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Guidance for using the BGA ‘Any Gliding Club’ Operations Manual Template

A club operations manual can provide clear and concise information that helps the club membership enjoy safe and well organised activity at the club. It should also assist in providing a reasonable level of safety assurance to the Club Committee as well as the membership and external stakeholders.

The ‘Any Gliding Club’ Operations Manual template content is provided below to guide clubs in developing their own publication that meets the needs of their club. It is the club’s responsibility to decide on relevant content.

Where the Club Committee is identified below as responsible for ensuring a process is in place, clearly the committee probably should delegate the delivery of a process to a suitable club member (or employee).

Where detailed text is required, for example describing local site hazards and mitigations, it is recommended that Appendices (or Standard Operating Procedures and/or Risk Assessments) are added as locally required. In this template, appendices are referred to.

Referring to source information reduces the opportunity for errors including outdated information. Links to published information are embedded in the text below to highlight available resources and to minimise the need to republish information. In much the same way, it may be helpful to use links to existing information on the club website.

It should be noted that the more pages and text in a Club Operations Manual, the less chance there is of it being read and absorbed*.* Getting the balance right is not easy.

To assist and encourage members to easily access what is essential information, clubs may wish to consider publishing their Club Operations Manual as a webpage.

BGA 2022

<INSERT CLUB NAME> OPERATIONS MANUAL

General

Introduction

The purpose of this Club Operations Manual is to provide advice, information, and guidance to all those responsible for the safe operation of <*Insert name*> Gliding Club (the Club). It is based on a distillation of best practices from published guidance. It deals primarily with airfield and flight operations. The Club’s other governance information, policies and procedures are detailed at <*signpost to appropriate club manual or webpage*>

It is expected that this manual will require revision from time to time. Proposed amendments are welcomed and should be sent to the Secretary for consideration by the Committee. The Chairman will issue amendments as required on behalf of the Committee.

The Club reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any of the guidelines set out in this manual. Such changes will be brought to the attention of club members.

The Club Committee should ensure that the Club Operations Manual is easily accessible by club members, including visiting pilots.

**Club Management**

The Club is a <*insert description, eg. private company limited by guarantee without share capital*>. It is run on behalf of the members by an elected Management Committee all of whom <*eg. are directors of the company*>.

Roles and Responsibilities

All club members are expected to comply with the Club Operations Manual requirements as well as take all reasonable steps to prevent an unsafe situation occurring.

The overall responsibility for BGA policy guidelines in respect of the [BGA Safety Management System](https://members.gliding.co.uk/library/safety/bga-safety-management-system-manual/) rests with the BGA Executive Committee. Responsibility for implementing the BGA Safety Management System at BGA member clubs is delegated to the Nominated Post Holders who ensure that as far as reasonably practicable an integrated approach to all operating standards is achieved and that all necessary regulatory and legal requirements are satisfied.

The Club Committee under the Club Chairman is responsible for ensuring that the club complies with its own rules, [Part-Sailplane Air Operations](https://regulatorylibrary.caa.co.uk/2018-1976/Content/Regs/00160_Annex_II_SAILPLANE_AIR_OPERATIONS.htm) requirements, and BGA [Operational Regulations](https://members.gliding.co.uk/library/bga-requirements-guidance/operational-regulations-of-the-bga/), as supported by [Laws and Rules](https://members.gliding.co.uk/laws-rules/), and [Managing Flying Risk](https://members.gliding.co.uk/bga-safety-management/managing-flying-risk-index/). Ground activity is subject to [HSE regulation](https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm).

The Chief Flying Instructor (CFI) is appointed by and responsible to the Club Chairman <*or the alternative arrangement*>. The [BGA members website](https://members.gliding.co.uk/library/instructors/information-for-chief-flying-instructors/) has information and guidance for CFI’s.

The Club Safety Officer (CSO) is appointed by and responsible to the Club Chairman. The [BGA members website](https://members.gliding.co.uk/bga-safety-management/club-safety-officer-toolkit/) has information and guidance for CSO’s.

Detailed Club role descriptions and post holder names are available in Appendix A <*or eg. the club website*>.

**Membership**

Anyone who flies from the club site is to be either a full or a temporary member.

On joining the club even on a temporary basis, full members and visiting pilots are required to sign as having read the Club Operations Manual and while operating from the club are expected to remain familiar with the contents of the Club Operations Manual, in addition to any verbal briefing that is provided.

Temporary members who are not visiting pilots are required to read and sign the visitors briefing as detailed at Appendix E.

**Flying Fees and Charges**

The Club flying fees and charges are reviewed annually or more frequently if circumstances require. The club members run the club and any work done ‘in house’ has a direct impact on the charges. Membership categories and charges are detailed on the Club website <*here*>.

The Club issues its own introductory flight vouchers <*and participates in the BGA introductory flight voucher scheme*>. Used vouchers must be retained <*identify where*>.

**Privately Owned Aircraft**

Members with privately owned aircraft are required to maintain the minimum level of insurance as specified in [BGA Operational Regulations](https://members.gliding.co.uk/laws-rules/bga-operational-regulations/). They are also required to seek CFI approval for operation of a new type within the Club

**Safety**

The Club Committee is committed to promoting an effective safety culture that is contributed to by all the club members. It is expected that all club members will ‘do the right thing’ even when no-one is around. And if things do go wrong, all club members are expected to report occurrences to help others to avoid the same problem. Safety is everyone’s responsibility.

Safety Reviews.

The club carries out periodic documented safety reviews through the Club Safety Officer. There is a template safety review document on the [BGA members website](https://members.gliding.co.uk/library/safety/club-safety-review-guidance/). It can be helpful to utilise a third-party, eg from another club, to assist with the review.

Occurrences.

External reporting of occurrences is to take place in compliance with the detail published on the [BGA members website](https://members.gliding.co.uk/bga-safety-management/reporting-an-occurrence/).

Reporting occurrences where no damage or injury occurs is encouraged and supported by the club’s internal reporting system detailed at Appendix F. The Club CSO monitors occurrence trends and takes appropriate action in consultation with the Club Committee as required.

**Supervision.**

Supervision is provided through the Club CFI that addresses the needs of unqualified pilots and qualified pilots as described in [Managing Flying Risk](https://members.gliding.co.uk/bga-safety-management/managing-flying-risk-index/managing-flying-risk-supervision/) ‘Supervision’.

Any club member who spots a safety problem should immediately warn others who may be at immediate risk and highlight the issue to a club instructor or a member of the club committee as appropriate.

**Site Hazards and Mitigations.**

Known site hazards and associated mitigations are published in Appendix B.

**Safety Critical Task Training**.

There are several safety critical tasks relating to launching gliders. For example, launch signalling, wing running, glider retrieving, cable towing, winch driving, and glider towing. Club members carrying out these tasks for the first time without direct supervision must be trained by a suitably experienced club member and their training recorded.

There is a template ground training record card on the [BGA members website](https://members.gliding.co.uk/library/pilot-training/bga-ground-training-progress-card/).

Tug pilot training including unregulated glider towing training can be recorded using the [BGA sailplane towing training course programme.](https://members.gliding.co.uk/library/instructors-forms/bga-dto-sailplane-towing-course-programme/)

**Avoiding Distraction**.

All members are reminded of the need to avoid distraction during pre-flight checks, launching, rigging of gliders, and maintenance. Distraction can occur through chatting unnecessarily to someone who is carrying out a task and must be avoided.

**Safety Information**.

Relevant ground, flying and airspace safety information is communicated to all club pilots in a concise, timely and effective manner. The Club Safety Officer is responsible for promulgation.

The club holds an annual safety education event that is open to all club members.

Emergency Response Plan.

An emergency response plan briefing is published and located at <*enter location*>. The CSO ensures the plan is periodically tested and reviewed. There is a template on the [BGA members website](https://members.gliding.co.uk/library/safety/bga-post-accident-guide-ms-word/).

**Flying Operations**

Pilot in Command Responsibilities

Pilot in Command responsibilities are detailed at SAO.GEN.130 of [Part-Sailplane Air Operations](https://regulatorylibrary.caa.co.uk/2018-1976/Content/Regs/00160_Annex_II_SAILPLANE_AIR_OPERATIONS.htm).

**Hangar**

Unpacking and packing of the hangar is to be supervised by a nominated person identified as such to all those involved.

**Control of Visitors**

Whenever the airfield is in use, guests and invitees must be kept clear of active areas, away from aircraft, and away from moving equipment unless personally escorted by a responsible Club member.

**Private vehicles on the airfield**

Private vehicle drivers are responsible for ensuring that they drive and park where they do not constitute a hazard to airfield operations.

**Launch signals.**

The primary winch launch signalling method is <*describe, eg. radio*> and the back-up is <*eg.* *lights*>.

Launch signalling to the tug aircraft is provided by <*radio*>.

Flight Logging.

Every flight must be logged. All aircraft should be accounted for before night.

Where aircraft are not accounted for, appropriate action should be taken including contact with the Distress and Diversion cell as detailed in the club Emergency Response Plan.

Aircraft Parking

Aircraft must be parked where they do not constitute a hazard to airfield operations. Club gliders must be parked with canopies closed and locked. Suitable precautions must be taken regarding parked aircraft movement because of the wind and to prevent canopy focussed direct sunlight damage to cockpits.

**Retrieving or Moving Gliders**

When moving a glider, steering from the wing that is nearest to any obstacle reduces the risk of collision. Towing equipment should be carefully checked for fit and security before moving off. Where a rope is used, ideally it should be long enough to allow the glider to rotate around its release hook without striking the towing vehicle.

**Pilot Currency**

Currency = aptitude / capability / capacity / skills…should I fly today?

To assist club pilots in making their own decision about whether to fly, there is a currency barometer on the [BGA members website](https://members.gliding.co.uk/library/safety-briefings/currency-barometer-pdf/).

Pilot Licence, Medical and Recency

Recency = reference licensing requirements…may I fly today?

Licence and medical validity and recency of pilots who fly club operated aircraft is periodically checked by the Club CFI and the detail is recorded.

**Flying Standards**

All pilots are expected to maintain a safe standard of flying.

Any club pilot may be reasonably asked to take part in, and is expected to respond positively to, an appropriate refresher briefing or training or check flight by the CFI or another instructor delegated by the CFI.

Soaring Protocol

Pilots are reminded of the [BGA soaring protocol](https://members.gliding.co.uk/bga-safety-management/managing-flying-risk-index/39942-2/) and in particular the emphasis on public safety.

Instruction

Gliding instruction is carried out in accordance with the [BGA Gliding Syllabus](https://members.gliding.co.uk/flying-information-and-resources/pilot-licensing/) and each student pilot's progress is detailed on a training record card. Student pilots are required to confirm receipt of training as directed on the record card.

On completion of training, pilot training records (other than personal logbook entries) are retained by the club.

The Club CFI is to ensure that all instructors are standardised as detailed in [Laws and Rules](https://members.gliding.co.uk/laws-rules/instructor-requirements/) and that successful standardisation is signed in the instructors logbook.

**Refresher Training**

The club offers refresher training for qualified pilots. Pilots should approach the Club CFI for details.

**Type Conversion**

Pilots converting to a new type should first read the Aircraft Flight Manual and where reasonable possible obtain a briefing from a suitably experienced pilot.

**Daily Inspection**

Club pilots authorised to carry out Pilot Owner Maintenance on club aircraft are listed at <identify where>. Club pilots authorised to DI club gliders are listed at <identify where>.

**Driving Club Vehicles**

Drivers of club vehicles must be at least <*age*> unless/and <*add relevant criteria*>.

**Club Safety Equipment**.

Club-owned safety equipment including parachutes, oxygen equipment and collision warning devices is subject to periodic maintenance managed by the Club Technical Officer.

The equipment should only be used by club members who have read the relevant briefing notes available on the club website <*here*>.

**Radio**

The club uses radio for situational awareness purposes.

The detailed requirements for use of the radio frequency are described in Appendix C.

**Aerotowing/TMG and Winching Operations**

Where aerotowing/TMG and winching are taking place, the procedure for safe and adequate separation is to be established between the Duty Instructor and the Tug Pilot/TMG pilot as described at Appendix D

**Fire and Crash Equipment**

The fire/crash equipment is to be located at the launch point during flying operations.

**Visiting Powered Aircraft**

Pilots of all visiting powered aircraft are required to read in advance and comply with the visiting aircraft briefing published on the club website.

**Club Aircraft Maintenance**

Club aircraft maintenance is managed by the Club Technical Officer.

**Winch Maintenance**

Winch maintenance is managed by the Club Winch Master.

**Fuel**

Club fuel is managed by <*eg. the Club Technical Officer*>. The required safety precautions are published at the refuelling point and must be read and complied with before refuelling.

**Appendices**

<*Detail to be added as required*>

A – Detailed role descriptions and post holder names

B – Site hazards and mitigations

C – Use of radio

D – Procedure for establishing the safe separation of tug/TMG and winch operations

E – Non-visiting pilot temporary member briefing

F – Club internal occurrence reporting system