Devon and Somerset Gliding Club

OPERATIONS MANUAL

February 2025

Please do not remove from the Clubhouse.

This information is available on the DSGC website.

DEVON & SOMERSET GLIDING CLUB

OPERATIONS MANUAL (February 2025 JH v6.1)

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INTRODUCTION

Any pilot wishing to fly as P1 from North Hill may only do so if he/she has read the Manuals listed in Part 3 and signed and dated the Signature Sheet. By so doing, the individual concerned will have signified his/her unconditional acceptance of the DSGC Operational Procedures contained herein and his/her agreement to abide by them.

A picture of North Hill Airfield is at Annex E. This will help readers, particularly those who are new to the airfield, to put everything contained in this manual into its proper geographical perspective.

This document has been prepared with the aim of ensuring that all Club operations are carried out safely and efficiently, and that all members are fully aware of both the Club's operational requirements and their own responsibilities. It must be emphasised that these local Operational Procedures are complementary to regulations contained in publications issued by other authorities (eg BGA Laws & Rules, and CAA Publications). Overall responsibility for flying operations rests with the Chief Flying Instructor (CFI), who is supported and aided by the Club's Management Committee, the DCFI(s), and the Club Safety Officer.

The document is unavoidably lengthy, but this serves to illustrate the scale and complexity of our Operations. There has been no attempt to distinguish between efficient operations and safety issues, since they are complementary to each other. We all want to enjoy our flying at a reasonable cost and within well-defined safety limits, but this can only be achieved by being vigilant, knowledgeable and considerate.

Whilst you are reading these Manuals, in particular the sections relating to care and maintenance of the Club's site, aircraft and equipment, it is worth remembering that we, the members, meet all expenses. Please make sure that you play your part in minimising costs by treating the site and equipment with care and respect and thus helping to mitigate any need to increase flying and membership fees.

It is important that Club members remain fully conversant with the content of these documents. The Manuals may be revised from time to time, and will require resigning as revisions read.

NB. Throughout the remainder of this Manual, the words "he" and "his" have been used in place of "he/she" and "his/her". This has been done solely for reasons of brevity.

1 GENERAL RULES

1.1 In order to fly from North Hill, a person must be a paid-up member of the Devon & Somerset Gliding Club Ltd in one or other of the recognised membership categories.

Non-Club members will not under any circumstances be permitted to fly from North Hill, in either Club or private aircraft.

All pilots from other Clubs who wish to fly at North Hill must become Temporary Members of the Devon & Somerset Gliding Club Ltd, either under reciprocal membership arrangements, or, in the absence of such an arrangement, by paying the applicable temporary membership fee. In either case, the pilot concerned shall be required to complete a membership application form.

1.2 Gliding training may only take place when a FIS / BGA Full or Assistant Rated Instructor is in charge. The Instructor must either be a member of the Devon and Somerset Gliding Club's (DSGC's) regular team of Instructors or, in the case of a visiting Instructor, must obtain specific authority from the Chief Flying Instructor of the DSGC, both for instructing and taking charge of operations. Flying on non-Club days is subject to the Ad-Hoc Flying procedure see Annex F.

1.3 The Club's Rating Card system is designed to ensure that there is control over each pilot's level of flying practice, recency and ability to fly in a variety of weather conditions. It is the responsibility of each pilot to ensure that he flies within the authorisation and limitations of his rating and is medically fit to fly.

1.4 Similarly, it is **the individual pilot's personal responsibility** to ensure that he fulfils the BGA's fitness-to-fly requirements, and to inform the CFI as soon as he is in any doubt that he is unable to do so. The detailed requirements are set out on the BGA website "Laws and Rules".

1.5 The Club's equipment, including aircraft, winches, towing and retrieve vehicles, workshop machinery, communication systems and flight recording computer, is to be used only by Club members, and then only after they have been suitably trained and authorised.

1.6 All instructors should familiarise themselves with Annex A, Risk Review for DSGC Pilots flying as P1 In Two-Seat Gliders. This is particularly important for the conduct of trial lessons.

2 CHIEF FLYING INSTRUCTOR AND SAFETY OFFICER - TERMS OF REFERENCE

2.1 Club members need to be aware of, and understand, the respective roles and responsibilities of the Chief Flying Instructor and Club Safety Officer. Their Terms of Reference are as follows:

2.2 **CHIEF FLYING INSTRUCTOR (CFI).** The CFI is responsible for overall supervision of all aspects of flying and ground operations at DSGC, in accordance with BGA rules, regulations and standards. To this end, he has to maintain close communication with the BGA, particularly with regard to operational and training policy, and to ensure that any new directives issued by the BGA are complied with. Specific responsibilities are:

a. To ensure safe and efficient conduct of all flying and associated ground operations.
b. To encourage all flying members to seek to improve their flying skills and achievements.
c. To promote standardisation of flying instruction.
d. To ensure that all instructors reach and maintain a high level of flying and instructional proficiency and, where appropriate, to encourage them to progress to the higher instructor ratings.
e. To encourage those pilots who possess the right experience and aptitude to aspire to become instructors and to provide appropriate training for them.

2.3 **CLUB SAFETY OFFICER.** The Club Safety Officer is appointed by and responsible to the Club Chairman for overall supervision of the safety aspects of the Club's operations, both in the air and on the ground. His general responsibility is to promote flight and ground safety awareness among all Club members and visitors to the Club. Specific responsibilities are:

a. To advise the Chairman and CFI on all safety matters, and in particular to bring deficiencies to their attention, so that corrective action can be taken.
b. To review the club's Operations Manual from time to time and to ensure that it is kept up to date in the light of any changes in rules and regulations promulgated by the BGA. Subject to the CFI's approval, this task may be delegated to a suitably experienced individual.
c. To conduct annual safety reviews, using the BGA's check list and liasing with the BGA Senior Regional Examiner (SRE) as necessary.
d. To ensure that all occurrences (accidents, incidents and airprox reports) that bear on the safety of the club's operations are reported and investigated. To this end, ready use packs for accident, incident and airprox reporting should be prepared and readily available.
e. To conduct accident/incident investigations in the prescribed manner, in order to determine circumstances and causes, with a view to preventing future accidents rather than ascribing blame to individuals. Where, as in very serious/fatal accidents, an external investigator is appointed, the CSO must act as the local liaison officer and assistant.
f. To ensure that all reports are complete, accurate and submitted within the required timescales.

g. To seek the assistance and guidance of the BGA Senior Regional Examiner (SRE) and/or the BGA Safety Committee, as necessary, in the discharge of his responsibilities.

h. To consult with the Chairman and CFI on the need to appoint deputies with specific responsibilities (e.g. ground equipment and visitor safety). Deputies are Committee and Chairman appointees, but should report to the CSO.

i. To undertake any other tasks that he and/or the Chairman perceive to be necessary in the interests of accident prevention.

3 AIRMANSHIP AND LOCAL CONSIDERATIONS

3.1 Whilst the BGA Laws and Rules are applicable to all flying operations at North Hill, there are a number of local features and problems that need to be considered.

3.2 The shape of our site and its location pose certain problems that demand precise airmanship and careful flight and circuit planning. The east (clubhouse) end of the site is quite narrow, and when launching is being carried out from that end, the available width of landing area is restricted. It is vital that pilots take this into consideration when near the end of a flight and they must be prepared, if necessary, to plan a circuit in preparation for a landing further up the field, if the usual landing area is already occupied. It is far easier to retrieve a glider 300-400 yards away than it is to pick up bits of wreckage!

3.3 The **preferred** circuit at North Hill is the upwind one. On the rare occasions when there is no discernible crosswind, the Duty Instructor shall specify the preferred circuit for his period of duty. Pilots in circuit must always be aware that there may well be traffic on the opposing circuit. Lookout!

3.4 When launching to the west, the line of trees running along the eastern boundary will cause a wind gradient on the approach in even the lightest of winds. This effect will be more marked in a crosswind, which will also generate significant turbulence. Both turbulence and wind gradient will increase in severity as the wind speed increases. It is essential that pilots take this into account when assessing their circuit plan and approach speed. A careful study noting, in particular, the close proximity of the south ridge and the location of trees along the southern boundary of the site, and the forested area on the north side, will enable the described conditions to be understood. Launch Control can be located by the North fence opposite the Clubhouse or on the South side by the first trailer.

3.5 When launching to the east, the greater field width at the western end of the site makes approach planning easier. However, with any wind direction having an easterly component, there will be down-draft (and consequent sink) encountered in the lee of the west ridge during the final phase of the approach. Quite marked curl-over (and consequent sink) may also be experienced in the lee of the south ridge whenever there is a significant southerly component in the surface wind. Whilst at low wind speeds (up to about 5 kts) the effects of down-draft or curl-over are barely noticeable, they increase rapidly with increasing wind speeds and pilots must take this into account when planning their circuit. (Remember: assess the likely conditions before takeoff.) When operating from this end of the site, ie when launching to the east, the following rules shall apply with regard to approach and landing:

a. Launching from middle of West end. The preferred circuit will usually be to the north, ie left-hand circuit. Always use the “Centre line Procedure”. Gliders on LH circuit land north of Centre Line (Launch Control), and gliders on RH circuit always land south of Centre Line (Launch Control). Care should be

taken in Northerly crosswind to avoid dropping cables over caravans / trailers and Public Bridleway.

b. Launching from NW corner. The preferred circuit will usually be to the south, ie right-hand circuit. All gliders land on or to the north of the aerotow strip to avoid the effect of "curl-over" from the south ridge due to the cross wind.

3.6 Pilots taking aerotows must give very careful consideration to their possible course of action in the event of a rope break, particularly at a low height, from which a full circuit is not possible. When launching to the west, the relatively easy option of landing in a field at the bottom of the west ridge can be taken. However, aerotow launches to the east present a more difficult situation. The valley to the south of the site between the south ridge and the area around Broadhembury can be used in the event of a low level abort, and there are also some fields to the east (near Dunkeswell airfield) and north which may be usable, depending on height, wind and time of year. **All options must be considered before take-off, and an awareness of the state and condition of the surrounding fields is essential. Be prepared: aerotow rope brakes do occur, albeit infrequently!**

3.7 Our west and south ridges, although gentle compared to those at Talgarth or Portmoak, often produce ridge-soaring opportunities, but there are one or two traps waiting for the unwary, unless good airmanship is employed. The ridges are short, and the area of lift is likely to be relatively narrow (perhaps 200-400 yards) and of shallow depth (up to 800-1000 ft above the hill, rarely more). The potential for head-on situations is correspondingly great. Ridge soaring rules must be applied meticulously, and a good lookout is vital.

3.8 If the ridge is on your right, use a track that is close to the line of the ridge. If the ridge is on your left, position your track a little further upwind (say 100-300 yards) to give a lateral separation between you and oncoming gliders. The turns away from the ridge at the end of each beat can be adjusted to put the glider in the best position for the return track.

3.9 The standard circuit joining procedure from the west ridge is to complete a final 270 degree clearing turn on to the downwind leg. This procedure is quite straightforward, provided that adequate height is allowed. If the pilot finds himself too low to complete a standard circuit safely from a clearing turn (eg through misjudgement or unexpected height loss), then he must dispense with this turn and join the circuit in the most direct line, keeping a particularly sharp lookout for other aircraft joining, or already in, the circuit. In the case of the south ridge, the circuit is joined by moving the flight track further out from the ridge in such a manner as to be able to complete a standard circuit, and to establish a clear displacement from any other glider(s) "on the ridge". It is not acceptable to attempt to soar this ridge at such a low height that a normal circuit becomes impossible.

3.10 The gliding operations at North Hill are largely not affected from constraints of airspace, however there are a few local rules to be aware of. All pilots should be familiar with the Local Airspace Rules as detailed on DSGC website.

3.12 All Pilots must be aware of the Local Airspace Rules & Codes of Practice Parachute Operations at Dunkeswell and Exeter Airport, see 13.2 and Annex B Extracts from LoAs.

3.13 The area directly over and in the vicinity of the winch launch run is a sterile area and is never to be entered by an aircraft in free flight, unless it is well above normal launch height, or in a genuine emergency situation.

3.14 Although use of R/T in the circuit by gliders is not mandatory, pilots are encouraged to make downwind calls, subject to the following considerations:

a. Calls must be clear, concise and unambiguous. Example: “North Hill Traffic, Alpha Bravo Charlie, downwind, right hand North Hill”.

b. A radio call must not be made if it would compromise the safe flying of the glider or the pilot’s lookout.

Downwind calls by all powered aircraft are mandatory, unless overriding flight safety considerations, or radio unserviceability, dictate otherwise.

4 GENERAL SITE CARE

4.1 The Club's prime asset is the site itself, and this has to be respected and maintained just as much as the gliders, launch equipment and other facilities.

4.2 Litter of any kind is unsightly and can be a safety risk. Use the rubbish bins provided, or take it home with you. If you see litter, please pick it up. We all have a responsibility to keep the site clean and tidy.

4.3 Particular care must be taken over "foreign objects". Short lengths of wire can injure or kill humans and animals and can cause serious damage to ground equipment and aircraft. Large stones may occasionally come to the surface and should be removed to a safe location.

4.4 As well as being potentially dangerous, driving vehicles at too high a speed can cause scuff or skid marks to the field, which can take years to recover. Driving too fast can also damage equipment. The tarmac entrance road and other site tracks are expensive to maintain and must be treated with care to keep costs to a minimum. The maximum speed limits are there for a purpose. Please drive slowly and carefully on the site at all times.

4.5 Particular care is needed when the surface of the field is very wet. Avoid driving over the areas where the drainage is poor. The grass takes a long time to recover from ruts and skid marks.

4.6 On the main winch cable routes, you can, when retrieving cables, help to prevent the formation of barren strips and surface damage by making slight variations (5 - 10 feet) in the line of the track used between the winch and launch points.

4.7 Please do your bit to help maintain the general tidiness of the site. As an example, at the end of a day's flying, gather up the tyres (used for glider picketing), and place them in the trailer provided for this purpose, so that they do not clutter up the field, and are ready for the next day.

4.8 The club house is for the benefit and comfort of all members. A great deal of effort has been spent on improving it. Please help to keep it clean and tidy by clearing up food wrappers, crockery, cutlery, glasses and any other by-products of meals, social gatherings etc.

4.9 The Club pays a considerable annual bill for the consumption of electricity. Appreciable savings can be made by switching off unnecessary lights or heaters and also by keeping the clubhouse main door closed on cold days.

4.10 The security of the site is vitally important. If you are the last member to leave the site, make sure that all doors to Club buildings are locked, that the burglar alarm is switched on immediately before you close the clubhouse, and that the hangars are

secured. As you leave the site, ensure that the main entrance gate at the east end of Wheelbarrow Lane is closed and locked to prevent access by unauthorised vehicles.

4.11 Dogs on the airfield represent a considerable potential hazard to safe operations. Owners are held responsible for the custody of their dogs at all times and must ensure that their pets are kept on a lead under restraint when the airfield is active. Even a dog that is restrained, but barking or behaving in an undisciplined manner, can be a dangerous distraction. Whilst banning dogs altogether from the airfield may seem too draconian a measure, it may prove to be necessary to prevent an accident. Owners should therefore seriously consider their responsibilities before bringing their dogs onto the site.

5 CARE OF AIRCRAFT, LAUNCH EQUIPMENT AND TRAILERS

5.1 The permission of the Duty Instructor or Instructor-in-charge must be obtained before any Club aircraft are taken out of the hangars or rigged.

5.2 Movement of aircraft into or out of the hangars is to be carried out under the supervision of an instructor or other senior club pilot who has been authorised for the task. The greatest care must be taken to ensure adequate clearance from other aircraft or items of equipment. Under no circumstances is any attempt to be made to "squeeze" extra aircraft into the hangars at the end of a day's flying.

5.3 Aircraft are to be rigged only by members who are authorised to do so and are thoroughly familiar with the rigging procedures in line with BGA Operational Regulations. It is very easy to cause unnecessary damage by attempting to rig gliders with insufficient knowledge of what is required.

5.4 Gliders must be parked securely at all times on the airfield in such a way as to ensure that they cannot roll or swing. The prevailing and forecast weather conditions, notably wind strength, direction and gusts, must all be taken into account. If necessary, use extra tyres under the nose and by the tail. The responsibility for moving an aircraft along the launch queue rests with the pilot who is next to fly it. When not in use, aircraft must be parked well clear of the launch point, aligning them crosswind, and secured in the approved manner, as dictated by the weather conditions. **Where applicable, the tail dolly must be removed**. There are differences in the correct way to secure different glider types. **IF IN DOUBT, ASK!**

5.5 When ground handling gliders, it is essential that loads are not applied to any part of the airframe that is likely to suffer damage. The tailplane and the trailing edges of the wings are particularly vulnerable. If in doubt, ask an Instructor, senior club pilot or the owner for advice.

5.6 If a pilot suspects that damage has occurred to a glider during a flight, or at any other time, (eg due to exceeding limiting speeds, application of extreme control loads, heavy landing, ground loop, faulty ground handling etc), the details must be reported immediately to an Instructor or BGA Inspector before the glider is flown again. Failure to do so could well endanger the life of another pilot.

5.7 Every parachute is a potential lifesaver and must be treated with tender loving care! At the end of a day's flying, club parachutes must be retrieved, placed in their protective bags, and returned to the club's parachute cupboard. The last P1 to fly an aircraft is responsible for transferring the parachute/s from his glider to the cupboard.

5.8 Operating all ground vehicles and winch driving is subject to the appropriate ground operation training and authorising as set out in the Ground Operations Manual. When stopping, immediately disengage gear and apply parking brake (or keep foot brake applied if no handbrake fitted), even if you are about to move off again

imminently. When parking, leave the vehicle suitably immobilised (ie out of gear and with parking brake on, or in gear, if no parking brake fitted).

5.9 Before each day's flying operations, as detailed in the Ground Operations Manual, the winch and ground vehicles must be checked for fuel, oil, coolant, battery and tyre condition Check that sufficient cable repair equipment is available on the winch.

5.10 The Launch Control(LC) must undergo a Daily Inspection before it is moved. The charging lead must be disconnected. The LC must always be towed at a low speed to prevent pitching loads on the towing bracket. The LC should be set up at the chosen launch point in accordance with the Ground Operations Manual.

5.13 When flying has ceased, the LC is returned to its parking position in the Ground equipment hangar, in accordance with the Ground Operations Manual.. it must be driven forwards into the hangar slowly and carefully adjacent to the south wall until alongside the wall-mounted charging point, which must then be plugged into the LC. The last action is to check the charging meter in the rear compartment.

5.14 The winch must always be towed at a low speed to prevent pitching loads on the towing bracket, in accordance with the Ground Operations Manual. When major items of ground equipment are moved out of and back into their parking locations in the Ground Equipment Hangar it is **mandatory** for a second person to be present to observe and assist with the manoeuvres. Whenever a winch is attached to and detached from the towing vehicle, it is advisable for a second person to be present to ensure safe operation.

5.15 **The safety chain/cable must always be attached to the winch towing vehicle**, in the approved manner, even for the shortest of distances. Position and secure in accordance with the Ground Operations Manual.

5.16 It is important that the launch cables are towed out from the winches to the launch point in a straight line to avoid the risk of cables becoming entangled. However, some minor deviation is permitted - see Section 4, paragraph 4.6.

5.17 The use of a towing weak link to connect each cable to the retrieve vehicle is **mandatory**. At the end of each retrieve, the cables are detached by the operation of a lever in the Landrover's cab. Should it be necessary for the cables to be detached manually (eg because of a malfunction of the automatic mechanism, then this must not be done until the retrieve driver indicates that it is safe to do so. Furthermore, it is the **retrieve driver's responsibility** to ensure that both cables have been detached from the vehicle before he drives off.

5.18 If, during a cable retrieve, one of the towing weak links should break, the cable must not be re-attached to the retrieve vehicle, until the winch driver verifies that it is safe to do so.

5.19 Before commencing each launch, the winch driver must check that the launch cable and winch is clear of obstructions and people. Both cabin doors must be closed to ensure that the driver (and trainee driver, if applicable) are shielded from the live cable drum.

5.20 If a cable break occurs. cable repairs must be made in the approved manner (see Winch Drivers Handbook for details).

5.21 Glider trailers may be parked either in the area alongside the tug hangar**,** or on the designated parking strip running along the southern perimeter track. Trailers on this strip should be parked with their towbars as close as possible to the perimeter track, so as to leave adequate space between the rigging area and the launch line.

5.22 Trailers should be braced securely, if necessary with tie-down cables, and wheels chocked to prevent movement in strong winds. Make sure that your trailer cannot swing and cause damage to someone else's trailer!

5.23 When launching is taking place from the east (clubhouse) end of the site, trailers are to remain in their parked positions. Trailers must not be parked, even temporarily, alongside the north fence/hedge opposite the clubhouse. When launching from the northeast corner, gliders being moved from the trailer rank to the launch point must first be moved down the field until adjacent to the club house, and thence directly across the field to the launch point, **having first checked that the circuit is clear!**

5.24 When operating from the west end of the site, gliders must not be rigged by the main trailer park adjacent to the caravans, nor must rigged gliders be parked in this area. This is to avoid the risk of damage in the event of the cable falling across this area during winching operations. In these circumstances, the following procedures must be strictly applied:

a. Trailers must be towed to the west end of the site for glider rigging.
b. Whilst rigging at the west end of the site, trailers must be parked well clear of launching and cable retrieving activities. It may also be necessary to align trailers into wind to avoid the risk of damage due to rigging in strong crosswinds.
c. Should the need arise to park rigged gliders at the east (clubhouse) end, they must be parked only in an area immediately adjacent to the north side of the club house, extending east as far as the hard standing outside the main hangar.

5.25 There is much rough ground on the site, so trailers must be towed carefully and slowly to avoid damage. Towing routes must be kept well clear of operations.

6 GLIDER DAILY INSPECTION PROCEDURES

6.1 Each Club Glider is to be given a Daily Inspection (DI) before its first flight of the day. The inspection may only be carried out by a suitably authorised club member (Bronze and above), and authority to conduct DIs may only be given by a BGA rated Instructor or Inspector.

6.2 The DI is to be completed in accordance with the detailed instructions contained in the Club's DI Presentation and Aircraft Flight Manual , copies of the relevant extracts of which are carried in each glider. Completion of the DI including positive control check is to be recorded in the glider's DI Book which must also be used to record any minor defects and/or unserviceabilities that may arise during a day's flying operations.

6.3 The instructions contained in the following sub-paragraphs are additional to those contained in the DI Book, and apply equally to both club and private aircraft.

a. The fuselage check must include a functional check of the wheel brake, where fitted. If the wheel brake is found to be inoperative, then the glider must be declared unserviceable.

b. The use of energy absorbing cushions is mandatory. It is a part of the DI to ensure that they are placed in the aircraft cockpits.

6.4 Private Owners are required to conduct a Daily Inspection and a record of Rigging and DI including positive control checks is mandatory.

7 AUTHORITY FOR FLYING AND LAUNCH POINT CONTROL

7.1 Whilst the Club CFI has overall responsibility for all matters involving and affecting flying that takes place at North Hill, the Duty Instructor or Instructor in Charge has direct control of site operations during his period of duty. The standard periods of duty for the Duty Instructor are the same throughout the year. They are:

Morning: 8:30 to 14:00
Afternoon: 12:00 to 17:30
or All day 08:30 - 17:30 with suitable breaks

It is of the utmost importance that there must be a designated instructor in charge at all times while flying is in progress. Whenever the instructor in charge relinquishes his duty, he shall hand over formally to another instructor. See also paragraph 1.2 under “General Rules”.

7.2 The decision to start the day’s flying operations will be made by the Duty Instructor based on the prevailing and forecast weather conditions. He will also decide the launch direction and will liaise with the Duty Launch Marshal over the launch procedures to be used. The instructor (or delegate) will contact Exeter ATC to report the start of flying at North Hill with number of aircraft, Max height and finish time. The Instructor (or delegate) will contact Skydive Buzz to ascertain if parachuting will or may take place, , then he must ensure that the appropriate warning sign is displayed at the launch point. Both actions should be logged in LogSys before flying commences.

7.3 The Duty Instructor will also decide which aircraft shall be rigged and flown and may also limit the number of gliders at the launch point or in North Hill airspace at any one time (usually due to weather conditions or number of members present).

7.4 If weather conditions deteriorate during the day, the Duty Instructor shall decide whether any gliders should be picketed, or returned to the hangar.

7.5 At the start of the day’s flying, the Duty Instructor will decide the minimum card rating for solo flying. He is to monitor the weather conditions throughout his period of duty. If and when conditions change, he is to change the card rating to suit. The corresponding coloured flag will be displayed on the Launch Control. Members with a lower rating than that shown will normally have to fly dual. Exceptionally, on a case-by-case basis, this rule may be relaxed see section 10.

7.6 The Duty Instructor will report to the CFI, Deputy CFI, or Safety Officer, any accident or incident relating to flying or operational safety which occurs during his period of duty. He is to undertake all further reporting action, until relieved of this responsibility.

7.7 The Duty Launch Marshal (DLM) is directly responsible to the Duty Instructor and has the authority to control launch point operations, in close liaison with the Duty Instructor. The DLM’s duties are set out in detail in Section 8 and in Ground Ops Manual.

7.8 The Duty Instructor shall ensure that cars are parked well clear of the launch point, so as not to hinder smooth and safe launch operations. This includes the areas where gliders are rigged and de-rigged.

8 LAUNCH MARSHAL DUTIES (refer also to Ground Operations Manual)

8.1 DLM duty times are – AM Duty = 0830 to 1300 and PM Duty = 1300 to 1730

The DLM is responsible for ensuring safe and efficient launch procedures. Although the duty is not mandatory, it is expected that any 16 and over Solo pilot, will do a duty unless they are on another rota. Other trained & authorised Members can volunteer for DLM duties if they wish.

8.2 Pre-start of days flying – (an early arrival at the start of the day is appropriate)

- On arrival discuss with Duty Instructor, (DI) and understand the plan for the day
- Assist / Organise the airfield set up. (Winch – Launch point – Safety Barrier)
- Ensure Exeter ATC and Dunkeswell Skydive have been informed.
- The DLM is directly responsible to the DI & has authority to control launch point operations.
- Organise a Logger, Winch driver, Cable retrieve, and ensure periodic changes.
- Ensure sufficient weak links / strops are available for the day

8.3 When flying is about to or has commenced –

- Organise glider launch queues and launch order with DI.
- Organise glider retrieves in a timely manner, ready or prepositioned when landing.
- Control the flying list agreed order, and ensure pilots are ready for their flight
- Ensure all know which glider is next to launch
- Ensure pilots are ready in advance to receive cables once they are returned
- Endeavour to make the launch line as efficient as possible
- Cables are recovered promptly from retrieve vehicle
- ENSURE CABLE CLEAR, and moved to gliders quickly, with correct colour link
- ***If not ready / long briefings are taking place, if necessary, push off line to launch others***
- Ensure a cable / launch person and a wing runner are ready
- Ensure close co-ordination between winch and aerotow lines are maintained
- Ensure that Logger, Winch driver, and Cable retrieve get sufficient breaks / replacements
- Remember others will be willing to help if / when asked

8.4 When flying is about to finish for the day, liase with DI in overseeing the closedown procedures –

- Ensure all concerned know how many launches are left
- The winch and ground vehicle drivers know what is happening
- The gliders are returned to the Hangar area
- Assist DI with Hangar packing, battery / parachute removal
- The ground vehicles are returned to the Ground Hangar and parked correctly
- Ground Vehicle Keys are returned to the key safe, and vehicles plugged in / charging where required
- The launch point is clear of all equipment, tyres etc are all put away

8.5 Additional Points to Note –

- Subject to the DI's approval the DLM may fly during his duty, provided he arranges a suitable deputy and handover. More than one change during an AM or PM duty is to be discouraged in order to keep safety and continuity.
- Any handover must be accompanied with a full brief on current and planned operations
- The DLM role is an important and responsible one, safety is a crucially important element of this role requiring close attention to detail, both at the launch point and around the airfield.
- The airfield needs a close watch in all areas for ramblers, visitors, children, dogs or any incursion that may happen.
- Other club members will be willing to assist if asked, safety is everyone's responsibility
- IF AT ANY TIME YOU CONSIDER A DANGEROUS SITUATION MAY BE DEVELOPING OR IS HAPPENING, OPERATIONS MUST BE STOPPED UNTIL SAFE TO CONTINUE.
- It is your responsibility to arrange cover, preferably using DutyMan, if you cannot make your duty

9 LAUNCH PROCEDURES (refer also to Ground Operations Manual)

9.1 Before winch launching starts, the communication line must be checked to ensure that the winch driver and launch control can hear each other clearly. The VHF base set must be switched on and checked.

9.2 The airfield must be cleared of obstacles. These include tyres that may have been left uncleared from the previous day's activities.

9.3 The launch cables are to be pulled out from the winch to the launch point in a straight line, the retrieve vehicle aiming for and stopping at the cone markers, the positioning of which shall be determined by the Duty Instructor/Duty Launch Marshal in accordance with standard operating procedures applicable to the launch point in use.

9.4 Before the first launch, the drogue parachute assembly (shock rope, weak link, shackles etc) must be examined for security and condition. The drogue lines should not be tangled and other items should be replaced if at all suspect.

9.5 Before aerotow launching starts, R/T communication must be established between tug, glider and LC.

9.5 Operating the LC includes ensuring safe gliding operations and flight recording. Log-keeping) is a legal requirement, as well as being essential for the collection of flying fees and compilation of Club statistics. It is important that the LC operator has sufficient experience and knowledge to perform these tasks effectively. To this end, it is advisable that newer Club members should have completed a minimum of 25 launches and fully understand the airfield operation, before undergoing training and authorising in accordance with the Ground Operations Manual.

9.6 The primary method of flight recording is based on a computer programme accessed via a laptop computer. The programme enables details of gliders, pilots, launch types, take off and landing times etc to be recorded quickly and easily, and afterwards extracted with equal ease; but it is essential that the log-keeper has received thorough training to avoid errors and/or time delays. A set of notes and user instructions relating to the use of the computer is published in the LogSYS User Manual. Should the computerised system fail for any reason, and until it is reinstated, flight recording using hand-written entries should be used. If this back-up system is used, then it is vital to record all information accurately and clearly, using block capitals throughout. The following details must be recorded:

a. Day and date.
b. Surname and initials of each pilot.
c. Take off and landing times, and flight duration, d. For aerotowed launches, details of both the tug aircraft and the glider on succeeding lines, bracketed to indicate an aerotow.
e. Landing and takeoff times of visiting aircraft.

Acquisition of the necessary skills to operate LC is an acceptable alternative to winch driving as a prerequisite for the issue of a Red Card (see Annex C).

9.7 The process for initiating each winch launch safely and efficiently is as follows:

a. The pilot must ensure that all pre-fight checks (and briefings in the case of instructional flights) are completed before the cable becomes available, in order to avoid unnecessary delays.

b. The pilot is also responsible for assessing launch safety by carrying out a lookout around, ahead of the glider The signaller is responsible for monitoring the movement of any other aircraft in or near the circuit that may require the launch to be delayed.

c. With all checks completed, and the glider's wings held level, the pilot will confirm that Airbrakes and Canopy are Closed and Locked and will ask for the cable to be attached. It is the pilot's responsibility to ensure that the correct cable weak link has been provided to launch the glider (see note at the end of this section for some basic information on this). Acceptance of the cable for attachment is an indication that the glider is ready to be launched. During the subsequent signalling procedure the option remains for the pilot to abandon the launch by operating the cable release, should any problem occur.

Important Safety Note: The cable and cable drogue 'chute must be positioned in front of the glider to minimise the risk of the glider being "yawed" during the ground run.

d. To ensure continuity in the launch procedure, it is preferable that the person attaching the cable to the glider also acts as the launch signaller.

e. The launch signaller's job is to convey the launch signals to the LC Operator, once he is satisfied that it is safe for the launch to proceed. **The signaller is responsible for monitoring "above and behind" clearance throughout the launch sequence and until the glider has taken off.** The procedure for signalling is as follows:

i. The signaller must scan the airspace above and behind the launch point and also the general circuit area for anything that might interfere with the launch (e.g. a glider on approach or low in circuit about to turn in early ahead of the launch point). When satisfied it is safe to launch, call clearly "ALL CLEAR ABOVE AND BEHIND", so that the pilot can hear the call.

ii. Without further delay, call loudly "Glider type, north or south cable (if both cables are at the launch point), "TAKE UP SLACK and at the same time give an underarm wave as a visual signal to the LC Operator , and as a warning to all others in the vicinity of the launch point.

iii. When all the slack has been taken out of the cable, **and the glider wheel has been seen to start rotating, and provided that "above and behind" is still clear**, call "ALL OUT", and signal with an overarm wave to the LC Operator.

iv. If at anytime during the launch procedure it becomes necessary to abandon the launch, the signaller must raise both arms and shout "STOP", repeating the command until the message has been successfully relayed to the winch driver.

v. The signaller has an additional responsibility at the commencement of the launch, which is to watch out for a cable over-run. The risk is of the cable or shock rope becoming entangled with the skid or wheelbox. On some gliders the release mechanism is offset, so that it is only visible from one side. The launch signaller should therefore position himself on that side (port side for most gliders, starboard side for Perkoz), so that he can see immediately if an over-run is about to occur. In such a case, abandon the launch using the procedure described above.

9.8 The LC Operator must relay the launch signals to the winch driver in a clear and concise manner, using the telephone system or backup ground radio. It is helpful to advise the Winch Driver in advance, of the next glider type to be launched. There must be no superfluous or ambiguous information that could jeopardise the safety of the launch.

The only necessary commands for launching a K21, for example, are:

" - K21 - NORTH CABLE - TAKE UP SLACK "
followed by:
"ALL OUT"
The Winch driver should repeat this back as confirmation.
If any problem develops, or the order "STOP" is heard, call "STOP" repeatedly until the winch driver responds. (See also further information in the Ground Operations manual)

9.9 The LC Operator must keep the telephone line open during the early part of the launch, until he is satisfied the winch driver can see the glider and assess the progress of the launch himself. If during this period a launch failure occurs, **and the pilot releases the cable (or the cable back-releases)**, the LC Operator must stop the launch using the procedure described above.

9.10 For Aerotowing, the preferred method is using the DSGC Ground/Air frequency radio between the glider pilot and Tug pilot. Alternatively, (if necessary) hand signals using a yellow bat may be used, with one person relaying signals to the tug pilot while standing behind the starboard wing of the glider and well clear of the tail plane. Whichever method is used, the launch assistant is responsible for "above and behind" clearance throughout the launch sequence.

9.11 In both winch and aerotows a wingtip holder is responsible for holding the wings level (in a crosswind on the downwind side) and if the wingtip holder has difficulty in holding the wings level he should indicate to the pilot. The wingtip holder must walk / run forward with the glider until either the launch is progressing normally or has been formally stopped and the cable released.

9.12 One or two aircraft launch queues can be used, except in the case of the northeast corner, where the use of a single queue is the standard procedure. When winch and aerotow launches are taking place from the east (clubhouse) end of the site, it is sometimes convenient to use an additional queue for the aerotows. This is acceptable, provided that the Duty Instructor or Instructor in charge has given permission, and the full width of the site is available for operations.

9.13 When aerotowing is taking place. Immediately prior to an aerotow launch, the Tug pilot is to contact the LC Operator on DSGC Ground/Air Frequency and obtain clearance for that launch.

9.14 Takeoff by an aerotow combine (or any powered aircraft), when cables are laid out, is only to be undertaken when the positions of the cables are known to the pilots and the takeoff run can be completed without crossing the cables.

9.15 Efficient and safe launch procedure requires good teamwork, meticulous application of correct procedures, and a high level of safety awareness by all. Whether or not directly involved in the launch process, all members should help by:

- ► Parking gliders tidily and securely, well clear of the launching line.
- ► Manoeuvring gliders at the launch point with care and attention.
- ► Completing pre-flight checks in a thorough and timely fashion.

NOTE ON WINCH LAUNCHING - SELECTION OF CORRECT WEAK LINKS

It is the pilot's responsibility to ensure that the correct colour-coded weak link has been provided for the launch. The following list shows the correct weak links to use with the majority of gliders in use at North Hill. A glider must not be launched with a weak link rated higher than that indicated.
"WHITE": 1100lbs. "BLUE": 1320lbs. "RED": 1650lbs. "BROWN": 1870lbs. "BLACK": 2200lbs.

REFER TO THE BGA LIST OF SAILPLANES AND LINK RATINGS in the Skylaunch Guide or Glider Flight Manual.

10 THE RATING CARD SYSTEM AND INSTRUCTOR AUTHORITIES

10.1 The rating card system comprises a single combined card showing four separate colour coded ratings, representing a ladder of pilot experience and capability. Each rating stipulates specific limitations, conditions and requirements for progressing to the next higher rating. The cards are liable to be checked at random, and pilots are held responsible for renewing their rating at the specified intervals. Every solo club pilot must be able to present his card on request. The four colours, in ascending order of progress, are White, Red, Yellow and Blue. An Annual Card Review Form is used in conjunction with the Rating Card (see Annex C).

10.2 The main purpose of the rating card system is to provide a clear, structured method of:

a. Monitoring and maintaining safety and flying discipline by imposing formal checks, recency limits and card renewals.
b. Detailing the steps in a pilot's progress from early solo.
c. Controlling the use of specific aircraft.
d. Indicating the standard to be achieved by listing exercises to be completed before progress to the next card rating.

The rating card system is an important supervisory tool that provides the Duty Instructor with a clear means of determining the minimum experience necessary to fly in the prevailing weather conditions.

10.3 Prior to receiving a White Rating, a pilot is expected to fulfil the following requirements:

a. Carry out a first solo usually in a K21) and complete a total of at least 10 solo flights, spread over at least 3 different days.
b. Be declared competent to carry out cable retrieving duties in the vehicles provided for this purpose.

The Training Record Card will continue to be used until all the exercises have been signed off.

10.4 Tables describing the Rating Card System in detail, together with a series of amplifying notes, are at Annex C.

10.5 The Rating Card system is designed specifically for glider pilots. However, it is advisable that club members who fly only motor gliders at North Hill should also undergo periodic currency checks. To that end, every motor glider pilot who falls into that category is required to have at least one annual check flight with a Motor Glider Instructor to demonstrate his continued competence to fly from North Hill. The period of currency shall not exceed one year.

10.6 The Club's Instructors are authorised to approve each pilot's stages of progress as shown in the following table. In every case, the overriding requirement is that the Instructor must meet all applicable SFCL (FIS) / BGA licence and rating validity requirements.

First Solos Conversion to Junior Allocation and Renewal of White Card Rating (NB. CFI counter-signature not required)	Any Instructor with more than two year's Experience.
Allocation and Renewal of Red Card Check flights for visiting pilots	Any Instructor with more than two years experience
Bronze Badge training flights Allocation and renewal of Yellow Card Rating	Any Full Rated Instructor. Any Assistant Instructor with more than two years experience, and with the CFI's approval.
Allocation and Renewal of Blue Card Rating	Any Full Rated Instructor, and any Assistant Instructor with more than five years experience, and with the CFI's approval.
Bronze Badge Skills test	Any Full Rated Instructor., Coach or Club Examiner
Conversion to DG505 (solo)	Any Full Rated Instructor. Any Assistant Instructor with more than five years experience, and with the CFI's approval.
Conversion to Perkoz (solo)	Any Full Rated Instructor. Any Assistant Instructor with more than five years experience, and with the CFI's approval.

10.7 During the course of each day's flying, the minimum Card Rating for solo flying will be displayed by a coloured flag on the LC's windsock pole. Any pilot with a lower rating than that displayed must discuss conditions etc with Duty Instructor. Exceptionally, pilots holding a lower rating may, at the discretion of the Duty Instructor, be authorised to fly one card rating higher. This authorisation will only apply on that day, for one flight at a time, and can at any time be revoked by the Duty Instructor.

10.8 In the case of visiting pilots, the Duty Instructor will use his discretion to assess whether they should be permitted to fly, dependent on factors such as pilot experience, recency, site experience, weather conditions etc. A check flight / site check will normally be necessary. Careful study of the visiting pilot's logbook will be essential. See also 11.4.4.

11 QUALIFICATIONS FOR USE OF AIRCRAFT

11.1 In order to fly from North Hill, a person must be a member of the Devon & Somerset Gliding Club in one of the recognised membership categories. **Non-club members are not permitted to fly from North Hill.**

11.2 All solo pilots must, on request by an Instructor, be able to produce their personal flying logbook, Rating Card and Medical certificate. Failure to do so may mean that permission to fly solo will be refused.

11.3 Club Two-Seat Gliders

11.3.1 The Club's two-seat glider fleet comprises , 2 K21s, Perkoz and a DG505. The uses of these gliders and, where appropriate, the priorities afforded to them, are explained below. It is one of the Duty Instructor's responsibilities to decide the allocation of the priorities for each day's flying, and he will use his discretion with regard to the availability of launches for Training, Check Flights, Courses, Trial Lessons, Family and Friends, Cross-Country Training, in conformity with any Club regulations relating to such flights.

11.3.2 Pre-Solo Training and Early Solo Flying

The primary role of the K21s embraces all aspects of basic training (pre-solo and Immediate post-solo), excluding spin training. Perkoz and DG505 are also used for all aspects of training including spin training. After completing the pre-solo training programme and being assessed competent to fly solo, pupils will carry out a minimum of 10 closely supervised solo flights normally in a K21 with further dual checks as deemed necessary.

11.3.3 Post-Solo/Advanced Training

Training to enable pilots to progress through the rating card system, and to convert to any single seat glider, is conducted in whichever glider is considered appropriate.

11.3.4 Rating Card Qualifications and Renewal Checks

The glider of first choice for check flights will be decided by the Instructor undertaking the check and the purpose of the check.

11.3.5 Solo flying in two-seat aircraft

The Duty Instructor will use his discretion in permitting the use of any two-seater aircraft for solo flying, depending on training needs and pilot authorisation. The minimum qualifications to fly these aircraft solo are:

a. K21: Achievement of solo standard and signed authorisation (on Rating card and in log book).
b. Perkoz Achievement of solo standard and signed authorisation (on Rating card and in log book) following stall and spin awareness refresher training including recoveries.
c. DG505: Signed authorisation (on Rating card and in log book) following stall and spin awareness refresher training including recoveries.

11.3.6 Mutual Flying

If neither of the pilots wishing to fly together holds a current Instructor's rating, then they will **both** require the CFI's authority ,which must be recorded in his log book, for mutual flying in the two-seat aircraft concerned. Both pilots must hold at least Silver C and each have a minimum of 50hrs P1. They must be in current flying practice and obtain the Duty Instructor's permission for the flight. The Pilot-in-Command of the flight must fly in the front seat, and fly the launch, circuit and landing phases of the flight. A member accepted for BI Training may fly as P1 with any current solo pilot from either the front or rear seat.

11.3.7 Passenger Flying

Authority for such flights will be at the CFI's discretion and must be recorded in the pilot's Log Book. Pilots must be in current flying practice on the aircraft to be used and the Duty Instructor's permission must be obtained. Pilots must have a current PPL/NPPL Medical Certificate, or the appropriate BGA Medical Certificate, counter-signed by their own GP. Pilots wishing to be considered for this type of flying must meet exactly the same standard of fitness to fly as do instructors.

11.3.8 Trial Lesson Flying

Trial Lesson flying needs to be managed very carefully, to ensure that it does not take precedence over Club flying. Flights must be co-ordinated with the club's flying programme for the day. The duration of flights is to be kept within the limits specified for trial lessons. **Time in excess of these limits will be charged to the instructor**. In principle, trial lesson flying should be restricted to **pre-booked flights**. Ad hoc trial lessons should be discouraged and may only be accepted if they do not interfere with club flying, and at the sole discretion of the Duty Instructor/Duty Launch Marshal. In all cases, people waiting for trial lessons should be kept fully informed and given realistic waiting times for their flights. Specific instructions relating to the conduct of trial lessons are at Annex D.

11.4 Club Single-Seat Gliders

11.4.1 The Club's single-seat fleet consists of two SZD Juniors.

11.4.2 Experience required to fly club single seaters:

GLIDER	MINIMUM FLYING EXPERIENCE	APPROVAL
SZD Junior	10 solo flights	Check flight(s) by any Instructor with more than 2 years experience and authorisation in White Card and logbook.

11.4.3 Visiting Pilots

After establishing a pilot's experience and currency, the Duty Instructor will exercise his discretion with regard to permitting the pilot to fly club single seat aircraft. One or more dual check flights will be required. Particular emphasis is to be placed on launch failure (winch/aerotow as appropriate), stall and spin reinforcement exercises, and prevailing weather conditions. Visiting Pilots are advised to read the Visiting Pilots Guide on DSGC website

11.4.4 Cross-Country Flying

A pilot wishing to carry out a cross-country flight must be in current flying practice, competent to fly in the prevailing weather conditions (card rating), have adequate experience (on type) and be a licensed Pilot. The pilot must make his intention to fly cross-country known to the Duty Instructor. Club members' first cross-country flights will normally be flown in the Junior.

11.5 Private Owners

Owners of private gliders are not exempt from having to satisfy the Duty Instructor of their competence to fly their glider in the prevailing weather conditions and will be required to fly within the limitations of the card rating system. Private Owners should discuss with Duty Instructor prior to rigging and moving glider to launchpoint.

11.6 Tug Aircraft

11.6.1 The Tug Master has the responsibility for the operation and maintenance of the club's tug aircraft and for ensuring competency of tug pilots. Minimum qualifications for club members to be eligible to fly the tug are a PPL/NPPL, full Silver 'C' and a minimum of 100 hrs PI power flying. They must first satisfy the Tug Master of their competence to fly the club's tug aircraft, and then to tow gliders with that aircraft. Authorisation to operate as one of the club's tug pilots may only be given by the Tug Master, and such authorisation must be endorsed by the CFI.

11.6.2 All tug pilots must comply with the relevant operating instructions. A pilot who has not flown the tug for more than 6 weeks must consult the Tug Master before he does any aero-towing.

11.6.3 At the end of each day's flying, the tug aircraft must be refuelled and cleaned down in readiness for the next day's use. Any defects or abnormalities must be reported to the Tug Master as soon as possible.

12 WEEKEND / MIDWEEK TRAINING AND SUMMER COURSES

12.1 The Club's policy is that on Wednesday, Thursday, Saturdays and Sundays there will always be a Duty Instructor available to supervise flying operations generally, and to give 2-seat training, assisted as far as practicable by other club instructors who are on site. Usually there will be two 2-seat gliders available for instruction. . The remaining 2-seaters will be used if resources and conditions allow it.

12.2 Whilst the 2-seat gliders are used for a wide range of basic and advanced training and other flying, the club's policy is to assist pre-solo pilots to progress as smoothly as possible by affording them a measure of priority in terms of the number of flights available to them. Pilots who attend regularly for training will usually receive 2-4 flights each day. This must, however, be at the discretion of the Duty Instructor who has to consider many factors when deciding the allocation of flights (e.g. weather conditions, number of gliders available, fair distribution of launches, late arrivals, trial lesson flights, etc).

12.3 For a pre-solo pilot to progress as favourably as possible, it is essential that he attends regularly and that he also takes a full part in the various tasks to keep operations running efficiently. Details of training and authorising is available in the Ground Training Manual. New pilots are actively encouraged to learn these activities.

12.4 A pilot's training does not end once solo standard is achieved. There is still much to be learnt, both in terms of flying skills and theoretical knowledge. This is achieved partly by solo practice and self-study, and partly under instruction. The club policy regarding 2-seat advanced training is that it will be slotted into a day's programme as required. However, it is necessary to discuss individual requirements with an instructor beforehand. The trainee pilot must ensure that his name is added to the flying list, annotated accordingly.

12.5 There is ample opportunity for training in more advanced techniques, notably thermal & ridge soaring, crosswind approaches, Bronze preparation, cross-country flying and more.

12.6 Revalidation of acquired skills is a vitally important part of advanced training. In this context, it is important that post-solo pilots remember their responsibilities with regard to arranging Rating Card check flights.

12.7 The club runs a number of 5-day (Monday to Friday) courses during the summer months. On non-Club Days, priority for winch launches goes to the course participants, other club members can still take launches using spare winch cables or aerotows. On Club Days, Course members and Club members normally run two launch queues.

12.8 Ad Hoc Days - On non-Club days or non-Course weeks, flying can be arranged, see Annex F for Ad Hoc Flying Protocol.

13 OTHER REGULATIONS AND RECOMMENDATIONS

13.1 Cross-country flying

a. We want to encourage pilots of sufficient experience to fly cross-country, but it is important that this should be done in a methodical manner. Pilots who are authorised to fly cross-country must discuss their intentions with the Duty Instructor before setting off. In the case of club gliders, the instructor's authority is required for the use of the glider and he will decide if conditions are suitable or appropriate for the flight. It is an essential part of pre-flight preparations, particularly where club gliders are concerned, to ensure that a serviceable trailer and retrieve crew are available before starting the flight. It is important from a safety point of view that even experienced cross-country pilots make their intentions known. It is the Duty Instructor's responsibility to ensure that all Pilots that have taken off from North Hill are accounted for at the end of the day.

b. It is equally important that <u>all</u> pilots intending to embark on a cross-country flight brief themselves on weather and any NOTAMs that may affect their planned flight. This is an essential part of their pre-flight planning. The Club fulfils its legal responsibility in this regard by providing the means to obtain this information, via the computer in the Briefing Room. It is the individual pilot's legal responsibility to make sure that he has this information to hand.

13.2 Local Airspace Rules The gliding operations at North Hill are largely not affected from constraints of airspace, however there are a few local rules to be aware of.
Please also refer to the latest details and Letters of Agreement on the DSGC website, see also Annex B

a. <u>Dunkeswell airspace</u>
Devon and Somerset Gliding Club (DSGC) at North Hill operates within the ATZ of Dunkeswell airfield and partly within the drop zone of the parachuting club at Dunkeswell airfield.

A Letter of Agreement has been drawn up between DSGC and Air Westward to delegate airspace and operating procedures to DSGC within Dunkeswell ATZ. This delegated airspace is shown by a red boundary on the local map. It includes an Annex referring to Skydive Buzz parachuting. . Please refer to the latest details on the DSGC website.

Dunkeswell Flight Training operates on 123.480
Skydive Buzz operate on the common frequency with North Hill 129.905

b. <u>Exeter Airport</u>.
Exeter airport is 9 nm (16 km), south-west of North Hill. It is marked as an aerodrome with 2.5nml radius ATZ and with Instrument Approach

Procedures (IAPs) outside controlled airspace. The 'feathers' are aligned along the extended centreline of the Instrument runways, and are not representative of the coverage area of the IAP associated with that runway. Pilots intending to fly within 10 miles of any part of the 'IAP symbol' are strongly advised to contact Exeter Radar on 128.980MHz.

Under a Letter of Agreement (LOA) with Exeter ATC, North Hill Duty Instructor telephones Exeter ATC at the beginning of every flying day and informs them of gliding operations so that radio contact does not have to be made every flight.

Glider pilots should not cross the southern limiting line (A30 / railway line) without first calling Exeter Radar to advise of their location and intentions.

Exeter Radar operates on 128.980

c. RNAS Yeovilton. 26 nm (50 km) ENE of North Hill is the Royal Naval Air Station (RNAS) at Yeovilton, and about half way is its satellite airfield at Merryfield, both are within the Yeovilton Area of Intense Aerial Activity (AIAA). The AIAA covers an area of almost 3000 square kilometers from the surface to 6000', it stretches from the north coast of Somerset to the south coast of Dorset and from the eastern edge of the Blackdown Hills to Shaftsbury.

So any worthwhile cross countries to the east of North Hill are obviously going to be flown through the AIAA.

Whilst there is no legal requirement to have radio communication with Yeovilton, unless wishing to enter the ATZ, it is always wise to contact them if flying within, or near, the MATZ. They would also prefer to be contacted whilst you are flying through the AIAA.

Yeovilton LARS is 127.355 MHz.

d. Airway November 864.
Berry Head CTA (previously Airway N864) runs roughly north-south with its eastern boundary above the western end of North Hill airfield, the base is FL65

Berry Head CTA (previously Airway N862 runs parallel and to the east of N864, the base is FL105.

These airways are under the control of Cardiff Radar on 128.855MHz.

e. Cardiff Airspace There is a small area of Cardiff Control Terminal Area (CTA) below Airway N864, 5 nm from the north coast of Somerset, base 4500 ft,

tops FL65. As it is Class D airspace, gliders may enter having contacted Cardiff Radar on 119.115MHz.

All pilots flying at North Hill should be familiar with these arrangements.

13.3 Formation of syndicates

Prior to forming or joining a syndicate, Pilots should discuss their intentions with CFI or Deputy on the suitability of the proposed glider. Prior to purchase, a new syndicate should request permission from DSGC Committee to base a new glider at North Hill.

13.4 Visits to other Clubs

Prior to making arrangements to visit other Clubs, Private owners may wish to consult with other members of DSGC who have flown at that site, and should contact the CFI at the other Club direct on suitability.
The Club has no objection in principle to suitably qualified pilots hiring a club glider for short-term use at another gliding site. See Annex G Expeditions using DSGC Aircraft protocol

13.5 Alcohol /Drugs and flying

Flying and alcohol/drugs do not mix. The CAA strictly prohibits any flying when alcohol/drugs has been consumed. The effects of drinking the previous day must also be taken into account. A minimum of 8 hours must be allowed before flying, and if larger amounts have been consumed 12-18 hours may be necessary. Please make sure that you act responsibly.

13.6 Electronic Conspicuity

Flarm - All gliders and aircraft flying from North Hill are required to have Flarm, we ask private owners to register with OGN and not to block their id.

ANNEX A
Risk Review For DSGC Pilots Flying As P1 In Two-Seat Gliders

Introduction. This Annex is not intended to be an exhaustive check list. Its purpose is to provide instructors with some simple guidelines when considering the risks as the pilot in charge of a two-seat glider, to assist them in coming to a considered decision on whether or not to proceed with the proposed flight.

Briefing. Consider and discuss the intended flight. Describe the experience. Make it clear that this will be an instructional flight, with P2's status being that of a student pilot and thus a member of the flight crew. Make sure that this is clearly understood. Discuss use of the controls by the P2. Adequately describe the operation of the controls, any terminology you will use (e.g. attitude, roll, bank, "I have control"/"You have control") and the instrumentation relative to the planned exercises. Consider whether P2 can reasonably be expected to take instruction in the proposed exercise.

Physical Size. Is the P2 able to reach and operate the controls acceptably?

Health. Consider the P2's potential comfort in the glider, e.g. is there a disability, a "cold", will P2 be too hot or too cold? Is P2 displaying signs of being under the influence of drink or drugs? Remember the need to be able to maintain lookout as well as read the instruments. Consider any barriers to communication, e.g. language or hearing difficulties, that may affect safety. Consider whether the person is medically fit to fly.

Safety Equipment. Consider and explain that the parachute is always used at DSGC as a safety aid, but also because most glider seats are designed to accommodate a pilot wearing a parachute and the use of unsuitable cushions in lieu of the 'chute has been known to cause back injury in events such as heavy landings. Check that the parachute appears to be serviceable. Consider the fit of the parachute and ensure the wearer both understands, and is capable of, its use.

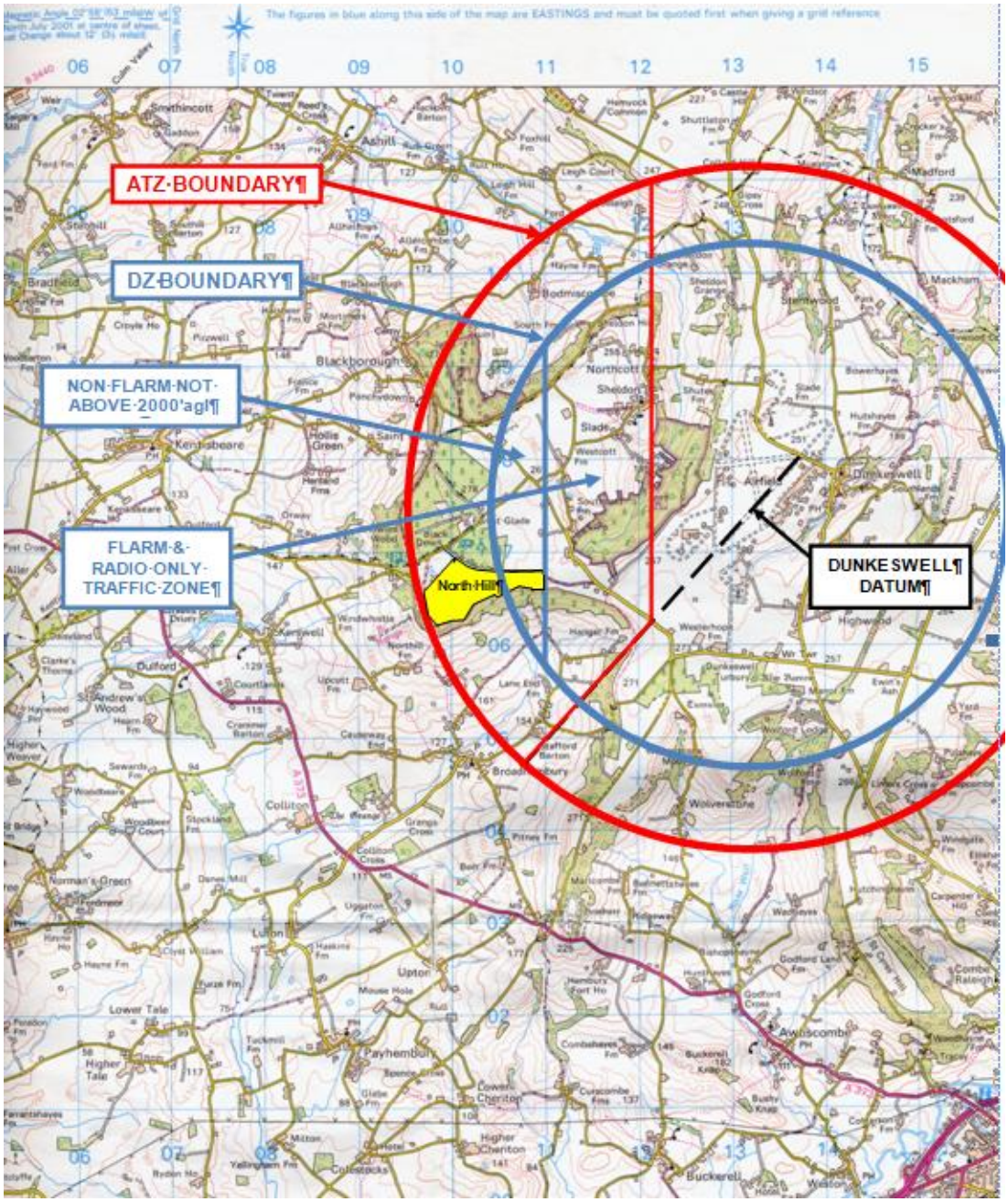
Emergencies. Will P2 be able to exit the aircraft unaided in the event of an emergency in the air? If it is likely for there to be a problem in this respect, both pilots must be in agreement for the flight to proceed.

Weather. Consider any problems caused by the prevailing weather conditions such as misting of the canopy, rain, landing into the sun, poor visibility, turbulence.

Aircraft Limitations. Ensure that the C. of G. is within limits. If there is any doubt, weigh yourself and your P2. Ensure that any ballast weights that may be required are safe and secure.
Security. Check for loose objects such as a camera, mobile 'phone, glasses or anything else that could interfere with the controls or distract attention in the event of a cable break or turbulence.

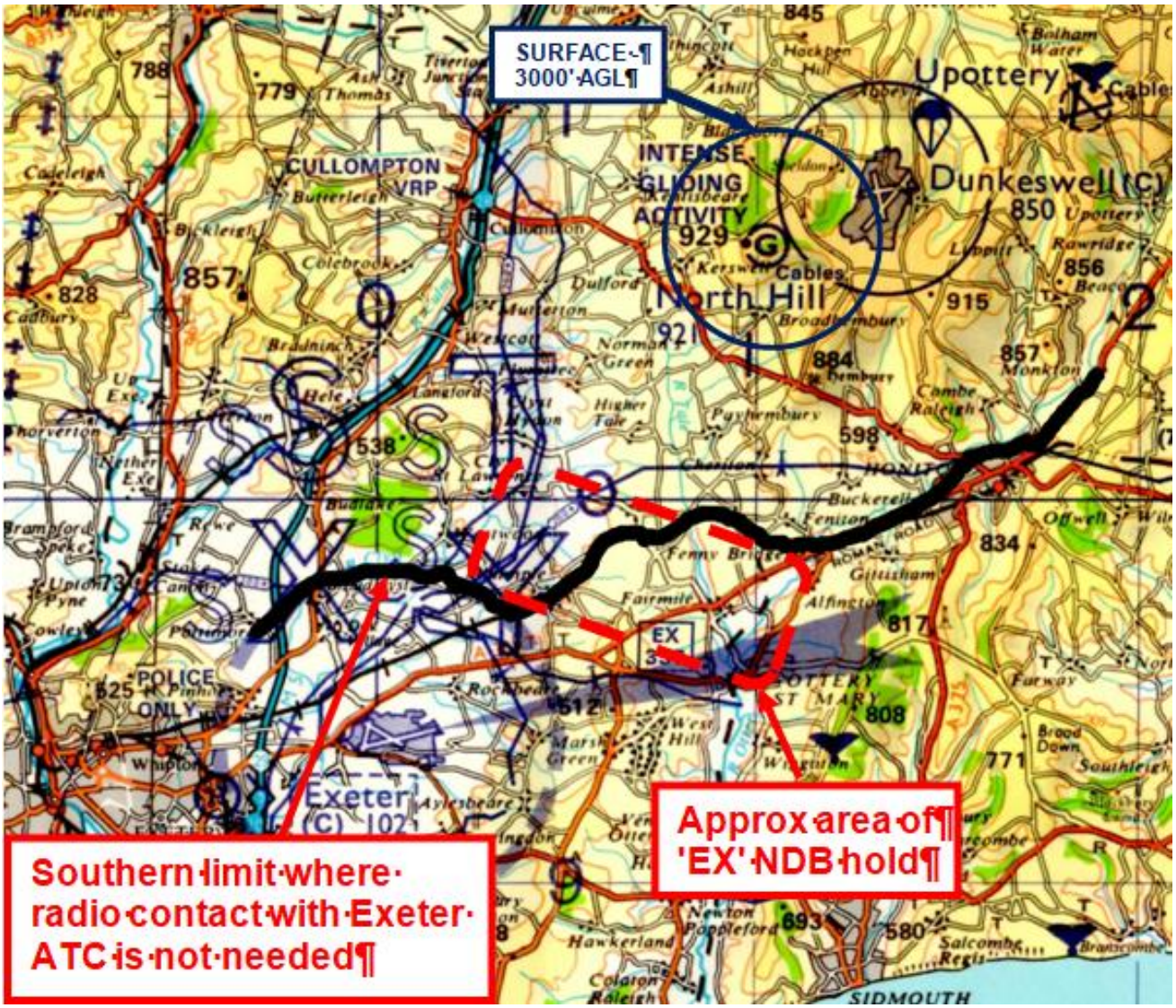
Membership. Ensure the pilot has read and signed the membership application form and is a Club member.

ANNEX B
Dunkeswell ATZ and Parachute Zone



These maps are taken from the relevant Letters of Agreement which should be read and understood by all Pilots from North Hill

Exeter ATZ and Hold



These maps are taken from the relevant Letters of Agreement which should be read and understood by all Pilots from North Hill

ANNEX C

The Colour Card Rating System

Rating Colour	Renewal / Recency	Limitations	Requirements	Non-Mandatory Endorsements
WHITE	Rating Renewal - every 6 weeks. Recency checks if 4 weeks without flying.	▪ Obtain briefing from the Duty Instructor before flying solo each day. ▪ Dual check required before flying solo, unless passed "off checks". ▪ Not permitted to fly outside gliding range of North Hill. ▪ Must remain clear of cloud at all times.	▪ Completed First Solo (K21) ▪ Minimum of 10 solo flights on at least 3 different days ▪ Reduced "G" revision ▪ Stall/spin revision ▪ Launch failure revision ▪ Air Law Oral exam ▪ Cable Retrieve ▪ Duty Launch Marshal ▪ Local Airspace Rules	None
RED	Rating Renewal - every -12 months. Recency checks if 6 weeks without flying.	▪ Refer to Duty Instructor for daily flight briefing. ▪ Must not fly beyond gliding range of North Hill. ▪ Must remain clear of cloud at all times.	▪ Minimum of 25 solo flights. ▪ Passed "off daily checks" ▪Conversion to Junior ▪ Reduced "G" revision ▪ Stall/spin revision ▪ Launch failure revision ▪ Air Law Oral exam ▪ Winch driving and/or Launch Control ▪ Duty Launch Marshal ▪ Local Airspace Rules	Bronze ground exam Bronze Flight Tests
YELLOW	Rating Renewal - every 12 months Recency checks if 6 weeks without flying.	▪ Refer to Duty Instructor for any special briefing .	▪ Minimum of 50 solo flights. ▪ Stall and spin checks. ▪ Daily Inspections ▪ Field landing briefing ▪ Field selection and landing ▪ Airspace Rules Refresher ▪ Use of moving Map Briefing ▪ Cross Country Endorsement	▪ Solo Aerotow FRTOL
BLUE	Rating Renewal - every 12 months Recency checks if 8 weeks without flying.	▪ Authorised to fly in all conditions, subject to Duty Instructor authorising club flying.	▪ Demonstrate very high levels of airmanship. ▪ 5 hour Duration. ▪ 50 km Distance. ▪ 1000m Height Gain ▪ Radio briefing	FRTOL

Explanatory notes

1. Renewal checks. The stated intervals must be complied with and each member is personally responsible for arranging dual checks for revalidating his Rating. An Annual Card Review form contains exercises for structured checking of Pilots. If your Rating Card has run out, then you will not be allowed to fly solo until the card rating has been renewed so please plan ahead.

2. Limitations. These are designed primarily to limit the risk of pilots (particularly those with little solo time) flying in conditions beyond their experience. Any pilot exceeding the particular limitations or renewal check periods will be automatically downgraded one Rating.

3. Requirements. The lists on the Rating Card provide a series of targets for pilots to aim for and complete satisfactorily in order to be eligible for dual checks for progress to the next higher rating. The various items do not necessarily have to be completed in the order shown. These items include winch driving and Duty Launch Marshal duties. This is to emphasise to pilots that they must be prepared to undertake their fair share of duties, especially where they have no involvement with other club activities such as committee work, instructing or essential maintenance work.

4. Cards. The detail given in the tables above for each Rating is shown on the Rating Card, with space for the instructor's signatures and renewal dates. The signed Rating Card and completed Annual Card Review form should be left in the Briefing Room box for updating the LC Computer.

ANNEX D
TRIAL LESSONS

1. Administrative Aspects

The organisational and financial aspects of Trial Lessons are published elsewhere. In short, as a general rule, we are only committed to give trial lessons that have been pre-booked. While we retain the flexibility of including ad hoc lessons in the flying programme, they will only be offered where there is no consequent disadvantage to full club members. The instructor conducting a trial lesson is responsible for ensuring that all necessary paperwork has been completed, and that the appropriate fees have been paid, before the flight. The instructor must also keep to the maximum duration allowed for each flight, as laid down from time to time.

2. Operational Aspects

Some of the basic principles relating to the conduct of trial lessons are set out in the main body of this document, in Section 11 The instructor giving the trial lesson is to comply with the following specific rules:

a. There must be no short cuts to the standard rules governing the use of parachutes, use of energy absorbent cushions, proper strapping in and weight and balance considerations.
b. Should additional ballast be required, this must be properly secured.
c. The use of cushions merely for the purpose of giving the trial lesson trainee a better "view" is unacceptable.
d. Briefings should be kept short, but must cover the following essential points:
    i) A clear explanation of the trial lesson visitor's status. They are not passengers.
    ii) The procedure for abandoning the aircraft and operating the parachute ("In the unlikely event that etc etc ……").
    iii) The "flight plan".
e. Arising from d.i) above, the instructor must satisfy himself that the person concerned is willing and able to take instruction. That person must fulfil two essential requirements, namely: he must be able to understand what is going on, and he must ideally be able to reach and operate all primary flying controls. This needs special attention where young children are concerned. Here the minimum requirement is that the child can reach the control column and is capable of receiving some limited instruction.

3. In the final analysis, it is a matter for each instructor's judgement to decide whether all the requirements have been met, and the weather is suitable for Trial Lessons. Failure to take proper care in this matter could have very serious personal and legal consequences! **SEE ANNEX A!!**

Annex E

Map of airfield showing possible launch points

Map of airfield showing Comms Points

Annex F

Ad Hoc Flying Protocol Rules & Procedures (last updated 18 December 2024)

If you wish to join an announced ad hoc flying day, you must meet the following criteria:

1. Be a Licenced Pilot – currently this means the holder of an SPL or a BGA Bronze with Cross Country Endorsement.
2. Have personally obtained authorisation from the CFI.
3. Meet the currency standards laid out by the BGA Currency Barometer.
4. Have a valid, current DSGC Card Rating.
5. Qualified and current at aerotow launching.
6. Be current on the aircraft you are intending to fly.

Each day will have a pilot nominated as the organiser, to oversee operations and be responsible for all activities which will include:

1. Seeking permission of the CFI or a Deputy CFI to organise and advertise an ad hoc day.
2. On the day, overseeing the unpacking of the aircraft hangar.
3. Ensuring only Club Single Seat Aircraft are flown (alongside private).
4. On the day, contacting Exeter ATC and Dunkeswell Parachute School.
5. On the day, checking MET and NOTAMS.
6. On the day nominating a person to be responsible for the log keeping.
7. On the day, ensuring all club equipment & aircraft are packed away.
8. On the day, ensuring all buildings and the main gate are locked and alarmed on leaving.

Annex G

Expeditions using DSGC Aircraft protocol (7 April 2021)

The Committee is keen to promote and encourage expeditions to other BGA Clubs to increase member experience and enjoyment of the sport. In so doing it is mindful of its responsibilities to safeguard the club's assets, finances, and the enjoyment of all its members.

1. No Club Glider may be taken from the Club premises to be flown elsewhere without advance approval for the expedition as set out below.
2. **Definition** - A Club Expedition is a DSGC organised event in which at least one club aircraft will be available for member flying. It can be either local or away.
3. **Approval** -There must be a named expedition sponsor, and the proposed event submitted to the Management Committee for approval. The sponsor should provide:
    - Location, date and key purpose of the expedition
    - Club aircraft to be used; Participating DSGC Instructors?
    - Are private gliders allowed?
    - Minimum level of pilot qualification, e.g. post-solo, XC endorsement, experience (defined), card colour; or will it be open to all members
    - Room/board limitations; Also any limits on how many total can participate and if there will be a "reserve list" in case of drop-outs
    - Closing date for selecting participants
4. **Notification** -After Committee approval, the Club Secretary will both publicly announce the expedition details via Google Group and post a "sign up" sheet in the clubhouse. The notice will state that selecting the participants will not be first come first served but randomly selected. The closing date for the list will be clearly shown on the notice.
5. **Participants** - The selection of the participants will be observed by at least one Committee member and the final list will be returned to the Secretary for notifications.
6. **Organisers responsibilities**- The Organiser of an Expedition is responsible for the following:
    - Arranging, and will agree with the CFI, when the gliders shall be de-rigged and rigged before and after the expedition .
    - Maintaining a Flying Log for each aircraft and immediately upon completion of the Expedition, supplying a copy to the Treasurer.
    - Organisers will be responsible for ensuring that gliders and trailers are suitable for the intended use, before and after an expedition , and report any defects or damage.
    - The Individual and Organiser's flying account must be in credit before the commencement of the hire.
7. **Charges-** There are 2 types of Expedition charges:

    (a) **Club Expedition**- A Club Expedition will be charged on the basis of actual time flown per aircraft. Individuals will be billed for their flying.
    (b) **Private Expedition**- A Private Expedition with a club glider, away from North Hill*, will be charged at the current daily rate as follows:
    - Each and every day that the club glider is flown

    and

    - Each and every day that the Club glider is not flown, which is a DSGC operating day

        *The term "away from North Hill" is defined as from when the glider is derigged and no longer available for use until it has been returned, rigged and fully available for flying.
    - Named Organisers of Private Expeditions will be billed on their personal flying accounts for all costs and charges.
    - Club gliders representing DSGC, competing in ICL, incur no hire charge

Annex H
North Hill Winch permission

Civil Aviation Authority
Air Navigation Order 2016
Permission: 2021-01-0012 AL2 -Change to Dates

1. The Civil Aviation Authority, pursuant to article 92(1)(b) of the Air Navigation order 2016 (as amended), hereby permits any glider, hereinafter called 'the said aircraft'', operated by Devon & Somerset GIIding club to be launched by winch and cable or by ground tow to a height of more than 60 metres above ground level.

2. This permission is granted subject to the following conditions:

(a) the said aircraft shall only be launched from North Hill, Devon (505107N 0031639W);

(b) the said aircraft shall not be launched to a height Of more than 3000 feet above ground level;

(c) the commander of the said aircraft shall comply with the operating rules of the operator;

(d) no launch may be commenced or continued at night;

(e) the said aircraft shall not be launched pursuant to this Permission unless:-

i. the said aircraft remains clear of cloud, in sight of the surface and in a flight visibility of at least 5 kilometers throughout and at completion of the launch;

ii. where an established signals area exists, the ground conspicufty marking as specified in SERA Appendix 1 `Signals 3.2.8'j is displayed at all times that launching by winch and cable or by ground tow is taking place;

(f) Launching pursuant to this Permission shall take place jn accordance with the terms of a letter of agreement between the operator and the relevant controlling authority for Dunkeswell Aerodrome;

This Permission (AL2) shall have effect from sunrise to sunset between 07 November 2022 and 31 December 2025 and replaces the amended (AL1) Permission dated 310ctober 2022.

CMf Route Airspece Regulator
for the Civil Aviation Authority
Dated: 07 November 2022
Distribution:
Operator,
BGA
MOD, LF Ops Sqn
Dunkeswell Aerodrome Mgr
Exeter Airport, SATCO

I. 3.2.8. Sailpfano flishts ln oporatien
3.2.8.1. A doubk] white cross displayed horizontally in the sigmal arcs indi¢at®s that the a®iodrom® ls being used try sailpfano8 and that sailplane flights are being performed.
Note: The double white cross ls 12 m®tres wld® by 6 metros dcop with the bars Of the cross being 1 rTretro wide.

hr-1
Safety and Airspace Regulation Group
Civil Aviation Authority, Aviation House, Gatwick AIrport South, West Sussex, Rue OYR
Telephone: 01293 983880 I E-mail: ARorx5®caa.co.uk
2202101cO12 AL2 Winch Launch Permission (BGA) North Hill / Devon & Somerset GC

Annex I
Drone Permission

Permission to fly unmanned aircraft within Dunkeswell airfield Drone Flight Restriction Zone

This Permission is given by Air Westward Ltd, owner and operator of Dunkeswell aerodrome, to Devon & Somerset Gliding Club (DSGC), owner and operator of North Hill gliding site.

Dunkeswell is an active private airfield with light aircraft, microlight, helicopter and parachuting activity. It has two hard surfaced runways and an ATZ, centred on the mid point of the longer runway (airfield datum), 2nm radius and 2000'agl top. All circuits, at 800'agl, are to the east of the airfield (i.e. LH on 17 and 23 and RH on 05 and 35). Overhead joins are not permitted. A/G communication is via Dunkeswell Radio on the 123.480 channel.

North Hill is an active private airfield, solely for gliding and motor glider activity. It has two main grass landing directions, although the whole field is landable and circuits can be on either side of the airfield and variable in shape and position. Glider launching is by winch, with launch cables reaching 2000'agl, and by aerotow up to 5000'agl. The centre of the airfield is approximately 1.5nm WSW of Dunkeswell airfield datum, and therefore operates partially within the Dunkeswell ATZ. A/G communication is via North Hill Base on the 129.905 channel.

On 13 March 2019 the drone flight restriction zone around airports and airfields changed. The government has introduced a new rule stating that the 1km restriction from the airfield boundary is replaced by a restriction using the airfield's existing ATZ, and then five kilometres by one kilometre zones starting from the point known as the 'threshold' at the end of each of the airfield's runways. Both zones extend upwards to a height of 2,000 feet above the airfield. **It is illegal to fly any drone at any time within these restricted zones unless you have permission from air traffic control at the airport or, if air traffic control is not operational, from the airport itself.**

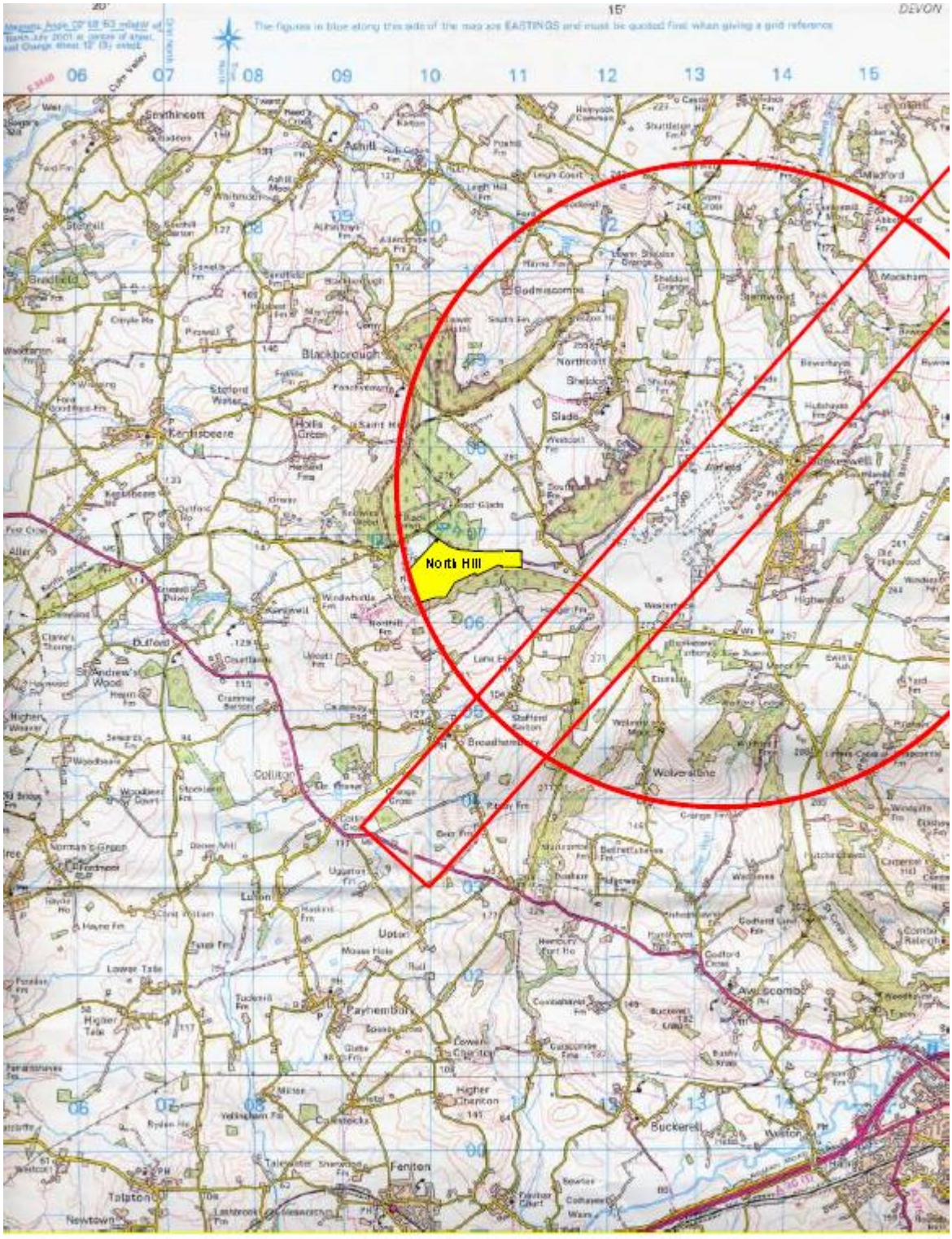
Many DSGC members enjoy flying unmanned aircraft (drones, radio controlled models and free flight model gliders) from North Hill airfield. To enable this to continue within the above ruling Air Westward Ltd grant permission to any DSGC member to fly unmanned aircraft above, and at any time, within the boundaries of North Hill airfield. DSGC model flying advice still applies.

Signed: Original signed Brendan Procter
Managing Director,
Air Westward Ltd

Dated: March 2019

Signed: Original signed Nick Jones
Chairman,
Devon & Somerset Gliding Club

Dated: March 2019
(see map on next page)



North Hill airfield within Dunkeswell airfield Drone Flight Restriction Zone

Annex J
Amendment / Revision History

Version number	Amendment	By	Date
6	Complete Revision v6	Jill Harmer	February 2025
6.1	13.2 Local Airspace	Jill Harmer	27 February 2025

PART 3 SIGNATURE SHEETS

Please enter date read and sign

Last name	First name	Ops Manual	Ground Ops	Vehicle DIs	Local Airspace	Signature