

UPWARD BOUND TRUST GLIDING CLUB

OPERATIONS MANUAL

- Please note that it is the responsibility of all Upward Bound Trust Gliding Club Members to be fully conversant with these rules and operating procedures contained in the Operations manual and all members must ensure that they are followed.
- This Operations Manual will be sent by email to every member of the Upward Bound Trust. The members are deemed to have read and fully understand the manual and its' requirements. Failure to have read the Operations Manual and understood the contents and requirements will not be considered as a defence.
- Amendments to this Operations Manual will be made as circumstances require. These will be emailed to every member of the Upward Bound Trust. The members are deemed to have read and fully understand the amendments and their requirements. Failure to have read the Operations Manual and understood the contents and requirements will not be considered as a defence.
- New solo course members and those on trial lessons one day, or DOE courses cannot be expected to have full knowledge or understanding of the gliding operations or the contents of this manual. It is therefore incumbent for all regular members of the Trust to supervise these course members closely and diligently and to thoroughly train and brief them.

Sections Included in this Document

- 1. General**
- 2. Airfield Organisation**
- 3. Gliders**
- 4. Supervision and Instructing**
- 5. Flying**
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- 8. Accidents and Emergency Procedures**
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- 11. Launch Point and Other Radios**
- 12. Tractors and Tow Vehicles**
- 13. Notices and Diagrams**
- 14. Amendments**

Michael Clark
Chief Flying Instructor
REVISED as highlighted : APRIL 2014

1.00 : GENERAL

1.01	The Upward Bound Trust Gliding Club operates under the rules and regulations of the British Gliding Association as detailed in the current issue of ' Laws and Rules for Glider Pilots '.
1.02	The Procedures and Rules contained in this folder to provide for local conditions and circumstances. All members flying at the Upward Bound Trust must make themselves fully aware of the requirements of current issue of ' Laws and Rules for Glider Pilots ' and the Upward Bound Trust Procedures and Rules contained within this folder.
1.03	The Upward Bound Trust is a Registered Charity whose purpose is to provide young people with the opportunity to experience gliding at minimal cost. As a result we have a special responsibility to ensure that the Clubs' operations and procedures are carried out with maximum diligence. Safety is paramount.
1.04	BRITISH GLIDING ASSOCIATION SAFETY BULLETINS: All members must read the latest British Gliding Association Safety Notices and Bulletins as and when they are issued. These can be found in the launch point trailer cabinet.
1.05	UBT NOTICES: These will be produced and distributed as issues arise. All members must read and understand these fully and put into practice any procedures detailed in them. These procedures will be updated to reflect any changes made. The notices will be distributed initially by E-Mail with a hard copy made available at the airfield so that all members are kept fully informed of any changes to operating procedures.
1.06	RUBBISH: All members and visitor MUST not leave rubbish around either the airfield or the hangar. All rubbish must be put into bins or bags so that it may be taken to a tip. IN PARTICULAR , the launch point trailer is NOT A RUBBISH BIN . A bin is provided in the trailer for rubbish so please put your rubbish in this bin and please do not just chuck it in the trailer.
1.07	HANGER: The hangar must be kept tidy at all times. The hangar is not a building where you dump your un-wanted household items on the pretext that "the Trust may have a use for it". If you don't want it, then the Upward Bound Trust does not want it either.
1.08	CHILDREN: <ol style="list-style-type: none"> 1. Children (anyone under the age of 18 years) are welcome to visit the Upward Bound Trust. 2. Children under the age of 14 MUST be accompanied by a parent or guardian. 3. Children must be supervised closely at all times. In particular, children must be kept well clear of moving cables, vehicles and gliders. 4. Children must not be allowed to operate equipment, machinery or the radios at any time. For age limits for tractor driving and use of launch point radio see the relevant sections of these procedures.
1.09	<u>HEALTH AND SAFETY POLICY:</u> The Upward Bound Trust is committed to minimising risk to staff, visitors and the general public alike. To this end the Trustees will ensure that a risk assessment for the Trust's equipment and its activities is undertaken and regularly reviewed. The Trust will follow the maintenance and operating procedures mandated by the British Gliding Association. These include: <ul style="list-style-type: none"> • All aircraft operated at the Trust's site shall have a current BGA certificate of airworthiness or ARC. • All instructional staff shall hold a current BGA instructors rating. • The winch and other Trust equipment shall be fitted with such safety devices as the BGA shall deem necessary. <p>Operating procedures are developed and regularly reviewed aimed at minimising risk to staff and visitors. These procedures will be written in an Operations Manual that all members of staff will be required to read and sign to indicate that they have understood the procedures set out there in.</p> <p>A SAFETY culture is encouraged within the Trust where every member follows the correct procedures and takes positive action where they believe safety could be improved.</p>

2.00 : GENERAL

Two Pages in this Section – Revised as highlighted – APRIL 2014

1.00 : GENERAL

1.09 cont	<p>All visitors to the Trust's site are made aware of risks and how to act on the airfield and providing the appropriate level of supervision.</p> <p>To ensure this policy is followed, responsibility for Health and Safety shall be invested in the Chief Flying Instructor, MICHAEL CLARK. It shall be the ultimate responsibility of the CFI to maintain the necessary procedures, including training of staff and instructors. The following are also required to help and support the Chief Flying Instructor:</p> <ul style="list-style-type: none">• The Deputy CFI shall support the CFI on flying and instructor issues.• The Winch Master shall support the CFI on ground equipment issues.• The Child Protection Officer shall support the CFI on issues specific to young people. <p>For and on behalf of The Upward Bound Trust</p> <p>Angus Galbraith (Chairman) Michael Clark, Peter Concannon, Patrick Watkinson, David Bramwell (Trustees)</p>
1.10	<p>European Aviation Safety Agency (EASA):</p> <p>All aspects of gliding operations in the United Kingdom will need to comply with EASA legislation and requirements by April 2015. This Operations Manual will be revised accordingly as and when required in the run-up to this date.</p>

2.00 : GENERAL

2.00 : AIRFIELD ORGANISATION

2.01	<p>Winch-Launching Sign: The winch-launching licence issued to the Upward Bound Trust by the Civil Aviation Authority requires us to display a visible ground sign informing all aircraft in the vicinity of the airfield that winch launching of gliders up to a height of 2000 feet above ground level is taking place. This sign MUST be displayed adjacent to the windsock before flying commences and removed at the end of the day's flying</p>
2.02	<p>Layout of operation at the eastern end: See Diagram in Section 13.00 of this manual.</p>
2.03	<p>Layout of operation at the western end: See Diagrams in Section 13.00 of this manual.</p>
2.04	<p>Gliders queuing for Launch:</p> <ol style="list-style-type: none"> 1. In order to give the maximum space available for gliders to land, the queue for the launch must be a SINGLE LINE QUEUE at all times (see launch point diagrams). 2. The position of the glider queue should be set to give a landing area of 2/3rds the width of the strip. This distance may be reduced to not less than half the width of the strip when operating in crosswinds where there is a danger that a wing may foul the crop should yaw occur during the ground run. NOTE: It is the responsibility of all pilots to abandon a launch in the event of yaw which they either cannot control or would risk an accident.
2.05	<p>Cables at the Launch Point:</p> <ol style="list-style-type: none"> 1. See Diagram on page 2 of 5 following this page for position and tow-out line of cables. 2. When cables are taken to the glider and are not to be attached immediately, they must be left on the ground a MINIMUM OF 5 METRES in front of the glider so as to be clear of persons boarding the glider or carrying out checks on behalf of the pilot. 3. The cable to be launched MUST be pulled in line with the glider before the launch takes place to prevent it from yawing the glider at the start of the launch.
2.06	<p>Wing Tyres: Wing tyres must be returned to the edge of the strip once they are no longer needed. They must not be left on the ground in the glider launch queue or in the landing area when not actually in use.</p>
2.07	<p>Special Events: The layout of the Launch Point will be varied to suit any events which the Upward Bound Trust runs. Typically these include:</p> <ol style="list-style-type: none"> 1. The Vintage Glider Rally (usually the May Bank Holiday weekend). 2. Weekend visit by Booker Gliding Club. <p>Details of any new layouts will be made available to Trust members before the event. All Trust members must make themselves conversant with the changes for these events.</p>

3.00 : GLIDERS

3.01	<p>Daily Inspection:</p> <ol style="list-style-type: none"> 1. Before a glider is flown, it must have been thoroughly inspected by a Trust member authorised to carry out 'daily inspections and signed off by them as fit to fly. This MUST include a positive control check even if the glider has not been de-rigged. 2. The daily inspection must include removal of all cover panels and fairings to ensure that all controls and rigging pins are correctly fitted and secured with approve safety pins or clips. 3. The Daily inspection MUST include checking the glider tyre pressures and re-inflating the tyre as necessary. No glider must be flown with an under-inflated tyre. 4. Where an Upward Bound Trust glider has been rigged, an independent check by an authorised person who has not been involved in the rigging of the glider must be carried out to verify that all rigging pins are correctly fitted and locked and that all controls are fully connected. 5. It is the responsibility of private owners to ensure that a full and thorough daily inspection is carried out on their glider before it is flown.
3.02	<p>Airworthiness:</p> <ol style="list-style-type: none"> 1. All glider flown from Haddenham Airfield must have either a current BGA certificate of airworthiness or a current ARC. 2. All gliders flown from Haddenham Airfield must comply with the relevant regulations regarding markings and documents. 3. It is the responsibility of private owners to ensure that their glider complies with all regulations.
3.03	<p>Insurances:</p> <ol style="list-style-type: none"> 1. All gliders flown from Haddenham Airfield must be covered by the current minimum insurance requirements of the British Gliding Association and all current aviation law. 2. Any two-seat glider which is being used by or on behalf of the Trust for instruction or course flying must be covered by insurance cover appropriate to the use to which the glider is being put. 3. It is the responsibility of private owners to ensure that their glider has insurance cover which complies with the regulations.
3.04	<p>Shock absorbing cushions:</p> <ol style="list-style-type: none"> 1. Shock absorbing cushions must be fitted in all Upward Bound Trust gliders and any privately owned glider being used by or on behalf of the Trust for the purposes of course or solo flying. 2. Owners of private gliders are strongly advised to fit shock absorbing cushions. The ability of these cushions to significantly reduce injury in a heavy landing accident is proven beyond all doubt.
3.05	<p>Canopies:</p> <ol style="list-style-type: none"> 1. Canopies must be guarded at all times to prevent damage arising from the action of wind. 2. During strong winds, canopies must be shut and locked to prevent them from blowing open. 3. When towing a glider with a vehicle, the canopy must be closed and locked to prevent damage to the locking mechanism. 4. Canopies must be cleaned regularly using an appropriate perspex cleaner in order that good clear vision is maintained at all times. Take care that the cleaning cloth does not contain any grit or other foreign body that could result in the canopy being scratched during cleaning.
3.06	<p>The into-wind wing of the glider must be held at all times when the glider is being manoeuvred on the ground. The following exceptions apply:</p> <ol style="list-style-type: none"> 1. When a glider is being launched in a significant crosswind the Downwind Wing must be held to help prevent the glider from weather-cocking. 2. When any glider which has a significantly off-set winch hook (such as a Ka6CR, Me.7) is being winch-launched, the wing on the same side as the winch hook must be held to help prevent weather-cocking occurring as a result of the off-centre hook. 3. Owners of all private gliders must inform the launch point if they have any particular requirements as to which wing is held during a launch.
3.07	<p>Parked Gliders:</p> <ol style="list-style-type: none"> 1. When parked, a glider must have its wings aligned to the wind with the into-wind wing on the ground and held down by persons or by sufficient tyres to prevent it from lifting. 2. In strong winds conditions, tyres must be placed behind the rudder and under the front skid to prevent the glider from weather-cocking. 3. No glider must be left in a position where it will be at risk of damage from either falling cables or cables being towed or pulled be vehicles or the winch. 4. Privately Owned Gliders: It is the responsibility of glider owners to ensure that their glider is parked safely and clear of any areas where cables are falling or being towed.

3.00 GLIDERS

One Page in this Section – Revised as highlighted APRIL 2014

4.00 : SUPERVISION AND INSTRUCTING

4.01	<p>CFI's Permission:</p> <ol style="list-style-type: none"> 1. Under British Gliding Association rules, every pilot requires the Chief Flying Instructors permission to fly on any day. 2. For the normal Upward Bound Trust weekend operation (including Bank Holidays) of courses, training flights and solo flying, the CFI's permission is given subject to a supervising instructor being present and weather and ground conditions being satisfactory. 3. If you wish to organise flying other than that normally carried out by the Upward Bound Trust you MUST obtain the Chief Flying Instructors permission for giving the following details: <ul style="list-style-type: none"> • The day on which this flying is to take place. • The Supervising Instructor must be present for the whole day. • If course flying is involved, the purpose of the course and who will be attending. 4. SELF BRIEFING or SELF AUTHORISING: See section 4.05 below. <p>NOTE: the Upward Bound Trust's Winch Launching Licence issued by the Civil Aviation Authority, is restricted to Weekends and Bank Holidays only. To fly outside of these days a temporary Winch Launching Licence MUST be obtained from the Civil Aviation Authority. This takes about two to four weeks.</p>
4.02	<p>Instructing Generally:</p> <ol style="list-style-type: none"> 1. All Upward Bound Instructors MUST hold the appropriate current British Gliding Association rating for the instructing tasks which they intend to carry out and be authorised by the Chief Flying Instructor. 2. An Instructor whose rating has lapsed must not instruct. Lapsed instructors are NOT covered by the British Gliding Associations Instructor insurance. 3. All instructors must hold a current valid medical certificate. Where illness invalidates an instructors' medical certificate, this must be re-validated by the instructors' doctor BEFORE the instructor instructs again.
4.03	<p>Visiting Instructors:</p> <ol style="list-style-type: none"> 1. Any visiting instructor who wishes to instruct in an Upward Bound Trust glider must be authorised by the Chief Flying Instructor. 2. Visiting Instructors who wish to instruct in a visiting two-seat glider must be authorised by the Chief Flying Instructor. The visiting instructors must sign the British Gliding Association OPERATIONS DECLARATION form BEFORE any instructional flights take place in the visiting glider. This form protects the visiting instructors by including them on the British Gliding Associations back-up instructor insurances. 3. The Chief Flying Instructor or his appointed deputy must carry out instructing checks for visiting instructors. NOTE: The appointed deputy MUST hold a full instructor or BGA Flight Examiner (FE) rating. An assistant rated instructor is NOT authorised to carry out these checks.
4.04	<p>Supervising Instructor:</p> <ol style="list-style-type: none"> 1. The supervising instructor is defined as the most senior rated Upward Bound Trust Instructor on the airfield. 2. If there is only one instructor on the airfield, then that instructor will be the supervising instructor. Please note the following: <ul style="list-style-type: none"> • Pilots who have a qualification of a Bronze C with or without a Cross Country Endorsement may self-authorize when the instructor is flying providing they are in current practice. • The instructor may fly providing that he/she has fully briefed all pilots and has nominated a duty pilot(s) who must remain on the ground at the launch point. • Pilots who have a lower qualification than a Bronze C but are regular solo pilots and do not require check flights before flying may fly only after the sole supervising instructor has given them a thorough briefing. • For pilots who only have a lower qualification than a Bronze C but require daily checks before flying, the sole instructor must carry out the check flights before allowing the pilot to fly solo. If supervision of the solo flights to be carried out by the pilot is necessary, then the instructor must remain on the ground whilst these flights are taking place in order that the pilot is fully supervised in accordance with the British Gliding Associations' Instructor Guidance Notes.

4.00 : SUPERVISION AND INSTRUCTING

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4.04 cont.	<p>3. The supervising instructor must have the minimum qualification of a British Gliding Association Assistant Instructor Rating. Where the instructor only has an assistant rating, they must be authorised by the Chief Flying Instructor to carry out the role (see item 4.06 below for authorised assistant rated instructors).</p> <p>4. Before authorising flying, the supervising instructor must assess the following:</p> <ul style="list-style-type: none"> • The condition of the airfield is suitable for operations to take place. • The weather conditions are safe for the flying that is to take place. • That there is a minimum of 5 km (3.5nm) visibility up to 3000 feet. As a general guide, the Chiltern Hills are 5 NM from the airfield. If these are visible, then flying can take place providing that the minimum visibility of 5 km is present up to 3000 feet and clear of cloud (refer also to UK ATS Airspace Classifications for VFR/VMC limitations). • That the weather conditions are not forecast to deteriorate so rapidly that to commence operations would create undue hazards. • That there are sufficient and suitably qualified members present to ensure safe operation.
4.05	<p>Self-Authorising/Self Briefing: The limitations for solo pilots organising a solo flying day are as follows:</p> <ol style="list-style-type: none"> 1. The weather conditions are benign with full VMC and a wind strength not greater than force 3 (see section 7). 2. All pilots must be qualified to a minimum level of Bronze C with Cross Country Endorsement and to have had their log books signed by the Chief Flying Instructor. No signature in the Log Book means no self-authorising flying. 3. No instruction, mutual flying, friends and family or trial lessons are to take place. 4. Flying must only involve single seat gliders. The exception is where a pilot is the owner of a dual seat glider in which case the glider must only be flown solo unless the pilot hold a BGA Assistant, Full, FI or FE Instructor Rating. 5. Prior to any operations commencing on the day, the Chief Flying Instructor or the Deputy Chief Flying Instructor must be informed of the proposed operation including details of any proposed cross country flying. Pilots proposing to fly cross country are advised to obtain a briefing from an instructor (Ass Cat, Full Cat, FI or FE). 6. All pilots partaking in the days' operation must have full knowledge of the Upward Bound Trust Emergency Procedures in order that they may manage any incident or accident in a thorough and efficient manner until the emergency services arrive at the scene. 7. NOTAMS must be obtained for the whole of the period of the days' operation. 8. Flying must be strictly in accordance with the Upward Bound Trusts Operations Manual and British Gliding Association recommendations. 9. The chief Flying Instructor must be informed immediately if any in-disciplined or irresponsible flying or operation occurs on the day. 10. Gliders from other clubs which land out at Haddenham may be retrieved by aerotow providing that both the tug pilot and glider pilot are made aware of the following: <ol style="list-style-type: none"> a. Position of the winch cables. b. Which fields can be used in the event of an aerotow rope-break or other launch failure. Visiting pilots must not be winch-launched. 11. Failure to comply with these conditions will result in this privilege being withdrawn.
4.06	<p>Assistant Instructors: The following Assistant Category instructors are authorised to supervise flying and training operations in the absence of a Full Rated Instructor:</p> <ul style="list-style-type: none"> • Peter Concannon. • Stephen Bonser.
4.07	<p>Instructor Preparation: The following instructors have been nominated to the British Gliding Association as authorised to carry out preparation of pilots to attend instructor courses:</p> <ul style="list-style-type: none"> • Michael Clark • David Bramwell

5.00 : FLYING

5.01	<p>Winch Launching: The Upward Bound Trust holds a licence issued by the Civil Aviation Authority which permits the Trust to launch gliders by means of a winch under the following conditions:</p> <ol style="list-style-type: none"> 1. The maximum height of any launch is 2000 feet AGL. 2. The launch must be flown in visibility of not less than 5Kn (3.5NM). 3. The launch must be clear of cloud at all times. 4. The appropriate air sign is displayed on the ground by the windsock to inform other pilots that winch launching is in progress. 5. The days on which this licence permits winch launching are: <ol style="list-style-type: none"> a. Saturdays and Sundays. b. Public Holidays. 6. A temporary licence must be obtained from the Civil Aviation Authority if flying is to take place on any other day. <p>The licence is held by the Chief Flying Instructor and a copy is at the end of this section.</p>
5.02	<p>NOTAMS: NOTAMS (Notices to Airmen) must be obtained for the day. All pilots must make themselves fully aware of any NOTAM which will effect their intended flight(s).</p>
5.03	<p>Solo Flying: Before flying solo, all club and visiting pilots must study and fully understand the local airspace requirements.</p>
5.04	<p>Visiting Pilots:</p> <ol style="list-style-type: none"> 1. Visiting pilots must be given a briefing by an Upward Bound Trust instructor before flying from the site. The BRIEFING SHEET FOR VISITING PILOTS provides the details. 2. Visiting pilots must be current on winch launching and cable breaks before flying solo winch launches. Pilots who are not current must have check flights and simulated launch failures carried out by an instructor before flying solo. 3. In the case of pilots who have 'landed out' at Haddenham and are having an aerotow retrieve, the glider pilot must be briefed regarding fields on the take off route that can be used for emergency landings in the event of a cable break. The tug pilot must be briefed on the take off route to avoid villages and to pass over suitable landing fields for cable break emergencies. Please note that these pilots may not have flown aerotow take-offs in crosswinds. In such cases a take-off diagonally across the strip should be made with the winch cables pulled into the winch end of the field (see also section 5.10 below regarding aerotow take-offs).
5.05	<p>K.13 - SOLO FLYING</p> <ol style="list-style-type: none"> 1. With the exception of a pilots first solo flights for the BGA 'A' badge, solo flying in the K13 will not normally be permitted for pilots who do not hold a Bronze C Cross Country Endorsment. 2. Solo flying in a K13 is permitted under the following rules: <ul style="list-style-type: none"> • Bronze Badge or less: With the exception of the pilots first solo flights for the BGA 'A' Badge, only Full Cat. Instructors can authorise solo flying in K.13. • Bronze C Cross Country Endorsment or above: Assistant Cat. Instructors can authorise solo flying in K.13's where pilot has a Bronze C Cross Country Endorsment or higher qualification.
5.06	<p>Trust ASK -8 or ASK-6CR or single seat flying:</p> <ol style="list-style-type: none"> 1. Assistant Cat instructor authorisation required (see also Section 4.00 : Supervision and Instructing item 4.05 for Self Authorising).
5.07	<p>Local Airspace</p> <ol style="list-style-type: none"> 1. All pilots must be fully conversant with the local airspace before flying. 2. The free airspace outside the controlled zones around Haddenham is very congested. In particular, many light aircraft use the NDB at Westcott as a turning point. All pilots must be made aware that pilots of light aircraft may not be looking out in the area around this beacon.

5.00 : FLYING

Three pages in this Section – Revised as highlighted – APRIL 2014

5.00 : FLYING

5.08	<p>Glider Circuits</p> <ol style="list-style-type: none"> 1. The British Gliding Association recommended circuit pattern is to be used for all circuits with the final turn completed by a minimum of 300 feet above ground level. 2. <u>PREFERRED CIRCUIT:</u> The Preferred Circuit will be on the north of the strip. To clarify, this means: <ol style="list-style-type: none"> A. A right hand circuit when the launch point is at the eastern end of the strip (westerly wind). B. A left hand circuit when the launch point is at the western end of the strip (Easterly wind). 3. At the top of the winch launch, the pilot may fly to whichever side he considers offers the best chance of finding a thermal. 4. Pilots must not cross the airfield below winch launching height in order to position the glider on the preferred circuit side. 5. If the pilot is not able to cross to the preferred circuit side in accordance with rule 4 above, then the circuit shall be flown on the side of the airfield that the glider is on. Under no circumstances is a low-level dash to be made across the airfield to the preferred circuit side. 6. All pilots are reminded of the need to keep a good lookout at all times. When flying the preferred circuit, all pilots must look for aircraft on the opposite non-preferred circuit side at all times. 7. All cable break modified circuits must be on the downwind side of the strip REGARDLESS of the direction of the preferred circuit.
5.09	<p>Powered Aircraft Circuits:</p> <ol style="list-style-type: none"> 1. Powered aircraft MUST fly the circuit on the north side of the airfield. No part of the circuit must be over Haddenham Village. When flying the circuit to the north, must avoid flying over the villages situated approximately 1 mile north of the airfield. 2. Air taxi flights sometimes take place from the airstrip. The supervising instructor must brief all commercial pilots and their passengers who are not familiar with the gliding operation as to the Trusts' requirements.
5.10	<p>Aerotow:</p> <p>A). From the East end: (see also Layout of Launch Point Plan for Eastern End):</p> <ol style="list-style-type: none"> 1. Aerotows are to start along the side of the strip nearest Haddenham Village and in line with the front of the winch launch glider queue so as to keep the combination well clear of any cables that may be on the ground. If the crosswind dictates that the aerotow must start more towards the centre of the strip, then the cables must be pulled into the winch end of the field before the take off is started and the glider and tug aircraft positioned upwind of the winch launch start line. 2. The glider must only be pulled into position when the circuit is clear of gliders preparing to land. Obstruction of the landing area must be kept to a minimum at all times. <p>B). From the West end: (see also Layout of Launch Point Plans for Western End):</p> <ol style="list-style-type: none"> 1. <u>NORTHERLY CROSSWIND:</u> Aerotows are to start along the side of the strip nearest Haddenham Village and in line with the front of the winch launch glider queue so as to keep the combination well clear of any cables that may be on the ground. 2. <u>SOUTHERLY CROSSWIND:</u> Aerotows are to start along the side of the strip nearest the A418 and in line with the front of the winch launch glider queue so as to keep the combination well clear of any cables that may be on the ground. 3. In both cases, if the crosswind dictates that the aerotow must start more towards the centre of the strip, then the cables must be pulled into the winch end of the field before the take off is started. In this case the glider and tug aircraft must be positioned upwind of the winch launch start line. 4. The glider must only be pulled into position when the circuit is clear of gliders preparing to land. Obstruction of the landing area must be kept to a minimum at all times. <p>C). ALL AEROTOWS: Glider and tug pilots must be briefed with regards upwind fields that may be used in the event of a launch failure (see 5. 03 paragraph 3 above).</p>

5.00 : FLYING

Three pages in this Section – Revised as highlighted – APRIL 2014

5.00 : FLYING

5.11	<p>Hangar Flight Rules: Hangar flights are only required when the launch point is situated at the western end of the strip.</p> <ol style="list-style-type: none"> 1. All hangar flight landings MUST be on the airfield strip. Landings in the set-aside or ploughed/cropped field or on the perimeter track are not permitted. 2. Normal Wind Conditions (i.e. wind from south east round to north west direction): The approach and landing are to be made into wind. The glider must come to rest no closer than 100yards from the end of the strip. Inexperienced pilots making hangar flights must be briefed to land no more than half way down the strip. 3. 90-degree crosswinds and light and variable winds: The approach and landing MAY be made from the east (i.e. as if the launch point was situated at the eastern end). The normal circuit must be flown with the high key area at the western end of the airfield. 4. Hangar flights <u>MUST NOT</u> be Trial Lesson Flights.
5.12	<p><u>CROSS COUNTRY FLYING (Supervising Instructor Present on the Airfield):</u></p> <ol style="list-style-type: none"> 1. Pilots with a Silver Distance: These pilots may self-brief for cross country flying. They must plan the flight in accordance with section “A” below and are advised to discuss their plans with an instructor. If the pilot only has only flown one cross country flight then they are advised to seek a briefing/authorisation as described in “2” below. 2. Pilots who have not completed their Silver Distance: These pilots must be authorised by the supervising instructor. They must plan the flight in accordance with section “A” below and must discuss their plans with an instructor. <p>A). The plan for a cross country flight MUST cover the following aspects:</p> <ol style="list-style-type: none"> 1. Purpose of flight. 2. Course and distance to be flown. 3. Anticipated/forecast weather conditions and any predicted or anticipated changes. 4. Assessment of airspace restrictions en-route and how this will influence the flight. 5. The pilot must have obtained the NOTAM’s for the whole of the intended course and anticipated duration of his intended flight and to have marked relevant ones on the map he intends to use. 6. Latest departure time to achieve proposed task. 7. Anticipated flight duration and latest ETA of return. 8. Equipment required for the flight (Baragraph, GPS, data recorder, drink, food, current airways map, telephone, radio, hat, retrieve crew and trailer). <p>B). Where a cross country flight requires authorising, the supervising instructor must assess the following during the pre-flight briefing:</p> <ol style="list-style-type: none"> 1. The feasibility of the flight in relation to the planned Upward Bound Trust operations for the day in question. 2. Suitability of weather conditions. 3. The thoroughness of the pilots prepared flight plan. 4. The pilots’ competence for the proposed task. 5. Any safety considerations. 6. Field landings (test the pilots knowledge and approach to field landings). 7. That the pilot has a current airways map which is to be used during the flight. 8. How the pilot intends to navigate the course. 9. That the pilot has a full knowledge of any relevant NOTAMS and has marked them clearly on the map to be used on the flight. <p>SELF-AUTHORISING DAYS (see also section 4.05 : Self-Authorising/Self-Briefing) :</p> <ol style="list-style-type: none"> I. Pilots who have a silver distance may self-brief for cross country flying on self-authorising days where there is no instructor present providing that the flight is properly planned in accordance with Section “A” above. If the pilot only has only flown one cross country flight then they are advised to seek a briefing/authorisation as described in “II” below. II. Pilots who do not have a silver distance but have attempted a silver distance flight(s) but not completed the flight(s) must obtain a briefing from an instructor. If no instructor is available on the day, then the chief flying instructor or the deputy chief flying instructor must be informed by telephone of the intended flight by the pilot who is to carry out the flight and obtain authorisation and a briefing. The pilot must have prepared his plan in accordance with Section “A” above so that the CFI/DCFI may discuss the proposed flight with the pilot before authorising the flight. III. Pilots who have not flown cross country must not fly cross country on self-authoring days.

5.00 : FLYING

Three pages in this Section – Revised as highlighted – APRIL 2014

6.00 : COURSE FLYING & TRIAL LESSONS

<p>6.01</p>	<p>Course Flying:</p> <ol style="list-style-type: none"> 1. Course flying must take precedence over private flying if the conditions and time available restrict the number of launches that can take place in any one day. In such circumstances, instructors are to explain clearly to Trust members the reasons for this decision and must make a note of those who have not been able to fly so that they may be given preference on a future day. 2. All course flying must be carried out in accordance with the British Gliding Associations Code of Practice for Gliding lessons. 3. The weather criteria limits for all trial lessons and courses must not be exceeded. 4. Trial Lessons must only be flown in benign weather conditions (see Section 13.00 for limitations). <p>NOTE: We will fly ourselves in weather conditions which exceed the minimum weather criteria the British Gliding Association has laid down for trial lessons. This must be pointed out and explained to candidates for these lessons that we are only permitted to fly such lessons in benign weather conditions.</p>
<p>6.02</p>	<p>One Day Course Briefing Check List and Flight Rules</p> <ol style="list-style-type: none"> 1. The course instructor must ensure that the following subjects are covered during the briefing. <ul style="list-style-type: none"> • Outline and content of the course. • What gliding is all about and how it all works. • Ground Handling of gliders • Handling of cables and cables safety. • Airfield safety. • Flight briefings on the exercises to be flown. 2. Course members must not operate any of the following equipment: <ul style="list-style-type: none"> • Tractors, • Retrieve vehicles. • The winch. • The launch point radio. 3. The maximum duration of any flight is to be 20 minutes.
<p>6.03</p>	<p>Trial lessons:</p> <ol style="list-style-type: none"> 1. The Upward Bound Trust is not obliged to give anybody a flight in a glider. Trial lessons are available if there is sufficient time during the day. Our first priority must be to the courses students and Trust members. 2. To fly in a glider, the person must be a full or temporary member of the UBT. 3. The person must be medically fit to fly. 4. Disabled person may be flown on the basis of a trial lesson provided that they can reach and operate the controls. 5. Disabled persons may be flown providing that their disability or any supporting equipment they need to take on the flight will not lead to a hazardous situation arising during the flight. It is the responsibility of the supervising instructor and the pilot who is to undertake the flight to assess whether the flight can be carried out safely. 6. The supervising instructor and pilot must be sure that the person will behave responsibly during the flight. 7. LOOSE OBJECTS: There has been at least one serious accident at another club caused by a camera being dropped and jamming the controls. If the student wishes to take a camera or other object on the flight, it MUST be secured by means of a wrist or neck strap. The pilot MUST be satisfied that the camera is secure and will not cause a hazard in flight. If the camera cannot be secured, then it MUST not be taken on the flight. 8. Any flight for which the visitor is paying must be a trial lesson and must be carried out in accordance with the British Gliding Association Code of Practice for Trial Lessons.

6.00 : COURSE FLYING & TRIAL LESSONS

Two Pages in this Section – Revised as highlighted – APRIL 2014

6.00 : COURSE FLYING & TRIAL LESSONS

<p>6.03 cont.</p>	<p>9. The maximum duration of any flight is to be 20 minutes.</p> <p>10. The weather criteria listed limits must not be exceeded. In particular, the limitation listed in the letter from Simon Allard dated 4th October, 2004 must NOT be exceeded (see Section 13.00 : Notices and Diagrams for a copy of this letter).</p>
<p>6.04</p>	<p>Flying Children in Upward Bound Trust Gliders:</p> <ol style="list-style-type: none"> 1. The Upward Bound Trust is not obliged to give children a flight in a glider. Flights are available if there is sufficient time (see also trial lessons above). 2. The Trust has been advised by the British Gliding Association that children should not be flown on gliding courses where a remuneration or donation is required. Accordingly, the Upward Bound Trust has set an age limit of 12 years old for such flights. However, it is the responsibility of those Trust members running courses to assess whether a child who is 12 years old and above can safely be strapped into the glider and can be trusted to be able to exit the glider and operate the parachute. 3. Family and friends of Upward Bound Trust members are permitted to fly or to have their children flown in Upward Bound Trust gliders at their own risk. 4. To fly in a glider, the child must be a Full, Temporary or Family member of the UBT. 5. Before flying in a glider, any person under the age of 18 MUST have their parents or guardians permission in writing. This can be by means of the parent/guardian counter-signing a temporary membership form. No written permission/counter-signed form means <u>NO FLIGHT</u>. 6. The supervising instructor and the pilot who is to undertake the flight must be absolutely sure that the child will act responsibly during the flight. 7. The child must be medically fit to fly. 8. The child must be able to be securely and safely strapped in. 9. If the child can reach the controls and operate them, then the flight can be classed as a trial lesson in which case the child (or the child's parents/guardian) pays for the flight at the under 21 rate for one flight on the one day course. 10. If the child cannot reach or operate the controls, then the flight cannot be classed as a trial lesson. In this case, providing that the child can be safely strapped in and can be trusted to behave responsibly, <u>the pilot pays</u> at normal staff rates. 11. Any children who are able to reach and operate the controls and who are full or family members of the UBT will pay for the flight at the appropriate under 21 staff rates. 12. Please note the age qualification described in item 2 above.

7.00 : WEATHER CONDITIONS

7.01	The following limits of weather conditions for Upward Bound Trust gliding operations are given as a guide only. It is the responsibility of the supervising instructor to assess the conditions and make a judgement as to the suitability of the conditions. This must take into account the level of experience of those club members present and the nature of any course flying that is to take place.
7.02	Members attention is drawn to the requirements of the Winch Launching Licence issued to the Upward Bound Trust by the Civil Aviation Authority regarding weather criteria. These are outlined in Section 5.00 FLYING, paragraph 5.01.
7.03	<p>The weather criteria for K.13 operation are as follows:</p> <ul style="list-style-type: none"> • Visibility on the ground must be 5NM. • Maximum Wind Speeds: <ul style="list-style-type: none"> ○ Straight down the Strip = Force 4 to 5 ○ At 45 degrees to the Strip = Force 4 ○ At 90 degrees to the Strip = Force 3 to 4 • If gusts of 10 knots or more above the mean wind speed are forecast, then no K.13 flying shall take place.
7.04	<p>The weather criteria for K.8 operation are as follows:</p> <ul style="list-style-type: none"> • Visibility on the ground must be 5NM. • Maximum Wind Speeds: <ul style="list-style-type: none"> ○ Straight down the Strip = Force 4 ○ At 45 degrees to the Strip = Force 3 to 4 ○ At 90 degrees to the Strip = Force 3 • If gusts of 10 knots or more above the mean wind speed are forecast, then no K.8 flying shall take place.
7.05	<p>Extreme Weather Conditions:</p> <p>Flying shall not take place under the following weather conditions:</p> <ul style="list-style-type: none"> • When rapidly building squall lines of heavy and thundery showers are present, forecast or imminent. • During exceptionally hot weather where the risk of sunstroke, dehydration or sunburn to persons is likely to reduce the ability of persons to perform tasks adequately and could lead to physical harm. • When there is a risk of ice forming on the glider.
7.06	For one day course flying and trial lessons the limits shown in 7.03 above must be reduced in accordance with the British Gliding Association's Code of practice for Trial lessons (See Section 13.00). This is to avoid flight conditions which course members may find alarming.
7.07	If the wind conditions are such that the safe approach speed for a particular glider or gliders is equal to or in excess of the maximum winch launch speed, then the gliders to which this applies MUST NOT be flown.
7.08	Owners of private gliders must make themselves fully aware of the manufacturers' limitations for wind and weather.
7.09	<p>Deteriorating Conditions:</p> <p>In deteriorating weather conditions, all gliders must be returned to the hanger BEFORE conditions become so bad as to make the handling of gliders on the ground hazardous. Under no circumstances is flying to continue when the weather is deteriorating to the point where flying or ground handling is unsafe on the pretext that "there are members who have not flown yet."</p>
7.10	<p>Light and Variable Winds or No Wind:</p> <p>Should the wind conditions be such that, in the event of a glider not releasing the cable at the top of the launch, there is a risk that the cable may fall across the road or railway line at the western end of the strip, then the winch MUST be placed at the eastern end of the strip with the launch point at the western end.</p>

7.11 : BEAUFORT SCALE

FORCE	DESCRIPTION	SPECIFICATIONS FOR USE ON LAND	KNOTS		MPH		DESCRIPTION IN FORECASTS
			AVERAGE	LIMITS	AVERAGE	LIMITS	
0	Calm	Calm: smoke rises vertically	0	<1	0	<1	Calm
1	Light Air	Direction of wind shown by smoke drift but not by wind vanes	2	1 - 3	2	1 - 3	Light
2	Light Breeze	Wind felt on face; leaves rustle; ordinary wind vane moved by wind.	5	4 - 6	5	4 - 7	Light
3	Gentle Breeze	Leaves and small twigs in constant motion; wind extends light flags.	9	7 - 10	10	8 - 12	Light
4	Moderate Breeze	Raises dust and loose paper; small branches are moved.	13	11 - 16	15	13 - 18	Moderate
5	Fresh Breeze	Small trees in leaf begin to sway; crested wavelets form on inland water	19	17 - 21	21	19 - 24	Fresh
6	Strong Breeze	Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty.	24	22 - 27	28	25 - 31	Strong

NOTE:

Convection gusts can often be well in excess of the figures quoted above. It is the responsibility of the supervising instructor to assess the conditions and how they may change during the day. The supervising instructor must make allowances for the level of experience of Trust members and the type of flying that is to take place. If in doubt, **DO NOT FLY**.

7.00 : WEATHER CONDITIONS
Two Pages in this Section

8.00 : ACCIDENT & EMERGENCY PROCEDURES

8.01	The Upward Bound Trust Emergency Procedures are contained in a separate folder which is kept in the launch point trailer.
8.02	All club members must be fully conversant with the Upward Bound Trust procedures in the event of an accident or emergency so that they may carry out quickly and effectively the instructions given to them by the person(s) in charge of the incident. The person(s) in charge will not have time to give detailed briefings on what you are required to do.
8.03	The saving of life is paramount in any incident. All members MUST carry out precisely and to the best of their abilities the instructions given to them by the person(s) in charge in the event of an accident or emergency.
8.04	We must manage the accident and the airfield to the best of our abilities UNTIL the emergency services arrive. When they do they will take charge. Do not hinder them and if requested to assist, then do so to the best of you abilities.
8.05	Do not abandon the task you have been asked to carry out in an emergency until you are relieved.
	To enable UBT members to be identified by the emergency services, high visibility vests will be provided emblazoned with the words "Upward Bound Trust Gliding Club".
8.06	<p>There are three type of accident we can be faced with as follows:</p> <ol style="list-style-type: none"> 1. A flying accident on the airfield. 2. A flying accident NOT on the airfield. 3. A non-flying accident or medical emergency on the airfield. <p>The folders give the details of how these are to be handled. Read them carefully because there are slight differences between them. Each folder will contain all the information you will need – you will only need the relevant folder.</p>
	<p><u>EMERGENCY PACK:</u></p> <p>The emergency pack will contain the High Visibility Vests, Space Blankets to keep casualties warm, clean bandages for staunching bleeding and cling film.</p>
8.07	<p><u>AIR ACCIDENT INVESTIGATION BRANCH (AAIB) AND THE CRASHED AIRCRAFT:</u></p> <p>The crashed aircraft must NOT BE MOVED until permission is given by the AAIB (the police may also want it left in position after the AAIB have given their permission). However, you are allowed to remove without permission those parts of the aircraft necessary to extract casualties.</p>

8.00 : ACCIDENT & EMERGENCY PROCEDURES

8.08	<p>FIRST AID: Unless you are a fully qualified paramedic or doctor, you are not allowed to “treat” casualties. The following is a simple guide to what you can and cannot do:</p> <p>The Casualty:</p> <ul style="list-style-type: none">• It is essential to keep them warm to mitigate against the effects of shock. Space blankets as part of the emergency kit are provided for this purpose.• Reassure the casualty who may be frightened, worried or anxious with calm words. Get them to lie still where they have finished up.• If casualty is unconscious, do not try to revive them. <p>Casualty is not Breathing: It is important to give artificial respiration WITHOUT DELAY. A brain starved of oxygen for 2 minutes will suffer damage.</p> <p>Casualty is Bleeding heavily: It is important to staunch the bleeding with local pressure such a hand or clean cloth pressed against to wound. Do not use tourniquets – 10 minutes with one of these in inexperienced hands can cause gangrene in the extremities (hand or foot) and this will result in amputation.</p> <p>Casualty has been Burnt: Cover exposed areas of burnt skin with cling film to keep the air off the burnt area to prevent drying out.</p> <p>DO NOT DO any of the Following:</p> <ol style="list-style-type: none">1. DO NOT remove any embedded object because this can cause further internal damage and lead to haemorrhaging.2. DO NOT move them as this can also cause further internal damage and lead to haemorrhaging. The exception to this is if the casualty is at risk from uncontrolled fire in which case, extract the casualty as best you can WITHOUT endangering yourself.3. DO NOT remove clothing from burnt areas of the casualty as this will also pull the burnt skin off with it.4. DO NOT give them medication or food no matter how much they beg you for it. You are not qualified to give medication and food will greatly hamper the medical response.
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8.00 : ACCIDENT & EMERGENCY PROCEDURES

8.09	<p><u>THE FOLLOWING POINTS ARE ALSO IMPORTANT:</u></p> <ol style="list-style-type: none">1. Remember that the emergency services may not have dealt with an aircraft accident.2. When instructed by the person in charge to do something, then you must obey and carry out that role to the best of your ability and continue in that role UNTIL relieved.3. The order of seniority is as follows:<ol style="list-style-type: none">1. Full Cat. Instructors2. Assistant Cat. Instructors3. Basic Instructors4. Club Members in order of experience.5. However, don't stand around like a wet lemon if there is no instructor present or nobody is taking charge of the incident. Take positive action in line with the attached Emergency Procedure Plans and get things under way until someone more senior (or the emergency services) arrives.6. When asked by the emergency services what happened, do not embellish your account or say you saw something when you did not. Keep it to a simple brief description of what you saw (or say you did not see it).
8.10	<p><u>THE PUBLIC:</u></p> <ol style="list-style-type: none">1. In the event of an accident on the airfield it is important that we do not allow members of the public onto the airfield. The airfield is a private site so you are entitled to do this. Inform them that the airfield is PRIVATE LAND.2. <u>ENSURE</u> that the access is KEPT CLEAR for the Emergency Services.3. If you have been sent to guard the airfield gate, do so until you are relieved. <u>DO NOT</u> abandon it otherwise there may be an invasion of 'RUBBERNECKERS'.4. DO NOT SPECULATE to the public about what happened. The bland response to persistent questioning by members of the public must be: <u>"A statement will be issued by the Gliding Club in due course."</u>

9.00 : GROUND EQUIPMENT

9.01	<p>No member may operate any of the following equipment without first having read and fully understood the relevant club rules and have received a briefing and/or appropriate training from an authorised Trust member.</p> <ul style="list-style-type: none"> • Launch Point Radio • Tractors • Winch
9.02	Winch Operation: See separate folder.
9.03	Radio: See Section 11.00
9.04	Tractors: See Section 12.00
9.05	<p>Towing of gliders with Tractors, the Club Car or any other private vehicles:</p> <ol style="list-style-type: none"> 1. The rules for towing of gliders with vehicles are those laid out in the ‘Laws and Rules for Glider Pilots’ 2. The minimum age for a person driving a private vehicle that is being used for towing is 16 years old. 3. See also Section 12.00
9.06	<p>AUTHORIZATION: Before any Course Member or New Staff Member use any of the following equipment, their log book must be signed by one the Upward Bound Trusts’ Instructors:</p> <ul style="list-style-type: none"> • Launch Point Radio • Glider Retrieve Tractor or Car • Large Tractor • Winch

10.00 : CHILD PROTECTION

10.01	A child is defined as any person under the age of 18 years.
10.02	Written consent shall be given by a parent or legally appointed guardian before any one under 18 years of age is allowed to fly in the Trust's gliders. This requirement for written consent should be extended to any person under 18 who wishes to visit the Trust on a regular basis, even if the young person does not wish to fly.
10.03	A child protection officer and assistant have been nominated who have particular responsibility towards child safety. The nominated persons are PETER CONCANNON and VIRGINIA PERKINS.
10.04	In addition to Trust staff supervising flying activities, all young people under 16 shall be accompanied by a responsible adult unless by prior arrangement with the Trustees. An exception may be where young people of 15 are accepted onto the solo or DOE courses.
10.05	Adequate information shall be provided by the supervising instructor, or their appointed deputy, to responsible adults supervising children under 16 years old to enable them to understand the necessary safe code of conduct for the airfield
10.06	Limitations are placed on the use of the Trust's equipment by young people under the age of 16 years as set out in the appropriate sections of this manual. Specifically: <ol style="list-style-type: none"> 1. Use of the Launch Radio – no person under 16 years of age shall use the launch radio. See Appendix Three for full details of the use of radios. 2. Driving Tractors including the Trusts' Retrieve Car or private vehicle – no person under 16 years of age shall drive the Tractors. 3. Driving the winch – no person under 16 years of age shall drive the Winch.
10.07	The following code of conduct shall be followed by ALL members of the Trust towards children other than their own: <ol style="list-style-type: none"> 1. Any behaviour towards children on the part of a member of the Trust or visitor or other person that a member of the Trust considers inappropriate should be reported immediately to the Child Protection Officer or Deputy or Trustee. 2. Members of the Trust shall exercise reasonable care of children either visiting the Trust or taking part in one of the Trust's courses. Should any member of the Trust identify that a child is at physical risk for any reason then they should intervene to prevent the danger. If the risk has occurred due to the child's behaviour then the child, and where appropriate accompanying adult, should be re-briefed as to the specific issue. 3. Members of the Trust should treat children with respect and neither shout unnecessarily at or be verbally abusive towards them. 4. Members of the Trust should avoid physical contact with children other than when not to do so would lead to harm or an accident to the child or others. Where children under 16 are upset then the accompanying responsible adult should be informed. 5. Wherever possible training and social activities should be undertaken in a public environment. Members of the Trust should avoid situations where they are alone with a child on the airfield. Where this is unavoidable, such as instruction in gliders, then sections 10.07-3 and 10.07-4 must be strictly adhered to.

10.00 : CHILD PROTECTION

10.08 **UPWARD BOUND TRUST CHILD PROTECTION POLICY:**

The Upward Bound Trust is dedicated to the personal development of young people through the sport of flying. The Trust therefore puts the welfare of young people at the centre of all its activities and is committed to the safety of young people undertaking activities with the Trust. To this end the Trustees will ensure that:

- A risk assessment for the Trust's equipment and its activities is undertaken and regularly reviewed specifically with young people in mind.
- Operating procedures are developed with young people in mind and regularly reviewed. Specific limits shall be placed on the use of those items of equipment deemed too difficult or dangerous for young people to handle safely. These limits shall be written into the Operations Manual.
- Adequate supervision is provided for young people at all times. In addition to Trust staff supervising flying activities, it will be the policy of the Trust that all young people under 16 shall be accompanied by a responsible adult unless by prior arrangement with the Trustees. An exception will be accepted where young people of 15 are accepted onto the solo course.
- Adequate information is provided to responsible adults supervising children under 16 years old to enable them to understand the necessary safe code of conduct for the airfield.
- A code of conduct for staff towards young people is developed and maintained. By signing this Operations Manual, Upward Bound Trust members are deemed to have agreed to comply with these requirements.

To ensure this policy is followed, responsibility for Child Protection shall be invested in a Child Protection Officer, PETER CONCANNON. The child protection officer shall act as the a contact point, particularly for young people, be responsible for maintaining the child protection procedures and for supporting the CFI on health and safety matters relating to young people.

The Child Protection Officer shall be supported in all these tasks by a deputy, VIRGINIA PERKINS.

The Child Protection Officer and deputy shall under go and keep up to date a suitable police check. They shall also attend suitable awareness courses and other training as recommended by the BGA.

The Trustees retain the right to require any or all members of Trust staff to pass an appropriate CRB checks.

For and on behalf of The Upward Bound Trust

Angus Galbraith (Chairman)

Michael Clark, Peter Concannon, Patrick Watkinson, David Bramwell (Trustees)

11.00 : LAUNCH POINT & OTHER RADIOS

<p>11.01</p>	<p>Launch Point Radio</p> <ol style="list-style-type: none"> 1. Signals and instructions from the launch point to the winch are conveyed by means of a two-way radio operating on a dedicated frequency. This is not one of the usual glider frequencies but short range business frequency for which the Trust holds a licensed. 2. The following rules regarding the use of this radio must be strictly adhered to. It is important to remember that the launch point radio operator will set the launch in motion and will be in control of the launch whilst it is taking place. Therefore they will have the lives of the pilot AND other persons, both in the air and on the ground, in their hands. 3. The Radio licence issued to the Trust by OFCOM for the Launch Point Radio is held by the Chief Flying Instructor. A copy of the licence and amendments together with the current receipt for payment of the licence fee is available following this section in this manual.
<p>11.02</p>	<p>Backup Signal</p> <p>The British Gliding Association normally requires a visual back-up signal in the form of a light signal or Bat signal when radios are used to launch gliders. However, the nature of the ground at Haddenham Airfield makes this impractical for the following reasons:</p> <ol style="list-style-type: none"> 1. Any light needs to be on the top of a pole at least 5 metres high. This pole is difficult to see from the air and presents a significant hazard to gliders when landing. 2. Experience has shown that it almost impossible to align the light so that it can be seen clearly from the winch. A barely visible light can be easily misread. 3. Even with a pole 5 metres tall, the light is visible only just above the horizon. This puts it in the heat shimmer in summer and distorts the light making “stop” signal look like an “all out” signal. 4. A 5 metres pole moves around in the wind and this gives very confusing signals. 5. Bat signals between the launch point and winch are impossible because of the nature of the ground.
<p>11.03</p>	<p>Who may operate the Launch Point Radio</p> <ol style="list-style-type: none"> 1. The person must be a member of the Upward Bound Trust Gliding Club. 2. Students on the solo course who have been fully trained and have displayed a complete understanding of the role of the launch point radio operator can operate the radio providing that they have been checked by an Instructor (Ass Cat, Full Cat, FI or FE). The Students log book must be signed by the Instructor authorising the use of the radio. One day and other such short term course members must not operate the launch point radio. 3. The radio must only be used by persons who have been fully trained by an experienced UBT member. They must have demonstrated that they are fully conversant with these rules and procedures and the Trusts’ gliding operations before being allowed to use the radio unsupervised. 4. Visiting pilots may use the radio providing they are familiar with the Trusts operation and have made themselves fully conversant with these rules. 5. No person under the age of 14 years old is permitted to use the radio. The Chief Flying Instructor may give dispensation to full members of the Trust under the age of 14 years to operate the launch point radio providing that they are regular attendees, have shown good awareness of the responsibility and the procedures, and that their use of the radio is monitored. The members’ log book must be signed by the Chief Flying Instructor in these cases. 6. The Radio must not be operated by those with hearing or speech difficulties. The exception to this rule is where a person with hearing difficulties has an effective and fully operational hearing aid and is able through its use to clearly hear messages transmitted to them.

11.00 : LAUNCH POINT & OTHER RADIOS

11.04	<p><u>Training and Supervision:</u></p> <ol style="list-style-type: none"> 1. Before operating the radio under supervision, a trainee must read and understand these rules fully. 2. Training must only be carried out by experienced UBT member who are fully conversant with these rules and the clubs' gliding operations and authorised by the Chief Flying Instructor. 3. A club member who is supervising or training a person in the use of the radio must be standing alongside the person they are training in order that they may take over control of the radio immediately and without any delay should events dictate that this is necessary.
11.05	<p><u>Location of Radio Operator</u></p> <p>The radio operator will be in control of the launch and must therefore be alongside the glider being launched so that they clearly receive any instructions from the glider crew or others ground members assisting with the launch. The radio must not be used by a person sitting in a car or positioned further away than half the gliders' wingspan.</p>
11.06	<p><u>When using the radio the operator MUST ensure the following:</u></p> <ol style="list-style-type: none"> 1. The radio is switched on and kept switched on during any set of transmissions. 2. That you press the 'TRANSMIT' button firmly BEFORE you speak into the microphone and continue to hold it pressed while you are speaking. 3. That you speak slowly and clearly and that you give precise messages. 4. That you repeat any instructions verbatim which you receive back to the sender so that he/she is satisfied that the message has been received and understood. The word 'UNDERSTOOD' on its' own is not proof that the message has been received and understood. 5. That you correct any misunderstood or unclear messages IMMEDIATELY. In such cases any launch or movement of cables MUST be stopped until it is clear who is doing what. 6. On windy days it is necessary to shield the microphone for the wind in order to transmit clear messages.
11.07	<p>INSTRUCTIONS FOR LAUNCHING A GLIDER BY MEANS OF THE WINCH:</p> <ol style="list-style-type: none"> 1. On the first launch only, the radio operator will instruct the winch driver which of the two cables is to be launched first on each pair during the day. The following descriptions must be used. 2. For a cable on the north side of the strip the words used must be "A418 SIDE CABLE" 3. For a cable on the south side of the strip the words used must be "VILLAGE SIDE CABLE". 4. Should conditions change during the day it may be necessary to alter which cable is to be launched first. In such cases the same words are to be used. <p>The procedure for launching a glider using the Radio is as follows:</p> <ol style="list-style-type: none"> 5. When the pilot has accepted the cable he has declared his readiness to be launched. The pilot will not give any further instructions. If the pilot does not wish to proceed with the launch, then he/she MUST release the cable IMMEDIATELY. <p><u>LOOKOUT!</u></p> <ol style="list-style-type: none"> 6. The radio operator MUST look all round THOROUGHLY to establish that there are no aircraft either on the ground or in the air which will be a hazard when the launch takes place. This look-out must also take into account if there are any vehicles or persons on the ground who would be put at risk should the launch takes place. 7. Only when the radio operator has satisfied himself/herself that it is all clear and safe for the launch to proceed are signals/instructions to be transmitted to the winch driver. <p>To launch the Glider, the words and procedure used must be as follows. NO OTHER WORDS ARE TO BE USED:</p> <ol style="list-style-type: none"> 8. "WINCH, THIS IS CONTROL.....GLIDER TYPE (and launch speed if necessary).....Which Cable (Village or Road/A418 side).....TAKE UP SLACK.....TAKE UP SLACK".

11.00 : LAUNCH POINT & OTHER RADIOS

11.07 CONT	<p>9. The winch driver will respond “GLIDER TYPE..... Which Cable (Village or Road/A418 side).....TAKE UP SLACK”.</p> <p>10. ONLY when the glider is moving slowly across the ground do you give - “ALL OUT, ALL OUT” (Note: the winch driver will <u>NOT</u> respond to this message).</p> <p>11. To stop the launch you MUST use the words “STOP, STOP, STOP”. The winch driver will repeat this message back to you as soon as he/she is able. If he/she does not then you MUST repeat the message until it is acknowledged by the winch driver.</p> <p>During the Launch:</p> <p>12. Whilst the launch is in progress, the radio operator MUST keep hold of the radio and MUST keep a good lookout all round for hazards which may appear whilst the launch is taking place. The radio operator MUST be in a position to stop any launch which is in progress if it would be dangerous for it to continue.</p>
11.08	<p><u>Other communications for which the radio may or must be used.</u></p> <ol style="list-style-type: none"> 1. To co-ordinate between the winch driver and the launch point on the safe movement of cables. 2. To pass on instructions to glider or cable retrieve vehicles. 3. To give the location of any Glider, aircraft, hazards or other obstructions which may be out of sight to those at the far end of the airfield. 4. To help locate missing sections of broken cables. 5. To give instructions for any special launch exercises requested by an Instructor. 6. To warn the winch driver of simulated cable breaks. 7. To advise the winch driver when launch speeds are unsatisfactory. 8. To agree a change of first cable to be launched. 9. To advise if the launch point and winch positions need to be exchanged during the day. 10. To advise the winch driver when no more cables are required. 11. To enable the winch driver to advise the launch point of any difficulties with the winch or cables and to give the all clear when the problems are resolved. 12. Any other message to allow the safe operation of the clubs’ activities.
11.09	<p>The Launch Point Radio must not be used for the following:</p> <ol style="list-style-type: none"> 1. Idle chit-chat. 2. The passing of personal messages.
11.10	<p><u>Winch Radio:</u> See the winch operating manual for instructions to the winch drivers on the use of the winch radio.</p>
11.11	<p><u>USE OF GLIDER AND OTHER RADIOS</u></p> <ol style="list-style-type: none"> 1. Glider and other aircraft radios must <u>NOT</u> be used for communicating launch instructions to the winch driver. 2. Under no circumstances whatsoever must any radio be used to communicate with the pilot of an aircraft or glider in the approach area. In particular, it is expressly forbidden to advise a pilot of a glider in the approach area that they have not lowered the undercarriage. This is BRITISH GLIDING ASSOCIATION policy. In recent years there have been a number of serious accidents arising out of such messages where the pilot has lost control and crashed whilst attempting to lower the undercarriage. The worst that can happen to a glider landing with its’ wheel retracted is that the underside of the fuselage gets scratched. On grass the only damage likely to occur will be to the pilots’ pride.

11.00 : LAUNCH POINT & OTHER RADIOS

11.12	<p><u>Launch Point Radio Training Syllabus Checklist:</u> The training of persons in the use of the Launch Point Radio must cover the following aspects:</p> <ol style="list-style-type: none">1. Lookout.2. Words to be used when instructing winch driver to launch a glider.3. Where to stand.4. What to monitor when the launch is in progress.5. Stop signals.6. How to switch Radio on/off.7. Where the microphone is located on the radio.8. Changing batteries and battery 'low' indication.9. Basic Radio procedures.10. What messages the radio may be used to transmit.11. Forbidden communications.12. Knowledge of these rules.
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12.00 : TRACTORS AND TOW VEHICLES

12.02 : Age limits and licence requirements for tractors revised - 2012

NOTES:

1. "Laws and rules for Glider Pilots" published by the British Gliding Association must also be read in conjunction with these rules in respect of the towing of gliders.
2. The definition of a tow vehicle includes private vehicles.

12.01	<u>Who is permitted to drive tractors and tow vehicles:</u> <ol style="list-style-type: none">1. The person must be a member of the Upward Bound Trust Gliding Club.2. The person should ideally hold a full UK driving licence.3. Non-licence holders over the age of 16 years old may drive the providing that they have been trained by an approved full member of the Upward Bound Trust and have been tested by the Chief Flying Instructor or his Deputy and that the Pilots' Log Book has been signed authorising them to drive. This authorisation can be limited to certain vehicles and this must also be recorded in the Pilots' Log Book.4. Before driving a tractor unsupervised, a member must have been trained by an experienced club member.5. The member must have demonstrated that they are capable of driving it safely on an active airfield and that they are fully conversant with the clubs' gliding operations, these rules and all the controls on the tractor in question before being allowed to drive it unsupervised.6. No person under the age 16 years old is permitted to drive a tractor or tow vehicle.7. No person shall ride as passenger on a tractor except for the following reasons (NOTE: These exceptions apply only to the small tractor when the rear platform is fitted):<ul style="list-style-type: none">• Training and supervision• In order to get to a glider to assist with handling when weather conditions dictate.
12.02	<u>Supervision and Training:</u> <ol style="list-style-type: none">1. Before being allowed to drive a tractor, the trainee must read and understand fully these rules.2. In order to provide close supervision and training, a member is permitted to ride on the rear platform of the tractor. Whilst this is taking place, extreme caution shall be exercised in regards to the speed that the tractor is driven.3. Supervision of inexperienced drivers MUST not be carried out at distance. The supervising member must either be on the rear platform of the tractor or within three metres AT ALL TIMES.4. Any person seeing a tractor being driven in a reckless or irresponsible manner must instruct the offender to stop driving the tractor and/or report the matter immediately to the person in charge.5. Training and supervision must only be carried out by a member who is sufficiently conversant with these rules and the Trusts' gliding operations and approved by the Chief Flying Instructor.
12.03	<u>Driving and Towing Generally:</u> <ol style="list-style-type: none">1. When a tractor is being used for towing vehicles, winches, trailers, cables or gliders or anything else which put a load on the tractor, the coupling point on the tractor MUST be BELOW the centreline of the axle to the rear driving wheels. Under no circumstances whatsoever are towing loads to be taken above this axle centreline.2. Should the driver of the small tractor find themselves in a position where there is a risk that they will be hit by a falling cable, then they must stop the tractor, get off and HIDE UNDER THE TRACTOR until the danger has passed (NOTE: The large tractor and the Land Rover have enclosed cabs and therefore in situations where the cable may fall on the vehicle, the driver must remain in the cab).3. Tractors must not be driven at a speed or manoeuvred in such a way as to risk capsizing or turning the tractor over.4. Oil, water and fuel levels must be checked at the start of a days' operations to ensure that they are sufficient.

12.00 : TRACTORS AND TOW VEHICLES

12.02 : Age limits and licence requirements for tractors revised - 2012

12.04	<p>Towing Cables (Land Rover or Tractor):</p> <ol style="list-style-type: none">1. When towing cables to the launch point, the Vehicle or MUST be driven a straight line. If there is an obstruction, then the driver must wait for it to be cleared. Any deviation from a straight line may result in the cables becoming tangled.2. When towing cables to the launch point, the driver must stop and wait for any glider or aircraft on base leg or the approach to complete its' landing.3. Before moving a cable that has been dropped in the middle of the airfield, the driver must obtain clearance from either the winch driver or the launch point or both that it is safe to do so.4. Cables must only be attached to the tractor by means of the single loop wire towing link attached to the large link at the rope end of the cable parachute. Where a tractor is being used, this towing link must be hooked onto the tractor below the main axle centreline.5. When a broken cable is being retrieved and taken to the winch for repair, it is not necessary to use a towing link as described above. Where a tractor is being used to retrieve the cable, the broken end of cable must be attached to the tractor below the main axle centreline. When retrieving a cable from the cultivated areas which may have become tangled with the crop, care must be taken to prevent excessive damage to the crop or incur the risk of a tractor capsize when the cable is pulled clear.6. At the winch, the Tractor or Land Rover must be parked behind the winch on the upwind side and at least 20 metres away from the winch. Depending the conditions prevailing, the winch drive may require the tractor to be parked elsewhere.7. The Tractor or land rover driver must be advised of the route to be taken for the day when returning to the winch. Weather and wind conditions may cause this to be changed during the days' operations. If unsure, the driver must ask for instructions from the Supervising Instructor.8. See Item 2.05 for the tow-out position of cables at the Launch Point.9. The slack in the cable(s) must be fully taken up slowly by the driver before the Tractor or Land Rover is driven at the normal tow-out speed.

12.00 : TRACTORS AND TOW VEHICLES

12.02 : Age limits and licence requirements for tractors revised - 2012

12.05	<p><u>Towing Gliders:</u></p> <p>NOTE: These rules also apply to other vehicles being used to tow gliders such as the Trusts' car and private Vehicles. Also see "Laws and Rules for Glider Pilots"</p> <ol style="list-style-type: none">1. The slack in the towing rope must be fully taken up before proceeding.2. The route to the glider from the launch point shall be down the side of the strip to opposite the point where the glider has come to rest and then across strip to the glider. This route shall be behind any gliders queuing at the launch point if crossing the strip in this area unless the tractor driver is specifically instructed to do otherwise by the person in charge. Do not drive diagonally out across the landing area to the glider. For layout of operations, see section 2.00 – Airfield Organisation.3. The rope attached to the retrieve tractor or any other vehicle that is being used to tow gliders must be coiled up immediately once the glider has been released. DO NOT LEAVE CONNECTED TOW ROPES TRAILED OUT BEHIND PARKED VEHICLES (Trip Hazard).4. The gear setting for towing gliders with the small retrieve tractor to give a comfortable walking speed for the glider crew is HIGH RANGE and SECOND GEAR.5. No glider shall be towed at a speed which requires the glider crew to run.6. When towing a glider, the tractor driver must stop and wait for any glider or aircraft on the approach to complete its' landing.7. The tractor must not be driven into the landing area when a glider or other aircraft on the approach.8. If at any time the glider and tractor (or other vehicle) are parked or left unattended, then the glider must be uncoupled from the tractor or other tow vehicle. This is prevent damage or injury occurring should the tow vehicle driver 'forget' that they have a glider attached.
12.06	<p><u>Tractor, Land Rover and Tow Vehicle Driver Training Syllabus Checklist:</u></p> <p>Training of tractor drivers must cover the following aspects:</p> <ul style="list-style-type: none">• Full knowledge of the rules stated above including BGA rules.• Airfield safety.• Lookout.• How to start the engine.• How to stop the engine.• Throttle positions and types.• Arrangement and location of the brakes.• Avoidance of sudden turns and violent braking during normal use.• Checking of fuel, oil and water.• Towing points and level of towing points in relation to the axle centre line.• Areas of rough ground on the airfield over which caution is to be exercised.• Gears and ranges to be used for various tasks and maximum speeds to be employed.• Other control settings (and if they are not to be tampered with).• Dangers of capsize/overturn if driven incorrectly or recklessly.• Tow rope safety.• Emergencies

13.00 : NOTICES AND DIAGRAMS – INDEX PAGE

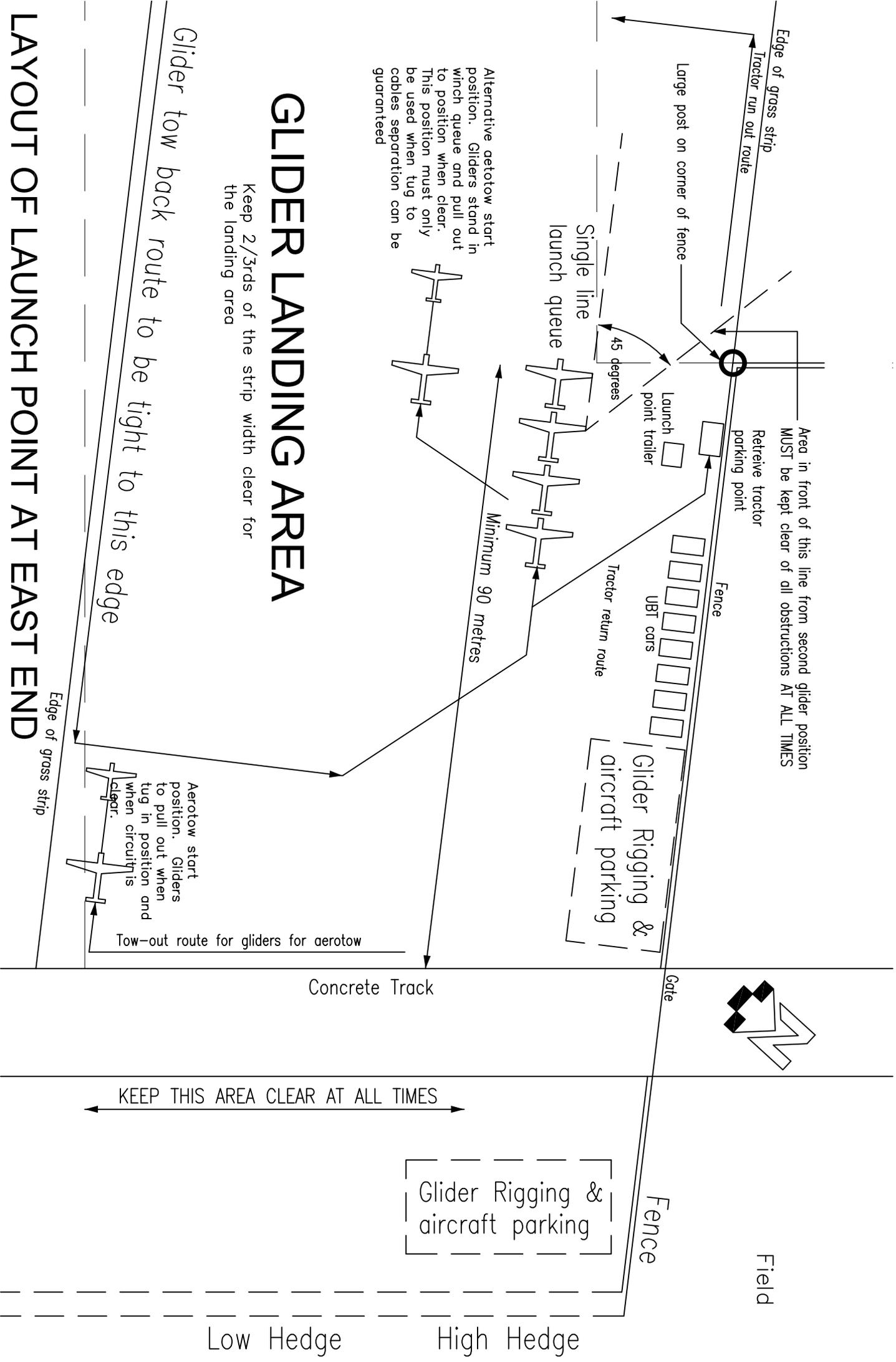
August 2011 : Glider Tow-Back Procedure Added

The following are contained within this section

A	Diagram for Launch Point Layout at East End of Strip.
B	Diagram for Launch Point Layout at West End of Strip in Northerly Cross Wind.
C	Diagram for Launch Point Layout at West End of Strip in Southerly Cross Wind.
D	Diagram for cable tow out position at the Launch Point.
E	Letter from Simon Allard – Trial Lessons.
F	Risk Assessment for visiting groups (Also can be used for individuals).
G	UK Airspace Classifications.
H	Airways Map Extract of Local Area to Haddenham
I	Airfield Location Plan.
J	Visiting Pilots Briefing Sheet.
K	Glider Tow-Back Procedure.

NOTE: When receiving this Operation manual by email in pdf format, the various Notices and Diagrams listed above will appear separately and Randomly.

13.00 : NOTICES AND DIAGRAMS – INDEX PAGE
August 2011 : Glider Tow-Back Procedure Added



Edge of grass strip

Tractor run out route

Large post on corner of fence

Area in front of this line from second glider position MUST be kept clear of all obstructions AT ALL TIMES

Retrieve tractor parking point

Launch point trailer

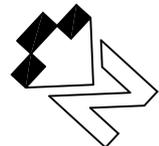
Tractor return route

UBT cars

Fence

Glider Rigging & aircraft parking

Gate



Field

Fence

Glider Rigging & aircraft parking

Low Hedge

High Hedge

GLIDER LANDING AREA

Keep 2/3rds of the strip width clear for the landing area

Glider tow back route to be tight to this edge

Alternative aerotow start position. Gliders stand in which queue and pull out to position when clear. This position must only be used when tug to cables separation can be guaranteed

Single line launch queue

45 degrees

Minimum 90 metres

Tow-out route for gliders for aerotow

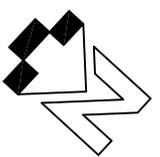
Aerotow start position. Gliders to pull out when tug in position and when circuits clear.

Edge of grass strip

Concrete Track

KEEP THIS AREA CLEAR AT ALL TIMES

LAYOUT OF LAUNCH POINT AT EAST END



ROAD

Fence

Fence

KEEP THIS AREA CLEAR AT ALL TIMES

Alternative gettow start position which can be used when the airfield is not busy

Edge of grass strip

Glider tow back route to be tight to this edge

GLIDER LANDING AREA

Keep 2/3rds of the strip width clear for the landing area

80 metres

Alternative gettow start position. Gliders stand in which queue and pull out to position when clear. This position must only be used when tug to cables separation can be guaranteed

Single line launch queue

45 degrees

Retrieve tractor parking point

Launch point trailer

Tractor return route

UBT cars

Glider Rigging & aircraft parking

Tractor run out route

Edge of grass strip

Area in front of this line from second glider position MUST be kept clear of all obstructions AT ALL TIMES

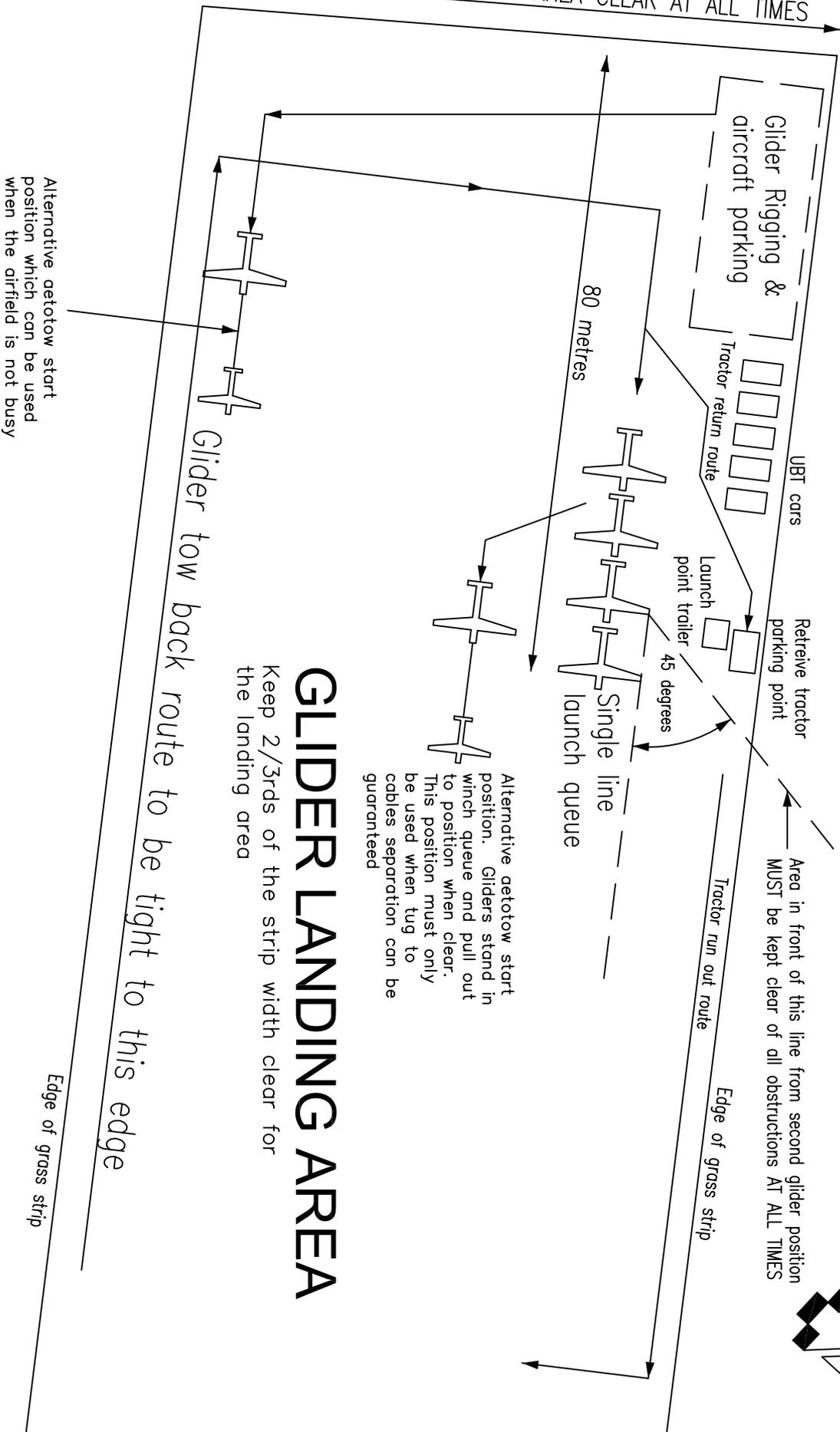
LAYOUT AT WEST END FOR NORTHERLY CROSSWIND

ROAD

Fence

Fence

KEEP THIS AREA CLEAR AT ALL TIMES



GLIDER LANDING AREA

Keep 2/3rds of the strip width clear for the landing area

Glider tow back route to be tight to this edge

Alternative aetotow start position which can be used when the airfield is not busy

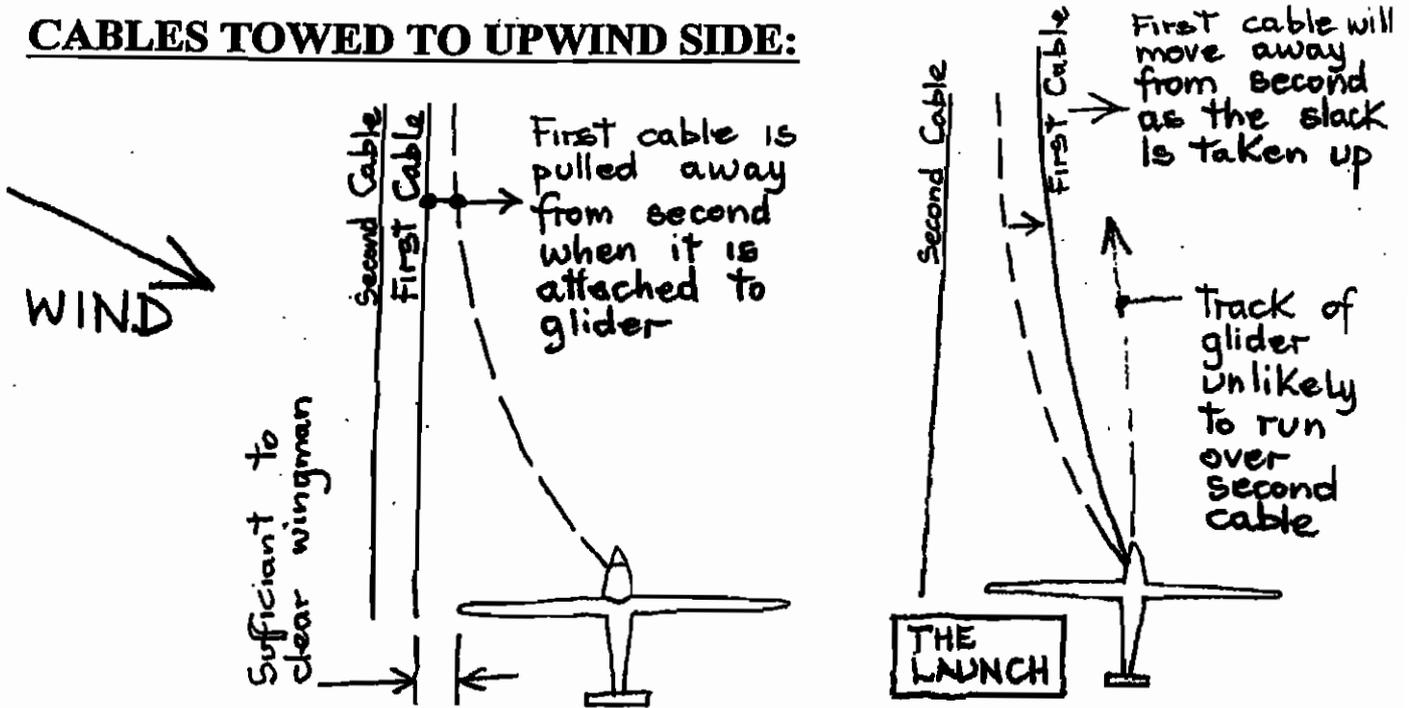
Edge of grass strip

LAYOUT AT WEST END FOR SOUTHERLY CROSSWIND

SECTION D : TOWING OUT OF CABLES

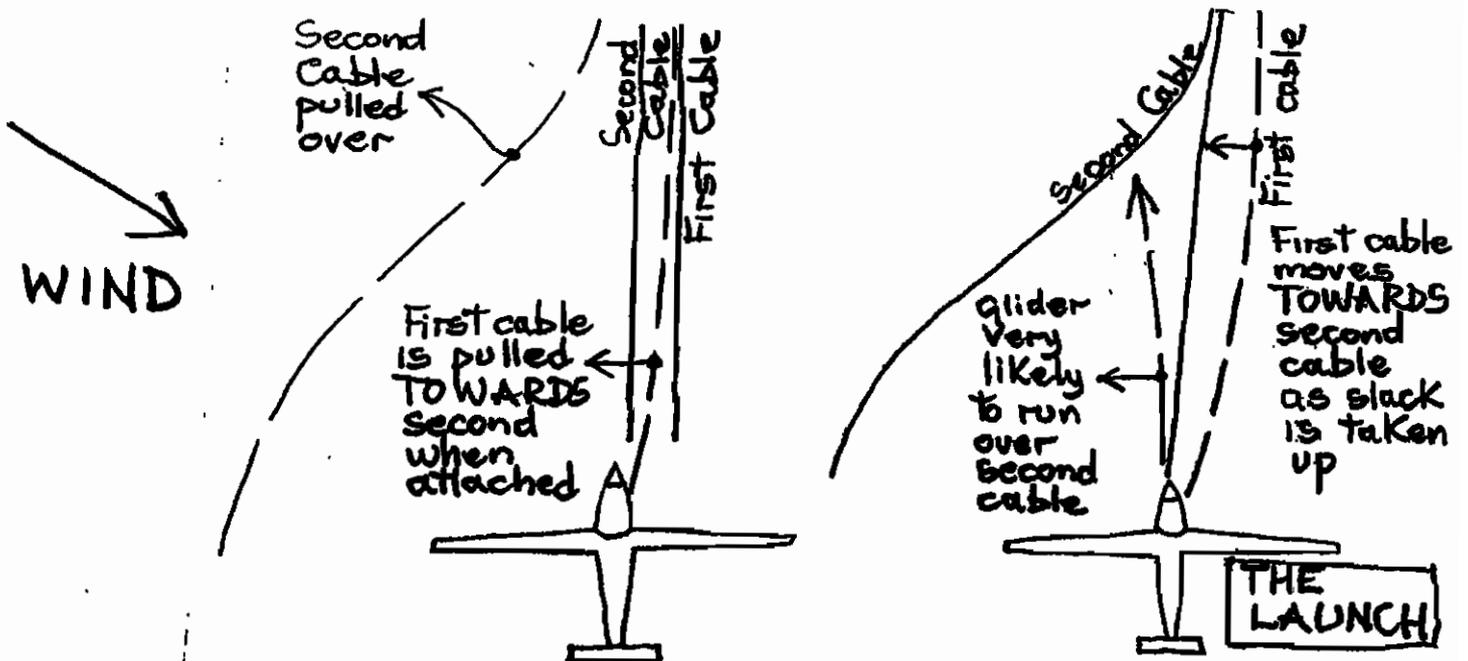
Tractor drivers **MUST** always tow the cables out to a position on the **UPWIND** side of the launch point. The reasons for this are as follows:-

CABLES TOWED TO UPWIND SIDE:



Minimal risk of second cable being picked up by the first cable or the glider when the cables are towed out on the **UPWIND SIDE** of the launch point.

CABLES TOWED TO FIRST GLIDER OR DOWNWIND SIDE:



The risk of the second cable being picked up by the first cable or even the **GLIDER** is greatly increased if the cables are pulled out to or on the **downwind side** of the launch point/first glider to launch.

13.00 : NOTICES AND DIAGRAMS

SECTION F – Risk Assessment for Visiting Groups

13.00 : SECTION “F” : RISK ASSESSMENT FOR VISITING GROUPS:

General Outline and Requirements:

Airfields are by their nature hazardous places. Accordingly an operations manual has been developed setting out how all aspects of the airfield should be run. The focus of the operations manual is to minimise risk to staff and visitors. All Trust staff are required to be conversant with the operations manual and follow the procedures set out at all times.

If required the necessary sections of the operations manual can be provide prior to visits being carried out.

The safe operation of the airfield relies on **EVERYONE** on the field acting in a reasonable and responsible manor. While visitors are not expected to be fully conversant with all aspects of the operations manual they are expected to obey instructions given for their safety by Trust staff. There is a lot to take in at the start of the day and it is not always possible for everyone to remember everything. Trust staff are therefore happy to re-brief on any or all safety issues if necessary. **IF IN DOUBT ASK.**

If Trust staff are of the opinion that a visitor(s) are not acting in a responsible manner, they will draw this to the attention of the person supervising the group. Trust staff may chose to stop operations in order to re-brief about the specific aspect(s) they are not satisfied are being carried out as instructed. In cases of persistent inappropriate behaviour the Trust reserves the right to refuse to fly those concerned and may in extreme cases request that they leave the airfield.

Specific Risks: For the purpose of a group visit the following assessment sets out the six main hazards that cannot be eliminated and what steps are taken to minimise them.

13.00 : NOTICES AND DIAGRAMS

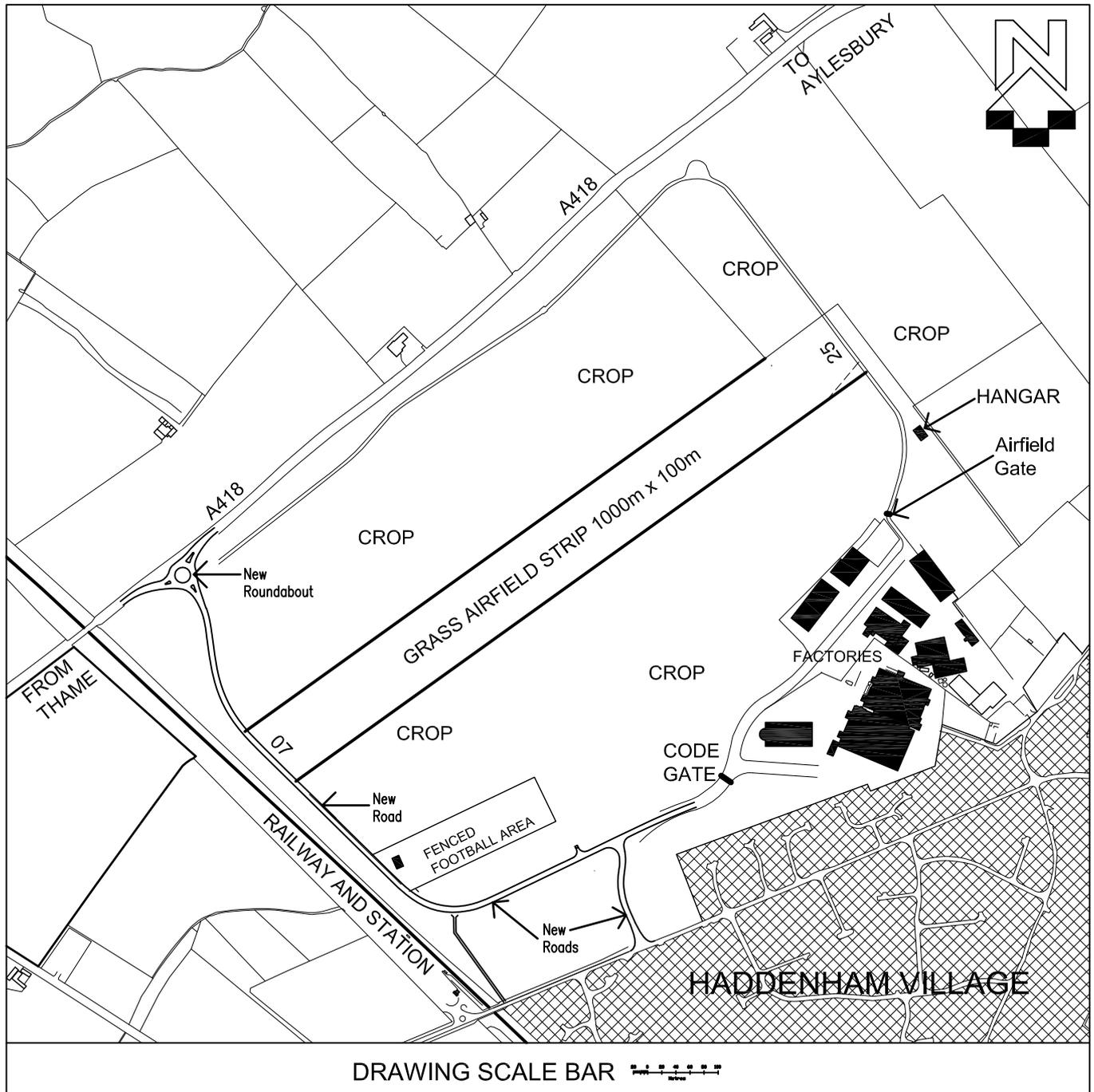
SECTION F – Risk Assessment for Visiting Groups

ITEM	RISK	SEVERITY	OCCURRENCE	ACTION	COMMENT
13.01	Active Runway	Sever	Low	Briefing at start of day. Supervision by school staff. Monitoring by Trust staff.	Trust operations take place in and on an active runway. The level of activity is generally low and so a briefing with supervision is considered an acceptable approach to minimising risk.
13.02	Moving Vehicles	Moderate	Moderate	Vehicle procedures set down in site operations manual to minimise risk. Only trained staff allowed to use vehicles. Briefing at start of day. Supervision by school staff. Monitoring by Trust staff.	Tractors are used to draw cables to the launch point and to move gliders around the airfield. Visitors need to be aware of these movements and to keep an eye open for moving vehicles at all times.
13.03	Moving Cables	Severe	Low	Cable handling procedures set out in operating manual to minimise risk. Briefing at start of day. Supervision by Trust staff.	The Trust uses a winch to launch the gliders. Two cables at a time are drawn to the launch point. While the operating manual sets out how to prevent both cables moving at the same time there will always be a small risk of the second cable moving while the first cable launches a glider. Trust staff will brief and supervise visitors helping with attaching cables to gliders. If in any doubt what to do leave the cables alone and keep well away from them.
13.04	Moving Aircraft	Moderate	Low	Briefing at start of day. Supervision by Trust staff.	Visitors are asked to help move gliders around the airfield from time to time. The wing tip of gliders is relatively narrow and moves quickly when the glider is turned round.
13.05	Flying	Severe	Low	All pilots who are authorised by the Trust to fly with students on courses, including trial lessons are qualified to the relevant British Gliding Association instructor standards.	
13.06	Slips, trips & falls	Low	Moderate	Supervision by school staff	The airfield is a grass surface and is uneven. The usual care is necessary to avoid trips and falls. Cables represent the main man made hazard – see comments above.

UPWARD BOUND TRUST

Glider training for Youth

Registered Charity No: 306119



AIRFIELD LOCATION PLAN

Showing Positions of New Hangar, Access Roads,
Estate Code Gate and Airfield Gate

UPWARD BOUND TRUST GLIDING CLUB

Briefing Sheet for Visiting Pilots

Welcome to Haddenham. We hope you will enjoy your visit to the Upward Bound Trust. If there is anything you require, please ask. The following information about the local area and airfield is important so please read it carefully. If there is anything you are unsure about please ask.

The layout of the launch point and pattern of operation diagrams can be inspected at the launch point trailer in the operations manual.

Use the BGA standard circuit pattern with all turning completed by 300 feet AGL.

The Upward Bound Trust operates a PREFERRED CIRCUIT POLICY for gliders. The PREFERRED CIRCUIT for gliders is on the NORTH side of the airfield. For details of our preferred circuit rules, see the OPERATIONS MANUAL in the Launch Point Trailer.

DO NOT overfly gliders at the launch point area. If the landing area is congested, move your baseleg and landing point further up the airfield.

DO NOT queue for the launch point in the landing area.

Once you have landed, please clear the landing area to the tow back side as soon as possible.

KEEP A GOOD LOOKOUT both in the air and on the ground at all times.

Acceptance of cable means you are ready to launch. The launch controller will ask the winch for slack when all is clear.

If you wish to fly cross country, please obtain the CFI's (or his deputy) approval. Let us know where you are going and the time it will take and any ETA.

Do not loiter in the launch area at the top of the launch (unless of course you are in a thermal and intend to use it).

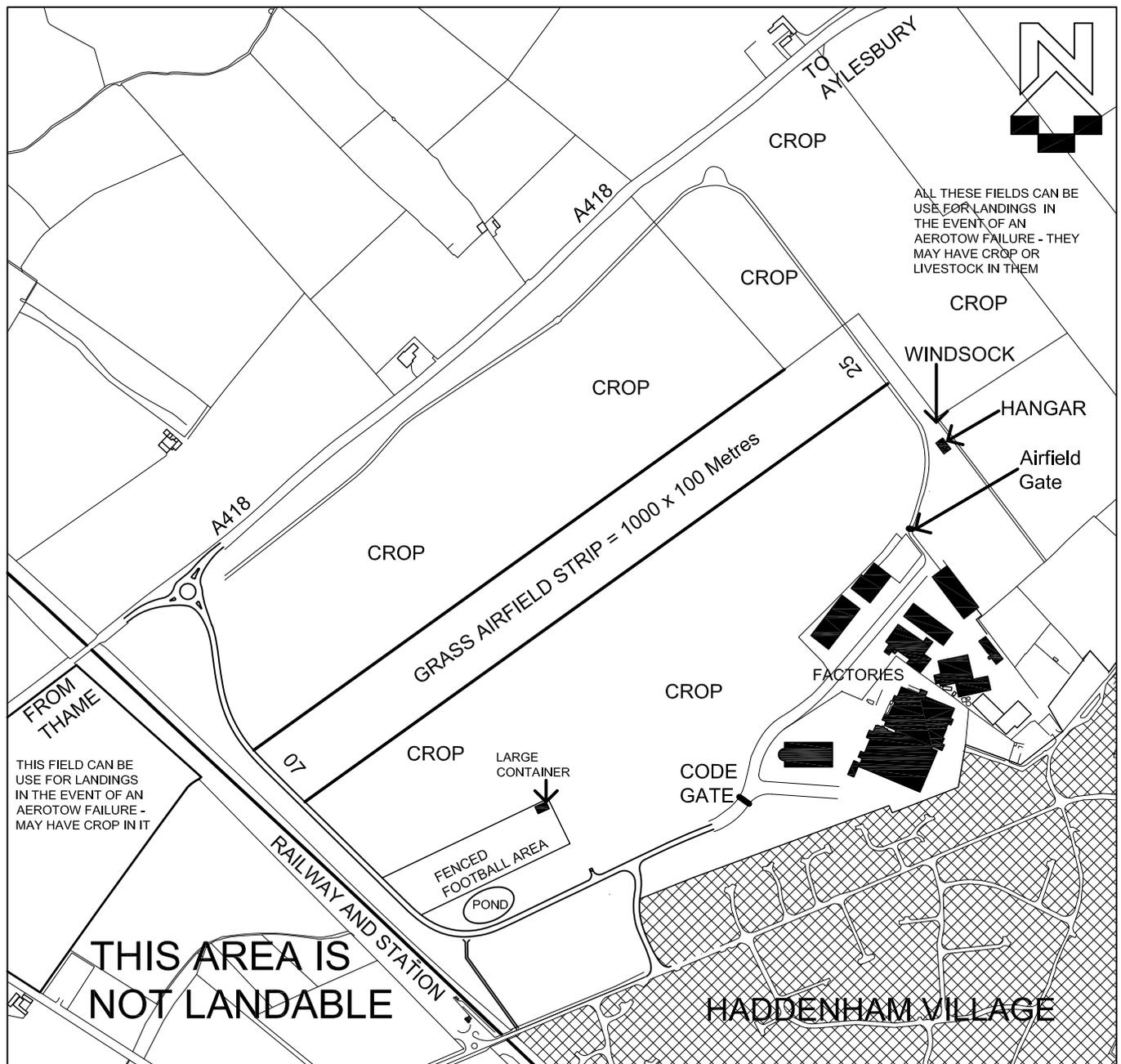
Mutual flying/air experience flying/Instruction flights must only take place with the CFI's approval.

Beware of cables at all times. DO NOT TOUCH THEM if a glider is being launched. Only handle cables when it essential to do so.

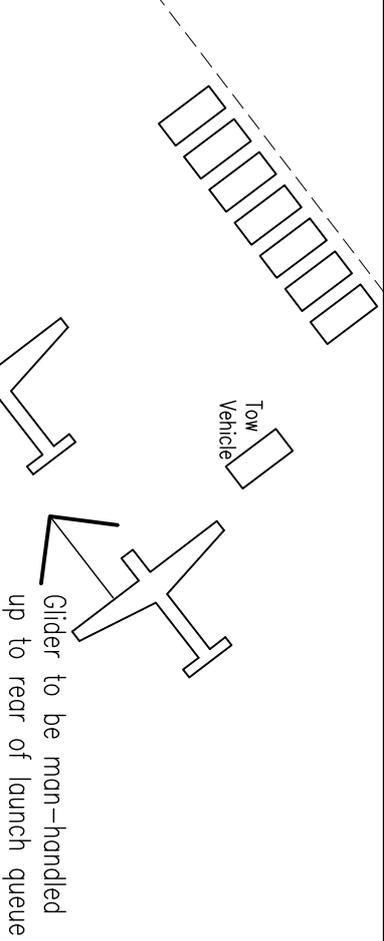
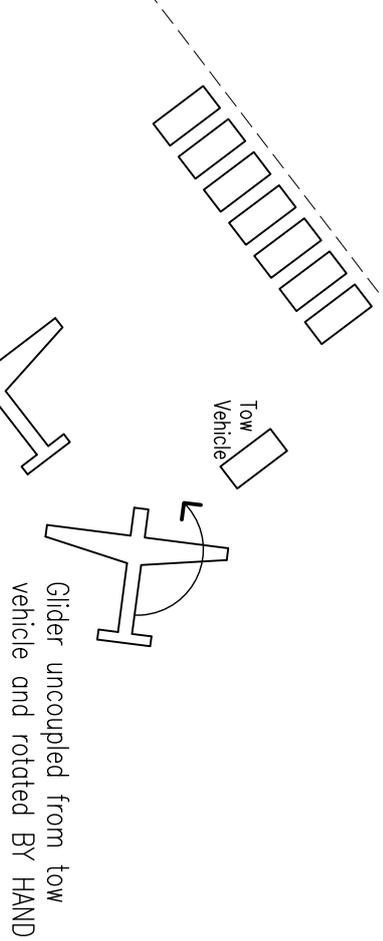
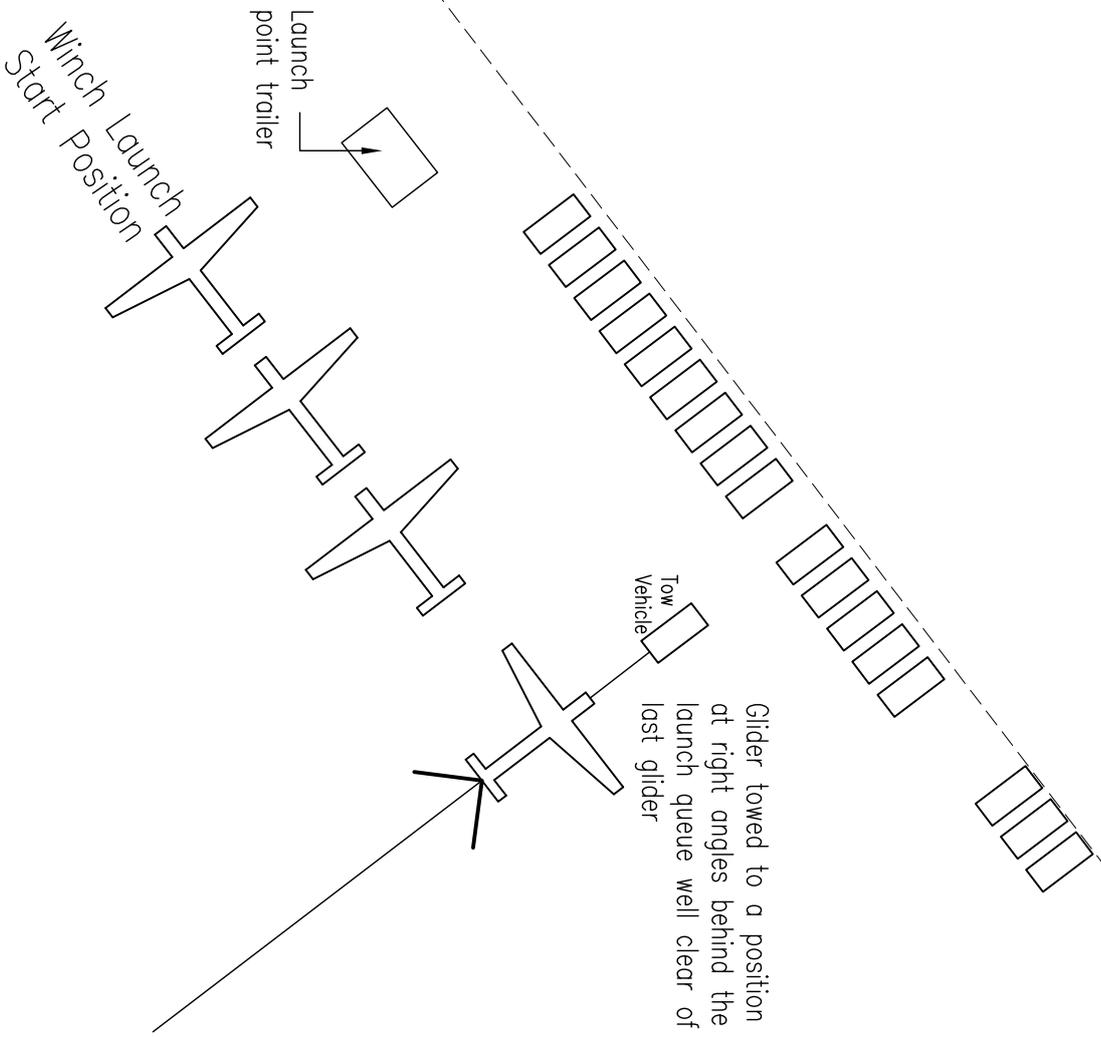
A coloured weak link system is used. Please ensure you ask for the one to suit your glider.

ARE YOU CURRENT? When did you last have a winch launch, When did you last have a launch failure? When did you last launch or land in a cross wind? If you are not current or have any doubts, please ask for a briefing and/or a check flight.

MOST OF ALL, HAVE FUN.



GLIDER TOW-BACK PROCEDURE



14.00 : AMENDMENTS
One Page in this Section