

SHENINGTON AIRFIELD OPERATIONS MANUAL

VERSION 2.0



EDGEHILL GLIDING CENTRE LTD

SHENINGTON AIRFIELD, RATTLECOMBE ROAD, SHENINGTON, BANBURY, OXON,
OX15 6NY

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DEFINITIONS

Club	Edgehill Gliding Centre Ltd
Club Glider	A glider either owned or operated by Edgehill Gliding Centre Ltd
Duty Instructor	The Instructor organised to run airfield gliding operations on a given day and therefore, provide overall supervision of gliding activity. The Duty Instructor must be a Supervising Instructor.
Qualified Pilot	A glider pilot who holds the BGA Bronze and Cross-Country Endorsements or a LAPL(S) or SPL.
Powered Sailplane	A sailplane equipped with one or more engines that has, with engines inoperative, the characteristics of a sailplane.
Private Glider	A glider not owned or operated by Edgehill Gliding Centre Ltd
Sailplane	A heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its fixed lifting surfaces, the free flight of which does not depend on an engine.
Supervising Instructor	An Instructor that is: <ol style="list-style-type: none">1. approved by the EGC CFI to instruct at EGC and2. either<ol style="list-style-type: none">a) a Full Category Instructor orb) an Assistant Category Instructor approved by the EGC CFI to supervise the gliding operation on the airfield
Touring Motor Glider	A specific class of powered sailplanes that has an integrally mounted, non-retractable engine and a non-retractable propeller. It shall be capable of taking off and climbing under its engine power according to its flight manual.
Unqualified Pilot	A glider pilot who does not hold the BGA Bronze and Cross-Country Endorsements or a LAPL(S) or SPL.

LIST OF ABBREVIATIONS

AAIB	Air Accident Investigation Branch
AAL	Above Aerodrome Level
ANO	Air Navigation Order
A/T	Aerotow
BGA	British Gliding Association
BI	Basic Instructor
CFI	Chief Flying Instructor
CSO	Club Safety Officer
DCFI	Deputy Chief Flying Instructor
DCSO	Deputy Club Safety Officer
DI	Duty Instructor <i>or</i> Daily Inspection
DSCPO	Deputy Safeguarding and Child Protection Officer
EGC	Edgehill Gliding Centre Ltd
FWOQP	Flying with Other Qualified Pilots
IFP	Introductory Flight Pilot
JGC	Junior Gliding Centre
LAPL(S)	Light Aircraft Pilot Licence (Sailplanes)
P1	Abbreviation used for PIC
PIC	Pilot in Command
S&PPG&P	Safeguarding & Protection – Policy, Guidance & Procedures Document
SCPO	Safeguarding & Child Protection Officer
SI	Supervising Instructor
SPL	Sailplane Pilot Licence
SRE	Senior Regional Examiner
TM	Tug Master
TMG	Touring Motor Glider
QP	Qualified Pilot
WM	Winch Master

INTRODUCTION

The purpose of this Shenington Airfield Operations Manual, published by Edgehill Gliding Centre Ltd, is to provide rules, advice, information, and guidance to all those responsible for the safe operation of Edgehill Gliding Centre Ltd (EGC) and Shenington Airfield. It is based on a distillation of best practices from published requirements and guidance. It deals primarily with airfield and flight operations. EGC's other governance information, policies and procedures are detailed on the EGC website.

This manual includes information that facilitates safe integration of other known flying activities that take place at Shenington Airfield, including those undertaken by Take Flight Aviation.

It is expected that this manual will require revision from time to time. EGC reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any of the requirements and guidelines set out in this manual. Such changes will be brought to the attention of EGC members. All other airfield users are expected to stay aware of any amendments.

The EGC Board of Directors should ensure that this Operations Manual is easily accessible by EGC members and other airfield users.

EGC CLUB MANAGEMENT

EGC is a *private company limited by guarantee, without share capital*. It is run on behalf of the members by an elected Board of Directors.

EGC ROLES AND RESPONSIBILITIES

All EGC members and other airfield users are expected to comply with the requirements in this Operations Manual, 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](#) rests with the BGA Executive Board of Directors. Responsibility for implementing the BGA Safety Management System at BGA member clubs is delegated to club chairmen as 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 EGC Board of Directors, under the EGC Chairman, is responsible for ensuring that the club is compliant, e.g. with its own rules, [Part-Sailplane Air Operations](#) requirements, and BGA [Operational Regulations](#), as supported by [Laws and Rules](#), and [Managing Flying Risk](#). Ground activity is subject to [HSE regulation](#).

The Chief Flying Instructor (CFI) is appointed by the EGC Board of Directors. The [BGA members' website](#) has information and guidance for CFIs.

The Club Safety Officer (CSO) is appointed by the EGC Board of Directors. The [BGA members' website](#) has information and guidance for CSOs.

A high level EGC organisation chart is shown below in Figure 1. Detailed club role descriptions for high level roles are available in Appendix A.

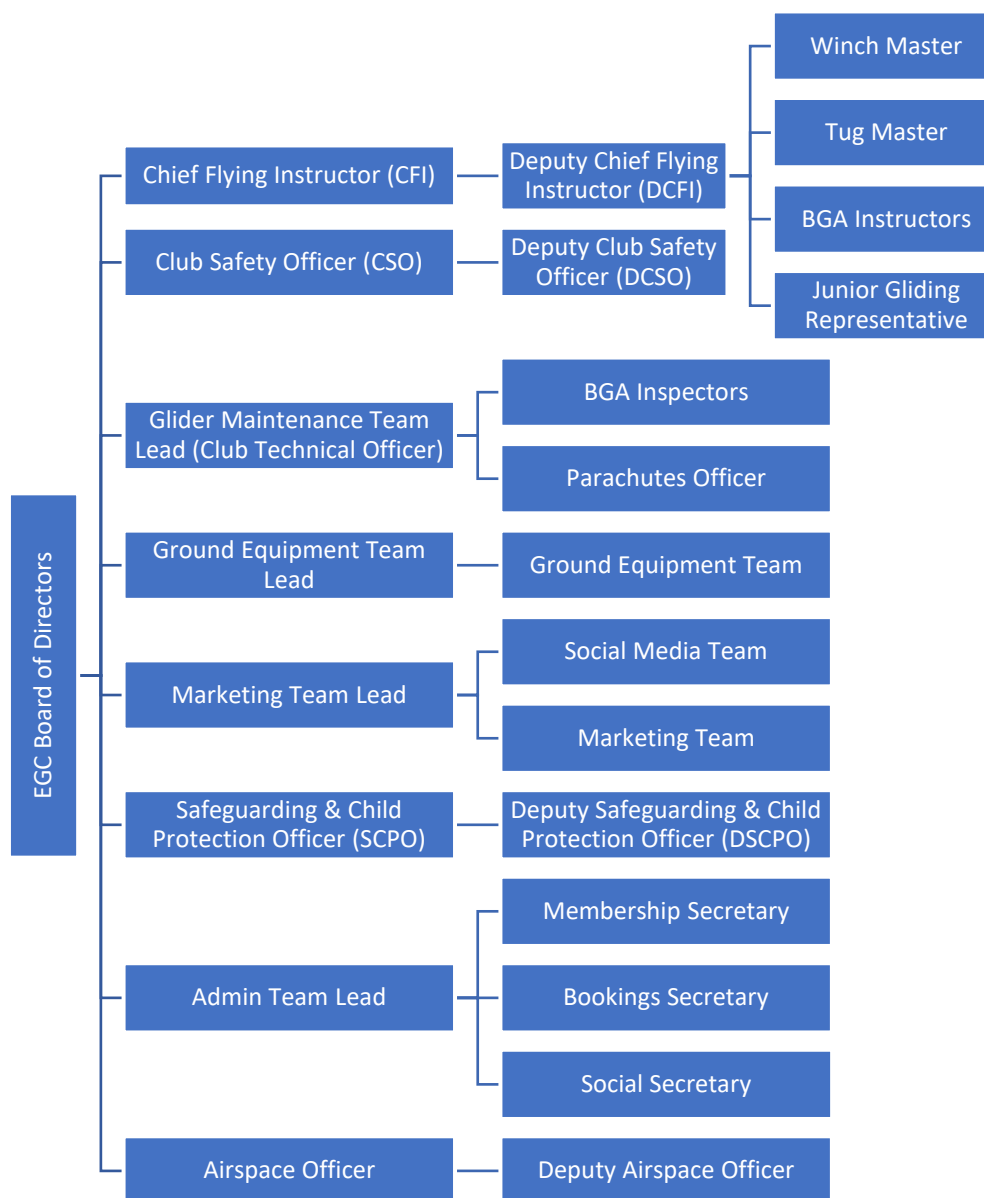


Figure 1: High-Level EGC Organisation Chart

EGC MEMBERSHIP

Any person flying a sailplane, including a powered sailplane (which includes a TMG), which is operated by EGC, or permanently-based, or temporarily-based, at Shenington Airfield shall be a member of EGC.

The only exception is where alternative arrangements for TMG pilots, based at Shenington Airfield, have been agreed with the Airfield Owner as an Individual Airfield User.

EGC members flying as Pilot in Command must provide EGC with a medical certificate, or equivalent, valid for the type of flying intended, and must bring any changes in medical status to the attention of EGC. These can be emailed to enquiries@edgehillgliding.com. All pilots, i.e. including pre-solo pilots, must complete the medical declaration on the membership form.

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

Visiting glider pilots must receive a briefing from the Duty Instructor on the day or be authorised by the EGC CFI.

EGC FLYING FEES AND CHARGES

EGC flying fees and charges are reviewed annually, or more frequently if circumstances require. EGC 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 EGC website and in the tariff.

PRIVATELY-OWNED GLIDERS AND MOTORGLIDERS

EGC members with privately-owned gliders, including motorgliders, are required to maintain the minimum level of insurance as specified in [BGA Operational Regulations](#).

Furthermore, any EGC member wishing to join an existing syndicate, form a new syndicate, or intending to base a glider or motorglider at Sherington Airfield must seek CFI approval before proceeding.

JUNIOR GLIDING CENTRE

Edgehill Gliding Centre is a BGA-accredited UK Junior Gliding Centre (JGC).

GENERAL – ALL GLIDER AND POWERED AIRCRAFT PILOTS

SHENINGTON AIRFIELD

Shenington Airfield is located at the west end of the village of Shenington in the county of Oxfordshire, covering an area of some 70 acres. The airfield is operated by Edgehill Gliding Centre and is owned by Joe Gibbs, Landlord. Shenington Airfield is primarily a gliding site. Gliding at Shenington Airfield may take place at any time during the 'day', as defined in the Air Navigation Order.

The general entry to the airfield is by the entrance located on Rattlecombe Road, Shenington, Banbury, OX15 6NY. The "what3words" location of the gate is 'graceful.unimpeded.conveys.'

A number of organisations and individuals use Shenington Airfield. Currently these are: Edgehill Gliding Centre Ltd (EGC), Take Flight Aviation Ltd, individual powered aircraft pilots, Shenington Airfield Limited and Farm Contractors. The main contact details are as follows:

<u>ORGANISATION</u>	<u>EMAIL</u>	<u>PHONE NO</u>
Airfield Owner	jpcgibbs@gmail.com	07890 590213
Edgehill Gliding Centre (Airfield Operator):	enquiries@edgehillgliding.com	07548 069341
Take Flight Aviation:	admin@takeflightaviation.com	01789 470424

All airfield users, including visiting aircraft, must meet minimum legal insurance requirements. Any organisation operating from Shenington Airfield, whose activities include children, must put in place their own Safeguarding and Child Protection Policy.

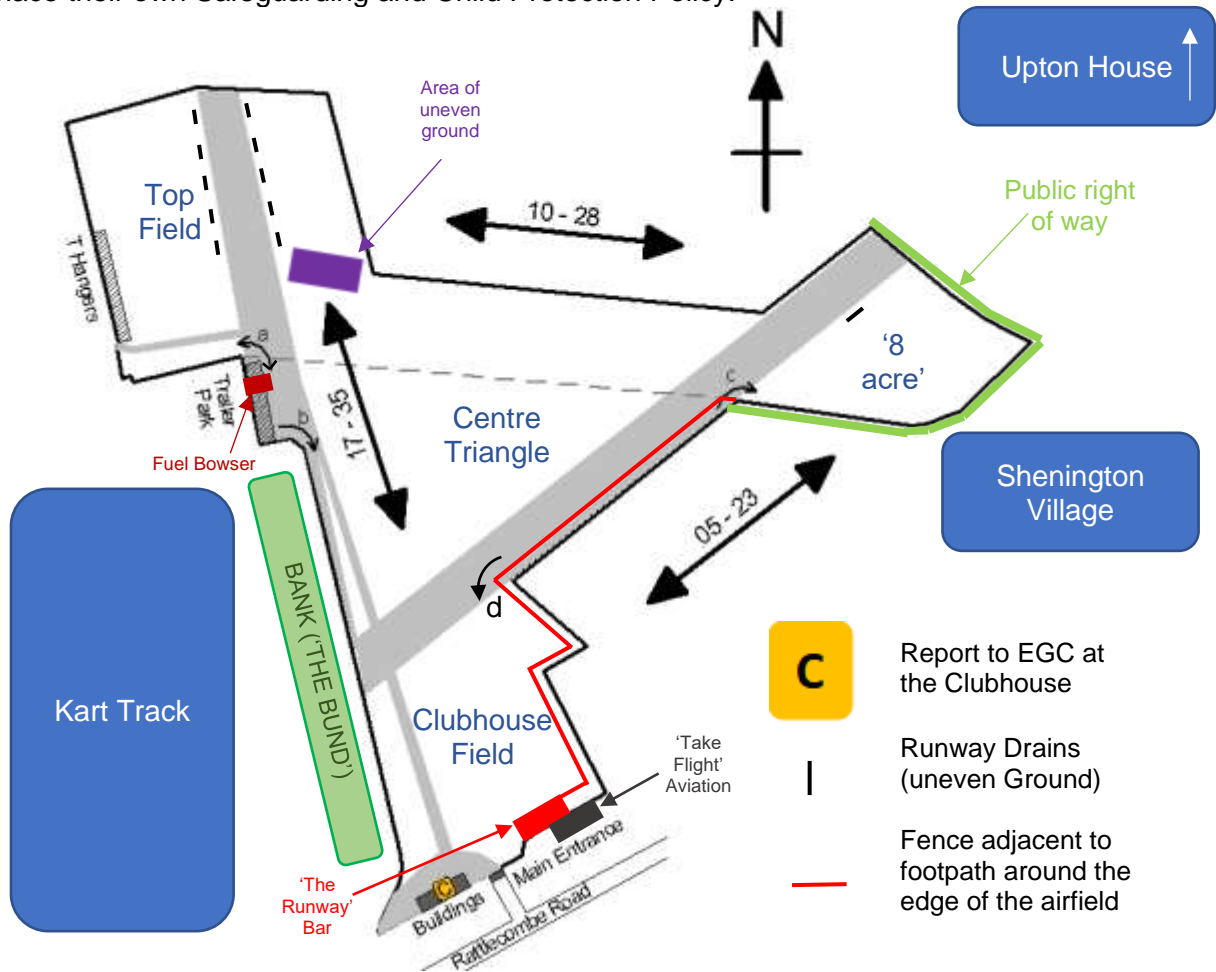


Figure 2: Shenington Airfield Layout

Figure 2 shows the layout of Shenington Airfield. Some key points to note from this are:

- There are no designated runways.
- Bearings indicate the general direction of the primary take-off and landing directions.
- Areas marked in grey are hard surfaces.
- Potential vehicle pinch points are designated by a, b, c and d.
- The dashed grey line shows a historical highway across the airfield.
- There is a public right of way around the edge of the '8 acre' field, which is often used by walkers, cyclists and horse riders.
- The red line marks a fence installed to keep any pedestrians walking to 'The Runway' bar off of the airfield.
- There is an area of particularly uneven ground, marked in purple, which is the transition between the old and newer parts of the airfield.
- Visiting aircraft can book in and out at the clubhouse, which is marked by a black 'C' on a yellow background. If the clubhouse is unmanned, there is a ground radio for contacting the glider Launch Point. The 'Power Movements Log Book' is also located there, as well as payment facilities for landing fees.

Please note that glider trailers should not be towed through Shenington village if possible, as a matter of courtesy for the neighbours of Shenington Airfield.

PILOT IN COMMAND RESPONSIBILITIES

It is the responsibility of **all PICs** operating from Shenington Airfield to:

- ensure that the aircraft they are flying is properly insured and that they comply with all legal requirements.
- ensure that the appropriate pre-flight inspection has been carried out and that the aircraft is fit for flight.
- ensure that they are fit for flight. The 'I'M SAFE' mnemonic is helpful. See Appendix B.
- ensure that they hold a valid pilot's certificate, licence, relevant ratings and medical certificate as required before acting as PIC of any aircraft flown into or out of Shenington Airfield.
- comply with the Air Navigation Order, air navigation (general) regulations and the Rules of the Air. These rules and regulations are established to encourage a high standard of flying discipline and to ensure flight safety.
- ensure that the aircraft they fly is flown in accordance with the limitations specified in the flight manual, including maximum and minimum cockpit weights. For gliders, minimum and maximum cockpit weights are displayed on a placard in the cockpit.
- ensure that each runway is clear and free from obstructions before they use it.

Any pilot, who for any reason other than genuine emergency, is unable to comply with the requirements detailed in this document, may be required to stop flying at Shenington Airfield. The Airfield Operator reserves the right to make that decision in consultation with the Airfield Owner.

All pilots operating from Shenington Airfield must read this 'Operations Manual' and agree to abide by it. If a pilot is a member of an organisation operating on the airfield, such as Edgehill Gliding Centre Ltd or Take Flight Aviation Ltd, that organisation must manage and record that their members have read and agree to abide by this Operations Manual.

All sailplane pilots, including pilots of powered sailplanes, including TMG, are to familiarise themselves with the PIC responsibilities as detailed at SAO.GEN.130 of [Part-Sailplane Air Operations](#).

All aeroplane pilots are to familiarise themselves with the PIC responsibilities as detailed in the [Part Non-Commercial Operations](#) and the ANO, as applicable. Further details for powered aircraft pilots are given in Appendix C.

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, this Operations Manual and airfield Terms of Use. Visiting power pilots must request PPR and only visit if PPR has been positively granted. EGC members are not to attempt to provide a briefing and should instead direct the visiting pilot to the EGC website.

SAFETY

The EGC Board of Directors is committed to promoting an effective safety culture to which all EGC members contribute. Importantly, all EGC members are expected to 'do the right thing' even when no-one is around. And, if things do go wrong, all EGC members are expected to report occurrences to help others avoid the same problem. Safety is everyone's responsibility.

SAFETY REVIEWS

On behalf of the Directors, the CSO undertakes periodic, documented, safety reviews. The BGA publish a template for this activity on their [members' website](#). Where possible, it is helpful to engage a third-party to perform the review, e.g. from another club.

OCCURRENCES

EGC members are highly encouraged to report all occurrences, even where no damage or injury occurs, using the Club's internal reporting system detailed at Appendix D. The CSO monitors occurrence trends and, in consultation with the EGC Board of Directors and EGC CFI, takes appropriate action as required.

SUPERVISION

Supervision is provided through the EGC CFI that addresses the needs of unqualified pilots and qualified pilots as described in [Managing Flying Risk 'Supervision'](#). Club supervision applies equally to EGC pilots flying self-launching, TMG and tug aircraft. EGC-operated aircraft must be approved to operate on-site by the EGC CFI.

Any EGC member who spots a safety problem should immediately warn others who may be at immediate risk and highlight the issue to an EGC Instructor and follow up with a club occurrence report as described in Appendix D, as appropriate.

All flying by unqualified pilots must be supervised by an instructor approved by the EGC CFI to supervise i.e. a Supervising Instructor.

SITE HAZARDS AND MITIGATIONS

Shenington Airfield is an old World War II airfield that has been extensively modified as a result of farming. Known site hazards and associated mitigations are described in the airfield layout Appendix E.

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. Detailed instructions for driving on Shenington Airfield are described in Appendix F.

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. Following the publication of this document, 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 record updated.

Tug pilot training, including unregulated glider towing training, should take place and be recorded using the [BGA sailplane towing training course programme](#).

AVOIDING DISTRACTION

All members are reminded of the need to avoid distraction during glider daily inspection, 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 EGC pilots in a concise, timely and effective manner. The CSO is responsible for promulgation.

EGC holds a periodic safety education event that is open to all club members.

EMERGENCY RESPONSE PLAN

An emergency response plan briefing is published and located at on the EGC Launch Point bus and the EGC office. The CSO ensures the plan is periodically tested and reviewed. There is a template on the [BGA members' website](#). A high vis jacket is also located on the Launch Point bus, with the plan, to allow easy identification of the person directing the emergency response.

EGC FLYING OPERATIONS

GENERAL

If glider training is taking place, a '*Supervising Instructor*' (SI) must be supervising the gliding operation. The SI will normally give a Flying Operations Briefing, nominally at 09:30am. The briefing will usually contain information about: Meteorology, Airfield Set-Up, Training, local NOTAMS, preferred circuit direction for the day, Hazards of the Day.

The airfield is usually operated by a 'Duty Team,' consisting of a Duty Instructor (DI) (in overall charge of gliding operations), sometimes other Assistant or Full Category Instructors, a Basic Instructor (BI) or Introductory Flight Pilot (IFP), a Launch Director and several Launchpoint Assistants. These roles are described in detail in Appendix A.

The day's Duty Instructor should post a message to the "Edgehill Gliding Centre" WhatsApp Group the previous evening to confirm that the following day's flying is going ahead, and any planned changes from the normal routine. Any such notifications will be subject to change depending on actual conditions on the day.

Unless notified of a late start by the Duty Instructor the previous evening, the Duty Team should meet outside the hangar at 08:45am to help unpack the gliders and set up the airfield. This is the *nominal* time, but can be moved until later in the day by the Duty Instructor, e.g. in winter or if the weather is poor.

The primary role of the Duty Team is to set up and run the airfield; if anyone wants to fly a club glider, they should either arrive at 8.45am and help unpack the hangar, or stay on after flying to help put the aircraft away. Priority for club aircraft and instructors will be given to those who turn up first. When a pilot arrives, if they wish to fly a club glider, they should add their name to the flying list. Any EGC member wishing to fly who has not attended morning briefing, should talk to the Duty Instructor before flying.

If a Duty Instructor has not been arranged to run the gliding operation, G1 pilots (see Appendix G for definition) may authorise their own flying only and must liaise with the tug pilot to decide the most appropriate and safe launch direction.

When there is no Duty Instructor organised to run airfield gliding operations on a given day, launching will be by A/T only.

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 EGC member.

REQUIREMENTS TO FLY GLIDERS AT EGC

For any member acting as PIC, the pilot is responsible for making sure that they:

- Confirm a Daily Inspection (DI) and positive control checks have been carried out on the glider.
- Meet the BGA medical standard for glider pilots and that they, and their passenger (if present) are within the weight limits for that aircraft.
- Conduct the flight with the authorisation of the Duty Instructor, CFI or DCFI.
- Have an understanding of and operate the aircraft within the aircraft flight manual limits.
- Conduct the flight:
 - Within official daylight hours
 - Within the placard limits
 - Fly with due regard to weather conditions
- Have completed appropriate refresher flights, as required, and are in currency.

LAUNCH SIGNALS

The winch launch signalling method is by ground radio. Launch signalling to the tug aircraft is provided by an airband VHF radio.

FLIGHT LOGGING

Every flight must be logged. All aircraft should be accounted for before night. Each pilot is responsible for ensuring that their flight is correctly logged, including launch height for aerotow launches if taking an A/T in a glider.

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, which is found in a sealed pack in a drawer on the Launch Point bus, along with a high-vis vest.

Pilots should record cross-country flight plans in the Cross Country Book on the launch point bus.

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.

Where the glider type and weather conditions require, tyres may be used to prevent gliders moving around when parked.

Tyres should be removed to the edge of the airfield at the end of glider flying to ensure that the airfield is free of obstructions.

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.

When towing a glider with a vehicle on the ground, it is important to be mindful of blocking launches. Typically, keeping well clear on the upwind side of the launch run is the most suitable place, in order to stay out of the cable drop zone.

If, when towing a glider on the ground using a vehicle, there is a glider on approach parallel to the tow out path, it is best to stop until the glider has landed. If possible, this intention can be signalled to others by putting a wingtip of the glider being towed onto the ground.

PILOT CURRENCY

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

EGC currency requirements are detailed in Appendix G. Once within these requirements, to assist EGC pilots, there is a currency barometer on the [BGA members' website](#) and a copy is included in Appendix G.

PILOT LICENCE, MEDICAL AND RECENCY

Recency = reference licensing requirements...may I fly today?

Licence, medical validity and recency of EGC pilots is periodically checked by EGC and the detail is recorded.

FLYING STANDARDS

All pilots are expected to maintain a safe standard of flying. Any EGC pilot or Instructor 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.

CIRCUITS

A standard gliding circuit is normally to be flown. If it is feasible and safe to do so, a downwind radio call should be made on 129.980 MHz. For example, when flying glider G-DDVX to land on run 10:

- Shenington Traffic
- Delta Victor X-Ray, Downwind, left-hand for one-zero
- Shenington

Note: Not all gliders are fitted with radios and in situations, such as launch failures, the pilot may not be able to make a radio call. Airfield users must therefore not assume a landing glider will make a radio call.

If a glider is spotted landing with the wheel not lowered, **DO NOT** attempt to radio the pilot.

TAKE OFF AND LANDING DIRECTION

Take-off and preferred landing directions should be set by the Duty Instructor, where organised for a given day; or as agreed by those authorised to operate on the airfield, when a Duty Instructor is not organised for a given day. The airfield does not operate formal runways, but has launch and landing areas associated with different nominal directions (35/17, 28/10, 23/05).

Although launching is likely to be in the general direction of one of the nominal directions (shown in Figure 2), gliders may land anywhere on the airfield and in any direction for flight safety reasons.

Experience has shown that it is sometimes better to accept a crosswind during winch launching, which can allow for into-wind landings on an alternative run.

SOARING PROTOCOL

Pilots are reminded of the [BGA soaring protocol](#) and in particular the emphasis on public safety.

INSTRUCTION

Instruction may be given by any BGA-qualified gliding instructor, subject to approval by the EGC CFI before any instructing takes place. This includes visiting instructors.

Gliding instruction is carried out in accordance with the [BGA Gliding Syllabus](#) 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.

Trainee pilots must ensure that their logbooks and progress records are updated by their instructor after flying. On completion of training, pilot training records (other than personal logbook entries) are retained by the club.

INSTRUCTORS

The EGC CFI is to ensure that all EGC Instructors are reasonably standardised and that successful completion of any Instructor refresher training or Instructor check is signed in the Instructor's logbook.

It is the individual Instructor's responsibility to ensure that their Instructor rating or certificate is valid before carrying out instruction and to stay up-to-date with current instructing requirements.

When briefing early cross-country attempts, Instructors must ensure that the pilot has a good understanding of airspace and NOTAMs and is carrying a current aeronautical chart. It is also recommended that they have a 'moving map' and know how to use it.

FLYING WITH OTHER QUALIFIED PILOTS (FWOQP)

FWOQP approval allows flying with other pilots that have FWOQP approval (i.e. it does not allow flying as P1 with pilots who do not hold FWOQP approval).

In order to fly with other qualified pilots, the requirements are as follows:

1. A pilot must be at least 16 years of age and a qualified pilot; and
2. Approved by the CFI or DCFI. This is evidenced in one of two ways:
 - a. The pilot is a current Flight Instructor (Sailplanes), Full Category Instructor, Assistant Category Instructor, Basic Instructor or Introductory Flight Pilot and therefore, automatically holds FWOQP approval.
 - b. A signed note in the pilot's logbook by the CFI or DCFI within the past 12 months, if the pilot does not meet the criteria in (a). The CFI or DCFI may add additional caveats at their discretion, such as flying from the front seat only when PIC.

The PIC must be nominated before flight; the other qualified pilot is therefore a passenger. Pilots are strongly recommended to read the BGA publication '[Managing Flying Risk - Flying with Other Pilots](#)'.

FLYING WITH PASSENGERS THAT ARE NOT QUALIFIED PILOTS

Any EGC member who is not an Instructor, but who wishes to fly with passengers who are not qualified glider pilots (i.e. not covered under FWOQP approval), including any family members or friends, must have an Introductory Flight Pilot (IFP) endorsement.

In order to obtain an IFP endorsement, a pilot must meet the requirements stated by the BGA and have CFI approval. Flights by IFPs or BIs are to be conducted within the guidelines under [BGA Managing Flying Risk – First Flights](#).

REFRESHER TRAINING

Annual Refresher Training may be required of any solo pilot – this is at the discretion of the CFI. Annual Refresher Training may be carried out by the CFI, DCFI, Flight Instructor (Sailplanes), Full Category or Assistant Category Instructors. The items to be covered by the annual refresher training are listed on the annual refresher checklist cards. The exact format of the refresher is at the discretion of the Instructor. When the annual refresher training is completed, the pilot's logbook should be annotated appropriately by the Instructor and the refresher training card completed.

TYPE CONVERSION

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

DAILY INSPECTION

Daily Inspections can only be completed by pilots that:

- Are 16 years old or over
- Have successfully completed their BGA Bronze Endorsement
- Have read and understood the flight manual of the glider to be inspected

EGC pilots authorised to carry out the DI on club gliders are listed on the EGC Google Drive.

For all gliders, a Daily Inspection and positive control checks must be carried out after rigging and each day before flying.

For club gliders, rigging, Daily Inspections and positive control checks must be recorded in the glider's Daily Inspection book. For private gliders, the PIC must ensure rigging, Daily Inspection and positive control checks are recorded appropriately.

Generally, there is plenty of room to rig and derig, however be mindful of the cable drop zones. If unsure, a pilot should seek the advice of an EGC Supervising Instructor or EGC Tug Pilot.

PILOT OWNER MAINTENANCE

Club pilots authorised to carry out Pilot Owner Maintenance on club aircraft are listed on the EGC Google Drive.

DRIVING CLUB VEHICLES

Before driving any EGC retrieve vehicles, golf buggies or the tractor, the driver must have had appropriate training from a suitably experienced and nominated EGC member, who holds a full driving licence. For under-18s, the EGC member providing the training must also hold a valid DBS Certificate for gliding. Passengers should only be carried where provision has been made for passengers in the design of the vehicle.

The minimum age to drive golf buggies is 14. The minimum age to drive the winch, retrieve vehicles and the tractor is 16.

WINCH OPERATING

Winch drivers are standardised and approved to drive the winch by the EGC Winch Master (WM) or their designated Winch Driver Instructors. Only EGC members who have successfully completed the Winch Driver Training Syllabus are allowed to operate the winch. This is demonstrated by a completed Winch Driver Training Card. Winch Driver Training must only be provided by the Winch Master or Winch Driver Instructors, as authorised by the Winch Master. The EGC Winch Drivers' Manual describes the Winch Driver Training Syllabus in detail.

All winch drivers are to read and understand the EGC Winch Drivers' Manual. Further details on winching are given in Appendix H.

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.

RADIO

Edgehill Gliding Centre uses airband VHF radio for situational awareness purposes. Not all gliders are equipped with an airband radio.

The VHF channel used by EGC is 129.980 MHz. This frequency is used for communicating with the tow plane to initiate A/T launches and to make blind traffic calls. Detailed requirements for use of the radio frequency for glider aerotow launching are described in Appendix I. As it is a common frequency, used by several gliding clubs within line of sight, for the avoidance of doubt, all calls should be prefaced with “Shenington Traffic” and end with “Shenington”.

It must be fully understood by **all** who use radio in the club environment, both from the air and from the ground, that LOOKOUT is CRITICAL to avoiding collisions. Use of radio should therefore be confined to NECESSARY transmissions that facilitate club operations and support effective lookout.

TUG AIRCRAFT FLYING

Tug pilots are standardised and approved to fly EGC (owned and operated) tug aircraft and at Shenington Airfield by the EGC Tug Master (TM). All EGC tug pilots, and temporarily EGC-based tug pilots, are to read and understand the EGC Tug Operators’ Manual once published (this document is currently under development), together with the aerotowing and noise abatement procedures in Appendices I and J to this document. Any Tug Pilot operating at EGC is responsible for ensuring that they hold the correct pilot’s licence, ratings and medical to tow gliders for each tug aircraft that they fly and that these are valid.

Standardisation flights where the tug pilot is PIC, and the Tug Master as passenger observes the actions of the tug pilot, are not instructional flights.

MIXED AEROTOW/POWERED AIRCRAFT AND WINCHING OPERATIONS

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

Powered take-offs and winch launches shall be safely co-ordinated through effective and positive communication. No pilot should assume they have right of way on take-off.

FIRE AND CRASH EQUIPMENT

The fire/crash equipment is to be located at the Launch Point during flying operations.

CLUB AIRCRAFT MAINTENANCE

Club aircraft maintenance is managed by the Club Technical Officer.

WINCH MAINTENANCE

Winch maintenance is managed by the EGC WM.

FUEL

The Lead of the Bowser Syndicate, of which EGC is a member, manages the AVGAS Fuel Bowser on site. On behalf of the Lead of the Bowser Syndicate, EGC arranges filling of the Bowser and collects the appropriate fee, at cost, from other syndicate members for fuel uplifted. The required safety precautions are published at the refuelling point and must be read and complied with before refuelling. AVGAS Bowser requirements are detailed at Appendix K.

WATER BALLAST

Water ballast is available at the taps adjacent to the clubhouse.

EXPEDITIONS INVOLVING CLUB EQUIPMENT

Expeditions are encouraged to further the enjoyment and experience of EGC members.

Where EGC equipment is to be used, the expedition must operate under a person authorised by the CFI.

All expedition flying must be undertaken in accordance with the requirements of the club being visited and in compliance with EGC equipment insurance requirements.

CROSS COUNTRY BOOK

Any pilot intending to fly cross-country should make adequate retrieve crew arrangements prior to taking off.

All EGC members flying cross-country should record the details of their intended route in the Cross Country Log Book on the Launch Point Bus. Failure to do so could result in a delay in finding a pilot in the event of an accident.

The Launch Point should be notified on return. It is the responsibility of the pilot to close the entry in the Cross-Country Log Book. If necessary, the Launch Point telephone number is 07548 069341. In the event of an outlanding, the pilot's crew should inform the Duty Instructor and suitably endorse the 'Cross Country Log'.

G1 pilots flying when there is no Duty Instructor arranged to oversee flying on a given day should operate a 'Buddy System', i.e. make sure someone else is aware of their safe landing.

The Buddy will inform the CFI in the event of the pilot being overdue and the CFI will initiate overdue action.

FAULT REPORTING

Ground Vehicles. For all ground vehicle faults, inform the Duty Instructor (where available) and the Ground Maintenance Team Lead using the online Google Form.


Aircraft. For all glider or tug faults, inform the Duty Instructor (where available) and the Aircraft Maintenance Team Lead or TM using the online Google Form.

In all cases, leave a note in the DI book and the aircraft cockpit describing the unserviceability.

This version of the Shenington Airfield Operations Manual was prepared by:

LUCY WOOTTON	EGC CFI	Date: 25th June 2023
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This version of the Shenington Airfield Operations Manual was approved by the EGC Board of Directors:

Signed on behalf of the EGC Directors	
Date: 17th July 2023	JONATHAN CARLTON
Role of Signatory	Secretary and Director of EGC Ltd

APPROVED APPENDICES

APPENDIX A – DETAILED ROLE DESCRIPTIONS

EGC CHIEF FLYING INSTRUCTOR (CFI)

The CFI should promote an effective safety culture and high standards of flying within EGC. Their aim should be to ensure all pilots are equally interested in and dedicated to improving their flying skills and experience.

To achieve this, the CFI should work closely with the instructor team and seek assistance and guidance, for example from the Senior Regional Examiner (SRE) and the regional team, as necessary, to discharge CFI responsibilities.

The CFI reports to the EGC Board of Directors and is responsible for:

- Ensuring reasonable oversight of and, where required, supervision of Edgehill Gliding Centre gliding operations. The CFI's decision on EGC flying matters is final.
- Promoting risk managed, compliant, and efficient EGC flying operations.
- Promoting standardised EGC flying instruction.
- Encouraging all EGC flying members, including instructors, to improve their flying skills and achievements.
- Encouraging suitably experienced EGC pilots to complete instructor training.
- Developing local flying procedures in co-ordination with other site users.
- Updating, as necessary, the Operations Manual and seeking approval and sign off from the EGC Directors when it is amended, before publication.
- Liaising with the Chairman, CSO and others to address EGC flight safety issues as well as threats and shortcomings associated with ground operations.

EGC SAFETY OFFICER (CSO)

The CSO should promote an effective safety culture within EGC. The aim should be to ensure **all** pilots are equally interested in and dedicated to improving safety.

To achieve this, the CSO should work closely with the CFI and seek assistance and guidance, for example from the SRE and the regional team or the BGA Safety Committee, as necessary, to discharge CSO responsibilities.

The CSO reports to the EGC Board of Directors and is responsible for:

- Advising the Club Chairman and CFI on all safety matters, particularly bringing deficiencies and threats to their attention, so that corrective action can be taken.
- Periodically reviewing club publications providing guidance on club operations to ensure they are kept up to date and relevant.
- Conducting periodic club safety reviews, using the BGA supplied check list and with support, where required.
- Assisting in determining circumstances and probable causes of accidents and incidents, with a view to preventing future accidents, rather than ascribing blame to individuals.
- Where an accident has been notified as being formally investigated by the BGA or AAIB, the CSO is usually a local point of contact.
- Publicising within EGC the appropriate 'lessons learnt' as a result of an accident or incident.
 - **NOTE:** In the event of a serious or fatal accident, great care must be taken to avoid pre-empting the findings of the accident investigation or any other official inquiry that may be in progress.

- Undertaking any other tasks which the CSO and the club Chairman perceive to be necessary in the interests of managing operational risks at the club.

EGC CLUB TECHNICAL OFFICER

The Club Technical Officer (Glider Maintenance Team Lead) is responsible to the EGC Board of Directors for:

- Managing the technical maintenance and airworthiness of the EGC-operated glider and motorglider fleet
- Investigating and rectifying issues regarding gliders and motorgliders raised through the aircraft fault reporting system, as required

EGC TUG MASTER

The Tug Master is responsible to the EGC Board of Directors and EGC CFI for:

- Managing the maintenance and airworthiness of the EGC-operated Tug(s)
- Investigating and rectifying issues regarding the tug(s) raised through the aircraft fault reporting system, as required
- Supervision and oversight of EGC Tug Pilots
- Developing EGC aerotowing procedures, in co-ordination with the EGC CFI, DCFI and tug pilots
- Responsible for safe and efficient operation of the tug aircraft, in conjunction with the EGC CFI, DCFI and EGC tug pilots.

EGC WINCH MASTER

The Winch Master is responsible to the EGC Board of Directors and EGC CFI for:

- Supervision and oversight of EGC Winch Drivers
- Training and approval of EGC Winch Driver Instructors
- Developing EGC winch driving procedures, in co-ordination with the EGC CFI, DCFI and winch drivers.
- Responsible for safe and efficient operation of the winch, in conjunction with the EGC CFI, DCFI and EGC winch drivers.

EGC JUNIOR GLIDING REPRESENTATIVE

The Junior Gliding Representative is responsible to the EGC Board of Directors and EGC CFI for:

- Acting as the main point of contact for Junior pilots within EGC
- Representing EGC Junior pilots to the CFI regarding what specific events and training for young pilots they would like
- Encouraging EGC Junior pilots to attend UK Junior Gliding events
- Signposting EGC Junior pilots to available funding e.g. sponsorships, scholarships & bursaries
- Acting as the Junior Gliding Centre Co-ordinator regarding EGC's BGA-accredited Junior Gliding Centre status

EGC PARACHUTE OFFICER

The EGC Parachute Officer is responsible for:

- Managing the maintenance and repacking of EGC parachutes in accordance with the relevant regulations
- EGC parachutes must be repacked once per year by a person approved to do so

EGC AIRSPACE OFFICER

The EGC Airspace Officer responsible to the EGC Board of Directors for:

- Liaison with relevant authorities regarding Airspace Change Proposals relevant to EGC.

EGC GROUND EQUIPMENT TEAM LEAD

The EGC Ground Equipment Team Lead is responsible to the EGC Board of Directors for:

- Managing the maintenance of EGC ground equipment, including, but not limited to, the winch, retrieve vehicles, buggies and tractor
- Investigating and rectifying issues regarding ground equipment raised through the ground fault reporting system, as required

EGC MARKETING TEAM LEAD

The EGC Marketing Team Lead is responsible to the EGC Board of Directors for:

- Oversight of the EGC Marketing Team
- Ensuring the provision of relevant marketing materials at EGC and for external events
- Oversight of the website, in conjunction with the EGC Admin Team Lead
- Oversight of the EGC social media presence, in conjunction with the EGC Social Media Team Lead, ensuring regular updates
- Management of the EGC advertising presence and formulating a plan for advertisements on paper and online, in accordance with the EGC advertising budget

EGC ADMIN TEAM LEAD

- Oversight of the EGC Admin Team, including Membership, Bookings and Social Secretaries
- Oversight of the EGC website, in conjunction with the EGC Marketing Team Lead

EGC SAFEGUARDING AND CHILD PROTECTION OFFICER (SCPO) & DEPUTY (DSCPO)

The EGC SCPO & DSCPO are responsible to the EGC Board of Directors for:

- Establishing all Safeguarding procedures.
- Implementing the *EGC Safeguarding & Protection – Policy, Guidance & Procedures (S&PPG&P)* document, sanctioned by the EGC Directors.
- Regularly reporting to the Directors; addressing issues such as the progress of DBS certification, safeguarding observations and/or concerns and any matters that involve Social Services or other authority organisations.
- Raising awareness of the Club's Safeguarding and Child Protection Officer role to parents/carers, adults, and children involved in the Club.
- Raising awareness of the EGC Code of Conduct between the Club and Parents/Carers for working with children to parents/carers, adults and children involved in the club.
- Challenging behaviour which breaches the EGC Code of Conduct between the Club and Parents/Carers.
- Keeping abreast of developments in the field of child protection by liaising with the BGA Child Protection Officer and attending relevant training or events, if available.
- When available, organising/signposting appropriate training for all adults working/volunteering with children in the Club.
- Undertaking relevant training to fulfil the role of Club Safeguarding and Child Protection Officer.
- Promoting good practices in gliding that support a culture of wellbeing for members, encourage a safe and welcoming environment for children, disabled persons of any age and members of minority groups and championing the EGC S&PPG&P.
- Responding promptly to requests from the Directors to implement screening checks on individuals whose contribution to the Club may necessitate that they work UNSUPERVISED with children.
- Discussing with the Chair of the EGC Directors any concerns resulting from a DBS check.
- Responding, on behalf of the Directors, to reports of concerns about children suspected of being the victims of abuse by funnelling all available information to Children's Services and/or the Police.
- Familiarising themselves with the [BGA CP Policies and Procedures](#).

- Familiarising themselves with the EGC S&PPG&P, including publishing and updating, as necessary.
- Seeking approval and sign off from the EGC Directors when the EGC S&PPG&P is amended.
- The accuracy of the content of the Club's Safeguarding web page. Any updates should be passed to the Club's webmaster for posting.
- Ensuring that, together with the Club's General Data Protection Regulation (GDPR) gatekeeper, any information garnered through DBS checks for EGC Club personnel is securely retained digitally on the Club's secure storage facility and remains confidential.
- Ensuring that their contact details held by the BGA office are up to date.

The appointment of both the EGC SCPO and the DSCPO will be subject to satisfactory Disclosure and Barring Service (DBS) checks before, or within one month of, the individuals' appointment to this role.

EGC DUTY INSTRUCTOR

A Duty Instructor (DI) must be a Full or an **authorised** Assistant Rated instructor (authorised by the CFI). BIs cannot be nominated as DIs in charge of gliding operations.

The nominated DI on each flying day is in charge of all EGC gliding operations and acts with the authority of the CFI.

The DI is responsible for flying training and supervision on that day, including:

- a) Using weather information to assess the suitability for the planned flying to take place.
- b) Selecting the launch point location and airfield set up, taking due consideration for other operators on the airfield and the prevailing weather conditions (see Appendix E).
- c) Normally holding a briefing before the start of gliding operations, nominally at 0930, but this is subject to change.
- d) Ensuring that any known safety occurrences are reported.
- e) Ensuring any known equipment defects are reported.
- f) Ensuring appropriate instruction is provided for anyone who requires it
- g) Briefing and authorising any solo pilots, as required by their experience level and currency.

The DI is not responsible for the collection of monies and other administrative tasks that might distract their attention from the oversight of flying operations.

EGC BASIC INSTRUCTOR/INTRODUCTORY FLIGHT PILOT

The primary role of the BI/IFP is to provide introductory flights, the scope of which is defined in BGA Laws and Rules. BIs may provide instruction within the limits of the BI Rating. IFPs may only provide an introductory experience, so the passenger cannot handle the controls.

EGC LAUNCH DIRECTOR

The Launch Director is to assist the Duty Instructor by running the launch point, to allow the Duty Instructor to concentrate on flying. This is to be done by:

- a) Organising the flying list to make efficient use of club aircraft and instructors.
- b) Planning to ensure that gliders are retrieved to the appropriate launch queue (winch/A/T) and that students are ready when their instructor/aircraft becomes available.
- c) Coordinating A/T and winch launches to ensure a safe and efficient launch operation.
- d) Delegating Launch Point Assistants to monitor the Launch Point phone, meet trial flight customers and ensure they are looked after, safely escorted to/from the Launch Point etc, and also to contact them if trial flights need to be cancelled.

- e) Ensuring that, at all times, a Launch Point Assistant is delegated to keep the flight log.
- f) Monitor Ground-Ground and Airband radios, responding to radio calls as necessary.
- g) Reconciling the flight logging system, the winch log and the A/T log at the end of the day, to ensure that the information is correct.
- h) Ensuring that all club equipment, including radios and mobile phones, are accounted for and put on charge, if necessary.
- i) Designating winch drivers to DI and set up the winch before flying starts and refuel and put the winch away at the end of the day. Also, ensuring that there are winch drivers throughout the day.
- j) When the launch rate is high, the Launch Director should consider appointing a separate cable retrieve driver so that launches are not unduly delayed.

Any of these tasks can be delegated; it is the Launch Director's ultimate responsibility to ensure that they are done, and that at any given time there is a single person in overall control of operation at the Launch Point.

EGC LAUNCH POINT ASSISTANT

Responsibilities as delegated from the Launch Director. These could include:

- Keeping flight logs.
- Monitoring and answering the Launch Point phone.
- Looking after new members and visitors.
- Ensuring gliders are brought back to the Launch Point promptly after landing (where possible this should be delegated to students and members flying club aircraft).
- Monitor radios as required.
- Driving the winch, if qualified to do so.

EGC TUG PILOT

Responsible for all tug-related activities on a given day. Should work with the Duty Instructor and Launch Director or person running the launch point to coordinate activities.

If no Duty Instructor is organised to supervise gliding operations on the airfield, the tug pilot should liaise with G1 pilots to determine how to operate safely.

APPENDIX B – I'M SAFE MNEMONIC

The following mnemonic is a useful tool for pilots to consider before flight:

I	Illness	Do I have an illness or any symptoms of an illness?
M	Medication	Have I been taking prescription or over-the-counter drugs?
S	Stress	Am I under psychological pressure from the job? Worried about financial matters, health problems or family discord?
A	Alcohol	Have I been drinking within eight hours? Within 24 hours?
F	Fatigue	Am I tired and not adequately rested?
E	Eating	Am I adequately nourished?

APPENDIX C – ADDITIONAL INFORMATION FOR POWERED AIRCRAFT USERS OF SHENINGTON AIRFIELD

GENERAL

Shenington Airfield is an unlicensed privately owned airfield and permission is required to operate on or at the airfield.

Prior permission shall be sought by visiting power pilots wishing to land at Shenington Airfield.

Detailed instructions for driving on Shenington Airfield are described in Appendix F.

RESPONSIBILITY

Whilst the airfield owner takes reasonable steps to ensure a risk-managed environment, the PIC is responsible for deciding whether it is safe to use the airfield and compliance with the law. Organisations that use the airfield, e.g. Take Flight Aviation and Edgehill Gliding Centre advise their pilots accordingly. Each organisation or individual operating on the airfield shall have a clear process for the admittance and control of visitors.

LAST TAKE-OFF TIME

There shall be no take-offs of powered aircraft outside the hours of 09:00 – 19:00 and there shall be no landings of powered aircraft outside the hours of 09:00 – 21:00 on any day.

RECORDING MOVEMENTS

All powered aircraft movements, except for sailplane self-launchers (which are recorded on the Glidex system), tug aircraft flights (which are recorded in the Tug Technical Log and the Glidex system) and Take Flight Aviation aircraft flights for Shenington-based aircraft, must be logged in the EGC Power Aircraft Movements Log, located in the clubhouse reception area. Pilots must complete this log with details of the proposed flight before leaving the airfield and complete the log as 'back safely' on return. Pilots not intending to return to the airfield should note this fact together with their intended destination and diversions on the movements log. It is the pilot's responsibility to make arrangements with their destination or otherwise, so that any non-arrival will be realised.

Take Flight Aviation have their own log of power movements for their Shenington-based aircraft.

CO-ORDINATION OF TAKE-OFFS

Powered aircraft take-offs and winch launches shall be safely co-ordinated through effective and positive communication with EGC operations. No pilot should assume they have right of way on take-off. It is incumbent on each PIC to ensure that their planned take off can be carried out with due regard to gliding operations.

EGC provides details of how they co-ordinate winch launching and other take-offs at Appendix H. EGC will suspend glider launching whilst a powered flight take off is occurring. EGC will also retract the winch cables if required for flight safety or if the power pilot has any concerns.

When gliding operations are underway, powered aircraft shall take off from abeam the glider Launch Point, unless an alternative procedure has been agreed with the Duty Instructor or Launch Director. The Launch Director can be contacted on 129.980 MHz, using the callsign "Shenington Launch."

In order to minimise delay, if possible, power pilots should complete power checks away from their take off location prior to their final pre-departure lookout manoeuvres. Be aware of prop wash when completing engine run ups and taxiing close to parked gliders.

POWERED CIRCUITS

Safe operations rely on good airmanship and a disciplined attitude when in or near the circuit. Powered aircraft not undergoing an emergency are to give way to gliders, noting that gliders are unable to 'go around'. Gliders may, at short notice, be required to land in any direction.

To assist other users and in the interests of safety, it is expected that a standard circuit will be flown by all powered aircraft arriving at Shenington Airfield.

All powered aircraft circuits shall be flown to the **north** and **west** of the airfield, as shown in Figure 3. Note the curved approach or climb out to avoid Shenington village. Powered aircraft circuits should be flown at 800' AAL.

Radio calls should be made to "Shenington Traffic" on 129.980 MHz. **A 'downwind,' blind radio call to 'Shenington Traffic' is mandatory.** Note that an RT response is not guaranteed.

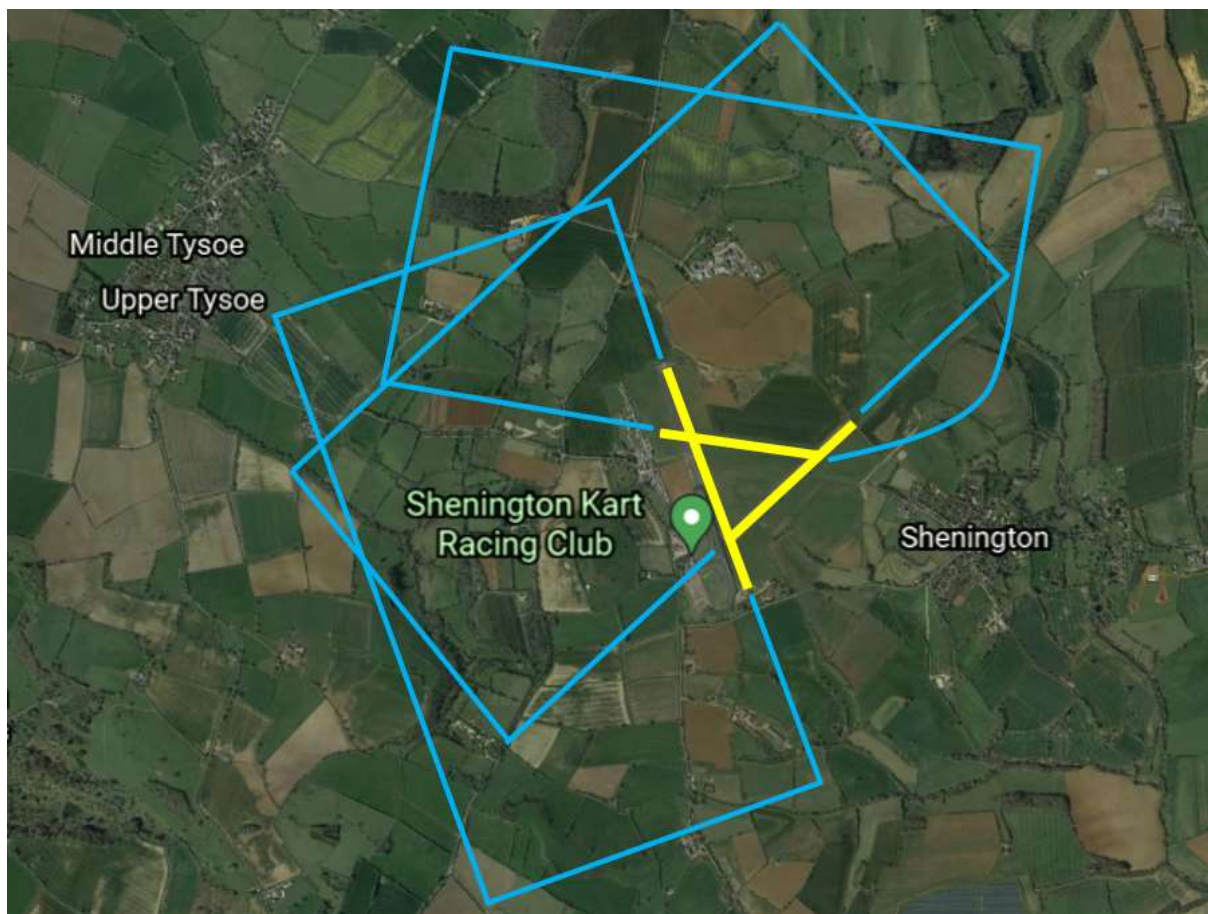


Figure 3: Standard powered aircraft circuits for Shenington Airfield

NOISE ABATEMENT

All powered aircraft must acquaint themselves with the local noise avoidance areas (Shenington/Alkerton, Epwell, Tysoe, Compton Wynyates, Upton House & associated Stud Farm and Hill Farm), as detailed in Appendix J.

APPROACH HAZARDS

When approaching to land in most directions, be aware that the local topography can result in turbulence and curl over.

OCCURRENCE REPORTING

Any occurrences, subject to mandatory reporting, are the responsibility of the PIC to report to the appropriate authorities.

SPECIFIC INFORMATION REGARDING WINCH LAUNCH OPERATIONS AND ADJACENT LANDING AREAS

Gliders are winch-launched using 7mm steel or fibre cables, which become invisible during the launch. Winch cables could be encountered overhead Sherington Airfield up to 3200' AMSL. Therefore, no power flying in the overhead should take place below 3,200' AMSL.

Overhead joins are not permitted. *Potentially hazardous overflights of the winch launching operation must be reported as an occurrence.*

Winch cables can snag undercarriage wheels and skids. Powered aircraft shall not take off or land across the glider winch cables and should avoid taxiing over them. Any intention to taxi across a winch cable should be announced on 129.980 MHz by the pilot of the powered aircraft and must be acknowledged by the Launch Point before doing so. Powered aircraft crossing cables must do so perpendicular to the cable to minimize the risk of snagging during taxi. The pilot of the powered aircraft must also confirm to the Launch Point that the cable has not snagged on the aircraft and that the aircraft is clear before any winch launching commences, by also announcing this in 129.980 MHz.

Following a glider winch launch, any powered take offs must be delayed until the winch cable is on the ground clear of the take-off run for the powered aircraft and the amber hazard lights on the winch are no longer flashing.

The location of the winch cables can usually be determined by establishing a broad line between the *Launch Point Bus* and the *Skylaunch Winch*: photographs of these are shown in Figure 4. There can be up to two winch cables laid out across the airfield, as EGC operates a twin-drum winch. The exact location of the end of these winch cables can be determined by the location of two piles of tyres near the Launch Point Bus, each pile marking the line of one winch cable, as it is towed out from the winch by a retrieve vehicle. When joining a circuit to land, noting the position of the *Launchpoint Bus* and the *Skylaunch Winch* with the two piles of tyres nearby allows the pilot to determine the position of the winch cables and adjacent safe landing area.



Figure 4: Photographs of (a) Skylaunch Winch and (b) Launchpoint Bus

The diagrams below in Figure 5, Figure 6 and Figure 7 show three examples of winch and bus locations, and therefore an example of a safe landing area adjacent to the cables in each case. This is not an exhaustive list, as airfield set up varies due to daily conditions. The assessment and selection of a safe landing area is the responsibility of the PIC of the powered aircraft.

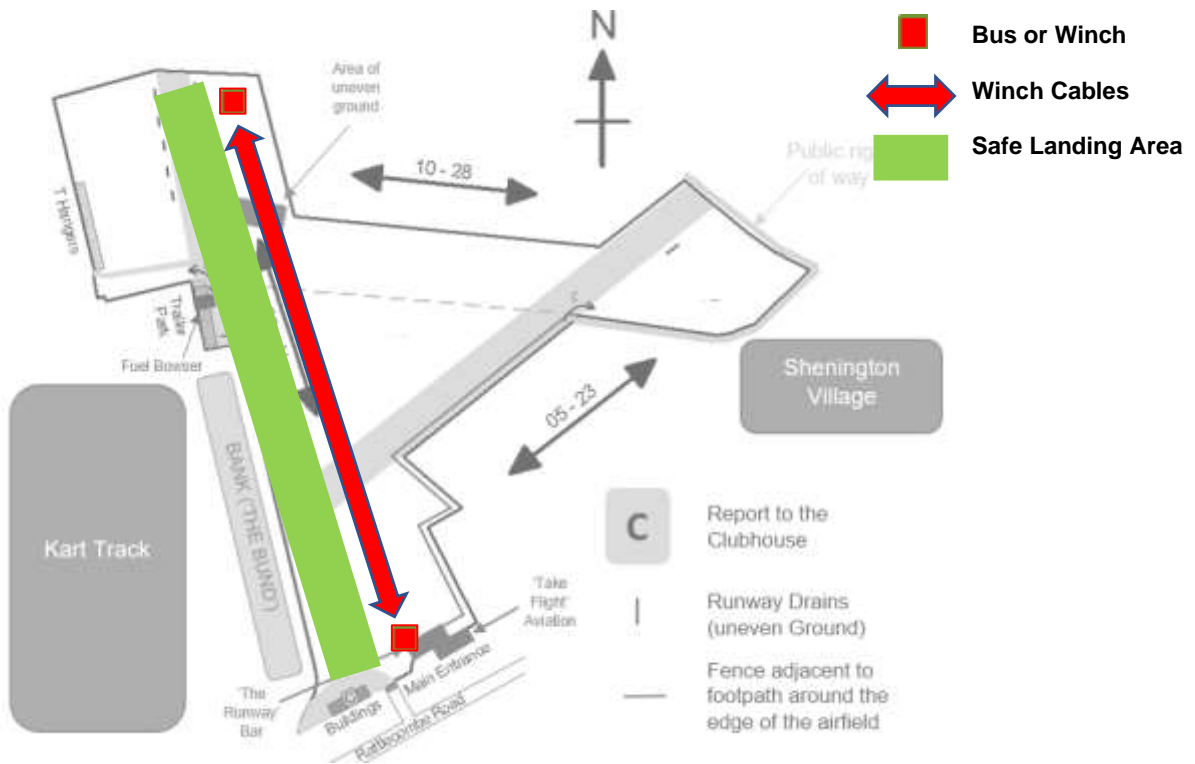


Figure 5: Example winch, bus and winch cable locations on the 17/35 run and a potential adjacent safe landing run

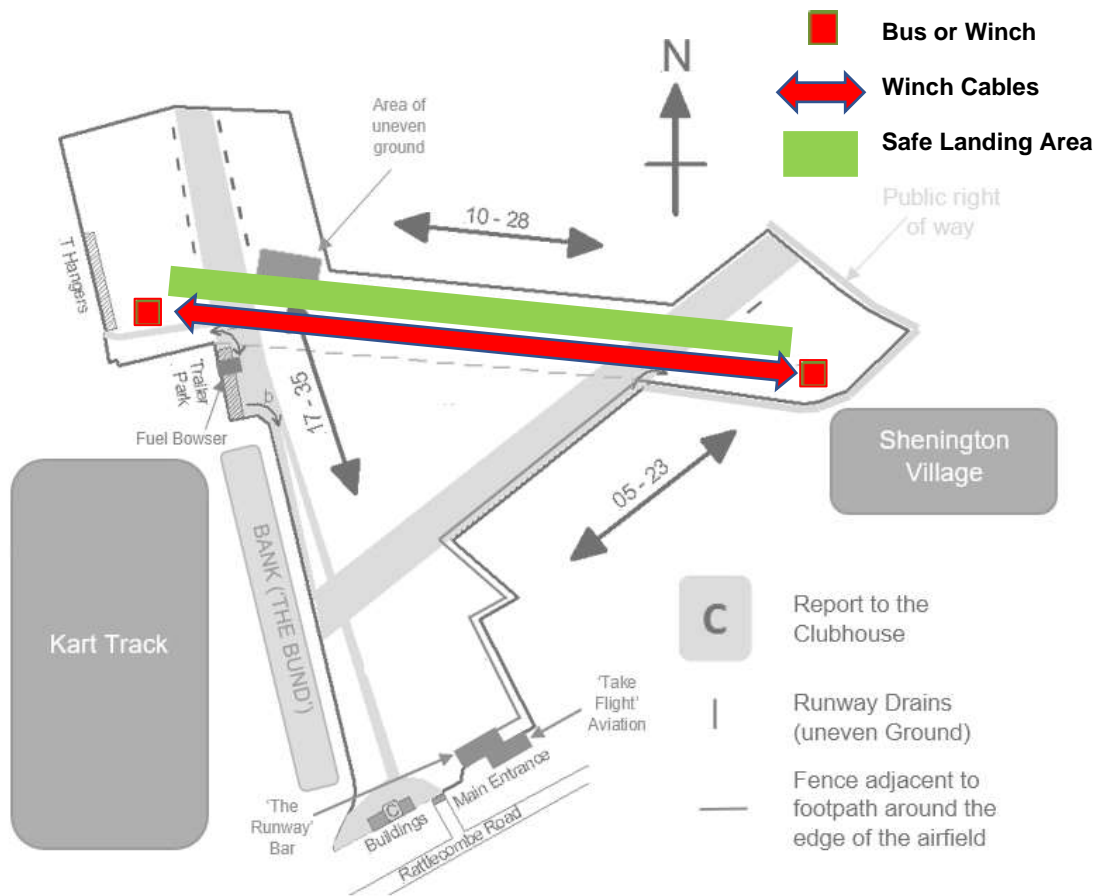


Figure 6: Example winch, bus and winch cable locations on the 10/28 run and a potential adjacent safe landing run

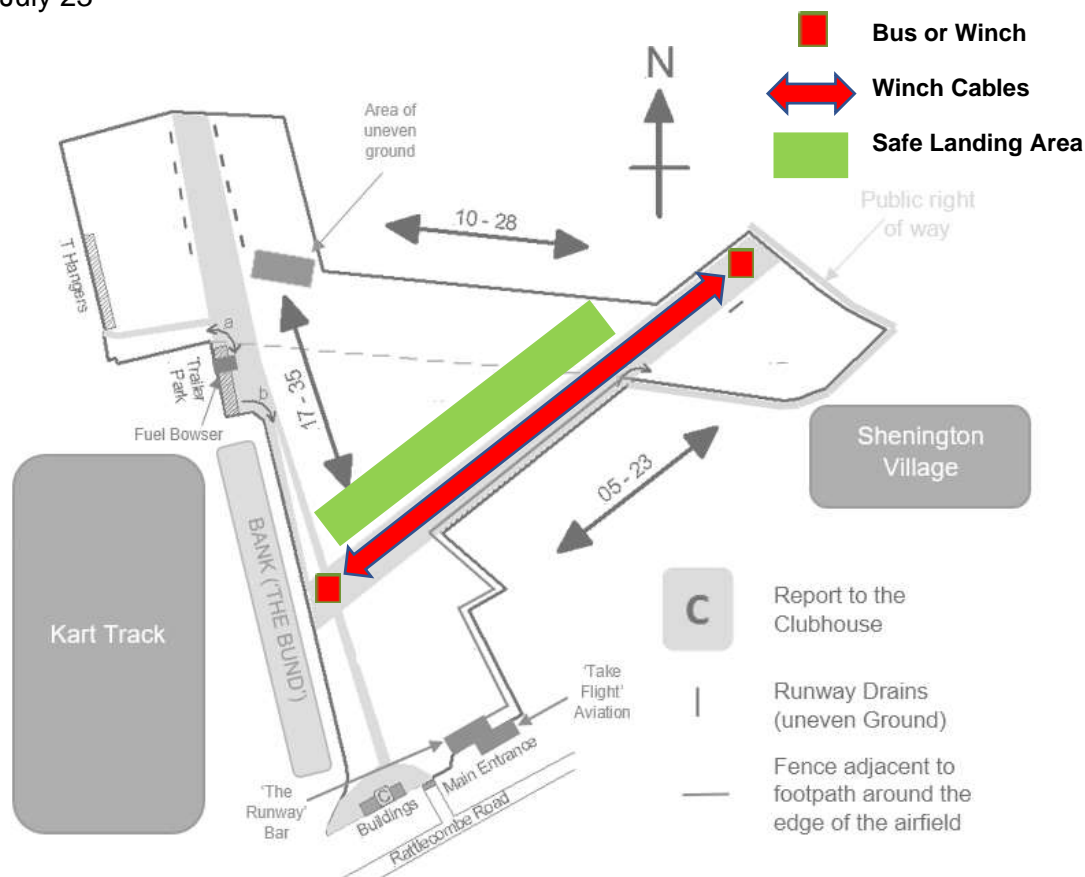


Figure 7: Example winch, bus and winch cable locations on the 05/23 run and a potential adjacent safe landing run

FUELLING REQUIREMENTS

The PIC of any aircraft that requires fuel is responsible for ensuring no conflict between fuelling operations and safe flying activity.

If an aircraft requires fuel, when glider launching or powered take offs are taking place, the pilot in command of the aircraft should consult the Duty Instructor, if one has been organised to run the gliding operation on a given day or the other airfield users, if not, before taxiing to refuel.

For any fuel deliveries, the fuel tanker must be escorted at all times when on site. Filling of the bowser must take place under the supervision of a person so authorised by EGC and all launching and powered take offs must be suspended during such operations.

AVGA Bowser requirements are detailed at Appendix K.

OTHER AIRFIELD ACTIVITIES

The flying of model aircraft and/or drones is strictly prohibited, unless explicit written permission to operate model aircraft or drones from the Airfield Owner and Airfield Operator has been provided for a specific date and time.

APPENDIX D - EGC INCIDENT AND ACCIDENT REPORTING

Incidents and accidents must be reported in accordance with the BGA reporting requirements.

DEFINITION

Incidents are unusual events which take place in connection with the aviation activities of EGC, but with no injury to persons and no damage to aircraft or property.

DEFINITION

An **accident** involves fatal or serious injury or substantial damage to a glider, tug, or motor glider (i.e. requires workshop rectification).

FATAL AND SERIOUS INJURIES AND SUBSTANTIAL DAMAGE

- After an accident involving fatal or serious injury or substantial damage (requires workshop rectification) to a glider, tug or motor glider, it is a legal requirement that the **Air Accident Investigation Branch (AAIB)** be informed immediately by telephone to **01252 512299**.
- In cases of fatal or serious injury or material damage, the **local police** must also be informed.
- **In such circumstances, the aircraft may not be moved without permission of the AAIB except for the purpose of rescue.**

REPORTING - EXTERNAL

Where it is a requirement to do so, accidents/incidents should be reported to the AAIB and/or the BGA - the supplementary document '**Edgehill Gliding Centre Emergency Procedures**' gives more detail on this.

All **accidents** and serious incidents (incidents with safety implications beyond EGC) involving gliders, self-launching gliders, microlight gliders, TMGs and tugs normally based at a BGA club or resulting from the flying operations of BGA gliding clubs, including those foreign registered, must be [reported to the BGA](#). This includes accidents also reported to the AAIB.

REPORTING - INTERNAL

Accidents or Incidents involving any person or aircraft, or involving any aspect of flying operations, must be reported immediately to the DI, if available, or CFI. As soon as practical, the DI must inform the CFI.

Additionally, all incidents and accidents must be reported to the CSO for action. The EGC Safety System provides ready access to an Incident/Accident Report Google Form via:

- The EGC website
- A link published in each EGC Weekly Update email and
- A QR code located on the Launch Point bus.

ACTION IN THE EVENT OF AN ACCIDENT

In the event of an accident on or close to Sherington Airfield, the procedures in the supplementary document '**Edgehill Gliding Centre Emergency Procedures**' will be helpful to those involved with the accident, as well as the emergency services.

An Emergency Pack, including all required forms, event log and fluorescent jacket, is kept sealed on the Launch Point bus, in case of emergency. There are also emergency tools stored in a locker above the driver's seat on the Launch Point bus.

EGC OVERDUE ACTION

Overdue action is to be taken on any EGC aircraft at twilight or if there is good cause to believe that the aircraft is missing or been involved in an accident. Details are in the supplementary document, '**Edgehill Gliding Centre Emergency Procedures**'. It is particularly important to have a 'Buddy System' in place where long flights are planned or late returns to the airfield are expected.

APPENDIX E – AIRFIELD LAYOUT INCLUDING KNOWN HAZARDS (ITALIC IN RED)

LAUNCHING ON RUN 28 (FROM '8 ACRE')

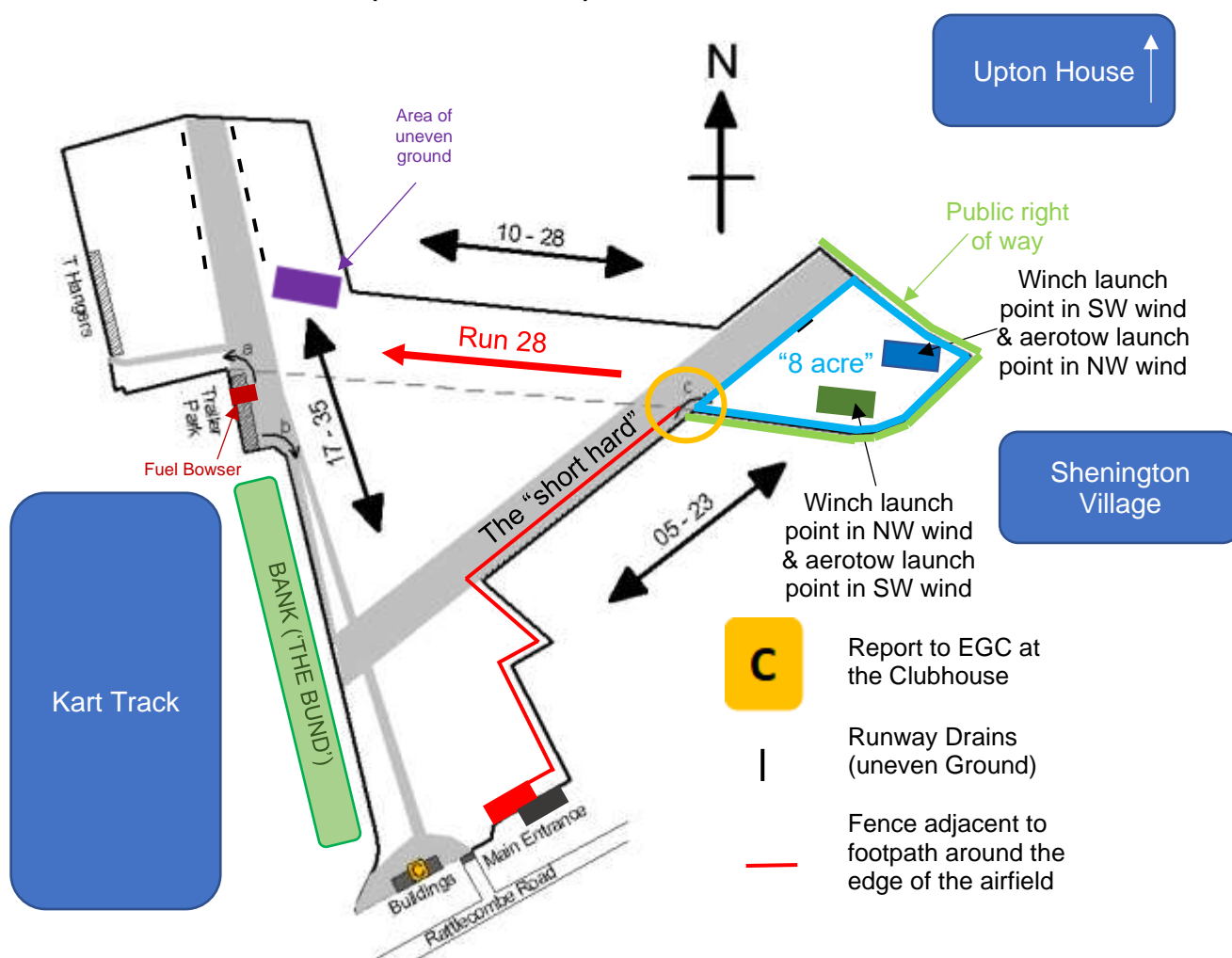


Figure 8: Diagram of launching on run 28

Due to the prevailing wind direction, the main run for gliding operations is 28, commonly referred to as the "8 acre" run. "8 acre" refers to the area of grass between the "short hard" and the boundary fence looking towards Shenington village. The general philosophy is to establish the winch launch point on the downwind side of any crosswind.

Landings on this run within the 8 acre field are possible for experienced pilots, but not recommended in nil wind. Landing on the upwind side of the cables is best. The intersections between grass and tarmac are generally ok, but, if in doubt, plan a landing to not run over any intersections between grass and hard runways. If, having landed, a glider is in such a position as to inhibit launches, the glider should be moved clear as quickly as possible. Landing parallel and to the south of 28, over the short hard runway (05 – 23), into the centre triangle is a good option for experienced pilots, as it ensures 28 is not blocked for take-offs.

This run can experience curl-over and turbulence in a north-westerly wind due to the Edgehill ridge, so plan accordingly.

Pinch point 'c' is of particular relevance on this run.

Another significant feature is the shape of the '8 acre' field. Please note that approaches are *not* at a right angle to the boundary fence!

In a SW wind, the winch launch point will be on the side furthest from the clubhouse. The A/T launch point will be on the opposite side, as far away from the cables as conditions permit. *The A/T take-off line will be well-clear of the winch cables. However, should the tug pilot be concerned, the cables will be held at the winch, or if necessary, retracted to the winch.*

In a NW wind, the winch and A/T launch points will be swapped over. In this case, when towing a glider out to the launch point along the "short hard", the strongly preferred option is to wait until the cables are retracted between launches, then cross over the take-off run, remaining on the short hard until clear on the upwind side and then towing down to the launch point.

A particular hazard in a NW wind is to be aware of gliders coming back low from the ridge, needing to turn in early.

Furthermore, as there are public rights of way surrounding the edges of the '8 acre field' and a path to 'The Runway' bar around the airfield, pedestrians may walk along the boundary fence, outside of the airfield perimeter. Therefore, care must be taken to ensure safe clearance on an approach. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

LAUNCHING ON RUN 10 (IN FRONT OF THE T HANGARS)

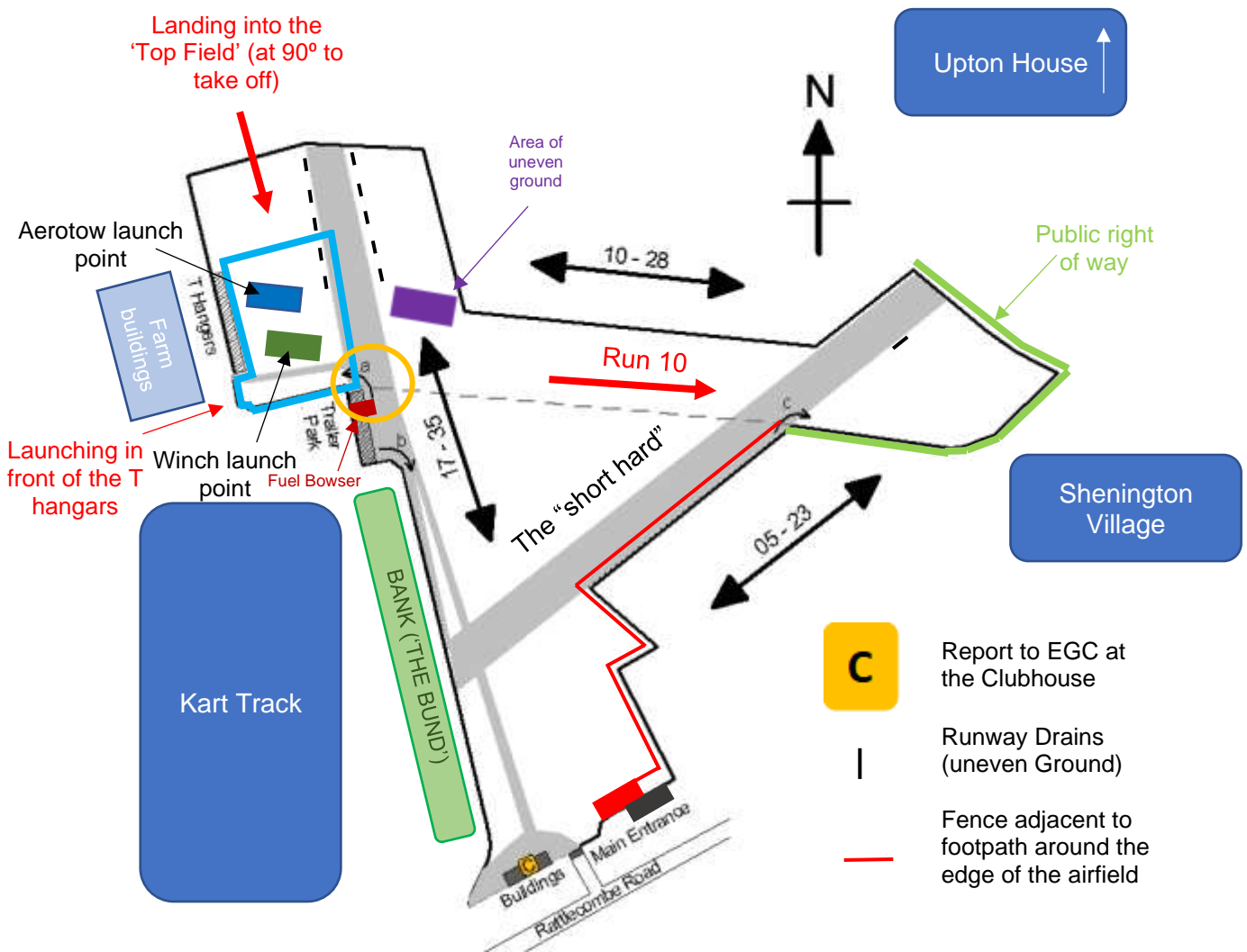


Figure 9: Diagram of launching on run 10

The winch launch point will be on the side of the field closest to the clubhouse, with the A/T launch point further to the north. *Pinch point 'a' is of particular relevance on this run.*

This run allows for landings in the same direction as the launch, deep into the centre triangle, approaching over the farm buildings or trailer park.

With due regard to conflicting traffic, wind strength and direction, it is possible to land safely in the "top field", at 90 degrees to the take-off line. This option de-conflicts nicely with other traffic by virtue of height differences around the respective circuits.

The A/T launch point will be north of the winch launch point. *The A/T take-off line will usually be well-clear of the winch cables. However, should the tug pilot be concerned or if there is sufficient southerly crosswind for the winch run to have been set up at a diagonal, the cables will be held at the winch, or if necessary, retracted to the winch.* The A/T take off direction naturally involves a turn away from the cables once at a safe height to avoid Sherington village for noise abatement purposes.

Furthermore, as there are public rights of way around the '8 acre' field, where the winch is located and there is a path to 'The Runway' bar just outside the airfield boundary, pedestrians may walk along the boundary fence, outside of the airfield perimeter. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

LAUNCHING ON RUN 17 (FROM THE 'TOP FIELD')

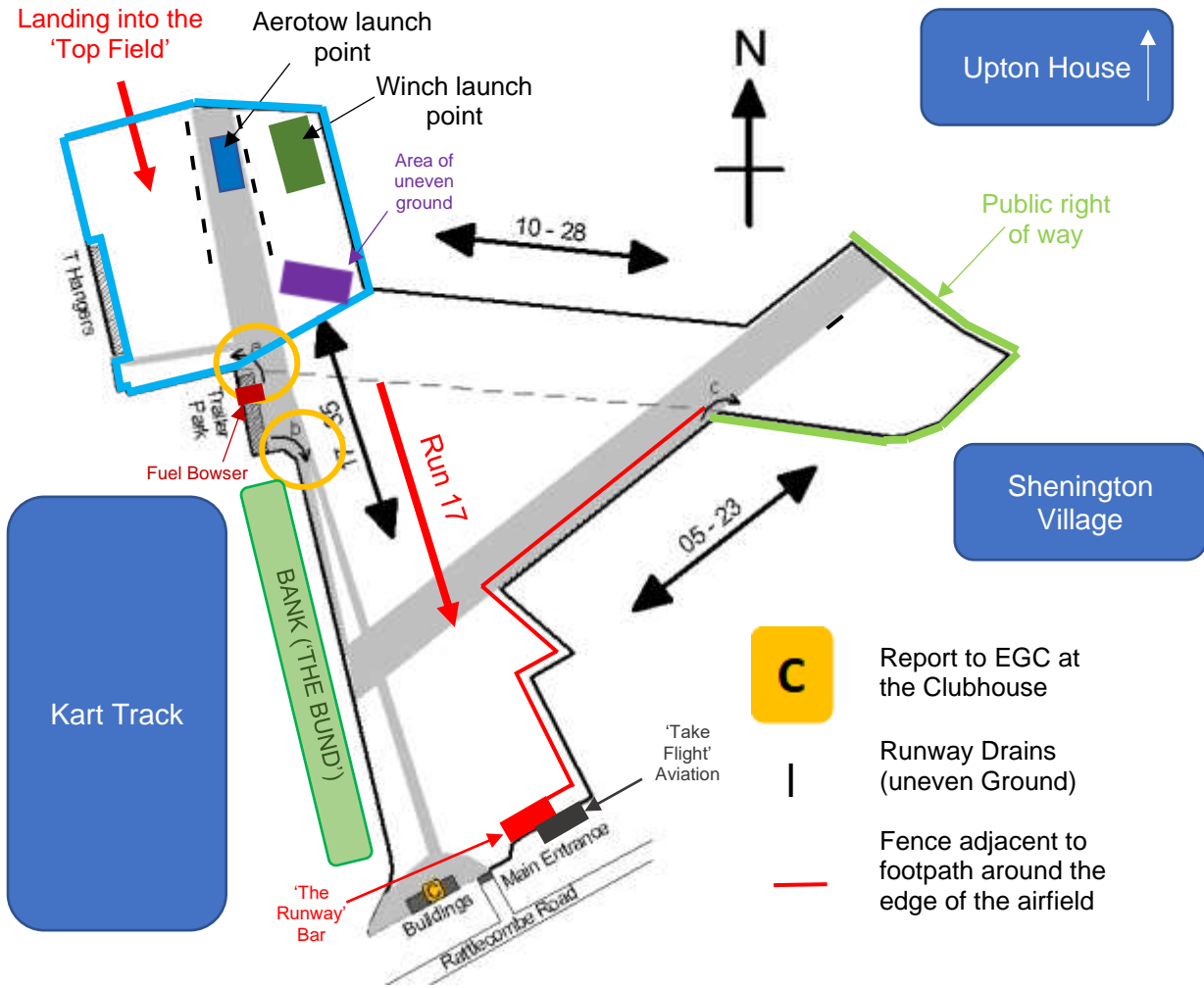


Figure 10: Diagram of launching on run 17

This run is often used in a strong SW wind. *This can lead to significant turbulence on the approach due to the local topography, the bund and buildings on the airfield perimeter.* In more benign conditions, however, it offers the opportunity for landings on the upwind side of the cables in the "top field".

A/Ts usually take place along the hard runway, with winch launch launching from the grass on the eastern side of this run, providing a safe clearance between the cables and A/T run. *However, the cable must be retracted and held at the winch if the tug pilot has any concerns.*

Furthermore, significant turbulence can occur whilst aerotowing with a westerly component in the wind, due to the bank on the west side of the airfield. In addition, this run is potentially problematic for straight ahead landings following a launch failure due to the location of the Runway bar and also from high cable breaks dropping onto the Kart Track if there is an easterly component to the wind.

The launch point bus is parked as far back into the hedge at the perimeter as possible, between the A/T and winch launch points, allowing clear line of sight between the winch and A/T launch points.

This run is often chosen by the Duty Instructor in favour of even more crosswind launching from the '8 acre' field.

Pinch points 'a' and 'b' are of particular relevance on this run.

If the 'Runway Bar' is open, no winching, aerotowing or any other powered take-offs are to be undertaken on this run. Any landings on this run must be planned, so they are complete before the intersection with the 'short hard' (run 05/23).

If the kart track is operational and if there is an easterly cross-wind or any risk of a cable drifting towards the kart track, including in the event of a launch failure, no winching is to take place on this run.

As there is a path to 'The Runway' bar just outside the airfield boundary, pedestrians may walk along the boundary fence, outside of the airfield perimeter. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

LAUNCHING ON RUN 23 ('THE SHORT HARD')

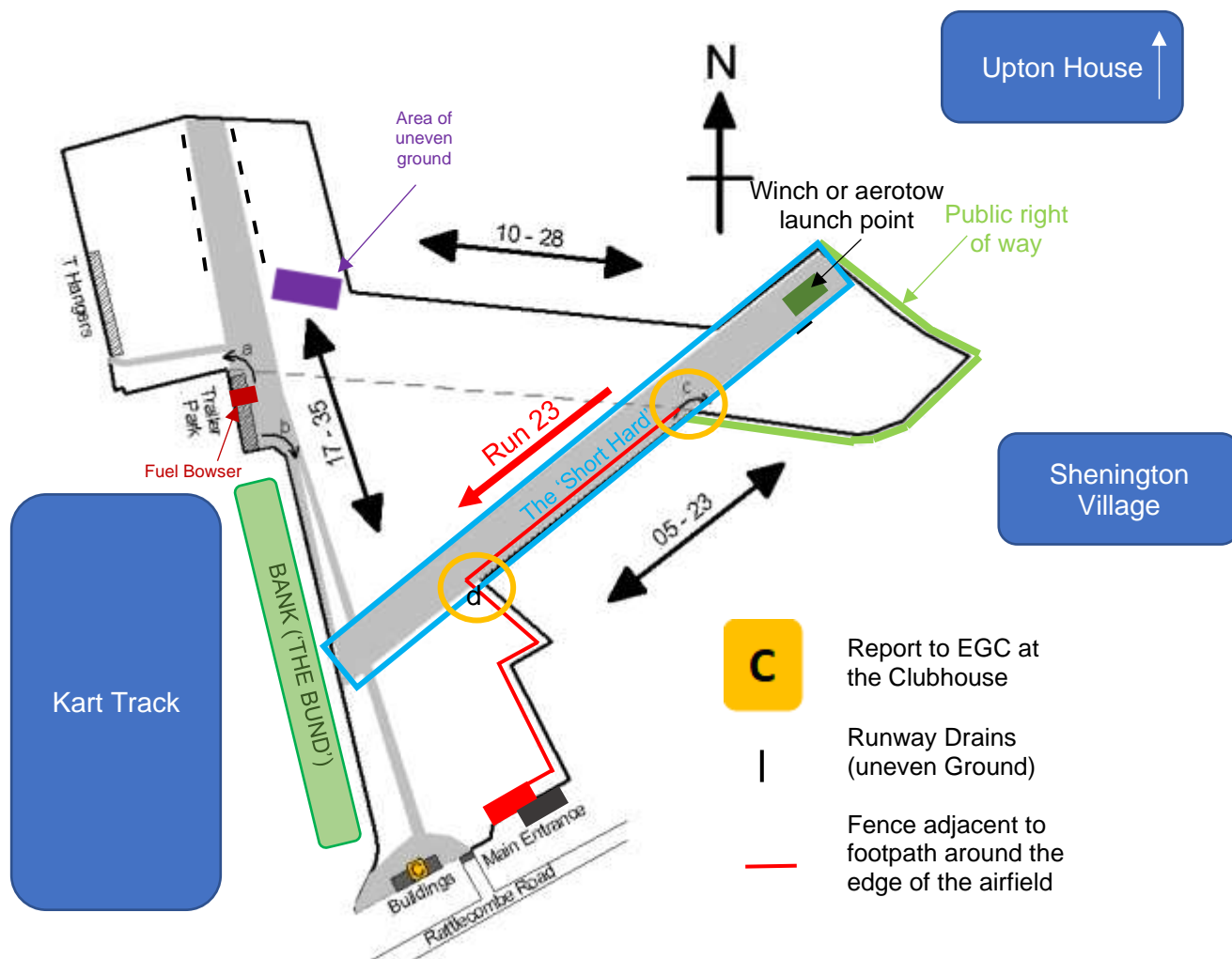


Figure 11: Diagram of launching on run 23

The "short hard" is always available for landings, *but be aware that the tempting smooth tarmac is not in the middle of the runway.* The newer smooth tarmac was laid down when the airfield was used as a vehicle test track, and in order to facilitate a smooth bend, as the track gets closer to the clubhouse end, it bends away from the centre of the runway towards the adjacent fence.

Winch launching on the short hard on the '23' run is limited to strong southwesterlies. It is only 700m long, so launch failure options are very limited in light winds, and there is usually a better launch direction to use. Operating on the hard surface for any great number of launches also has a detrimental effect on cable wear.

Pinch points 'c' and 'd' are of particular relevance on this run.

As there are public rights of way and a path to 'The Runway' bar surrounding the edges of the airfield adjacent to this run, pedestrians may walk along the boundary fence, outside of the airfield perimeter. Therefore, care must be taken to ensure safe clearance on an approach. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

LAUNCHING ON RUN 05 ('THE SHORT HARD')

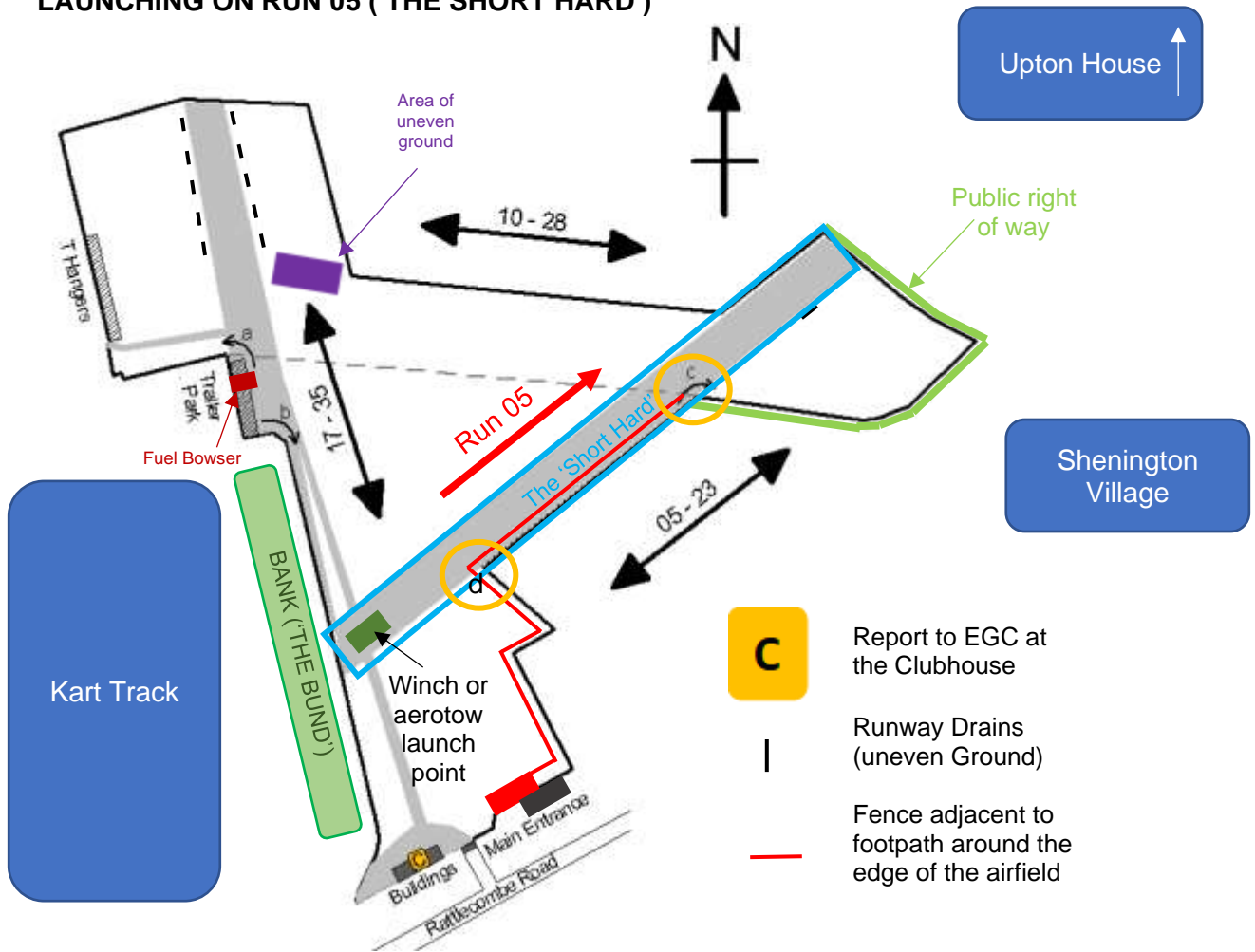


Figure 12: Diagram of launching on run 05

Conversely, launching from the opposite end of the short hard, using run '05,' is limited to strong northeasterlies. It is only 700m long, so launch failure options are very limited in light winds, and there is usually a better launch direction to use. Operating on the hard surface for any great number of launches also has a detrimental effect on cable wear.

As with landing on the short hard in the opposite direction, be aware that the tempting smooth tarmac is not in the middle of the runway. As the newer smooth tarmac track gets closer to the clubhouse end, it bends away from the centre of the runway towards the adjacent fence.

Pinch points 'c' and 'd' are of particular relevance on this run.

As there are public rights of way and a path to 'The Runway' bar surrounding the edges of the airfield adjacent to this run, pedestrians may walk along the boundary fence, outside of the airfield perimeter. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

LAUNCHING ON RUN 35 ('FROM THE CLUBHOUSE FIELD')

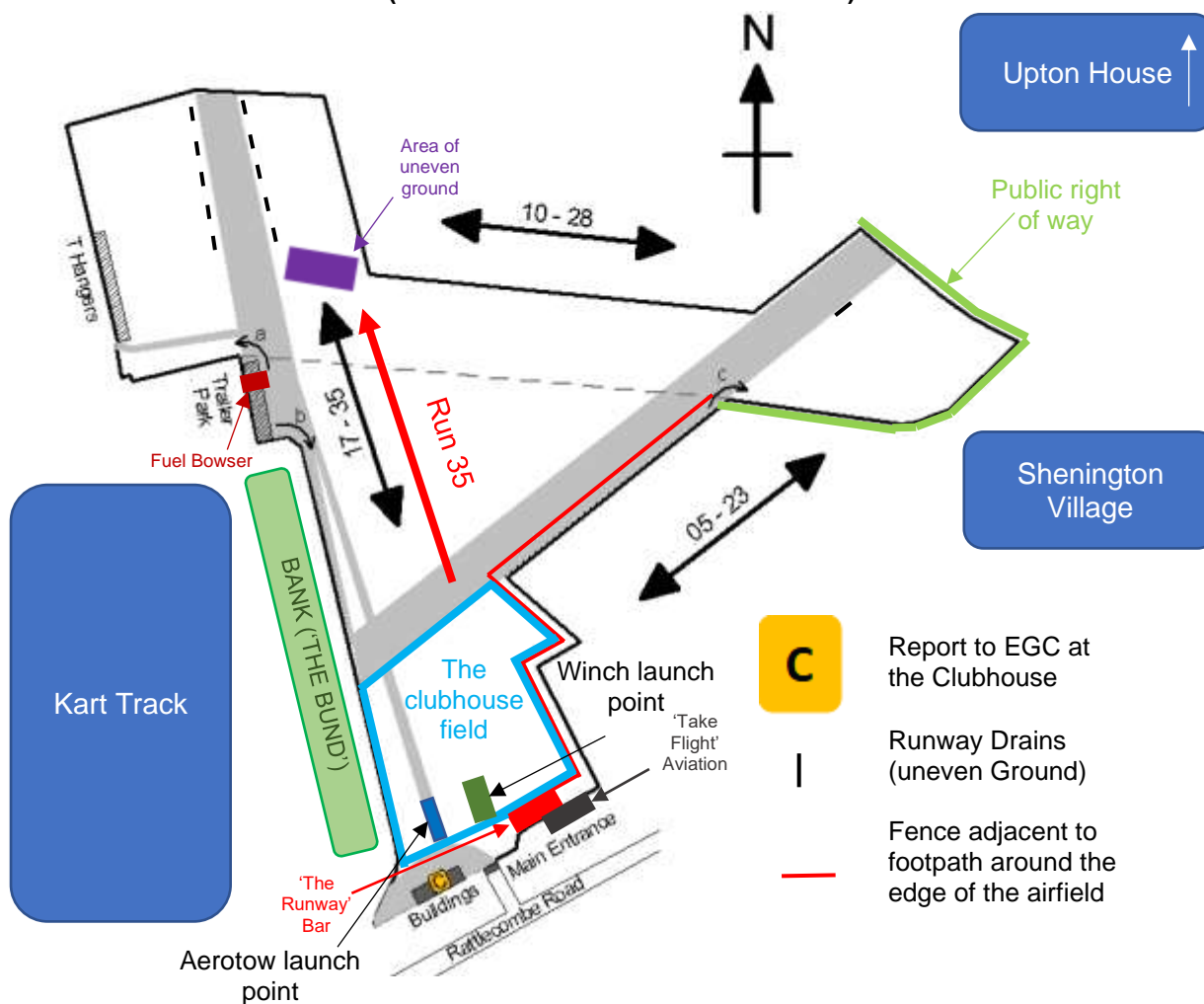


Figure 13: Diagram of launching from the clubhouse

This run presents a challenge in that any landings on the same run will usually be on the downwind side in the winch cable drop zone, due to this run often being used with a slight westerly component in the wind. This therefore inhibits launching until gliders that have landed have been pulled most of the way back to the launch point. However, as the crosswind will be from the west in this case, remote landings into the '8 acre' field should not present any difficulty.

The clubhouse field itself is rather short, so attempted short landings will often involve running over the intersection with the short hard runway, particularly in light winds. *That intersection is very rough. So, the best option, if you need to land in that direction, is to plan to land well clear of the short hard into the centre triangle.*

For A/Ts, the "long hard" is normally used. The launch point bus is parked as far back into the hedge at the perimeter as possible, between the A/T and winch launch points, allowing clear line of sight between the winch and A/T launch points.

A particular hazard when aerotowing on this run is the blind corner adjacent to the trailer park (marked as pinch point 'b'). Approaches on this run in any sort of wind are very prone to curl over effects from the trees immediately before the first possible landing area.

If the kart track is operational and if there is an easterly cross-wind or any risk of a cable drifting towards the kart track, including in the event of a launch failure, no winching is to take place on this run.

As there is a path to 'The Runway' bar just outside the airfield boundary, pedestrians may walk along the boundary fence, outside of the airfield perimeter. Therefore, care must be taken to ensure safe clearance on an approach. A winch launch must not take place if there is a risk of the cable drifting towards pedestrians, including in the event of a launch failure.

APPENDIX F– DRIVING ON SHENINGTON AIRFIELD

General movements around the airfield shall take place around the periphery of the airfield, as close as practical to the airfield fence. At all times keep a good lookout all around for moving aircraft that may be taking off, landing or in an emergency situation. The speed limit is **20 mph**.

The airfield, right up to the perimeter fence, has hazards not found on public roads; be aware that aircraft may arrive low over, or land on, any part of the airfield. Cables may fall on any part of the airfield. Keep clear of all moving and parked aircraft. If in doubt, stop and await advice.

Shenington Airfield includes 'pinch points' that can result in an increased likelihood of vehicles being hazards to aircraft. Such places include, but are not limited to, the north end of the trailer park emerging onto the top field (a), the meeting of the peri-track and the glider trailer park at its southern end (b), the corner between the hard surface (05/23) and the grass field (8 Acre) (c) and the corner between the hard surface (05/23) and the clubhouse field (d). Vehicles emerging onto all of these areas must do so slowly and carefully to ensure there is no air traffic taking off or about to land. These are shown in Figure 2 by the letters a, b, c and d.

Movements of aircraft, including towed gliders, may occur either on the grass or the hard surfaces as appropriate. Such movements are under the control of the vehicle driver, who shall take appropriate measures to ensure that there is no likely imminent use of the area across which they are towing by either aircraft taking off or about to land.

All contractors, farm traffic and associated personnel shall be made aware of the dangers of operating on the airfield by the Airfield Owner and the Airfield Owner will be responsible for their conduct. Any disputes will be resolved by the Airfield Owner.

If your vehicle comes into contact with any aircraft, no matter how slight, it must be reported to EGC and the aircraft owner, so that a qualified person can inspect for hidden damage before the aircraft's next flight.

PRIVATE VEHICLES OF THE AIRFIELD

All drivers who take their vehicle on the airfield should be aware that they could present a hazard, as described above, and they must give way to aircraft. If in doubt, vehicles should be left secured in the car park.

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

Drivers are also reminded of the need to check the validity of their vehicle insurance specifically for driving on the airfield.

APPENDIX G – EGC PILOT AUTHORISATION, SUPERVISION & CURRENCY

AUTHORISATION AND SUPERVISION

The EGC authorisation and supervision requirements are tabled below. The 'G' status of a pilot shall be:

- Given and rescinded at the discretion of the CFI.
- recorded by EGC.

Status	Minimum Criteria	Glider Type	Requirements and Privileges
G1	Qualified Pilot with CFI approval.	Private Glider	The pilot is self-authorising and self-briefing. G1 pilots can operate without a Duty Instructor running the airfield when flying a private glider. <i>The CFI may add additional caveats to this status, such as local soaring only.</i>
		Club Glider	The pilot is self-authorising and self-briefing. However: <ul style="list-style-type: none"> • the pilot must inform the Duty Instructor, DCFI or CFI of their intentions. • flying cross-country requires individual authorisation by the Duty Instructor, DCFI or CFI. These requirements are to look after club assets and ensure they are shared fairly between members.
G2	Qualified Pilot with CFI approval.	Club or Private Glider	The pilot must: <ul style="list-style-type: none"> • inform the Duty Instructor of their intentions. The Duty Instructor will decide if any further briefing is required. • Obtain individual authorisation by the Duty Instructor, to fly cross-country.
G3	Unqualified Pilot or those not approved as G1 or G2 by the CFI	Club or Private Glider	Each flight will take place with an Instructor or flown solo; both under the supervision and authorisation of an EGC Supervising Instructor

NOTE: Temporary G1 status may be granted to suitably qualified and experienced visiting pilots by the CFI. Temporary G2 status may be granted to suitably qualified and experienced visiting pilots by the Duty Instructor, CFI or DCFI. Otherwise, a visiting pilot is automatically G3.

CURRENCY

All pilots using pilot licence privileges, shall ensure that they meet the minimum legal recency and currency requirements. In addition, EGC pilots are to comply with the currency periods detailed below.

Notwithstanding the currency periods outlined below, no pilot should be embarrassed to have a chat with an Instructor before flight about their experience, currency or recency. All pilots should consider their own currency and whether they feel comfortable to fly. Also see the BGA Currency Barometer below.

Currency Periods

Currency periods define the maximum period of elapsed time between flights as PIC, after which a check flight is required. The CFI, DCFI and Duty Instructor (when available) have the authority to extend these periods on an individual basis in exceptional circumstances.

Where there is a currency shortfall, currency can be re-established by flying with a BGA Assistant or Full Category Instructor.

Pilot Qualifications	Currency Period
Unqualified Pilot or those not approved as G1 or G2 i.e. G3	4 weeks
Qualified Pilot i.e. G1 or G2	8 weeks
BGA Assistant or Full Category Instructors and Flight Instructor (Sailplanes)	As per BGA Laws and Rules for Instructor Revalidation

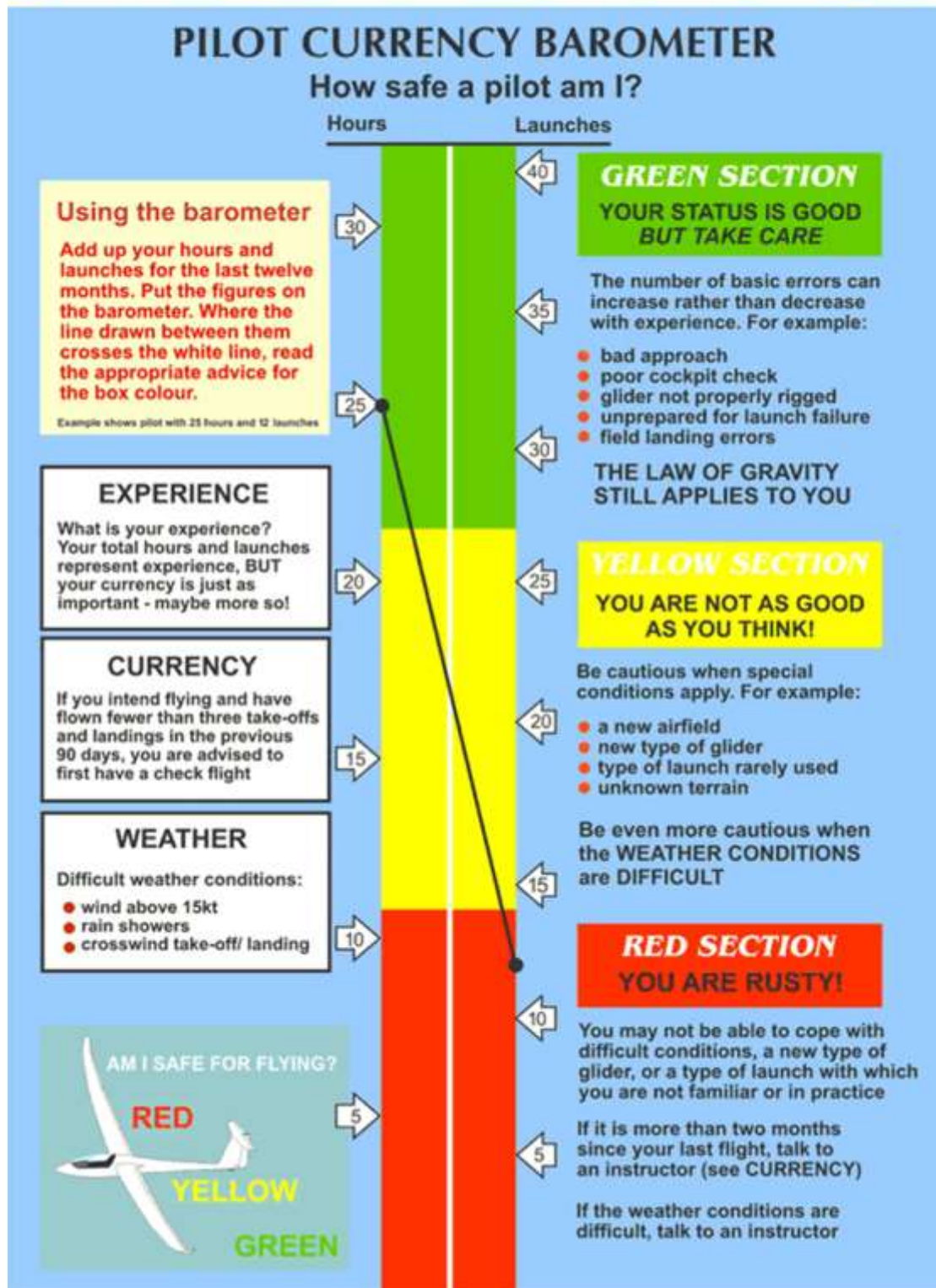
Notwithstanding the above currency periods, due regard should be paid to the weather conditions on any particular day, launch direction and method, pilot ability and pilot experience when considering whether a pilot is sufficiently current to fly as PIC. Therefore, depending on individual circumstances, the Duty Instructor, DCFI or CFI may wish to carry out check flights at any time or prevent a pilot from flying as PIC and their decision is final.

Carrying Passengers

When carrying passengers, EGC requires that the PIC has carried out, in the preceding 90 days, at least three take-offs, approaches and landings as the sole manipulator of the controls of an aircraft of the same type or class.

BGA CURRENCY BAROMETER

SAFE FLYING!



APPENDIX H – WINCHING OPERATIONS

Winch launch signals are given by non-airband, management frequency ground radios. The winch, cable tow out (retrieve) vehicles and some EGC buggies are equipped with these, as well as a handheld one at the launch point.

All spectators and others not involved in the launch must be kept clear of the launching glider and well behind the glider.

Winch launching must not take place when another aircraft (such as glider, motorglider or powered aircraft) is on approach.

BGA standard launch techniques are generally used, as follows:

1. PICs signal their readiness to launch in all respects by requesting "**Cable on please, XXXX weak link**".
2. The 'attacher' then attaches the cable, with the type of weak link requested, to the winch hook and pulls it tight to make sure it is securely attached. Once this is complete, they say to the PIC "**Cable on and secure, XXXX weak link.**" The attacher must then immediately clear from in front of the glider.
3. It is the PIC's responsibility to ensure that they are satisfied as to the appropriateness of the weak link and that the cable is connected to the correct hook.
4. The 'wingtip holder' (which may or may not be the same person as the 'attacher') checks clear above, behind and in front and then, when it is clear, uses hand signals and verbal signals, as follows:
 - '**All clear above and behind, Take Up Slack**' is given by swinging the arm underarm i.e. no higher than shoulder height
 - '**All Out**' is given by waving an arm forward and backward above the head i.e. no lower than shoulder height
 - '**Stop**' is given by holding one arm stationary vertically above the head
5. Winch launches are controlled by a separate person who passes launching instructions to the winch by ground radio.

To avoid confusion when designating which cable is being used, the 'live' cable is identified by referring to it as either the "Kart track" or "Upton House" cable (locations of these features can be seen in Figure 2 and Appendix E). Whichever cable is being used, one of those descriptors will be accurate for the side of the airfield that the cable is on, and the other cable takes the remaining name. The syllables of the two names are deliberately different, to minimise any possible confusion.

Therefore, the standard initial radio call is '**Winch, Launch Point, Glider Type, Kart Track/Upton House Cable, Take Up Slack,**' followed by '**All Out, All Out**' once the wing tip holder signals for this.

Lights on the top of the winch cab will flash when a cable is moving. Winch cables must not be picked up or touched whilst the lights on the winch cab are flashing. Wait until the lights have stopped flashing to pick a cable.

The end of the winch cables should be picked up and moved next to the glider by holding the strop in a loop, so that if the cable is inadvertently pulled in, it will pull out of the holder's hand.

EGC LAUNCH CABLE TOW OUT AND RETRIEVE SIGNALS

No cable tow out is to commence until the Winch Driver has given a positive signal that it may do so. In some cases, the Winch Driver is also the retrieve driver, so they both initiate and carry out cable tow out using the retrieve vehicle. If a cable tow out has been interrupted for any reason, it

should not re-commence until permission has been clearly given by the Winch Driver. If the cable system is being worked on for any reason, the winch stop light is to be left on continuously.

No cables are to be wound in without clear communication from the launch point to the winch driver that it is safe to do so.

TEMPORARY AIRFIELD MARKERS

Two piles of tyres are often used as markers for the winch launch point and as the delivery point for the cable tow out vehicle for winch launching. These define a safe exit route for the tow-out vehicle, without having to reverse.

Gliders should be parked to the left or right of the two piles, making sure a wingtip is not overlapping the gap between them. Similarly, when joining a queue at the winch launch point, pilots are asked to be mindful of maintaining the gap for the safe exit of the tow-out vehicle.

COORDINATING WINCHING ON ONE RUN AND AEROTOWS/OTHER POWERED TAKE-OFFS ON ANOTHER

Ideally, all take-offs are carried out in the same direction. However, due to the limitations of the airfield, powered sailplane, TMG and aeroplane pilots are to determine a safe take-off run.

Therefore, winch launching will be taking place on one pre-determined run, and aerotowing/other powered take-offs could be taking place on another. Where required, a marshal, equipped with a ground and airband radio, should be established at the take-off location of the powered aircraft/A/T combination, to coordinate winch launches and powered take offs with the Launch Director and Winch Driver.

APPENDIX I – AEROTOW OPERATIONS

Approval to fly tug aircraft will be issued by the EGC Tug Master.

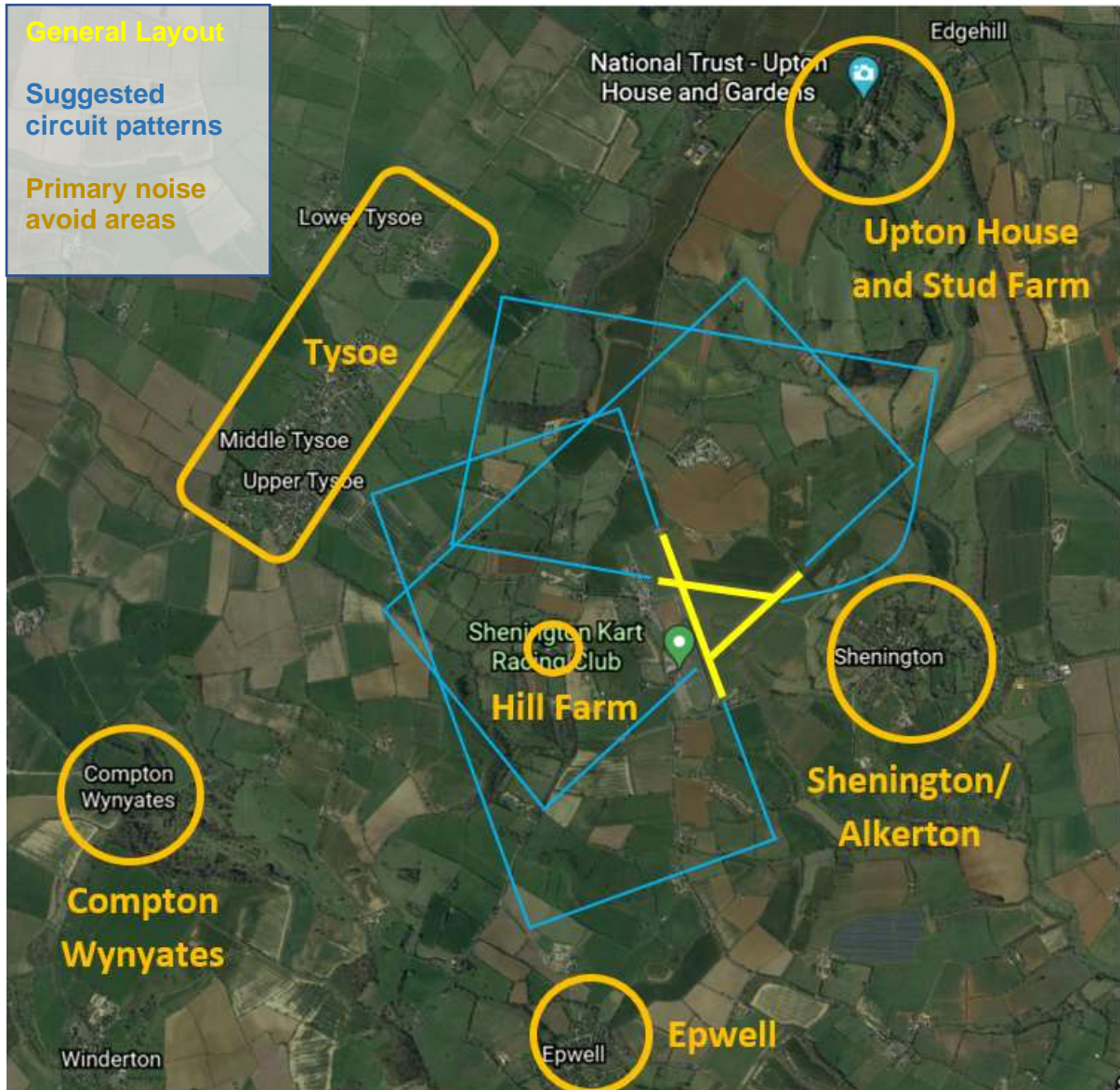
All spectators and others not involved in the launch must be kept clear of the launching glider and well behind the glider.

Aerotowing must not take place when another aircraft (such as glider, motorglider or other powered aircraft) is on approach.

BGA standard launch techniques are generally used, as follows:

1. PICs signal their readiness to launch in all respects by requesting "**Cable on please.**"
2. The person attaching the A/T rope must check to see that the A/T weak links are intact and that the aerotow rope is the right way around i.e. correct type of weak links at glider end.
3. The 'attacher' then attaches the cable to the A/T hook and pulls it tight to make sure it is securely attached. Once this is complete, they say to the PIC "**Cable on and secure.**" The attacher must then immediately clear from in front of the glider.
4. It is the PIC's responsibility to ensure that they are satisfied as to the appropriateness of the weak link and that the cable is connected to the correct hook.
5. The 'wingtip holder' (which may or may not be the same person as the 'attacher') checks clear above, behind and in front and then, when it is clear, uses hand signals and verbal signals, as follows:
 - '**Take Up Slack**' is given by swinging the arm underarm i.e. no higher than shoulder height
 - '**All Out**' is given by waving an arm forwards and backwards above the head i.e. no lower than shoulder height
 - '**Stop**' is given by holding one arm stationary vertically above the head
6. Aerotow launches are controlled by a separate person who passes launching instructions to the Tug Pilot by airband VHF radio. The standard radio calls are as follows – in this example with the EGC Supermunk (G-BCSA) is using the 28 run:
 - **Golf-Sierra-Alpha, Shenington Launchpoint, Take Up Slack**
 - **Taking Up Slack, Golf-Sierra-Alpha**
 - **Golf-Sierra-Alpha, All Out, All Out**
 - **Shenington Traffic, Golf-Sierra-Alpha, Runway 28, Combination Rolling**
 - **Golf-Sierra-Alpha, Stop-Stop-Stop** (if necessary)

APPENDIX J – NOISE ABATEMENT



APPENDIX K – AVGAS BOWSER

Authorisation for use of the AVGAS Bowser is for individuals and organisations with shares in the fuel bowser (Bowser Syndicate) or their authorised representatives.

Any fuel uptake must be recorded on the Fuel Log Sheet provided at the bowser. The fuel should be paid for immediately using the PDQ machine outside the office. The cost of the AVGAS can be calculated using the price per litre given in the folder in the Fuel Bowser.

The Licence for keeping and dispensing Petroleum Spirit on the airfield, issued by Oxfordshire County Council, will be held by Edgehill Gliding Centre Ltd on behalf of the Bowser Syndicate.

Only trained operators may use the Bowser. The Bowser syndicate is responsible for the training of operators, that the training is at an appropriate level and for maintaining a list of trained operators.

Filling of the bowser or dispensing AVGAS from it will be strictly in accordance with the AVGAS Fuel Bowser User Guide, which is a supplementary document to this Operations Manual.

Inadvertent fuel spillages are to be dealt with promptly using the spill kit housed in the yellow wheelie-bin kept adjacent to the Bowser. Spills are to be reported to the Lead of the Bowser Syndicate immediately to ensure prompt replenishment of the spill kit. Significant spills shall also be reported to the Airfield Owner.

Any fires involving aviation spirit should be dealt with by the Emergency Services in accordance with the procedure in the 'Edgehill Gliding Centre Emergency Procedures' document, which is a Supplementary Document to this Operations Manual.

End.