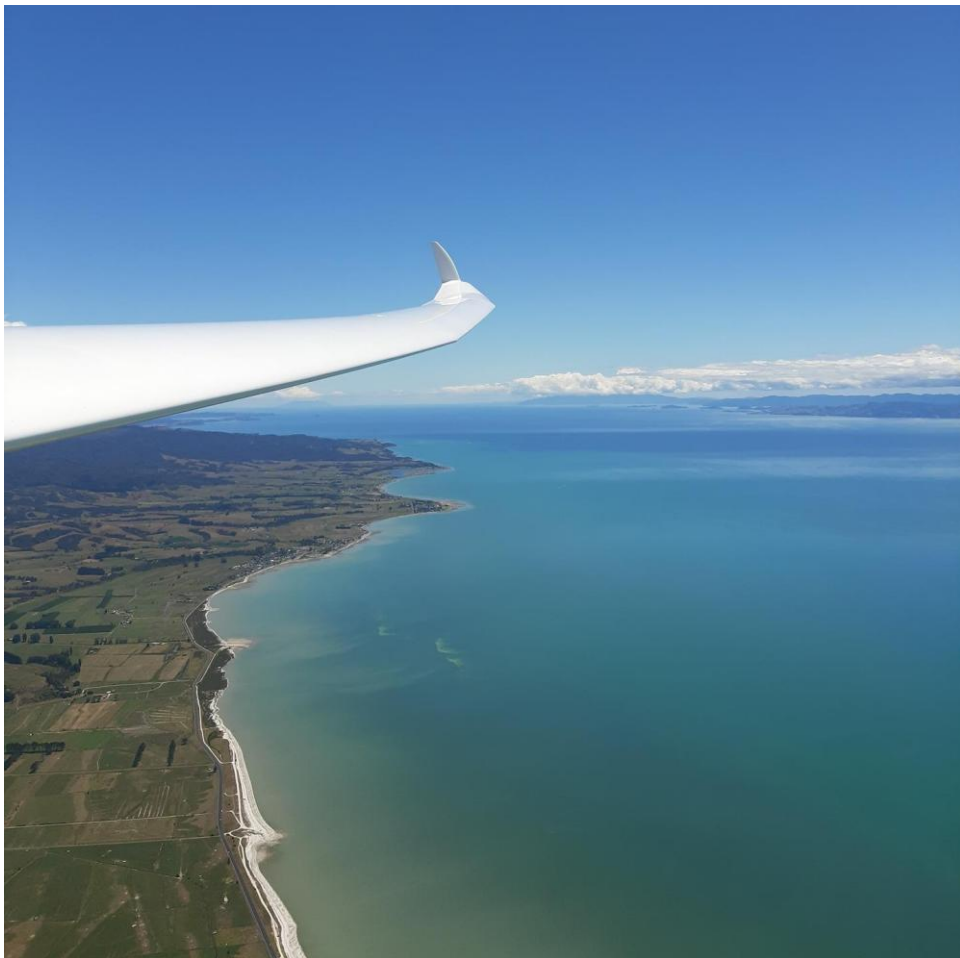


The Auckland Gliding Club Inc.

How We Do Things

Local Flying Rules and Operations



Edition 4.8

Jan 2026

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CURRENT EDITION

- The latest edition of this Manual is posted on the Club website.
- If this Manual is not being read directly from the AGC website, it is probably out of date.
- This Manual will be reviewed annually by the Chief Flying Instructor (CFI) or their appointed person prior to the start of the season. This Manual may also be updated at any time that changes or corrections are needed and these updates will generally result in a new edition being published. New editions entirely replace the previous edition.
- Updates will be notified to members through the AGM and at any other time through the Club website and newsletter.
- All members should make sure that their copy of this HWDT Manual is the current up to date edition.

THIS MANUAL

- This manual provides some information that should make flying safer. It does not attempt to reiterate other gliding and general flying operations rules which are covered within the Gliding NZ Manual of Approved Procedures - MOAP. If you want to find out more ask others for help. Ask any member on the field, they will direct you to the right person if they can't help out.
- More information is posted on the AGC website and on the Gliding NZ website. A full copy of the up-to-date MOAP is posted on the GNZ website for reference.

UPDATE RECORD

- Sep 2015 Ed 2.02 Re-written.
- Aug 2016 Ed 2.03 "Administration" added.
- Oct 2016 Ed 2.04 Currency errors corrected.
Parachutes added.
New CFZ's added.
- Dec 2017 Ed 2.05 CFZ's updated.
- Sep 2018 Ed 2.06 Errors corrected.
Re-formatted.
"Flight Following and Position Reporting" added.
Irrelevant information removed.
Some training notes removed.
- Nov 2020 Ed 3.0 All Training material removed.
Irrelevant material removed.
New layout.
New GNZ Gliding certificates incorporated.
- Sep 2021 Ed 4.0 Independent Operations updated.
Recording and Paying for Flights added.
"Administration" updated.
Plate of Drury Aerodrome updated.
- Sep 2021 Ed 4.1 Typing and format errors corrected.

- Dec 2021 Ed 4.2 Minimum requirements for flying Duo Discus updated.
- Apr 2024 Ed 4.3 General Updates and re-format to A4.
- Jan 2025 Ed 4.5 Amendment to “Competition Finishes”
- Jan 2025 Ed 4.6 Ambiguity fix.
- Mar 2025 Ed 4.7 5.3. Note 2 (h) and Note 3 (i) added.
6.1 “Passenger Rating” updated to MOAP standard.
- Jan 2026 Ed 4.8 16.2 Alternate layout for runway 18 added

1. INTRODUCTION.

1.1 Why have the Manual?

- a. The purpose of this manual is to outline for members and visitors how the Club operates, with particular emphasis on safety matters. This Manual does not over-ride or replace any of the flying rules that are set by the CAA or by GNZ, rather it is a complementary guide for Auckland Gliding Club operations. It also provides an opportunity for collating all the local rules that are applied to gliding at AGC. In relation to the Incorporated Society Rules for the Auckland Gliding Club, the provisions of this Manual are deemed to be bylaws.
- b. It is the responsibility of each member to read the GNZ Manual of Approved Procedures (MOAP) including the latest amendments – a copy is available in the clubhouse and is published on the GNZ website – www.gliding.co.nz

1.2 What are your Responsibilities?

- a. Each member of the Club is responsible for ensuring that safe flying and ground practices take place. If you have concerns about Club operations or safety, raise them with the Chief Flying Instructor (CFI) or the Duty Instructor - don't wait for an accident. If you have concerns about safety aspects on the airfield, tell the daily Duty Instructor, the CFI or one of the Club officers.
- b. Each Club member who is Pilot in Command (PiC) of a glider is responsible for the safety of themselves and any passengers and the safe operations of the glider in accordance with the GNZ MOAP and the Club Rules.
- c. All pilots are responsible for their own **competency and currency** and ensuring that they hold the appropriate ratings and qualifications for the flying that they are engaged in, whether flying Club gliders or privately-owned gliders. All pilots are responsible for having a Biennial Flight Review (BFR), a current medical and an up-to-date logbook.

1.3 What's Wrong with or Missing from this Manual?

This Manual is for you and future new members. It is to help you know about the Club's operations. If you think there are mistakes or things left out that should be covered, please advise the CFI preferably by e-mail. This way the Manual can be kept up-to-date and accurate.

1.4 THE SOARING JOURNEY.

Refer to the Gliding New Zealand website www.gliding.co.nz. Flight Training Program for information on becoming a certified glider pilot.



1.5 EMERGENCY PLAN.

The Emergency Plan is displayed in the caravan and on the clubhouse notice board. It is not included in this document. In the case of an accident or emergency, refer to this plan.

2. VISITING PILOTS.

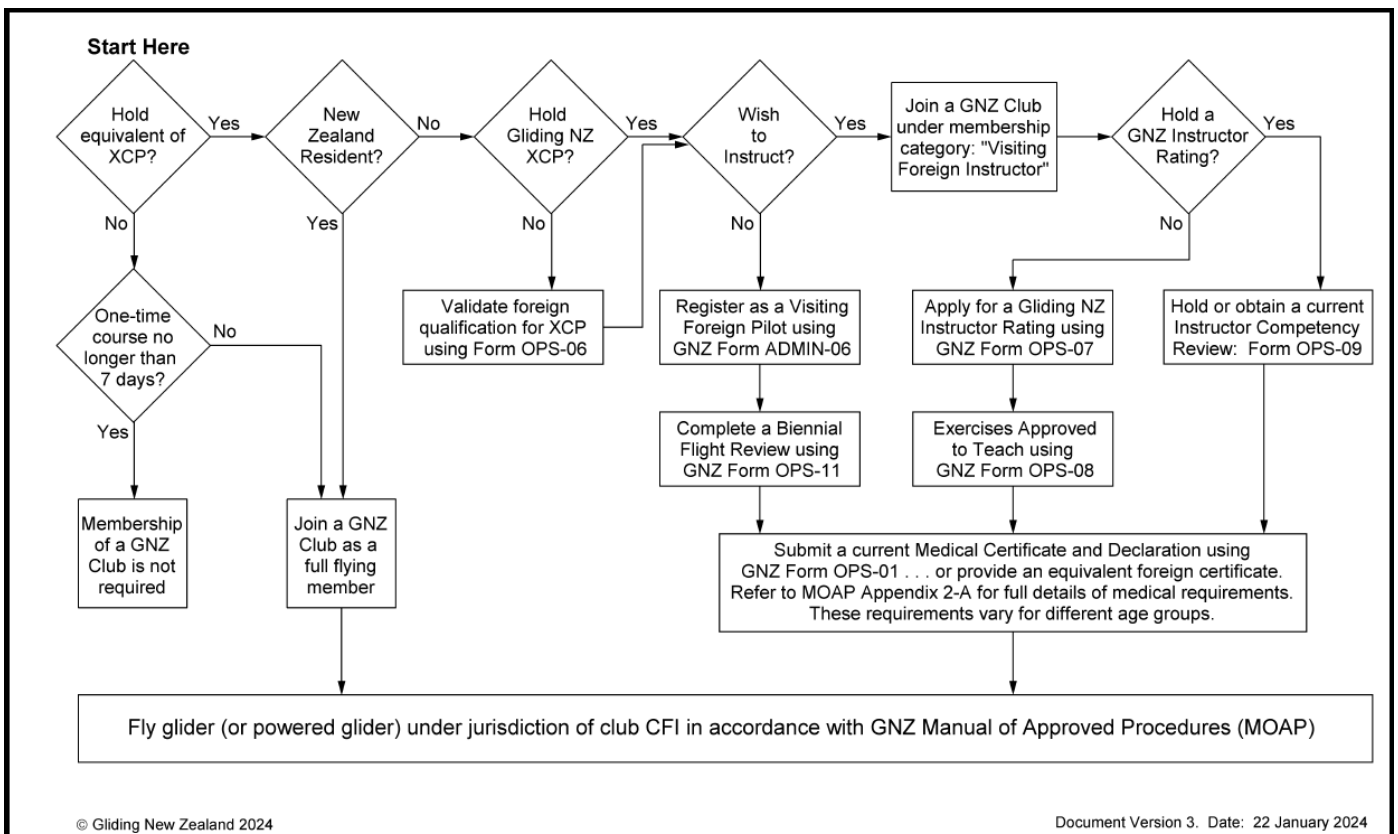
2.1 Visiting Local Pilots

- Visiting pilots operate under Auckland Gliding Club authority and are subject to the MOAP and the AGC Local Flying Rules as outlined in this document.
- All visiting pilots must have a check flight with the duty Instructor and be approved before flying as PiC in all AGC Club gliders.
- All visiting pilots must be made aware of the Club's insurance cover and their responsibility for the excess liability in the event of any damage to Club aircraft or equipment.
- Visiting pilots intending to winch launch must be made aware of how winching is done at AGC. This is covered in detail in section 14 "Special Winching Procedures at AGC".

2.2 Visiting Foreign Pilots.

- Foreign pilots must join GNZ as international temporary members or be a member of a GNZ affiliate Club before flying as PiC in Club gliders. See below.

2.3 Procedure for a foreign pilot wishing to fly a glider in New Zealand.



3. GENERAL FLYING RULES.

- a. All AGC flying operations shall be conducted in accordance with the Gliding New Zealand Manual of Approved Procedures (MOAP) and relevant CAA Rules.
- b. Every glider pilot flying at the AGC must be familiar with the MOAP and the Local Flying Rules before they are cleared for independent, local, or cross-country flying.

4. LOCAL FLYING RULES.

The following are general prerequisites for flying as PIC (Pilot in Command) at the Auckland Gliding Club:

4.1 General.

Only financial members of the Auckland Gliding Club, members of other GNZ affiliated clubs, ATC cadets affiliated to GNZ, or visiting foreign pilots authorized to fly in terms of the MOAP are permitted to fly as Pilot in Command (PIC) in AGC Club aircraft.

- a. The pilot must have the proper authority to fly as laid out in the MOAP and must be suitably qualified for the type of flight they are planning to undertake.
- b. The pilot must have a rating for the glider (logbook endorsed).
- c. No flying is permitted unless a B category or an approved for Field Ops C category instructor is on the field and in charge of flying operations. Only pilots cleared for Independent Operations (logbook endorsed) in terms of the MOAP may fly as PIC without the presence of an approved GNZ Instructor. (See "4.4 Independent Operations")
- d. All pilots are required to have their logbook, current medical certificate and BFR form available to show the Duty Instructor before being authorised or allowed to fly as PIC in Club or private gliders.
- e. For all flights in a Club glider, authority must be obtained from the Duty Instructor. Pilots must complete an entry in the "Flight Authorization and Intentions" booklet in the Caravan and have the entry signed by the Duty Instructor. Valid on the day of signing only.
- f. The pilot must ensure that "Flight Following" is observed. (See 7.8 Flight Following and Position Reporting).
- g. Any pilot operating under the Club's authority may have their flying privileges immediately withdrawn by the Duty Instructor of the day or by the CFI if they are deemed to have committed flying misdemeanours or have displayed inappropriate ground behaviour.

4.2 Ground Handling of Gliders.

- a. A glider must never be moved, or any surface of the glider pushed / pulled on without the proper training. Severe damage can be caused by lifting / pushing etc. in the wrong place on the glider.
- b. A minimum of 3 people is required to pack / unpack gliders from the hangar.
- c. The driver of a car or towing vehicle being driven for any reason on the Club property, particularly when towing a glider, must be suitably qualified or trained.
- d. "Wing-walkers" must be properly briefed before touching a glider or "walking" a glider wing.
- e. No attempt should be made to rig or de-rig any glider until a full crew is present and a competent person in charge.
- f. Gliders parked on the field must be securely picketed and the canopies closed and locked.
- g. Gliders must never be left unattended in a strong wind. Picketing is not always sufficient to hold the glider down.

4.3 Pilot Responsibilities.

Each pilot is responsible for the glider from the time they move it from the hangar or prepare to move it from the launch point picketing area until the responsibility is passed on to the next pilot, or until the glider is securely picketed or hangared. This includes full responsibility for safe operations of the glider

and the briefing and safety of passengers or student pilots.

4.4 Independent Operations and Flying on Non-Club days.

- a. Private owners may fly their gliders without the presence of an instructor provided that they have the proper authority to fly as laid out in the MOAP **and** they are signed off for independent operations (logbook endorsed).
- b. All Club pilots operating on non-Club days are required to advise the CFI via email of intentions to launch (with tracking) and brief intentions for any subsequent search area, e.g. Kaimais, West Coast, Coromandel.
- c. The glider pilot and tow-pilot / winch operator shall determine whether the airfield and weather conditions are safe to operate.
- d. The glider pilot shall advise the CFI by email of their intention to operate, together with a prescribed area of operations and their safe return when complete.
- e. The glider pilot and tow-pilot / winch operator shall mutually arrange a launch facility and ensure the return of such club equipment to its storage.
- f. The glider pilot shall complete a Flying Record and ensure its return to the Club Treasurer and CFI. See para 7.4.

4.5 Student Pilots.

- a. Solo student pilots must be in possession of a GNZ "Solo Pilot" certificate and have a current medical certificate and BFR in order to fly solo.
- b. They shall always fly under the direct supervision of an approved Instructor, and are not to fly solo without permission, which may involve a check flight.
- c. No student pilot may be sent solo unless they have achieved a minimum age of 16 years. (This may be modified in respect of any particular pilot. See MOAP.)

4.6 Medical Fitness.

The basic rule is, "If in doubt, don't fly!"



4.7 Pilot Glider Ratings.

Pilots must have a rating (logbook endorsed) for the type of glider that they intend to fly in.

4.8 Pilot Currency Requirements.

- a. Club Gliders: A pilot PIC XCP (QGP) and above who has not flown in the previous 90 days must have a check flight with the Duty Instructor before flying solo in Club gliders (or earlier if they consider they require a currency check).
- b. Private Gliders: A pilot who has not flown in the previous 90 days should have a check flight with the Duty Instructor before flying solo in a privately owned glider (or earlier if they consider they require a currency check).
- c. Student pilots (below XCP) must have a check flight if they have not flown in the previous 30 days (private and Club gliders).

4.9 Launching by Aero-Tow.

- a. The wing runner is in control of the launch and will make the necessary signals to the tow-pilot when the pilot is ready.
- b. The radio should not be used to initiate an aero-tow launch unless special arrangements have been made.
- c. The radio should be used to signal while on tow. Else standard signalling applies.
- d. The pilot must inform the tow-plane pilot of the required tow height by radio.

4.10 Launching by Winch.

- a. A full description of the Winch Launch at AGC is described in Section 14. Procedures at AGC may differ from other clubs.

- b. The glider radio must be used to initiate the launch.
- c. If communications cannot be established with the winch, the pilot must relay via the caravan or other. Launching without proper communications is prohibited.
- d. The pilot must use the radio for speed signals during the launch. The winch operator at AGC will not be expecting "glider" signals.

4.11 Flying near the field, circuits and joining.

- a. Circuits should be on the western side of the airfield, i.e. right hand for **18** and left hand for **36** unless it is unsafe to do so.
- b. Standard over-head joins are prohibited due to possible winch activity.
- c. Never cross the runway below 2000 ft when the winch is anywhere on the field, unless as part of a training exercise or conducting an arranged Competition Finish.
- d. Observe radio silence when a winch launch is in progress. Avoid chatter on the airfield frequency. Be considerate and use the "chat" frequency.
- e. When joining the circuit to land, the pilot should only call in the downwind leg unless circumstances or traffic determine otherwise.
- f. For Non-Standard Circuits, pilots must always announce their intentions on the radio.
- g. Never thermal in the downwind, and never fly in the wrong direction along the downwind leg below 2000 ft.
- h. Always follow the correct circuit circulation pattern around the airfield. All turns should be in the circuit direction.

4.12 Landing procedures.

- a. All gliders must vacate the airstrip as soon as possible after landing.
- b. XCP pilots may taxi their gliders clear of the runway, but under no circumstances are they to cross any part of the driveway with any part of the glider, wing or fuselage.
- c. Notwithstanding b. above, motor gliders may taxi to their hangers under power not using kinetic energy to cross the drive.

4.13 Position Reporting.

(See Flight Following and Position Reporting under Airfield Operations in para. 7.8)

Pilots must report their position hourly (whether flying locally or cross country), or be actively monitored by "Spot", "BTraced", WildTrack" or similar under arrangement with the Duty Pilot.

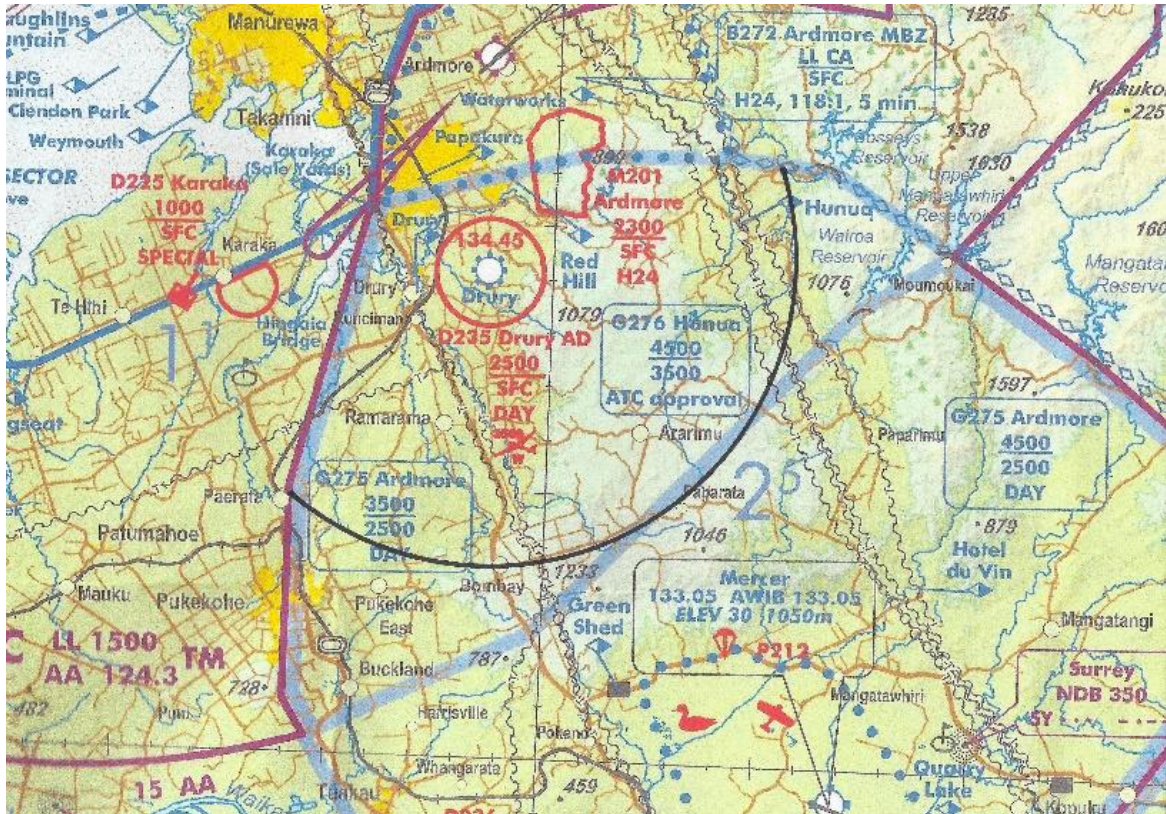
4.14 Passenger Flights.

- a. The PiC of a glider carrying passengers must hold an XCP certificate, have a current BFR and medical, and also have a type rating in the glider for the intended flight. Pilots with a Soaring Certificate may take passengers if they comply with section 6.1 Rating for the Carriage of Passengers.
- b. No PiC of a two-seater glider carrying a passenger shall occupy the rear seat position in the aircraft unless they are a qualified gliding instructor or have a logbook endorsement authorising the PiC to fly the particular aircraft type from the rear seat position.
- c. Passengers are to be briefed on the correct operation of the safety harness and the location of the canopy latch for exit in case of emergency. Where applicable, the correct use of the parachute must also be shown.
- d. When two pilots, neither of whom are instructors, are intending to fly together in a two-seater glider they must nominate one of them as PiC of the flight. Any disputes in this regard may be resolved by the Duty Instructor. The PiC must have an XCP Certificate.
- e. For the duration of any competition involving cross-country flying, the PiC shall only fly from the front seat position unless they are a cross-country rated instructor.
- f. Children must be large enough to fit without being able to slip out of the harness. Large cushions may move and obstruct the stick. Age 10 years is a good guide.

- g. Where cushions are required in the glider, only use the high-density cushions.
- h. Flight with more than one person occupying any seat position in a glider is prohibited. No children on laps.

4.15 Cross Country Flying.

Not to scale. The black arc defines the 10km limit to the south and east. Bombay crossroads is the south limit, keeping inside the Bombay hills and across to Hunua Township to the west.



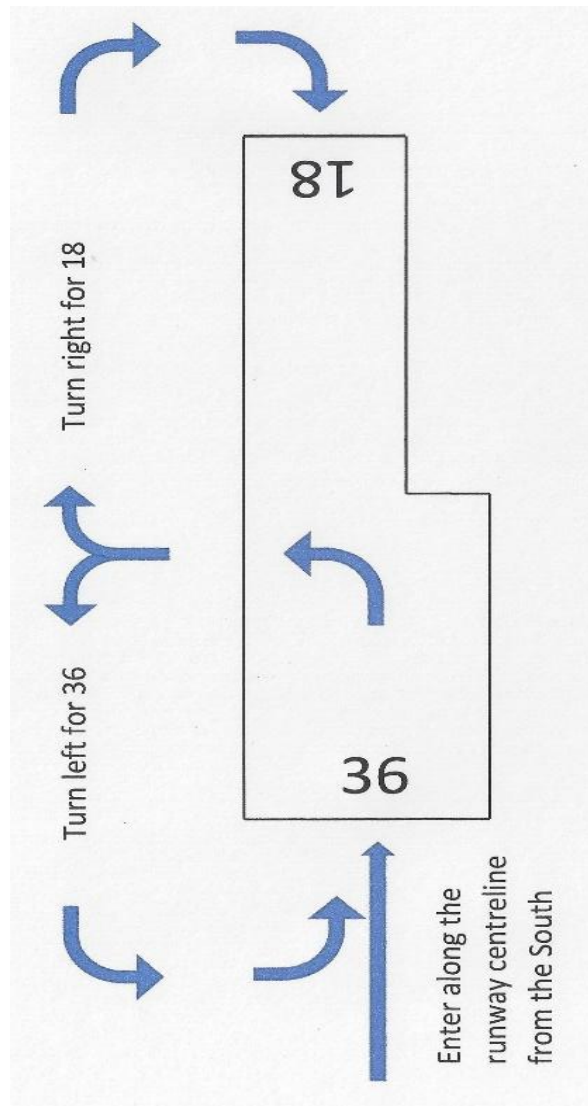
- a. At AGC, all glider operations beyond a 5 nm (10 km) radius of the airfield are classified as cross-country operations.
- b. Pilots must be in possession of an XCP certificate **or** be under the direct supervision of an instructor to undertake a cross country flight.

4.16 Final Glides and Competition Finishes.

The conduction of “Final glides” and “Competition Finishes” at Drury must comply with the requirements as laid down in the MOAP. This includes minimum height and clearances and the requirement to have a written logbook endorsement of approval by the CFI or approved instructor.

- i. In addition to the MAOP requirements, at AGC the flight path must be:
 - i. From the south and never over the eastern side neighbours or any club buildings.
 - ii. **Never lower than 100ft agl.**
 - iii. Along the centreline of the airfield until abreast the clubhouse.
 - iv. Completed by climbing and turning to the west to join the circuit downwind leg for 36 or 18.
- j. Notwithstanding the 2000ft field crossing rule, the manoeuvre may be performed with the winch on the field provided all other conditions are met.

- k. Airmanship is paramount and prior to commencing this manoeuvre the pilot must by radio:
 - i. Confirm there is no other traffic to conflict with, particularly launching or in the circuit.
 - ii. Announce their intentions.
- l. "Beat ups" and un-authorized competition finishes reflect poor airmanship and may result in withdrawal of flying privileges.



Never below 100ft.

4.17 Night Flying.

All flights shall be on the ground at least 30 minutes before evening civil twilight.

5. PRIORITY FLYING - GRIDDING AND GLIDER USE.

5.1 Gridding Priorities.

- a. The Duty Pilot is responsible for organising the launch point by prioritising the placement of gliders on the grid and pilots into Club gliders.
- b. With the exception of the Club two-seaters, all gliders will be gridded on a first come first served basis. On a busy day the Club two-seaters shall have priority and every second tow shall be available to them.
- c. Gliders towards the rear of the grid must move up the grid to the launch point as gliders ahead of them launch.

5.2 Club-Glider Priority Use.

- a. Flights booked on the website take priority.
- b. All other flights are organised on a first come first served basis on a flying list kept in the caravan.
- c. Pilots are responsible for adding their name to the daily flight list and informing the Duty Pilot of their flying and/or training intentions.

5.3 Priority use of Club Two-Seaters: K21 and PW6.

- a. Generally training flights are of half hour duration unless there is no time pressure on the gliders.
- b. Where a student is not yet rated to fly solo in a single seater, their flights in the two-seaters are regarded as having the same priority as training flights.
- c. Priority 1: Any one glider - Training flights, check flights, BFR's, solo flights where the pilot is not yet rated in a single seater.
- d. Priority 2: Other glider - Trial Flights at the appointed times and passenger flights. Passenger flights have an equal first come first served basis based on the flying list.
- e. Priority 3: Solo Flights – flying a two-seater solo is approved provided there is no demand for their use for training or passenger flights. See also “b” above.
- f. Priority 4: Trial Flights – No Booking: These have the lowest priority. Time limitations must be strictly adhered to. Ensure that the person waiting is aware of the time delay.
- g. Note 1 - Trial Flights: Where a person arrives for a Trial Flight without a booking, the Duty Pilot has the discretion to book them in that day in consultation with the Duty Instructor. These “walk-in” Trial Flights should be given low priority so as to not disadvantage Club members. They should be spread out through the day to avoid congesting the launch list and times of prime use by Club members. If a person is turned away it should be done politely, and they should be given a Club brochure with attention drawn to the on-line booking instructions.
- h. Note 2 – Passenger Flights: Passenger flights are limited to 60 minutes unless there is no demand for the return of the glider.
- i. Note 3 – Cross Country Flights: Only allowed as part of a training exercise, such as out-landing practice or during competitions, or as otherwise arranged.

5.4 Priority use of the Club Duo Discus.

- a. Priority 1: Booked cross country flights.
- b. Priority 2: Training flights for conversion onto type and advanced single seaters.
- c. Priority 3: Cross country flights arranged on the day.
- d. Priority 4: Local flights, including passenger flights and Trial Flights.

5.5 Priority use of Single-Seaters (excl. advanced single seaters).

- a. Priority 1: Reserved cross-country flights. Specific gliders may be booked through the website booking system for local or cross country or badge flights. If you intend to do a cross country or badge flight you must first phone the Duty Instructor and get their approval.
- b. Arranged cross country flights have no time limitation.
- c. One single seater must remain at the airfield for general use on any day.

- d. The time limit for general (un-reserved) flying is strictly 2 hours unless there is no demand for the glider. (On a busy day with a high demand for the gliders, it may be necessary to reduce the time limit to 1 hour.)
- e. No single seater may be called down when there is another serviceable single seater in the hangar or on the ground - unless the (waiting) pilot does not have a rating on the glider still on the ground.

5.6 Priority use of advanced single seaters.

- a. Priority 1: Reserved cross-country flights, reserved training flights (ratings).
- b. Priority 2: Cross country flights arranged on the day.
- c. Priority 3: General flying with a 2-hour time limitation as per other single seaters.

6. RATINGS & TYPE CONVERSIONS.

6.1 Rating for the Carriage of Passengers.

See MOAP 2.3 Para. 8 for the latest version – this may already be out of date.

“An XCP holder may act as pilot-in-command of a glider carrying a passenger, but not for remuneration or if the glider is being operated for hire or reward, provided the pilot is 16 years of age or over. Before this privilege may be exercised, the glider type, launch method and control seat position shall be specified and endorsed in the pilot’s logbook by a GNZ A or B Category gliding instructor.”

OR

“A Soaring Pilot achievement certificate holder may also act as pilot in command of a glider carrying a passenger under the same conditions as in paragraph 8.1 above providing that the pilot:

- Has a minimum of 25 hours solo flight time.
- Meets all of the requirements for the issue of an XCP Certificate except for the requirement for a 50 km solo flight.
- Is experienced and current in the glider type.
- Stays within comfortable gliding range of the airfield (typically 5 NM).
- Has obtained approval on the day from the Duty Instructor for each flight.
- Within the past 12 months has demonstrated to a GNZ Category A or Category B gliding instructor their ability to handle the glider responsibly and proficiently.
- Has completed a fit & proper person declaration on form OPS 17 and has received confirmation that this has been accepted by the Director’s delegate.
- (On logbook endorsement for a Passenger Rating, the Soaring Pilot achievement certificate is deemed to be an Aviation Document under Section 2 of the Civil Aviation Act.)”

6.2 Type Conversion and Rating – Club twin Seaters – excl. Duo Discus.

Subject to all other general pre-requisites for solo flight, the carriage of passengers, or the instructing of students, the following are general prerequisites for a type rating on to any Club two-seater glider—

- a. For solo flight, (at least) a GNZ Solo Pilot Certificate, a satisfactory check flight to solo standard on type and a briefing on the special characteristics of the type.
- b. For the carriage of passengers or students by a pilot who is not a B category or higher Instructor, as in “a” above, a Passenger Rating (as in previous paragraph) and minimum of 10 landings on type.
- c. For the carriage of passengers or students by a pilot who is a B category or higher Instructor, a minimum of 5 landings on type.
- d. The requirements of the above may be modified in respect of any particular pilot by the CFI if satisfied that the pilot is competent.

- e. Notwithstanding, even if all the requirements are met, the CFI or the Instructor Panel may decline the issue of any rating.

6.3 Type Conversion and Rating - PW-5 and other standard performance single seater.

The following are general prerequisites for conversion to the above:

- a. (At least) a GNZ Solo Pilot Certificate and a satisfactory check flight on the same day as the conversion.
- b. Comprehensive briefing on the flying characteristics of the glider and what to expect.
- c. The satisfactory completion of an “open book” type rating exam.
- d. **Note:** The supervising Instructor must observe the whole flight.

6.4 Type Conversion and Local Rating - High Performance Single Seater – Discus or similar.

A Local Rating allows a pilot to operate within 5nm of the launch airfield and within gliding range that allows a normal circuit to be flown.

The following are general prerequisites:

- a. A GNZ Soaring Pilot Certificate.
- b. A minimum of 20 hours PiC.
- c. A minimum of 10 hours on single seaters with “standard” performance.
- d. The conversion authorised by the CFI or DCFI.
- e. A satisfactory check flight in the Duo Discus on the same day as the conversion.
- f. The requirements of the above may be modified in respect of any particular pilot by the CFI if satisfied that the pilot is competent.
- g. Notwithstanding, even if all of the requirements are met, the CFI or the Instructor Panel may decline the issue of any rating.

6.5 Type Conversion and Cross-Country Rating - High Performance Single Seater – Discus or similar.

- a. All of the requirements for a Local Rating as above.
- b. A GNZ Cross Country Pilot Certificate.
- c. A minimum of three successful land-outs on fields or airstrips that are not recognised airfields. These land-outs must be backed up with a GPS recording rated as satisfactory by a B category instructor familiar with reading these traces who will then make their recommendation to the CFI.
- d. A minimum of five flights on type.
- e. Instructor observed precision landings.
- f. A cross-country endorsement by the CFI or DCFI entered in the pilot's logbook.
- g. The requirements of the above may be modified in respect of any particular pilot by the CFI if satisfied that the pilot is competent.
- h. Notwithstanding, even if all the requirements are met, the CFI or the Instructor Panel may decline the issue of any rating.

6.6 Type Conversion and Local Rating - Duo Discus.

At time of publication, there is a minimum requirement of 300 hours as Pilot in Command. This minimum is set by the insurer and varies from year to year.

A Local Rating allows a pilot to operate within 5nm of the launch airfield and within gliding range that allows a normal circuit to be flown.

The following are general prerequisites:

- a. A GNZ Soaring Pilot Certificate.
- b. Minimum 300 hours PiC in gliders.
- c. A satisfactory check flight on type and a briefing on the special characteristics of the type.
- d. For a pilot who is not a B category or higher Instructor, a minimum of 10 landings on type.
- e. For a pilot who is a B category or higher Instructor, a minimum of 5 landings on type.
- f. Where the pilot has a minimum of 10 hours on high performance single seat gliders, a minimum of 5 landings on type.
- g. A "local flying only" endorsement by the CFI or DCFI entered in the pilot's logbook.
- h. Where the pilot has no experience on type, all flights in Duo Discus to attain minima must be under dual instruction.
- i. The requirements of the above may be modified in respect of any particular pilot by the CFI if satisfied that the pilot is competent, *provided that insurer minimum requirements are maintained*.
- j. Notwithstanding, even if all of the requirements are met, the CFI or the Instructor Panel may decline the issue of any rating.

6.7 Type Conversion and Cross-Country Rating - Duo Discus.

- a. All of the requirements for a Local Rating as above.
- b. A GNZ Cross Country Pilot Certificate.
- c. A minimum of 10 hours on type as PiC.
- d. 5 precision landings, all to the satisfaction of a supervising Instructor.
- e. A rating in the Club high performance glider (Discus or similar).
- f. A minimum of three successful land-outs as PiC in other gliders on fields or airstrips that are not recognised airfields. These land-outs must be backed up with GPS recording rated as satisfactory by a B-cat Instructor familiar with reading these traces who will then make their recommendation to the CFI.
- g. A cross-country endorsement by the CFI or DCFI entered in the pilot's logbook.
- h. The requirements of the above may be modified in respect of any particular pilot by the CFI if satisfied that the pilot is competent, *provided that insurer minimum requirements are maintained*.
- i. Notwithstanding, even if all of the requirements are met, the CFI or the Instructor Panel may decline the issue of any rating.

7. AIRFIELD OPERATIONS.

7.1 Instructors and Instructing.

Only GNZ Instructors qualified to instruct in accordance with the MOAP may give flight instruction in Club gliders.

7.2 Duty Instructors.

- a. Instructors are generally rostered for flight training of members each flying day. Instruction after this time or on other days is available by arrangement with an Instructor.
- b. The Duty Instructors are in charge of all glider flying operations on the day and are responsible for the safety and efficiency of the launches.
- c. The Duty Instructor must be at least B category or C category that has been approved for Field Operations (logbook endorsed).
- d. The Duty Instructor must be present before flying commences and must remain at the airfield until all aircraft and pilots are accounted for at the end of the day's flying.
- e. The Duty Instructor may hand over responsibilities to another Instructor if required.
- f. The Duty Instructors are responsible for deciding which runway vector to use and to change runway if there is a change in wind direction.
- g. In the event of the rostered Instructors not arriving, a Duty Instructor must be nominated before any flying commences.

7.3 The Duty Pilot.

- a. The role of the Duty Pilot is to organise ground operations and ensure the time sheets are accurately maintained.
- b. The responsibilities of the Duty Pilot are set out in a separate document, "HWDT things – The Duty Pilot" available on the Club website. Printed copies can be found in the caravan.

7.4 Recording and Paying for Flights

- a. Auckland Gliding Club operates a "live" Time Sheet system using the "Gliding Ops" on-line software.
- b. The Club operates an account system for all flying. An invoice will be sent to the pilot via e-mail within a few days of their flight, which must be paid within 7 days.
- c. The Club will not accept payment on the day of the flight via eftpos or cash, except from visiting pilots who do not have an account with the Club, or for Trial Flights.
- d. Before launching, all pilots must go to the Duty Pilot in the Caravan and have their proposed flight details entered into the 'System' (Gliding Ops).
- e. In the event that the 'System' is off-line, the Duty Pilot will use paper Time Sheets, and the data will be transferred to Gliding Ops later.
- f. If the Duty Pilot fails to arrive for the day, then one must be appointed to do the task of accurate timekeeping.
- g. No flying may commence unless either the 'System' is on-line with an operator, or someone is recording flying activity on the Time Sheets.
- h. Details of how to enter the data is available in a separate publication, "HWDT – The Duty Pilot", a copy of which is available in the Caravan.
- i. In the event that Time Sheets have been used, a clear photograph of each sheet must be sent to the treasurer of the Club, treasurer@glidingauckland.com.
- j. Where there is no formal Duty Pilot on duty, unrecorded flights will incur an administration fee which will be included in the flying invoice.

7.5 Launch Costs and Glider Hire Rates.

- a. The current charges are published on the Club website and are displayed in the caravan.
- b. Friends and family of Club members are eligible for passenger flights at Club member launch and glider hire rates.
- c. Flying members of a GNZ affiliated Club, ATC cadets and overseas flying members of their own Country's gliding body are eligible to fly Club gliders, either dual or if authorised as PIC. Charges are as per Club member launch and glider hire rates.

7.6 Reserving Gliders and Instructors.

- a. Bookings for gliders and Instructors are done via the club website.
- a. Instructors may be reserved in advance for flights (such as cross country, badge flights, or record attempts) by arrangement with that Instructor. A glider should also be reserved for the task.
- b. Pilots seeking to reserve an instructor for a specific purpose should preferably choose an instructor from the list rostered for that day but may book any other instructor available for the task if they wish.
- c. An instructor reserved under these conditions must notify the duty Instructors on the day of the details of the reservation.

7.7 Airworthiness, Daily Inspection and Defects.

- a. No glider may be flown unless a Daily Inspection (DI) has been carried out and the glider DI book signed by a person qualified to do so.
- b. The **release mechanisms** on both the tow-plane and glider must be tested prior to the first flight of each day.
- c. While the Maintenance Officer is responsible for checking that equipment is maintained in a safe condition, all pilots are responsible for bringing to the attention of the Maintenance Officer or the Duty Instructor of the day any concerns or damaged equipment.
- d. Although a glider has been the subject of a DI for a particular day, it is recommended that prior to flight all pilots conduct their own inspection of the glider to include documentation, rigging, operation of the flying controls, the appropriate release hook, canopy, safety harness and the general condition of the airframe including skin and control surfaces. Remember ABCDE!
- e. All pilots must report any defects, discovered during the DI or during a flight, to the Duty Instructor before the glider is flown again. All defects must be recorded with an entry in the appropriate section of the DI book. The Duty Instructor and Maintenance Officer must be advised so that it can be repaired as soon as possible.
- f. If a glider has been rigged (totally or partially) since the last DI, the rigging must be inspected and signed off not only by the pilot doing the inspection, but also by another qualified person as a duplicate check of the correct rigging procedure.
- g. All heavy landings must be reported to the Duty Instructor and recorded in the DI book. The pilot and Duty Instructor should inspect the glider following a heavy landing and if there is any doubt about damage then the glider must not be flown until checked by the Maintenance Officer.
- h. All "wheels-up" landings must be treated as an incident. The aircraft may not be flown again until it has been inspected. The details must be written up in the DI book and reported as above. An OPS-10 report must be filed.

7.8 Flight Following and Position Reporting.

- a. Glider pilots must report their position hourly (whether flying locally or cross country) or be actively monitored by "Spot", "BTraced", "ADSB", or similar.
- a. Pilots who are still flying, who have been unable to communicate with Drury Base directly, or by relay, who are not being monitored by arrangement on "Spot" or similar, must:
 - i. Relay a message via another airfield such as Matamata, or,
 - ii. Make cell-phone contact with Drury Base, or,
 - iii. Return to Drury Base forthwith, or,
 - iv. Fly to an area where communications can be made.

- b. Pilots who have not made contact after 2 hours may be faced with SAR charges for a rescue attempt.
- c. Pilots who have landed away from the field or who have survived an accident, must make every attempt to make contact. See “9.2 Overdue glider - Action to be taken by the PiC.”
- d. The Duty Pilot must ensure that all flights are accounted for by attempting to contact gliders that have been airborne for more than 1 hour and have not made contact. If a glider cannot be contacted, attempts should be made by relaying through airborne gliders or the tow-plane. If necessary, phone Matamata and ask them to try and contact the pilot.
- e. Refer to the **EMERGENCY PLAN** should contact not be made within 2 hours of launch.
- f. At the end of the day’s flying activities, the Duty Instructors and / or Duty Pilot may not depart until all flights are accounted for.
- g. This responsibility may be handed over to a responsible Club member.

7.9 General Launch Procedures.

- a. All pilots must report to the Duty Pilot before their flight to have their proposed flight details recorded. See para. 7.4.
- b. If a two-seater glider is to be flown solo, the pilot must ensure that the safety harness for the unoccupied seat and any other loose articles are safely secured.
- c. The launching cable or towrope must not be attached to a glider until the PiC has completed the pre-take-off checks and has given an order to the ground crew to attach the cable or rope. The PiC must specify which hook is to be used (e.g. “nose-hook” or “belly-hook”) to avoid inadvertently hooking on to the wrong hook for the type of launch intended.
- d. On the first flight of the day for each glider, the appropriate attachment hook release mechanism (including the back-release mechanism for belly hooks) must be checked before final attachment of the rope or cable.
- e. When hooking up for aerotow, radio the tow-pilot and advise your release height.

7.10 Aero-Tow Retrieves.

- a. Any off-field aero-tow retrieves must be directed and approved by the Duty Instructor in consultation with the tow-pilot. Aero-tow retrieves will only be approved from designated airfields (such as Thames, Mercer, etc.) provided that it is operationally suitable at the time. Aero-tow retrieves will generally not be approved from farm airstrips or paddocks unless the Duty Instructor and tow-pilot agree that the aero-tow retrieve can be safely carried out and exceptional circumstances make a road retrieve impractical.
- b. Aero-tow retrieves are charged per minute of the tow-plane’s hourly rate. The current hourly rate is shown on the website and is displayed in the caravan.

7.11 General Safety on the field.

- a. Only cross the field at the north or south fences and keep a good lookout for approaching aircraft. Remember that an approaching glider cannot be heard.
- b. When moving around the airfield on the ground, keep an eye out for any potential danger. Don’t assume the other person / pilot has seen you.
- c. Don’t get in the way of other aircraft landing, taking off or taxiing.

7.12 Role of the Wing Runner (Launch Controller).

The wing runner must be a properly trained Club member, affiliate club member or a properly trained volunteer-member. Other “friends and helpers” are not permitted to help with the launch as they may miss vital safety issues.

7.13 Use of Club Parachutes.

The Club parachutes are reserved for the Club Duo Discus and other Club gliders flying cross-country.

7.14 Operations at Other Airfields.

- a. The Club arranges away “Camps” at Matamata Airfield or other airfields occasionally. The Club also operates from the Douglas Road Airstrip on the West Coast during moderate westerly winds.

Operations from these airfields shall be carried out in accordance with this Manual with appropriate changes to suit local conditions and local aviation rules.

- b. A Duty Instructor of at least B category rating shall be nominated to be responsible for operations on each day and his/her authority shall be the same as if the operations were at home.
- c. All operations at other airfields require a daily briefing by the Duty Instructor. This shall include a weather briefing or weather station report and shall include all Club pilots involved.
- d. Operating from the Douglas Road strip requires a special rating endorsed in the pilot's logbook. There is a separate document "HWDT Douglas Road" applicable to flights from this site.
- e. The CFI and Club Committee shall approve all such away operations and the CFI shall be responsible for publishing specific operational advice to apply at the site.
- f. If you fly at other sites, make sure you have been fully briefed on circuit procedures and surrounding area soaring conditions and out landing options.

7.15 Flying Mid-week.

- a. There is flying on most Wednesdays, particularly during summer. Although winch drivers and instructors are usually rostered, this is not always the case. If instruction is required, it is most advisable to make arrangements.
- b. Aero-tow launching is by arrangement with the CTP.
- c. There is to be no flying without the presence of a B category on the field, or a C category approved for supervising Field Operations (logbook endorsed). See "4.4 Independent Operations" for flying without an instructor present on the field.
- d. "Gliding Ops" must be opened to record the day's activity, or time sheets must be kept if off-line. All cross-country flight intentions are to be noted on the "Intentions" booklet by each pilot before they take-off.
- e. As there is no rostered Duty Pilot, it is important that a nominated person is responsible for keeping times and keeping track of pilots flying cross-country. See para. 7.4.
- f. Observe "Flight Following" rules. See 7.8 "Flight Following and Position Reporting".
- g. Flying on mid-week days that are not regular scheduled flying days is permitted provided Local Flying Rule 4.4 (independent Operations) is observed:
 - i. The day be planned with prior approval from the CFI or appointed deputy.
 - ii. Every pilot engaging in flying operations shall be responsible to advise the CFI or appointed deputy of their intentions and must have a logbook endorsed "independent Operations" rating (see 4.4 Independent Operations).
 - iii. A group of pilots may nominate a Coordinator to collectively advise the CFI of everyone's intentions and return of all gliders at the end of the day.

8. SETTING UP AND PACKING DOWN.

See Section 16 FIELD LAYOUT.



8.1 Setting up the Field for the day.

- a. The Duty Pilot should position, park and set up the caravan, start a flying list, open air-space etc. as per separate document *"How we do things – The Duty Pilot"*.
- b. Once a responsible Club member and enough helpers have arrived, the hangar can be opened, the gliders removed, batteries put in, gliders cleaned, DI's done, and gliders moved to the launch point.
- c. Any gliders not moved to the launch point must be put back in the hangar or securely picketed with the canopies locked.

8.2 Parking – (Runway 36).

- a. Gliders and the tow-plane must be parked on the down-wind side of the caravan close to the road.
- a. Cars can park on the access road or at the clubhouse. No parking on the field except for disabled pilots or disabled visitors. In this case park on the upwind side of the caravan out of the way.

8.3 Parking – (Runway 18).

- a. Park all gliders and the tow-plane on the down-wind side of the caravan close to the eastern boundary.
- b. Cars can park at the clubhouse or in the designated parking space on the western side of the runway between the club-house and runway 18 threshold. No parking on the field except for disabled persons, the Duty Pilot and the Duty Instructors. Park in the NE corner of the field, well out of the way.
- c. One car may be kept near the caravan for the purposes of ferrying people to and from the clubhouse.

8.4 Dogs on the field.

Dogs must be kept on leashes at all times. A runaway dog can cause a serious accident on the field. Stray dogs should be reported to the SPCA.

8.5 Packing Up After Flying.

- a. It is the responsibility of the Duty Pilot and Instructors to ensure that there are sufficient people left at the end of flying to pack away properly, and to supervise the proper packing away.
- b. The gliders must be returned to the hangar, cleaned, batteries put on charge, and the hangar locked. Put away the tow-plane last.
- c. Put away the caravan and tow vehicles.
- d. Take the timesheets etc. to the clubhouse.
- e. Make sure **all flights have been accounted for.**
- f. Arrange retrieves where necessary.
- g. Close any airspace that has been opened.

8.6 Overdue flights.

See - "7.8 Flight Following and Position Reporting".

REFER TO EMERGENCY PLAN.

9. EMERGENCIES.

In case of an EMERGENCY, refer to the “**EMERGENCY PLAN.**”

The “**Emergency Plan**” is not published in this document. It is a separate document available on the Club website. Copies are attached to the club-house noticeboard, and inside the caravan.

The **Emergency Plan** should be activated in the event of an accident-causing injury or death, overdue glider, or a reported accident away from site.

9.1 Overdue Glider.

Follow procedures as laid down in the **EMERGENCY PLAN.**

9.2 Overdue glider - Action to be taken by the PiC.

- a. Pilots still flying who have not made contact for more than 2 hours may instigate a full SAR operation and may be liable for all costs. See “7.8 Flight Following and Position Reporting”
- b. Pilots who have landed out in a remote area or who have survived an accident should try to contact the Club by telephone and other gliders on the chat frequency 133.55 MHz or the CFZ frequency, to advise of their situation and location.
- c. If a pilot needs assistance or rescue, make a distress call on the last ATC frequency used – in the Auckland/Waikato/King Country use 119.50 MHz (high flying aircraft can receive calls from the ground over a large area). Stay with the glider and activate the PLB. Use any other means to aid your location. Also try the emergency channel, 121.5 Mhz. Airliners keep a listening watch on this channel.
- d. It is much easier to find a downed glider than a pilot who has headed away from the glider. If a pilot must leave the glider, they should take the PLB with and leave a written note in the glider advising their intentions.
- e. Remember that if a pilot does not return to AGC within a reasonable time, SAR will be initiated. It is the pilot’s responsibility to make the rescuers’ job as easy as possible. Pilots must know how to activate the PLB in the glider they are flying.

9.3 Inadvertent PLB Activation.

- a. Inadvertent activation of PLB’s has occurred on numerous occasions in New Zealand. The handheld PLBs in AGC gliders can only be activated by a user.
- b. If someone has inadvertently activated a PLB, they must notify the nearest ATC Unit (Christchurch ATC - 0800 626 756) immediately in order that any SAR actions commenced as a result of the transmission may be terminated.

9.4 First Aid Kits.

First aid kits are located in the Caravan, in each of the Club gliders, and one is in the Club House behind the bar.

9.5 Fire Extinguishers.

Fire extinguishers are located in the Retrieve Vehicle, the Tow-plane, the Caravan and inside the club-house – (by the bar area as well as beside the entrance door).

9.6 Insurance.

Be aware of current Club policies and insurance excess payable.

10. OCCURRENCE REPORTING.

10.1 Reporting Occurrences.

If an occurrence results in any damage requiring repair, or if any injury occurs, report as an accident.

- a. Search on the web for “CAA How to report occurrences”. This booklet contains all of the information on accidents and how to report.
- b. Complete the form CA005 available on the CAA website.
- c. The form explains how and where to submit. Also send a copy of the form to the AGC CFI and the nearest GNZ Regional Operations Officer within 14 days of the occurrence.



10.2 Reporting Incidents.

The purpose of incident reporting is not to point fingers or apportion blame. Rather, it is to supply information that will be helpful in reducing the accident rate and increase safety.

- a. It is essential that an OPS-10 form is completed and handed to the CFI within 14 days of an incident.
- b. All incident reports are treated as confidential.
- c. Note that if any damage requires repair, or if any injury occurs, report as an accident.
- d. The OPS-10 form can be found on the GNZ Website. Printed copies are in the filing cabinet in the caravan.
- e. If a person is unsure of how to proceed, they should ask an instructor for help.
- f. Failure to report an occurrence may result in flying privileges being suspended.

11. HEALTH AND SAFETY ISSUES.

11.1 Obstacles/Hazards.

Brief all gliding visitors to the airfield on hazards/ safety issues.
What's obvious to us may not be obvious to visitors.

While it may seem like stating the obvious, good airmanship is about being aware of such things as:

- a. Situational awareness.
- b. Other pilots.
- c. Other aircraft.
- d. Winch cables.
- e. Wind directions and speed.
- f. Other ground activities.
- g. Other flying activities.
- h. Ground obstacles - stationary as well as unexpected.
- i. Rabbit holes and ground indentations.
- j. Fuel pump when in use.
- k. Culture of talking – speaking out on any matter that needs addressing.
- l. a cool head and never losing one's temper over an incident.
- m. Pointing out potential hazards to others.
- n. Reporting potential hazards to the Duty Instructor or committee.

11.2 Decision-making, Attitude and Risk.

- a. Aviation accident reports often refer to the pilot making the wrong decisions or flying when their attitude was not conducive to safe flying. They may not have been concentrating on their flying or the weather conditions or taking sufficient precautionary actions to ensure safety.
- b. This doesn't apply only to you. You need to watch out for your fellow "flyer" and make sure they don't embark on a flight if there are doubts about their health or attitude.
- c. If things start going wrong in the flight – **think – act – check!**
- d. **Think** about the problem – try not to panic or make a rash decision. (What were you taught about this situation?).
- e. **Act** – take the safest course of action rather than wait for the inevitable.
- f. **Check** – see what effect your action has made.

11.3 Key Health Messages.

Follow the IMSAFE checklist.

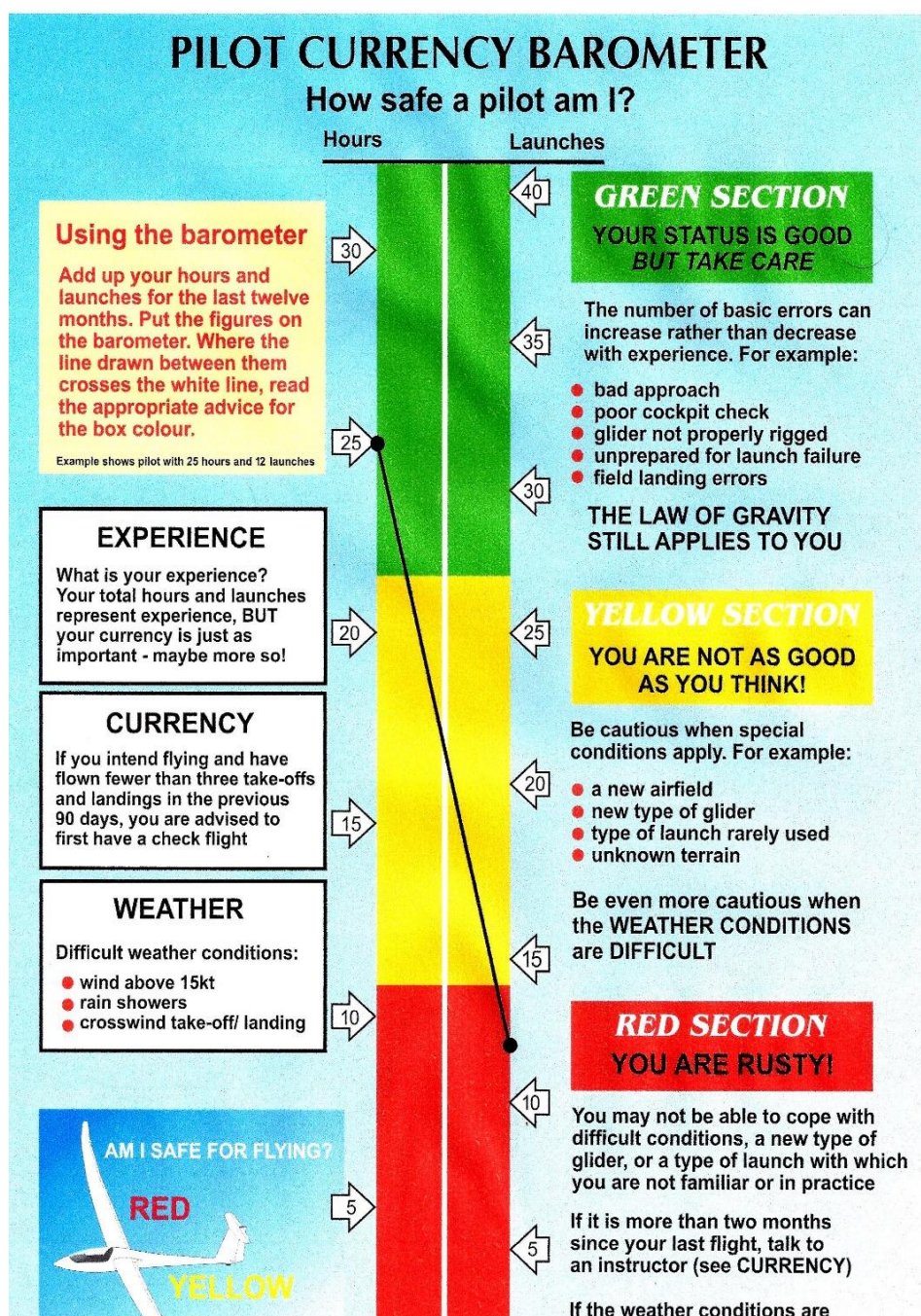
Don't fly if you are tired or not able to fully concentrate on your flying.

11.4 Other Considerations.

Things to watch out for include:

- a. **Back strain** - make sure you lift gliders carefully, get help.
- b. **Ears** - watch out for colds and blocked sinuses etc. This can be extremely painful and dangerous if you are subjected to pressure differences involved when flying.
- c. **Sunburn** – apply a good sun-block. Wear a hat and a good pair of UV blocking sunglasses.

- d. **Dehydration** – This can seriously affect your ability to make any decisions. Be aware that the effects of dehydration can appear rapidly. They can result in headaches, affected vision, inability to concentrate and general irritability. If you are thirsty – you are already dehydrated. Take plenty of water and hydration fluids on all flights. Avoid caffeine drinks before and during flights.
- e. **Fatigue** - watch out for fatigue. This can result from factors such as too little sleep, accumulated stresses, or too much alcohol the night before (alcohol disrupts normal sleep). Judgment and decision-making can become seriously impaired.
- f. **Acute stress** - don't fly if you are under major stress, are angry, distressed or otherwise upset. Again, judgement can be seriously affected.
- g. **Oxygen deprivation** - make sure you have been well instructed and are competent with use of oxygen equipment before attempting a height gain requiring oxygen. Be aware of hypoxia symptoms. Remember that oxygen combined with any grease (such as sun-block) can result in spontaneous combustion of the cream and cause severe burns.



- h. **Drugs / Medication**- don't fly if you are taking any drugs or medication (unless cleared by your Doctor to do so). Avoid over-the-counter drugs as well - including some herbal ones. In spite of what the chemist may say, they may affect you by making you drowsy, shaky, nervy etc. Avoid long acting or slow-release preparations which may accumulate in the body. Nasal sprays are OK for congestion / sinus problems. The strongest pain killer you should use is Paracetamol. Refer to the GNZ anti-doping policy for information on all drugs and particularly if you are competing in any GNZ competition.
- i. **Alcohol** - affects judgment and sleeping patterns and can contribute to dehydration the following day. Do not fly under the influence of alcohol.
- j. **SMOKING IS NOT PERMITTED** in aircraft, near stored fuel or within 30 meters of any re-fuelling operations. Make the airfield a smoke-free area.

12. COMMUNICATIONS.

All emergency phone numbers are on the **EMERGENCY PLAN**.

12.1 Phone Numbers.

EMERGENCY SERVICES	111
Clubhouse Phone	09 294 8881
National Briefing Office	0800 626 756
SAR Ops	04 577 8030

12.2 Contact Details.

CFI & Deputy	cfi@glidingauckland.co.nz
Committee	committee@glidingauckland.co.nz
Club secretary	secretary@glidingauckland.co.nz

12.3 Websites.

AGC	www.glidingauckland.co.nz
GNZ	www.gliding.co.nz
CAA	www.aviation.govt.nz
Gliding.net	www.gliding.net.nz

12.4 Local Radio frequencies.

At the date of publishing, these frequencies are correct. This list is provided as a quick reference and is not a complete list of available channels. Refer to the current VNC and relevant sections of the AIP Vol. 4.

FREQUENCIES	MHz
Ardmore AWIB	121.00
Ardmore Unicom	118.10
Auckland Control	124.30
Blacksands CFZ	123.75
Centennial Park traffic	134.45
Christchurch Control – (east)	119.50
Christchurch Control – (west)	125.30
Christchurch Information - (east)	125.50
Christchurch Information - (west)	118.50
Drury base and traffic	134.45
Emergency Channel	121.50
Glider Chat	133.55
Harbour CFZ	123.65
Matamata base and traffic	122.25
Mercer traffic	119.20
Morrinsville CFZ	123.25
Peninsula CFZ	124.50
Rotorua Tower	121.20
Taupo traffic	118.40
EMERGENCY SQUAWK	7700
NO RADIO SQUAWK	7600

13. ADMINISTRATION.

13.1 Registration with GNZ.

- a. When joining the Club, new members are registered with GNZ by the Club Membership Secretary.
- b. New members will be emailed by GNZ with their GNZ number and login details for the <https://gliding.net.nz> website.
- c. Long standing members will already be registered with GNZ.
- d. If you do not have login details, then please go to the gliding.net website and register or reset your password.
- e. There is a great deal of gliding information available on the gliding.net website. Including pilot details, records and achievements.

13.2 Club Records

- a. The Club Treasurer maintains pilot details on Xero Accounting for billing and other information.
- b. The CFI maintains electronic Pilot Files for each flying member containing:
 - Pilot contact details.
 - Copy of latest BFR.
 - Copy of latest medical declaration.
 - Copy of relevant training records.
 - Copy of GNZ Gliding Certificates attained.
 - Copy of ratings and achievements.
- c. Pilots must supply the Club with copies of BFR's, Medical certificates, Progress certificates, etc by email as .pdf files, or by post to the Club CFI or Secretary.

13.3 Change of address or other details.

- a. The pilot must inform the Club secretary by e-mail or in writing of a change of contact details. This is imperative to keep the pilot in the loop at all times.
- b. The pilot must also update their own change of details on the gliding.net website. This is not done by the Club.

14. SPECIAL WINCHING PROCEDURES AT AGC.



14.1 General

This is not a manual on how to launch by winch. The following focusses on the procedures required for safe winch launch operations at AGC and may differ slightly from how it is done at other gliding clubs.

14.2 Safety:

- a. There must be radio communications between the launch point and the winch. The use of the glider radio, Caravan radio, or a base-station radio is acceptable.
- b. **Treat all cables as “live wires”** (in case the wrong wire is pulled in or both at once).
- c. There should be no aircraft or vehicles on the winch side of the airfield in front of the glider to be launched.
- d. The only person who should be in front of the glider is the person attaching the cable to the glider. **All other people must stand away from and behind the glider to be launched.**
- e. The pilot should release at any time should they doubt the safety of the launch.
- f. In crosswinds, in the case of a cable break, the parachute assembly may drift right off the runway over neighbouring property. Keep a close look-out for where it lands so that it may be safely retrieved.

14.3 Weak Links.

- a. Winch cable weak links are Tost metal linkages with different colours indicating different breaking strains.
- b. Make sure that the correct weak link is fitted for the glider being launched. Weak links are kept in a box in the caravan. The gliders all have a colour code next to the winch hook to indicate the correct weak link to be used.
- c. If launching a glider which is not listed, check with the Glider Flight Manual for the correct weak link to use.

14.4 Radio.

- a. At AGC all communication and signalling to the winch is done over the radio by the pilot flying the glider. The launch may be relayed via the Caravan radio or a base-station radio.
- b. All calls between the winch and the launch point must be on frequency 134.45 MHz.
- c. The Winch driver and the glider PiC must maintain a listening watch on 134.45 MHz and a visual scan for all other traffic joining or taxiing.

14.5 Ground Winch Procedures.

- a. During a launch, the spare cable must not be touched until the launch has been completed.
- b. No person may act as a wing runner for winch launches unless they have been properly trained and have demonstrated their competence under supervision.
- c. The wing runner must make a final check that the weak link being used is correct for the glider being launched.
- d. After completing the pre-take-off checks, the PiC will command the wing runner to hook on the cable by calling out "belly hook open".
- e. If unsure of which cable is to be used, the PIC should ask the winch. Usually the down-wind cable is used first.
- f. Only hook up when:
 - i. The field in front of the glider is clear, and no other aircraft is about to take off.
 - ii. There is no aircraft about to land.
- g. Make sure to attach the cable to the **belly-hook**.
- h. If it is the first flight of the day – check the 2 release positions – i.e. that the cable releases with forward tension and automatically with backwards tension.
- i. When fully ready to launch the PiC should announce (e.g.) "Winch, Alpha Kilo, standby to launch".
- j. After picking up and holding the wings level, the wing runner must check that all is clear above and behind and call out to the PIC "all clear above and behind".
- k. If for any reason it becomes unsafe to continue, the PiC must release immediately. (e.g. if a bystander strays in front of the wing).
- l. The PIC will initiate the launch by announcing (e.g.) "Winch, Alpha Kilo, clubhouse cable, take-up-slack".
- m. (The wing runner should swing his arm from left to right repeatedly so that others may note that a winch launch is in progress.)
- n. The winch will acknowledge (e.g.) "Taking up slack for Alpha Kilo, clubhouse cable".
- o. (The wing runner should be checking behind for traffic, and if in any doubt shout "stop-----stop-----stop" at which point the PiC must release the cable immediately.)
- p. The winch driver will take up the slack in the cable. As soon as the cable is "tight" the PIC must announce (e.g.) "Winch – Alpha Kilo - all-out".
- q. In case of any danger during the launch, the PIC must release immediately by pulling twice on the release and announce "stop-----stop-----stop."
- r. At the top of the launch, the winch driver may announce "nose down". Gently ease back pressure on the stick and lower the nose. Pull the release twice.
- s. In case the radio call is not heard, the top of launch is also identified by gradual or sudden reduction in power from the winch. In strong winds this may not be felt, so if in doubt, release.
- t. On confirmation of a cable break from the launch point, the winch driver traces the break from the winch end.
- u. Keep the winch driver informed - let him know if there are no more winches or there are going to be delays.

14.6 Signals.

- a. **Launch initiation:** “**Take-up-slack**” to initiate the launch procedure, followed by “**all-out**” when the rope is tight.
- b. **Emergency:** The pilot should call “**stop**” and release the rope.
- c. **If Too Slow:** If it is safe to continue the launch, lower the nose and call “**too slow**” followed by the airspeed, (e.g.) “too-slow, five-zero”. If it is not safe to continue, lower the nose and release.
- d. **If Too Fast:** The pilot should call “**too fast**” followed by the airspeed, (e.g.) “too- fast, six-five”. If it is not safe to continue, release.
- e. **In a cross-wind:** The winch driver may call “**Track Clubhouse**” or “**Track Ridge**” if the glider is veering left or right of track. Turn left or right as indicated so as to keep the parachute above the field when you release.
- f. **At top of launch:** The winch-driver may announce “**nose down**”.

14.7 Winch Driver Rating.

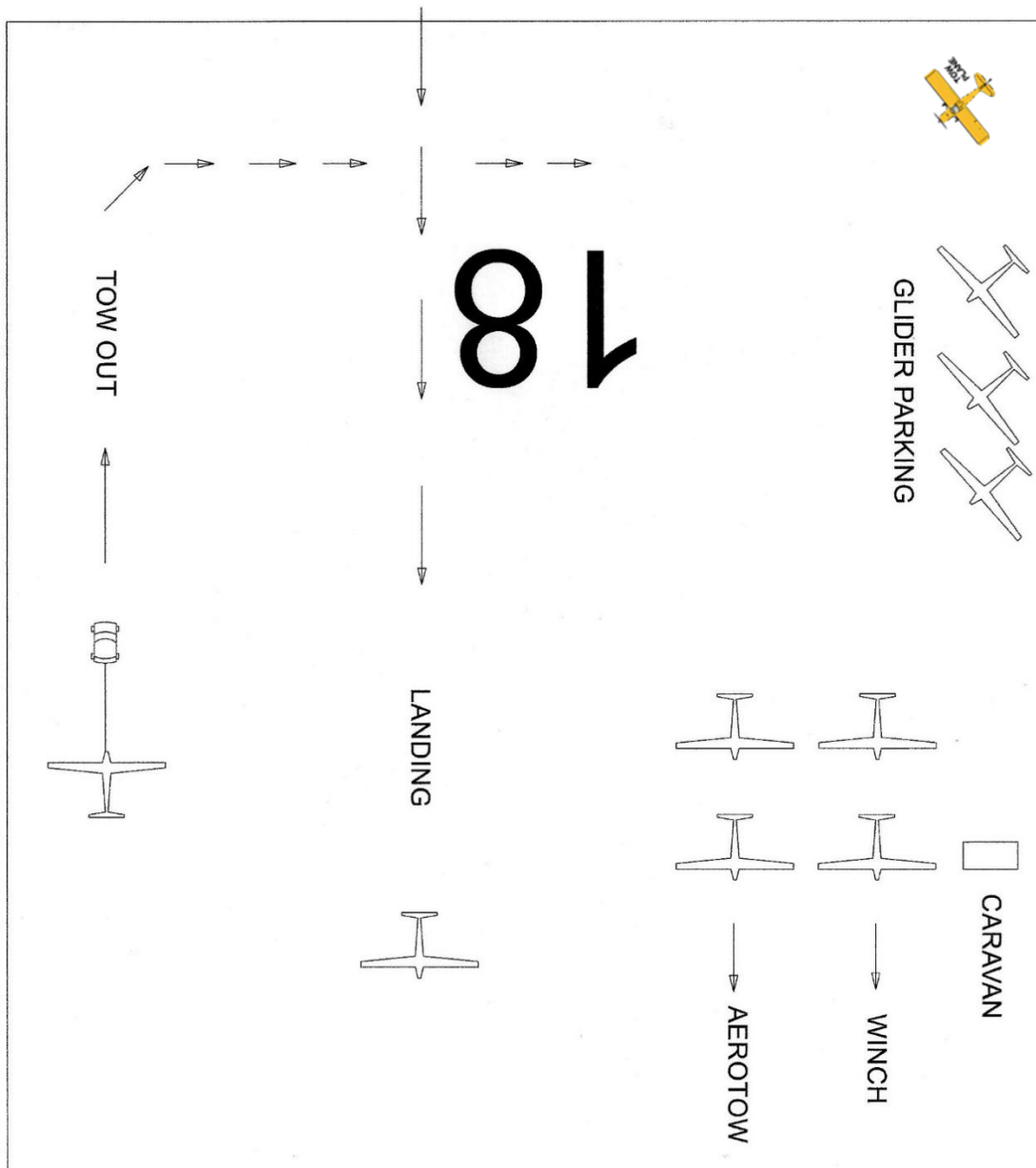
- a. Only holders of a Winch Rating for AGC (logbook endorsed) may set up and operate the winch and operate the retrieve vehicle.
- b. An approved winch driver must not undertake solo launches unless they have completed at least 3 launches in the preceding 6 months.

15. LIST OF ABBREVIATIONS

AA	Auckland
AGC	Auckland Gliding Club
AGL	Above Ground Level
AIP	Aeronautical Information Publication
AMSL	Above Mean Sea Level
ATS	Air Traffic Services
AWIB	Aerodrome and Weather Information Broadcast
BFR	Biennial Flight Review
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
CH	Christchurch
CTA	Control Area
CTP	Chief Tow Pilot
CTR	Control Zone
DI	Daily Inspection
GNZ	Gliding New Zealand
HN	Hamilton
MBZ	Mandatory Broadcast Zone
MOAP	Manual of Approved Procedures (Pub. GNZ)
MTA	Matamata Airfield
PCAS	Passive Collision Avoidance System
PiC	Pilot in Command
PLB	Personal Location Beacon
QNH	Atmospheric Pressure Reduced to Sea Level
RO	Rotorua
SAR	Search and Rescue
TG	Tauranga
TMA	Terminal Control Area
TWR	Airfield Control Tower
VNC	Visual Navigation Chart
VNE	Velocity Never Exceed

16. FIELD LAYOUTS.

16.1 Runway 18 East Layout



The disadvantage of the East Layout is that visitors and trial flight candidates need to cross an active runway.

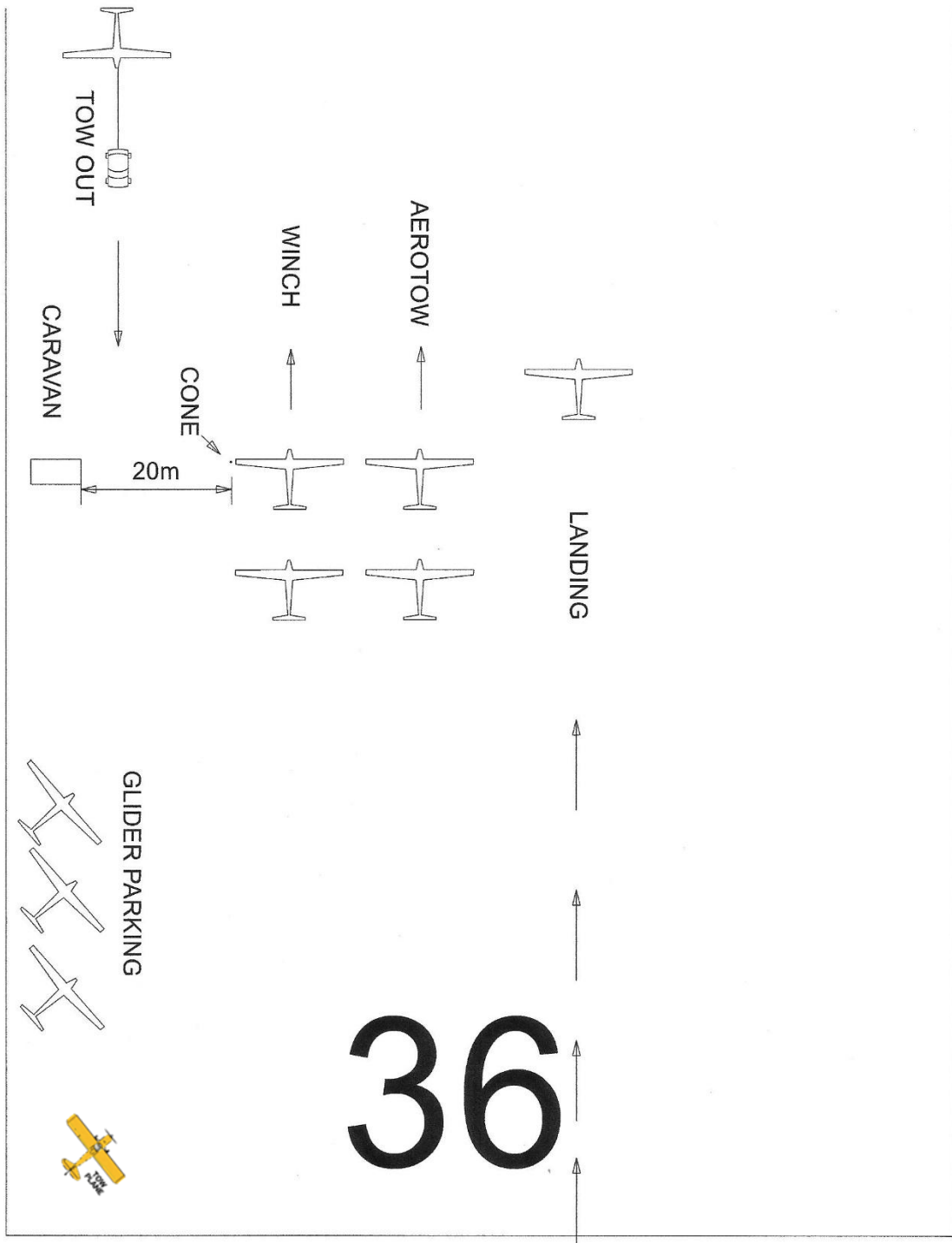
- Park the caravan close to the creek opposite the yellow fence post.
- Place a cone about 4m out from the caravan to mark the wingtip position for gliders to be winched.
- The tow-plane can be parked in the corner north of the parked gliders, or in the corner space on the opposite side of the threshold.
- Landing gliders (for re-launch) should land to the right (west) of the runway and be retrieved on the western side as per "tow out".

16.2 Runway 18 West (ALTERNATE) Layout



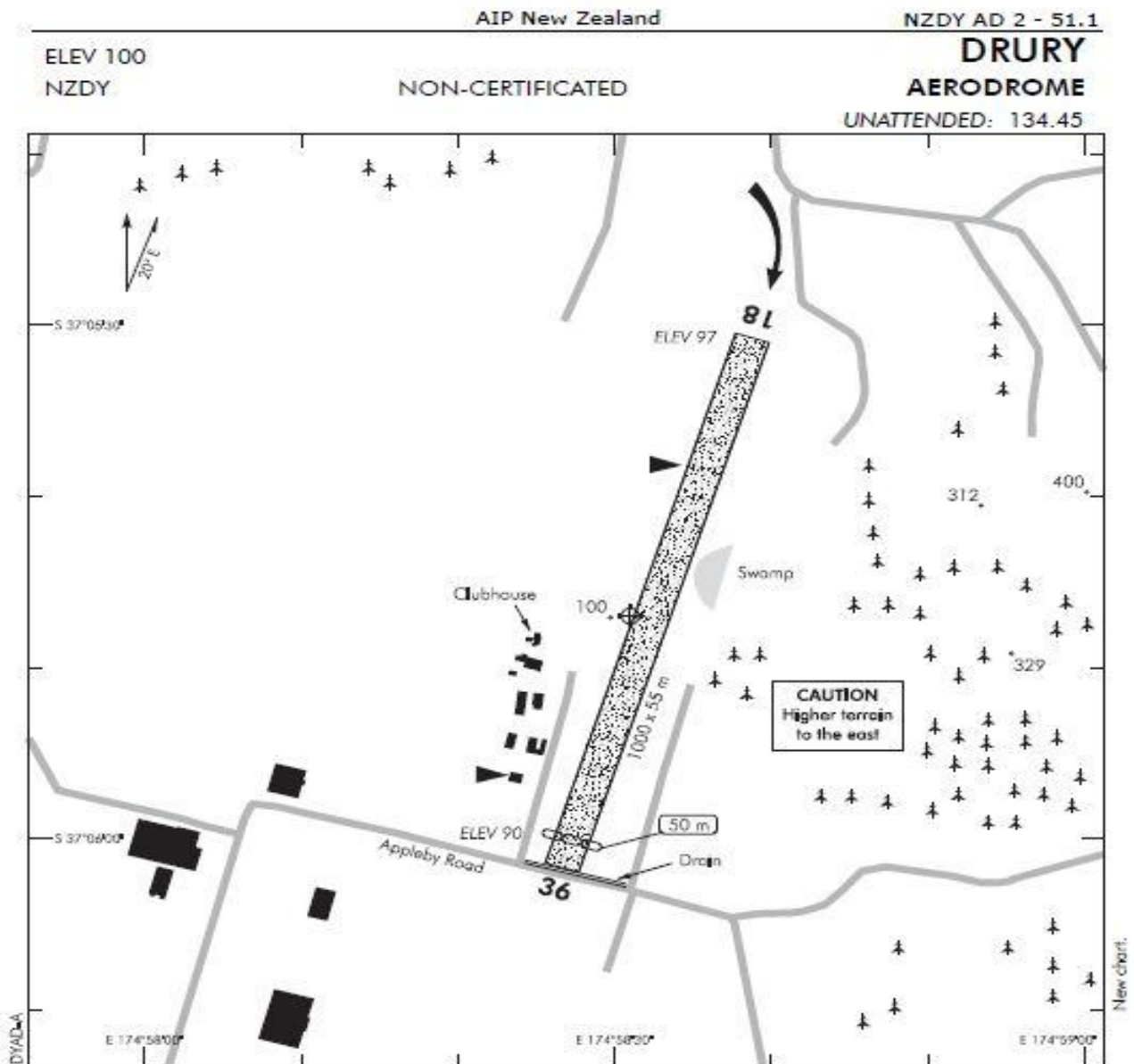
- Place a cone about 20m out from the caravan to mark the aerotow launch position. This leaves enough space for gliders being towed out from the hangars.
- Place a cone about 16m out from the east side of the runway, across from the caravan, to mark the winch launch position. This leaves space for gliders being retrieved.
- Landing gliders (for re-launch) should land to the left (east) of the runway and be retrieved on the eastern side.

16.3 Runway 36 Layout



- Park the caravan close to the club entrance driveway opposite the yellow fencepost.
- Place a cone 20m out from the caravan to mark the wingtip position for gliders to be winched. Keep the space clear for gliders being towed out and retrieved. **This spacing is essential to keep the winch cables away from the fuel shed.**
- The tow-plane can be parked in the corner south of the parked gliders.

17. PLATE OF DRURY AERODROME



1. Circuit direction: RWY 18 — Right hand
 RWY 36 — Left hand
 Gliders begin their circuits at 700 ft AGL.
2. Take-off operations not permitted before 0800 LMT or after 1800 LMT.
3. Intensive gliding activities taking place — particularly during weekends, public holidays and Wednesdays.
4. **CAUTION:** Glider winch launching — operations may take place at any time up to 2500 ft AMSL. Refer Danger Area D235.
5. **CAUTION:** Significant hump in RWY 18/36 abeam clubhouse restricts runway end visibility. Radio equipped winch rope retrieval vehicles may not be visible at opposite runway ends.
6. During winter months and after periods of heavy rain — airfield surface will be soft.
7. Caution advised during period of winds from the easterly quarter.

S 37 05 47 E 174 58 31*

Effective: 25 FEB 21

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**DRURY
 AERODROME**