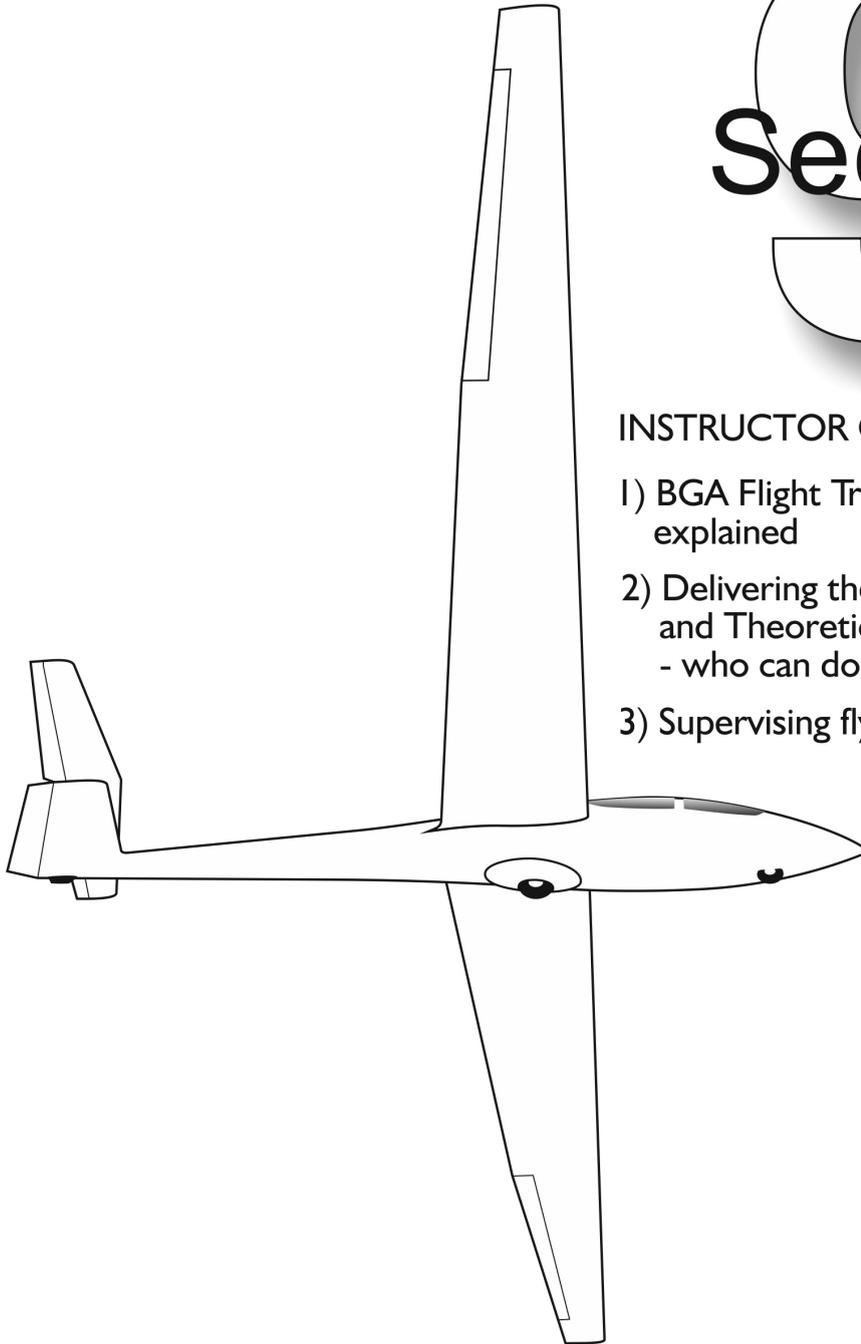
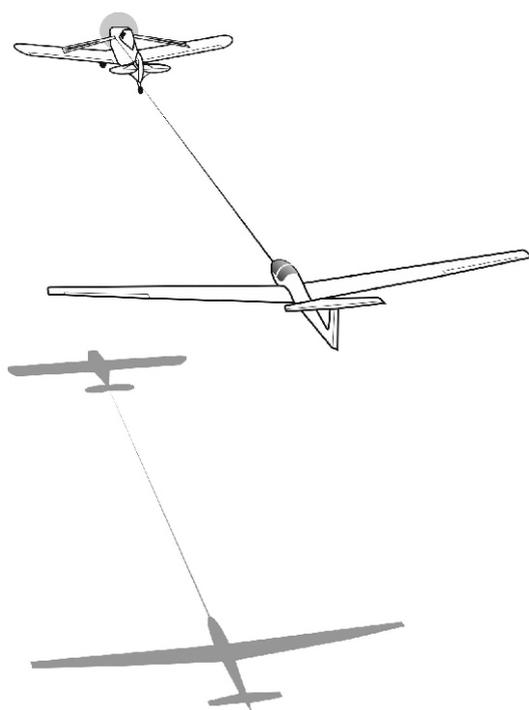


Section 9

INSTRUCTOR GUIDANCE NOTES

- 1) BGA Flight Training organisation explained
- 2) Delivering the BGA Flight Training and Theoretical Knowledge syllabus
- who can do what
- 3) Supervising flying





32 - THE BGA TRAINING ORGANISATION AND BGA INSTRUCTOR GUIDANCE NOTES

INTRODUCTION

Gliding training in the UK is currently unregulated. The BGA and its clubs agree to and take responsibility for the development and maintenance of appropriate standards. The standards are described within BGA Laws and Rules and other documents identified in this publication. All BGA instructors operate within a BGA-wide training organisation that includes them, their CFI's and their clubs training operation.

This publication is designed to support BGA instructors with appropriate guidance as a helpful companion to the BGA Instructors Manual. It will be modified by EASA Flight Crew Licensing requirements in due course.

Published by the British Gliding Association

8 Merus Court

Meridian Business Park

Leicester LE19 1RJ

office@gliding.co.uk

Tel:01162 892 956

CONTENTS

Introduction

Part 1 - The BGA Flight Training Organisation Explained

(a) Management

- Chairman of the Instructors Committee
- Instructors Committee
- Accountable Manager
- Chief Flying Instructor
- Senior Regional Examiners

(b) Instructors

- Requirements
- Continuity of Training
- Techniques

(c) Records

- Student & Training Records

- Transfer of Student Records
- Logbooks

(d) Training Programme

- BGA Gliding Flight Training Syllabus

(e) Operating Sites

- Training Aircraft
- Suitable Aircraft
- Fleet

(f) Operating Sites

- Accommodation
- Operational Publications
- Club Information

(g) Testing & Examining

- Standards

(h) Insurance

Part 2 - Delivering the BGA Flight Training and Theoretical Knowledge Syllabus - who can do what

(a) Gliding Flight Training Syllabus

(b) Theoretical Knowledge

(c) Instructor Rating

(d) Aerobatic Rating

(e) Sailplane Cloud Flying Authorisation

(f) BGA Motor Glider Instructor Rating

Part 3 - Supervising Flying

Supervising Unqualified Pilots

PART I - THE BGA FLIGHT TRAINING ORGANISATION EXPLAINED

The BGA is an association of gliding clubs which exists to support the clubs and their members, to develop participation in gliding, and to protect the sport and its assets.

Gliding training is delivered at clubs by BGA instructors, and supported on a regional basis by examiners and coaches. These elements, along with BGA administrative support and the Instructors Committee, form the BGA flight training organisation.

This section describes in detail the various elements within the BGA flight training organisation.

NB: BGA Laws and Rules is the source document regarding any BGA standards or requirements.

(a) Management

Chairman of the Instructors Committee

The Chairman of the Instructors Committee, as the BGA head of training, is responsible to the BGA Executive Committee for the effective management of training within the BGA flight training organisation. In discharging that responsibility, the Chairman of the Instructors Committee is expected to co-ordinate activity with the Accountable Manager. The Chairman of the Instructors Committee discharges responsibility for effective management of training at BGA club sites through the local CFI, who is the local head of training.

The nominated Chairman of the Instructors Committee should have extensive experience as a BGA instructor and possess sound managerial and organisational capability.

The responsibilities of the Chairman of the Instructors Committee include setting and promulgating policies to effect the efficient and safe management of the BGA training organisation in accordance with established procedures and guidance.

Instructors Committee

The primary role of the Instructors Committee is to advise the BGA Executive Committee on matters relating to gliding training and includes as members all the Senior Regional Examiners, as well as others appointed by the Instructor Committee Chairman. The Instructors Committee's terms of reference describes its full role.

The Training Standards Manager

The Training Standards Manager is responsible to the Chairman of the Instructors Committee for all BGA flying training standards.

The person nominated for this post shall have extensive experience as a BGA instructor and shall normally have extensive experience in training BGA instructors.

Chief Flying Instructor

A BGA site Chief Flying Instructor (CFI) is selected and appointed by club chairmen and approved by a Senior Regional

Examiner, as authorised by the Chairman of the Instructors Committee. Among other responsibilities, a BGA site CFI is the local head of training and is therefore responsible to the Chairman of the Instructors Committee for *BGA training organisation* matters pertaining to the site. In addressing those responsibilities, CFI's usually liaise with their local Senior Regional Examiner.

The person nominated for the CFI post shall have extensive experience as a BGA instructor (BGA Laws and Rules refers).

In addition to those general responsibilities regarding all flying at the club site, the responsibilities of the CFI include;

- Supervision and standardisation of all instructors reporting to him, and the provision of adequate instructor briefing material
- Standardisation of instructors. This is an important aspect of the operations of a club.
- Ensuring that suitable arrangements are in place for the CFI to approve pilot and instructor BGA application forms
- Maintenance of student pilot flight instruction records at the club

CFI's are supported by Senior Regional Examiners.

Senior Regional Examiners

The BGA has a number of Senior Examiners who, in addition to leading the examining teams in their region, also provide guidance and advice to CFI's.

Accountable Manager

The BGA Chief Executive is responsible to the BGA Executive Committee for ensuring that the BGA has adequate resources, personnel and processes in place to meet its training requirements and to maintain the established standards. In discharging that responsibility as the 'Accountable Manager', he is expected to co-ordinate activity with the Chairman of the Instructors Committee (who is the BGA flight training organisation's head of training).

(b) Instructors

Requirements

All instructors must meet the BGA requirements with regard to holding instructor ratings and certificates entitling them to conduct instruction (BGA Laws and Rules refer).

There are three BGA instructor ratings; Basic, Assistant & Full. Basic Instructors teach a limited number of upper air exercises only and operate under tightly supervised conditions.

Full Instructors have Bronze badge testing privileges.

Continuity of Training

Sufficient instructors should be available to ensure the proper continuity of training for all students. If an instructor finds him

or herself being overstretched, the issue should be brought to the attention of the CFI.

Instructing Techniques

Instructing must be carried out using techniques acceptable to the BGA. The BGA Instructor Manual refers. This publication provides further guidance in Section 3.

Instructor Rating Validity

BGA BI, Assistant and Full instructor ratings are revalidated annually by their club CFI, based on the instructor meeting two out of three requirements; the required experience criteria in the 12 months prior to the date the revalidation takes place; refresher activity; test by a BGA regional examiner. An instructor whose rating is not revalidated before the date of expiry of the rating may be renewed following appropriate training and a test by a BGA regional examiner. Standardisation, refresher and checking requirements are established within the revalidations & renewal requirements described in BGA Laws and Rules.

In the event of a reportable accident involving an instructor, the instructor must not instruct further until he or she has been authorised to do so by the Senior Regional Examiner in discussion with the CFI.

Concerns/Issues

If at any time an instructor has any questions regarding their role as a BGA instructor, they should seek the advice of their CFI, who in turn can seek advice from the Senior Regional Examiner.

If any instructor has any concerns regarding instructing standards, they should bring them to the attention of their CFI. If they are unable to resolve the issue with their CFI, they should contact the BGA Training Standards Manager in confidence via the BGA office.

©) Records

Student & Training Records

The Accountable Manager is responsible for ensuring that adequate records are maintained at BGA HQ.

CFI's are responsible for ensuring that adequate records are maintained at BGA sites.

- Flight instruction records shall be maintained by the club for each student
- Student record cards must as a minimum include all the BGA flight training syllabus exercises

If computer based records are used, back-up arrangements must be in place.

All flight instruction records are to be retained for a minimum of 3 years from the date of completion.

Transfer of Student Records

Where requested by a student, copies of a student training record (not originals) should be made available to another club that is seeking to complete a course of training for that student. Such records, which should be certified as correct, should be forwarded to the relevant CFI.

Logbooks

Student pilot's logbooks shall be kept up to date.

Student pilot's logbooks should be periodically certified as being correct by the CFI or his nominated deputy.

(d) Training Programme

Sufficient flight training must be carried out to complete the relevant syllabus.

Flight training should be arranged so that students receive instruction from the minimum number of different instructors commensurate to the training need.

BGA Gliding Flight Training Syllabus

The BGA theoretical knowledge syllabus and flight training syllabus from first flight through to completion of the Bronze and Cross Country skills tests is clearly defined, and is the minimum syllabus content to be used at BGA clubs. The syllabus is listed in Part 2.

(e) Training Aircraft

Suitable Aircraft

Only aircraft with dual controls and compliant with BGA airworthiness standards shall be used for flight training.

Fleet

In determining fleet size, the club should ensure that a sufficient number of aircraft suitably equipped and appropriate to the courses of training on offer are provided to achieve continuity of flying training for the number of students involved. The requirements for routine maintenance and use of aircraft for other purposes should be taken into account.

(f) Operating Sites

The base operating site and any alternative site used must be suitable in every way for the planned training.

All BGA sites are deemed suitable for BGA flight training with, where necessary, limitations on launch type.

Accommodation

A suitable briefing facility of adequate size relative to the maximum student capacity should be available.

A quiet area for self-study purposes or testing should be available.

Operational Publications

The following operational publications shall be available at least via online access to students and instructors and, where applicable, kept current by amendments:

- CAP 393 - Air Navigation: The Order and the Regulations

- BGA Laws and Rules
- BGA Instructors Manual
- BGA Safety Education materials
- NOTAMs
- National and UK Aeronautical Information Publication, including Danger Area and Activity Areas, Charts and NOTAM supplements
- National and UK Aeronautical Information Circulars
- Flight Manuals for the aircraft used on the course(s) on offer
- Standard meteorology reports and forecasts (in document or computer based formats)

Club Information

Each BGA training site should maintain a clearly marked publication containing relevant information and instructions to enable instructors to perform their duties, and to give guidance to students on the format and content of the training course and any local requirements and/or safety considerations. This document provides the minimum content.

(g) Testing & Examining Standards

The BGA is currently modifying its examining system to facilitate the eventual conversion to the new EASA system.

BGA examining and testing requirements and guidance are described in the BGA Flight Examiner Standards Document.

(h) Insurance

All two-seat gliders used for instruction at BGA clubs must be insured for instruction, and insured at a level of third party and second seat liability, as described in BGA Laws and Rules. This level of insurance is regularly reviewed by the BGA Executive Committee. The BGA holds an Aviation Risk insurance policy for the event of a liability claim against the BGA, including one of its instructors, where the privileges of an instructors rating were required and were being exercised.

PART 2 - DELIVERING THE BGA FLIGHT TRAINING AND THEORETICAL KNOWLEDGE SYLLABUS - WHO CAN DO WHAT

Basic instructors teach a limited number of upper air exercises, Assistant instructors and Full Instructors teach all gliding exercises in the flight training syllabus, and Full instructors can carry out Bronze flying tests.

However, instructors might find themselves faced with a training situation that they may be unfamiliar with. In these cases, it is always a good idea to ask the CFI for guidance. This section provides some basic guidance on who can do what in gliding flight training and testing.

NB: BGA Laws and Rules is the source document regarding any BGA standards or requirements.

(a) Gliding Flight Training Syllabus

The following table lists the elements of the BGA gliding syllabus and notes the valid Instructor rating or qualification required to instruct each element and to sign any record card as being completed satisfactorily.

Exercise	Detail	Instructor Rating Required
Lookout	<ul style="list-style-type: none"> • Technique, scan cycle & collision avoidance 	BGA Full, Assistant or Basic Basic cannot sign as completed
Effects of Controls	<ul style="list-style-type: none"> • Effects of elevator, rudder, aileron & flaps (if required) • Speed monitoring & Control • Adverse Yaw • Co-ordination 	BGA Full or Assistant Basic for specific elements only - see Laws and Rules Basic cannot sign as completed
Use of Trim		BGA Full or Assistant
The Straight Glide	<ul style="list-style-type: none"> • Scan cycle • Drift, Track & Heading 	BGA Full or Assistant
Turning	<ul style="list-style-type: none"> • Entry, Exit and Maintenance • Slip & Skid • Regaining a Heading • Steep Turns 	BGA Full or Assistant
Airbrakes (and/or Spoilers)	<ul style="list-style-type: none"> • Effects 	BGA Full or Assistant
Approach Control	<ul style="list-style-type: none"> • Normal • Undershoot • Overshoot 	BGA Full or Assistant
Landing	<ul style="list-style-type: none"> • Final Approach • Round Out • Hold Off • Landing • Use of Wheel-brake • Cross Wind Landing 	BGA Full or Assistant
Circuit Planning	<ul style="list-style-type: none"> • Reference Point • Normal Circuit • Modified Circuit • Effect of Wind • Height Judgement 	BGA Full or Assistant
Launching	<ul style="list-style-type: none"> • Equipment • Launch Speeds • Launch Techniques • Launch Failures • Launch Abandonment 	BGA Full or Assistant

Stalling	<ul style="list-style-type: none"> • Symptoms • IG Stalling • Accelerated Stalling • Lack of Effective Elevator at Stall • Reduced G not reliable symptom of stalling 	BGA Full or Assistant
Spinning & Spiral Dives	<ul style="list-style-type: none"> • Spinning - Recognition & Recovery • Spiral Dive - Recognition & Recovery • Further Spinning 	BGA Full or Assistant
Supervised Solo	<ul style="list-style-type: none"> • Accurate circuits • Local soaring 	Supervised by BGA Full or by BGA Assistant where specifically authorised by the CFI
Navigation	<ul style="list-style-type: none"> • Planning • In flight map reading navigation techniques • In flight GPS navigation techniques (optional) • In flight airspace awareness • Lost procedure 	BGA Full or Assistant and where SLMG used, BGA MGIR or CAA SLMG FI
Field Landing	<ul style="list-style-type: none"> • Field suitability and hazards • Circuit judgement 	BGA Full or Assistant and where SLMG used, BGA MGIR or CAA SLMG FI
Pre & Post Flight Operations	<ul style="list-style-type: none"> • Glider post assembly/rigging checks • Pre-flight inspection including recording • Obtaining NOTAMs • Recording of flight time • Glider parking/storage 	BGA Full or Assistant
Flight Tests Theory Tests	<ul style="list-style-type: none"> • Bronze & Cross Country Endorsement Tests 	BGA Full as approved by the CFI BGA Examiner

(b) Theoretical Knowledge

Theoretical knowledge training is vitally important. Much of the information needs to be absorbed by the student pilot through self-study. However, experienced guidance is important if the detail is to be properly understood.

Theoretical knowledge instruction can be delivered by any person approved to do so by the CFI.

Theoretical knowledge testing must be carried out by a Full Rated instructor or Examiner.

Subject
1 - Air Law and ATC Procedures
2 - Human Performance
3 - Meteorology
4 - Communications
5 - Principles of Flight - Sailplane
6 - Operational Procedures - Sailplane
7 - Flight Performance and Planning - Sailplane
8 - Aircraft General Knowledge, Airframe and Systems and Emergency Equipment
9 - Navigation - Sailplane

(c) Instructor Ratings

The following table identifies the BGA rating or other qualification required to coach, train, test, recommend, revalidate or renew regarding the three BGA instructor ratings. Note that where 'BGA Regional Examiner' is quoted, a BGA FIE can carry out the task.

Rating	Activity	BGA Rating Required
Basic Instructor	<ul style="list-style-type: none"> • Pre-course preparation • Course delivery • Rating issue • Rating revalidation • Rating renewal 	<ul style="list-style-type: none"> • BGA Full • BGA BI Coach, BGA Regional Examiner • BGA HQ on recommendation • CFI • BGA Regional Examiner
Assistant Instructor	<ul style="list-style-type: none"> • Pre-course preparation • Course delivery • Rating issue • Completion Course • Rating revalidation • Rating renewal 	<ul style="list-style-type: none"> • BGA Full • Approved BGA AI Coach • BGA HQ on recommendation • BGA Regional Examiner • CFI • BGA Regional Examiner
Full Rating	<ul style="list-style-type: none"> • Preparation • Test • Rating issue • Rating revalidation • Rating renewal 	<ul style="list-style-type: none"> • BGA Full • BGA Regional Examiner • BGA HQ on recommendation • CFI • BGA Regional Examiner

(d) Aerobic Ratings

The following table identifies the BGA rating or other qualification required to teach, check or test for the Aerobic ratings.

Activity Detail	BGA Rating Required
<p>Training</p> <p>Note. The various aerobic ratings and associated syllabus are described in detail on the BGA website</p>	<ul style="list-style-type: none"> • BGA Instructor formally approved by the BGA as an aerobic instructor
<p>Testing</p> <p>Note. The aerobic rating is not subject to calendar or other validity requirements</p>	<ul style="list-style-type: none"> • BGA Full Instructor or BGA Examiner and formally approved by the BGA as an aerobic instructor

(e) Cloud Flying Rating (CFR)

The following table identifies the BGA rating or other qualification required to teach, check or test for the Cloud Flying Rating (CFR)

Activity Detail	BGA Rating Required
<p>Training</p>	<ul style="list-style-type: none"> • BGA Assistant or BGA Full and specifically authorised to teach cloud flying
<p>Testing including, Revalidation or Renewal</p> <p>Note. The BGA CFR is subject to 5 year validity during which the rating should be revalidated or if lapsed, renewed</p>	<ul style="list-style-type: none"> • BGA Full or BGA Regional Examiner and specifically authorised to test and issue, revalidate or renew the BGA CFR

(f) Motor Glider Instructor Rating (MGIR)

The following table identifies the BGA rating or other qualification required to teach, check or test for the MGIR.

Activity Detail	BGA Rating Required
Training	<ul style="list-style-type: none"> • BGA Full with BGA MGIR and appropriate SLMG ratings
Testing and Renewal Note. The MGIR is valid for 2 years, after which it must be renewed	<ul style="list-style-type: none"> • BGA Regional Examiner with BGA MGIR and appropriate SLMG rating

NOTE: The CAA SLMG Flying Instructor rating (SLMG FI) is a CAA rating. The BGA has delegated responsibility for managing SLMG Flying Instructor rating conversions from BGA Instructor ratings, and for delivering NPPL SLMG training at BGA club sites. This activity is overseen by the BGA SLMG senior examiner, who is a CAA SLMG FIE, working with a team of BGA recognized CAA authorised SLMG FE's and SLMG FI's.

PART 3 - SUPERVISING FLYING

Glider pilots who have yet to qualify to Bronze badge with cross country endorsement status (BGA Glider Pilot Licence standard) are unqualified glider pilots. As such they MUST be proactively supervised. Clearly the level of supervision varies with the circumstances.

Additionally, qualified pilots who find themselves facing difficult situations, for example due to lack of currency or due to unusual weather conditions, are likely to need supervising. In a club with a well-developed safety culture, the pilot facing the difficult conditions will ask for advice. Or local procedures will require that pilot to seek advice. However, instructors should always be aware of the possible need to 'step in' - diplomatically, of course - with some guidance if, in the instructor's judgement, it is felt necessary.

In all cases, it's incredibly helpful for glider pilots to watch each other's backs, offering the occasional pointer if it's felt necessary and in doing so help each other avoid danger.

This note focuses solely on supervising unqualified pilots. As an instructor you should ensure you make yourself aware of the contents of the BGA publication 'Supervision & Care of Pilots' which contains wider guidance.

(a) Supervising Unqualified Pilots

All instructors have a moral obligation to look after pilots who have yet to demonstrate that they have the experience, knowledge and skill required to make their own decisions.

The BGA recommends that;

- Pilots who have yet to achieve the BGA GPL standard should be individually briefed and verbally authorised before a series of flights, and de-briefed afterwards
- The briefing should be given by the Instructor-in-Charge, or another specifically nominated instructor
- The briefing should at least cover the objectives of the flight and should include a discussion on potential weather issues and launch failure options

During the briefed flight, the Instructor-in-Charge or nominated instructor should stay aware of how the flight is progressing.

A post flight debrief should include an element of self-assessment and critique. Being open about errors and willing to improve are very important traits for glider pilots to develop in both a safety and a sporting context.

Any proposals for changes to this document should be made to the BGA Training Standards Manager via the BGA office office@gliding.co.uk