

1.10 Reciprocal.

Available to: a current member of another BGA club (See para 8.1 for exemptions).

Validity: one day.

1.11 Country.

Available to: members of other BGA clubs who wish to make more frequent use of BGC than a reciprocal member. Limited to 15 days pa.

1.12 Friends and Family (F&F).

'Friends and Family' is designed to allow immediate family and good friends to understand what we do and why we enjoy it. It is not a cheap way around regular Trial Lesson charges. The member must be on the airfield or flying from the airfield at the same time.

Available to: immediate family and close friends

Note. Members who qualify for Friends and Family rates may purchase Trial Lesson vouchers at a 50% discount.

1.13 Social.

Available to: people wishing to use the Club's ground facilities and make occasional *dual* flights. They will receive normal Club publicity.

A summary of membership privileges is provided at Appendix 1.

2.0 **Current Packages**

2.1 Introductory Membership. This package offers 2 flights to 2,000 ft plus membership for 2 months with all flying and instructor time included. Flights will be limited to 30 mins. During their first visit they will receive:

- An introduction into the Club and its operation together with a comprehensive briefing covering learning to fly and the specific exercises they will fly in the glider later in the day.
- A glider flight with a Club instructor where, under their guidance, they will take the controls and experience what it's like to pilot a glider.
- An invitation to return as many times as they like over the following 2 months as a member of the Club. During any of these subsequent visits they can take their second free flight. Any further flights will be charged at the standard members' rate.
- A 'Joining Pack' containing a Glider Pilot's logbook in which to record your flying details, a Progress Card and a book introducing you to key aspects of gliding for ground study.

The aim of this package is to provide people with a broad appreciation of Club activity experiencing all aspects of membership and judge if they want to continue their involvement with the sport and all it entails. Individual repeat packages cannot be purchased.

2.2 Learn to Fly. The package consists of 20 training flights to 2,000ft with all flying and instructor time included and:

- Four months membership period of Banbury Gliding Club valid from the first flight.
- A 'Joining Pack' containing a Glider Pilot's logbook in which to record your flying details, a Progress Card and a book introducing you to key aspects of gliding for ground study

This package is designed to introduce new people to flying, so current/past holders of any pilot's licence do not qualify. It can be cancelled for a full refund if the person does not meet medical or size requirements; the latter is defined as under 6'4" tall and 16 stone (224 lbs) in weight. If, within the first three flights, we (or they) decide it's not for them, we can cancel and will refund all, but the cost of the flights taken. After that point, there are no refunds for any unused parts of the package.

All flights must be taken within 12 months of paying of the first flight. If the flights are not taken during the package membership period, the member may join in the appropriate annual category and the flights will then be credited to their account.

Pupils must join the Club as a full member after expiry of the 4 months membership to continue flying, even if they have unused flights.

2.3 PPL to Glider Pilot. All flights required to first solo standard.

- Two months membership of Banbury Gliding Club
- A Glider Pilot's logbook in which to record your flying progress
- A book introducing you to key aspects of gliding for ground study
- Review after 15 flights

This is available to current PPL's, or those who have lapsed within the last five years.

2.4 Trial Lessons.

Various aerotow-launched flight(s) to 2000ft; the options are detailed at para 9.2. Maximum flight time per flight of 25 mins. Paying cash on the day provides the same rights and limitations as holding a voucher. There is no specific guarantee of flight duration or content. Walk-in visitors will be flown at the discretion of the Duty Instructor. If it is not possible to fly them, direct them to www.banburygliding.com to purchase a voucher

3.0 Other Packages.

The following previously offered packages have been withdrawn from sale. The Club will honour those already purchased; they are neither refundable nor transferrable.

Bronze. An aerotow flight to 2000ft. Max flight time of 25 mins.

Silver. Two aerotow flights to 2000ft. Max flight time of 25 mins.

Gold. Three aerotow flights to 2000ft or two aerotow flights to 3000ft by agreement. Max total flight time of 60 mins.

4.0 Vouchers

We accept BGA vouchers along with those issued through the Club web site on condition that:

- A trial lesson voucher may be used by any person, not just the person named.
- Flights within a package are non-transferable.
- Vouchers from previous suppliers remain valid as contractually agreed.

5.0 Junior Policies

5.1 Codes of Conduct. Codes of Conduct for Parents/Carers of Young People and Under 18 Members are at Attachment 2 and 3 respectively. These have been introduced under the Child Protection guidance from the BGA. Two copies of each document should be completed prior to the flight. One set of documents should be handed to the parent/carer and the other **marked** for the attention of the Club's Child Protection Officer.

5.2 Care of Under 18's. For insurance and liability reasons, neither the Club nor its members take responsibility for the welfare of Under 18's. When the Under 18 is in an enclosed Club premises area with a Club member (e.g. briefing in the coach or the Clubhouse briefing room, there must be at least two adults present always.

6.0 Minimum Ages

Trial lessons. We accept Trial Lessons from the age of 12, at the aircraft commander's discretion.

Training. Under 18's are generally accepted for training from the age of 13.

7.0 Visitor Arrival

When visitors phone on arrival, check where they are and send a member over to escort them to the launch point via 33/27 as this is the departure route.

Booking in.

- Offer tea or coffee to all.
- Collect voucher or cash payment (all flights are subject to pre-payment): if a voucher, check they are expected or that the voucher is valid. Use iZettle for card payment (see para 9);
- Those to fly complete membership form
- Carry out a safety briefing for visitor and entourage. If there are juniors, see sections 5.1 to 5.2 incl.
- Check any time constraints
- Make Instructor who will fly them aware
- Create Glidex entry and enter membership number on the membership form.

Waiting

- Ensure they are kept up to date thus managing expectations.

Departing

- Check visitors have a completed logbook. Visitor is to complete name page and add flight details. Instructor to add comments
- Provide a departure briefing using the phrase 'at your discretion' when dealing with runways. Send visitors via 27/33 intersection regardless of where the launch point is; this keeps them as far from aircraft and aeroplanes as possible.

8.0 Charges

8.1 Membership Fees.

Full	£380 (£50 discount for rostered instructors/tug pilots/Ctee members)
Family	£255 per additional member (£25 discount as above)
Student	£100
Under 18	£80 - no flying fees for first 20 mins
Powered Associates	£65
Country	£125
Life/Honorary	£0
Winter	£100
Reciprocal	£10 (Members of Oxford are exempt from this charge for the first 3 days per yr; para 8.4 charges apply to Mid-Week flying. Shenington members will be credited against full membership fee if they join)
Friends and Family	£5

Notes: Membership runs from April 1st to March 31st;

The appropriate membership fee is paid on applying to join:

All memberships are provisional until approved by the committee;

There are no refunds on unused membership periods.

8.2 Trial Lessons.

Weekend/PH Single Flight	£90	includes day membership
Monday Special - 2 Flights	£90	includes day membership.
Monday Special - 1 Flight	£115	includes day membership.
Member Purchase - 1 Flight price	£35*	includes day membership

*Vouchers for members' use who qualify for Friends and Family rates (e.g. to donate as a raffle prize but not resale) at 50% of the advertised price, rounded down to the nearest £5

8.3 Training Packages.

Introductory Membership	£135
Learn to Fly	£595
PPL to glider pilot	£450

8.4 Aerotow Charges.

Hook-up	£4.00
Per 100ft	£0.70
Private glider supplement	£9.00 (Not payable by Junior pilots).

Mid-week visitor charges, which include reciprocal membership:
 £27 for up to 2,000ft.
 £37 for 2,000 to 3,000 ft.

8.5 Glider Soaring Charges.

£0.40 per minute from *wheels roll on take-off* to *wheels stop on landing*.

Junior members receive up to the first 20 minutes of each flight without charge. Maximum flight time should normally be limited to 1 hour. In the event of a badge or cross-country flight authorised by the duty instructor, the soaring cost of the flight will be capped at £35.

8.6 Aerotow Retrieves.

Retrieves for Club and BGC based gliders from Bicester, Turweston, Edgehill, Enstone, and Weston on the Green are charged at one and a half times their 2000 ft launch charge, if carried out from the top of a launch and twice the 2000 ft launch height if carried out from the launch point. Other aerotow retrieves for Club members are at the hourly tug hire rate and are at the discretion of the tug pilot. Charges are made for both outward and return legs. Ferry or retrieve flights are normally carried out by G-CHIH; G-CJHF can only be used if it is set up for towing.

8.7 Land-outs at Hinton/Relights.

If a glider from another club lands at Hinton and is launched or towed back towards its home base the tug pilot is responsible for ensuring that the correct fee is paid. There is no landing fee. Relights are available at instructor/tug-pilot discretion and payment of a reciprocal membership fee. Charges are either:

- By height on full-power climb;
- By hour at tug hire rate including return to Hinton.

8.8 Tug hire.

EuroFOX G-CHIH: (only for currency retention, biennial checkouts, local flying and Club business)

Tug hire rate: £65 per hour wet.

8.9 Motorglider hire

Falke G-MW £84 ph wet

9.0 Payment

9.1 Bank Transfer to:

Sort ode: 08-92-99 Co-operative Bank
Account 65607354
Banbury Gliding Club Limited

9.2 iZettle Direct Card Payment.

The iZettle card reader and associated tablet are contained in a blue folder in the coach computer bag. A receipt can be provided by phone or Email. If a visitor is leaving before the end of the day, update the Glidex launch height from the tug log prior to charging. Full instructions on using this system are included within the folder. This method of payment

incurs charges for the Club, so is not an authorised method for Club member routine payments.

Appendixes:

1. Summary of Membership Privileges
2. New Member Induction

Attachments:

1. Membership Application Form
2. Codes of Conduct for Parents/Carers of Young People
3. Codes of Conduct for Junior Members
4. Mandatory Safety & Medical Notes
5. Data Privacy Notice

Appendix 1 – Summary of Membership Privileges

<u>Vote</u>	<u>Length</u>	<u>Flying</u>	<u>Trailer (1)</u>	<u>F&F Rates</u>	<u>AGM</u>
Full	to 31 Mar	Unrestricted	One	Yes	Yes
Family	to 31 Mar	Unrestricted	No	Yes	Yes
Student	to 31 Mar	Unrestricted	One	Yes	Yes
Under 18	to 31 Mar	Unrestricted	One	Yes	Yes
Power	to 31 Mar	Pow/Occas	No	No	No
Winter	1 Oct to 31 Mar	Unrestricted	One	Yes	No
Life	Ongoing	Unrestricted	One	Yes	Yes
Honorary	Until Withdrawn	Unrestricted	One	Yes	Yes
Intro Memb	2 months	Unrestricted	No	No	No
LTF	4 Months	20 flights	No	Yes	No
Power Conv	2 Months	Unrestricted	No	Yes	No
Trial Lesson	2 Months	Unrestricted	No	No	No
Country	to 31 Mar	15 days pa	No	Yes	No
Reciprocal	Day	c 3 days pa	No	No	No
F & F	Day	c 3 days pa	No	No	No
Social	to 31 Mar	Occas Dual	No	No	No

Note:

1. Trailers must be in a serviceable condition to facilitate movement.

Appendix 2 – New Member Induction

A new member to the Club should be appointed a mentor, who shall be responsible for organising the following:

Introduction to the Club.

- How to use the clubhouse, access, where to park, refreshments, toilets, office, and phone numbers.
- Who's who in the Club and how the Club works, self-help, voluntary instructors/tug drivers, committee members.
- How the Club operates, time of arrival, 'if you get them out, you don't need to put away, but it is great if you can'.
- How to get a flight, ensure they have logbook, record card etc and how they are to be used.
- Introduced to as many other members as possible.
- Information on the website.
-

Safety Induction.

- Airfield safety.
- Power aircraft.

How to Assist.

- Hook on a glider - retrieve A/T rope and bring to glider, inspect rings, no knots, condition of rope, brakes closed and locked, and 'first flight' test.
- Wing Holding - which wing, level no hold back no push (no fingers in holes). Lookout.
- Signalling - what are they, Lookout, Stopping a launch.
- Moving a glider - where to push, where to pull, one wing held. "Your wing / My wing"
- Parking a glider - where to place tyres, never roll tyres!
- Log Keeping - How, paying visitors, temp membership, drop zone map, NOTAMs,
- Buggy Driving (must be over 14 years of age) - Daily Inspection (DI), refuel, Lookout, how to tow back, safe routes, maintain contact with towed glider, take the correct assistance for single-seaters / pilots flying solo.
- Bus Driving (must hold a current driving licence) - How to DI, refuel, safe routes, where to park, put out signs etc. This introduction should be followed up by a short assessment of capability.
- Hanger packing - who's in charge, wing holding - look after other wing & tail to ensure does not hit anything, how to stop.
- Getting Parachutes/Batteries - what's used for what, how to handle parachutes. Recharging batteries phone and radio prepare log sheet box.

How do I get to Fly?

- Put your name on the flight list.

- Always bring your logbook and progress card.
- Make sure you make yourself known as when it your turn to fly, saves instructor looking for you (you could miss your turn)!

How do I Pay?

- You can pay each day as you fly. The cost of the flight is shown on the Glidex flight logging system after the launch release heights have been correctly entered by the Tug Pilot. Place your money in an envelope and thence into the box in the office
- Or – you can pay a sum into your flying account which is eroded as you fly (cash or cheque to box as above, or by BACS to Club account). Your remaining credit is available in your member module in Glidex, on the Club laptop. Flying accounts should be kept in credit.
- Or – if you are on the Learn to Fly package, no worries until your credited flights have been used up.

How can I maximise the progress I make whilst learning?

- Make sure you get pre-flight briefings
- If you do not understand anything, always ask; there are no 'silly questions'
- Try and match your airfield/flight knowledge and progress card with a book at home (otherwise known as Homework!). Various books are available for loan from the library in the clubroom.
- Try to fly regularly and in the early stages as much as you can, this will magnify progress against money outlay.
- Assist wherever you can to get the glider back to the launch point to maximise glider usage.
- Join in with discussions to gain experience/awareness. Again, ask questions.

How do I get news as to what the Club is doing?

- If you are on email, regular bulletins are posted giving news of what is happening, jobs to be done and gliding events. You will be invited to sign up to the members group email list on the website.
- An occasional Newsletter is published as and when there are contributions from members. Articles from members are welcomed on any matter related vaguely to gliding, the club, or flying in general.
- Get involved!

What do I Wear?

- Good footwear; they must not be too big as you have difficulty fitting on the glider pedals.
- Hard wearing trousers and some warm fleeces
- A narrow-brimmed sunhat so that you can see well - no peaked caps'
- Nothing that you wouldn't want to get dirty or ripped. Gliding seems to tend to ruin clothes – especially your best clothes!

Social.

- Friends & Family Day.
- Soaring Weeks.
- Expeditions to other sites
- Ad Hoc presentations.
- Annual General Meeting & Prize Giving,

How do I use the Mentor?

- Get a phone number and/or email address.
- Ask for acceptable times to call.
- If you have any questions, ask.
- Something bothering you, talk.
- Any issue at all, make sure they are known.

What we don't know about, we can't fix!