

# SHENINGTON AIRFIELD OPERATIONS MANUAL

**EDGEHILL GLIDING CENTRE LTD**

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

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## 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.

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

A number of organisations and individuals use Shenington Airfield. Currently these organisations are: Edgehill Gliding Centre Ltd (EGC), Take Flight Aviation, other individual power pilots, Shenington Airfield Limited and Farm Contractors.

All users must provide, at their own cost, third party liability insurance. Any organisation operating from Shenington Airfield, and for which operations include minors, must have their own Child Protection Policy in place. The contact telephone numbers are:

<b>Airfield Owner:</b>	07890 590213
<b>Edgehill Gliding Centre (Airfield Operator):</b>	07548 069341
<b>Take Flight Aviation:</b>	01789 470424

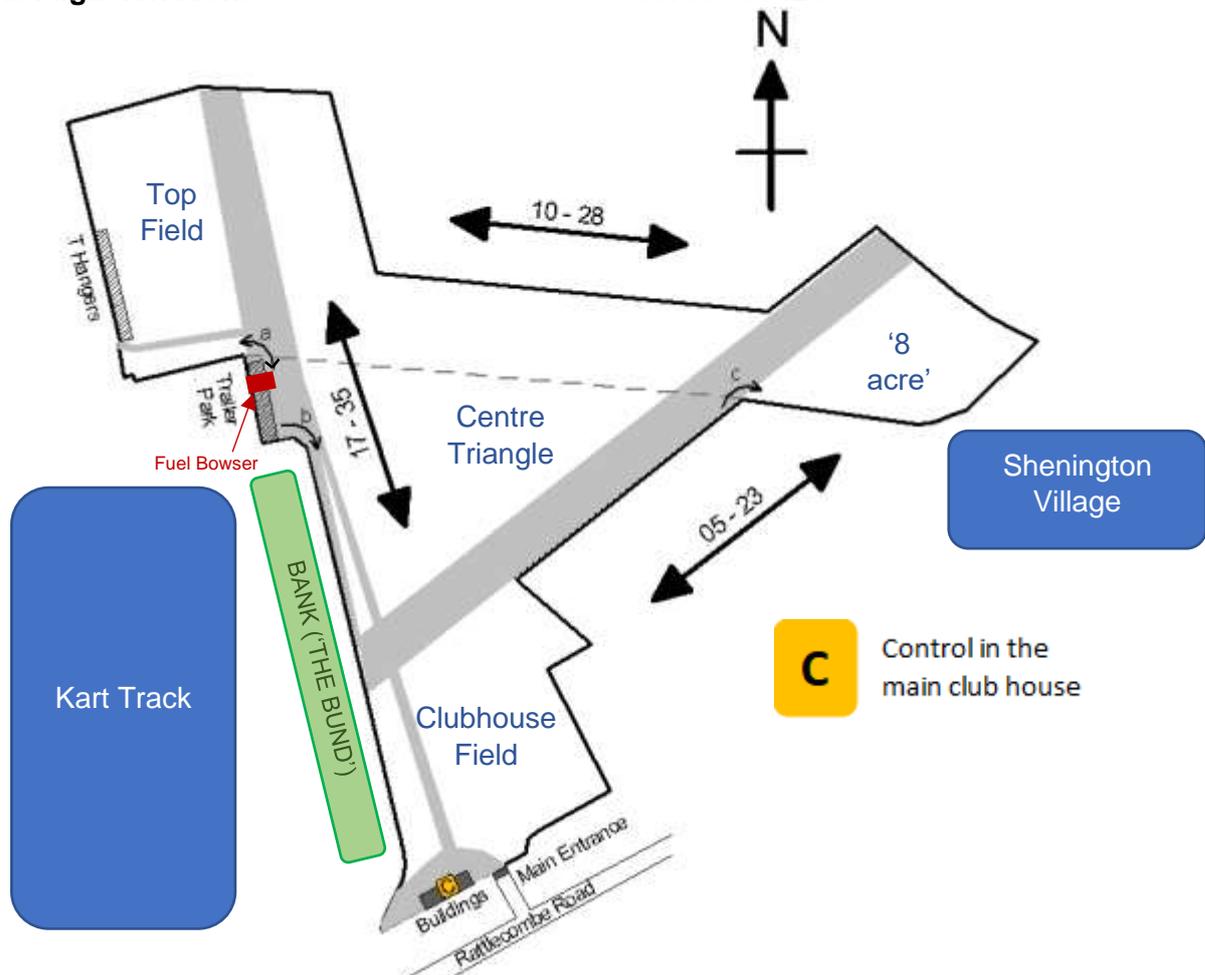


Figure 1: Shenington Airfield Layout

If the airfield access is locked, please contact one of the organisations using the airfield, either by phone or by walking to the appropriate club facilities through the pedestrian gate to the left of the driver's gate, remaining at the edge of the airfield at all times.

Gliding at Shenington Airfield may be taking place at any time during daylight hours.

Any pilot in charge of either a glider or a powered aircraft is responsible for the safe conduct of the whole flight, including the departure and arrival phases of that flight. Therefore, a clear understanding of all airfield users' operations is required, and consideration and good airmanship must be exercised at all times, especially in the vicinity of Shenington Airfield.

Figure 1 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 and c
- The dashed line shows a historical highway across the airfield
- Airfield Control (C) is from the club house, where there is a radio for contacting the glider launch point. The power log book is also located here.

Please note that glider trailers should not be towed through Shenington village.

## GENERAL – ALL GLIDER AND AEROPLANE PILOTS

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

- ensure that they and their aircraft are properly insured and that they comply with all legal requirements;
- ensure that they hold a valid pilot's certificate, licence, relevant ratings and medical certificate as required before acting as pilot in command 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; and
- 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, this is 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.

### **COLLISION AVOIDANCE**

Collision is a significant risk at all airfields. All pilots are to maintain effective lookout and to fly defensively. Use of technology and conspicuity markings to support effective lookout is encouraged.

### **USE OF RADIO**

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.

The site frequency is 129.980 kHz. This frequency should normally be used only to make blind traffic calls and a response should not normally be expected.

In addition, 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". Not all gliders are equipped with radio.

## **AIRFIELD HAZARDS**

Shenington Airfield is an old WW2 airfield that has been extensively modified through farming. As a result, there are inherent hazards associated with unprepared surfaces that require care when aircraft are moving on the ground.

### **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 look out all around for moving aircraft that may be taking off, landing or in an emergency situation.

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, the meeting of the peri-track and the glider trailer park at its southern end, and the corner between the hard surface (05/23) and the grass field (8 Acre). 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 1, by the letters a, b and c.

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

### **NOISE ABATEMENT**

All powered aircraft are to comply with noise abatement routes and, in any case, to operate as considerate neighbours. See Appendix A.

### **AEROBATICS**

All aerobatics must be carried out at a safe height and undertaken so as not cause a hazard or inconvenience. Any pilot flying aerobatics must only perform manoeuvres allowed in the flight manual of the aircraft and within their licence or qualifications. i.e. aerobatics in any aircraft may only be carried out by a pilot who has been formally trained and assessed as competent to do so.

### **AIRCRAFT FIT FOR FLIGHT**

The pilot in command is responsible for ensuring that the appropriate pre-flight inspection has been carried out and that the aircraft is fit for flight.

## PILOT FIT FOR FLIGHT

The pilot in command is responsible for ensuring that they are fit for flight and that they hold a current medical. The gliding 'I'M SAFE' mnemonic is helpful. See Appendix B.

## MIXED GLIDING AND POWERED AIRCRAFT OPERATIONS

**Anticipating activity.** Prior to flight, all pilots are to reasonably anticipate Sherington Airfield operations, including planned gliding and powered activity.

**Co-ordination of take-offs.** 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.

**Winch cables.** Glider and tug wings must be well clear of cable runs. 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 are to 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 kHz and prior to take-off, the pilot should confirm that the cable has not snagged on the aircraft.

## CIRCUIT AND LANDING PRIORITY

Safe operations rely on good airmanship and a disciplined attitude when in or near the circuit. Aeroplanes 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.

## APPROACH HAZARDS

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

## MANDATORY OCCURRENCE REPORTING

Any occurrences, subject to mandatory reporting, are the responsibility of the aircraft operator and pilot in command to report to the appropriate authorities.

## RESTRICTION ON AIRFIELD OPERATION DURING FUELLING OPERATIONS

The pilot in command 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 present, or other airfield users on the day, before taxiing to refuel. When the AVGAS Bowser is in its usual position in the glider trailer park and glider launching or powered take-offs are taking place on run 17/35, these must be suspended until fuelling is complete.

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.

If the bowser is positioned other than in the trailer park, the general rule of suspending launching on any runway immediately adjacent to aircraft refuelling should apply.

## 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 or Airfield Operator has been provided for a specific date and time.

All pilots should be aware that other visitors to the site are likely to include those from the kart track and the Glamping site (south of the airfield) etc. Each organisation operating on the airfield shall have a clear process for the admittance to its activities of visitors. Visitors not involved with any airfield activity should remain in the vicinity of the control building and should be chaperoned.

## ACTION IN THE EVENT OF AN ACCIDENT

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

## EDGEHILL GLIDING CENTRE (EGC) OPERATIONS

### MEMBERSHIP

Any person flying in a sailplane from Shenington Airfield, including a self-launching sailplane, must be a member of Edgehill Gliding Centre. Furthermore, anyone flying in an EGC - operated aircraft, must also be a member of the Edgehill Gliding Centre. This does not apply to aerotow retrieves.

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](mailto:enquiries@edgehillgliding.com). All pilots, i.e. including pre-solo pilots, must complete the medical declaration on the membership form.

All members and visiting pilots must read this 'Operations Manual' and sign to say they have read it on their respective membership form. Visiting pilots must receive a briefing from the Duty Instructor on the day or be pre-cleared by the EGC CFI.

All gliding operations will be run in compliance with BGA Laws and Rules and as described in this document. It is the responsibility of all pilots to ensure that they are aware of current requirements.

### EGC PILOT CURRENCY, AUTHORISATION AND SUPERVISION

As a BGA affiliated organisation, Edgehill Gliding Centre (EGC) is committed to follow both the BGA Laws and Rules for Glider Pilots and also the Recommended Practices published by the BGA. A document of particular interest is '*BGA Managing Flying Risk*,' published on the BGA website at the latest version.

Pilots at EGC are categorized as follows:

1. **Qualified pilots (G1)** - BGA Bronze and Cross-Country Endorsement holders or SPL holders flying *private* gliders with CFI approval.
2. **Qualified pilots (G2)** - BGA Bronze and Cross-Country Endorsement holders or SPL holders flying *club* gliders with CFI approval.
3. **Other pilots (G3)** - pilots who are not approved as G1 or G2, or who are not qualified to hold either BGA Bronze and Cross-Country Endorsements or an SPL.

The EGC currency, authorisation and supervision requirements are tabled below:

<p><b>Qualified pilots flying own aircraft (G1)</b></p>	<p>Approval shall be:</p> <ul style="list-style-type: none"> <li>• Given at the discretion of, and maintained by, the CFI.</li> <li>• recorded by EGC.</li> <li>• valid subject to the pilot continuing to meet EGC requirements.</li> </ul> <p>All currency shall be within the requirements of the Air Navigation Order. When carrying passengers, EGC requires this to be a minimum of 3 flights in the previous 90 days. All pilots should consider their own currency and recency and whether they feel comfortable to fly. Also see the currency barometer at Appendix E.</p> <p>Where there is a currency shortfall, currency can be re-established by flying with an assistant or full rated instructor, or, with the specific authorisation of an assistant or full rated instructor, flying solo under the sighted supervision of that instructor.</p> <p>Providing the pilot maintains the required privileges, currency and medical fitness to fly, the pilot is self-authorising. As such, the pilot is responsible for their own compliance and risk management, including checking their glider is airworthy, checking NOTAMS and that any local instructions are identified and complied with.</p> <p>No pilot should be embarrassed to have a chat with an instructor before flight about their experience, currency or recency.</p> <p>Make sure you have organised adequate crew prior to flying cross country and filled in the 'Cross Country Log' in the bus.</p>
<p><b>Qualified pilots flying club aircraft. (G2)</b></p> <p><b>As above</b> plus these additional requirements</p>	<p>The pilot must let the Duty Instructor know before taking a club glider for local soaring. This allows the Duty Instructor to determine if a pilot is suitably current and experienced to fly on a given day.</p> <p>Flying cross-country in a club glider requires individual authorisation by a rated instructor.</p> <p>Please bear in mind the flying requirements of other pilots and course members.</p>
<p><b>Unqualified pilots (G3)</b></p>	<p>Each flight will take place either with an instructor or flown solo with the authorisation of and under the supervision of the Duty Instructor, in which case the instructor will brief the pilot and provide guidance.</p>

**NOTE: Temporary G1 and/or G2 status may be granted to suitably qualified and experienced visiting pilots by the Duty Instructor or CFI.**

### EGC FLYING - GENERAL

If glider training is taking place, a Duty Instructor must be present on the airfield. They will normally give a Flying Operations Briefing for relevant pilots, nominally at 0930. The briefing would usually contain information about: Meteorology, Airfield Set-Up, Training, local NOTAMS, preferred circuit direction for the day, Hazards of the Day.

Any self-authorising pilots flying their own glider (see G1 category), may self-authorise and self-brief. G2 or G3 pilots must talk to the Duty Instructor before flying.

At weekends, the airfield is usually operated by a 'Duty Team,' consisting of a Duty Instructor (in overall charge of operations), a Basic Instructor or Introductory Flight Pilot, a Launch Director and several Launchpoint Assistants. These roles are described in detail below.

The day's Duty Instructor should post a message to the "Edgehill Gliding Centre" WhatsApp group the previous evening to confirm the 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, meet outside the hangar at 8.45am to help unpack the gliders and set up the airfield. i.e. this is the *nominal* time, but can be moved by the Duty Instructor e.g. in winter or if the weather is poor until later in the day.

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, they should add their name to the flying list.

If training is not taking place (no Duty Instructor present on site), G1 pilots may authorise their own flying only and must liaise with the winch driver or tug pilot to decide their most appropriate and safe launch direction.

### **EGC FLYING – TAKEOFF AND LANDING DIRECTION**

Take-off and landing directions should be set by the Duty Instructor or those authorised to operate on the airfield when the Duty Instructor is not present. 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 1), gliders may land anywhere on the airfield and in any direction for flight safety reasons. Landing gliders therefore take precedence over all other traffic.

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.

### **EGC FLYING – TEMPORARY AIRFIELD MARKERS AND PARKING GLIDERS**

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 the two piles. 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.

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.

### **EGC- GROUND HANDLING**

Please be mindful of not blocking launches when towing out or towing back to the launch point: in general, keep well clear on the upwind side of the launch run.

As Shenington Airfield is relatively flat, a person towing a glider will always be in sight of either the winch driver, launch point, or both. If you encounter a glider on approach parallel to your tow out path, stop until the glider has landed. If possible, signal your intention by putting a wingtip onto the ground. The club buggies are usually reserved for retrieving club gliders, but can be available on a limited basis to retrieve private gliders. To that end, please land out of the way if flight safety permits.

## **EGC INSTRUCTION**

Dual instruction may be given by any BGA certified gliding instructor, subject to approval by the CFI or DCFI before any instructing takes place. This includes visiting instructors.

Gliding flight training is to be carried out in accordance with the BGA training syllabus. Trainee pilots must ensure that their log books and progress records are updated by their instructor after flying.

Any pilot, regardless of experience, may be requested to undertake dual training and/or check flights. For example, where a pilot is deemed not to meet the required safe standard of flying, a briefing, dual training, or check flying may be required, subject to the satisfaction of the CFI or their nominated instructor.

IFP and trial lesson flights are to be conducted within the limits as set by the BGA weather minima.

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

It is the responsibility of an individual instructor to ensure that they are current and that their instructor checks are also current. For both full and assistant category instructors – including EASA FI instructors, this is a refresher check every five years, as this forms part of the BGA revalidation requirements stated in BGA Laws and Rules. Basic Instructors and IFPs require an annual check. For more detail on revalidation requirements, see Appendix C.

## **EGC CHIEF FLYING INSTRUCTOR**

The CFI is responsible to the EGC Chairman for:

- a) Oversight and overall responsibility for Edgehill Gliding Centre flying activity. The CFI's decision on flying matters is final.
- b) Maintaining instructing standards.
- c) Authorisation of instructors.
- d) Developing local flying procedures in co-ordination with other site users.
- e) Encouraging and overseeing the progress of all pilots, including new instructors.
- f) Liaising with the Chairman, Club Safety Officer and others to address flight safety issues.

## **EGC DUTY INSTRUCTOR**

A Duty Instructor must be a Full or an **authorised** Assistant Rated instructor (authorised by the CFI). Basic Instructors cannot be nominated as Duty Instructor in charge of flying operations.

The nominated Duty Instructor on each flying day is in charge of all EGC flying operations and acts with the authority of the CFI, but the CFI remains responsible for all flying matters.

The Duty Instructor 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 D).

- 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) Providing instruction for anyone who requires it
- g) Briefing and authorising any solo pilots who are not qualified to self-authorise, or solo pilots that have not met the requirements to maintain their self-authorisation status

The Duty Instructor 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**

Has primary responsibility for providing introductory flights. If a BI rating is held, they may provide instruction to visitors requiring trial flights and members, within the limits of the BI rating. IFPs may only provide an introductory experience, so the visitor 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 launchpoint (winch/aerotow) and that students are ready when their instructor/aircraft becomes available.
- c) Coordinating aerotow and winch launches to ensure a safe and efficient launch operation
- d) Delegating Launchpoint Assistants to monitor the launchpoint phone, meet trial flight customers and ensure they are looked after, safely escorted to/from the launchpoint etc, and also to contact them if trial flights need to be cancelled
- e) Ensuring that, at all times, a Launchpoint Assistant is delegated to keep the flight log
- f) Monitor Ground-Ground and Airband radios, or delegate someone to monitor them
- g) Reconciling the flight logging system, the winch log and the aerotow 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 roles 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 launchpoint.

### **EGC LAUNCHPOINT ASSISTANT**

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

- Keeping flight logs
- Monitoring and answering the launchpoint phone
- Looking after new members and introductory flight pilots
- Ensuring gliders are brought back to the launchpoint 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. Should work with the Duty Instructor and Launch Director or person running the launch point to coordinate activities. If no Duty Instructor is present, the tug pilot should liaise with individual self-authorising pilots to determine how to operate safely. Airband radio can be used to communicate with the launchpoint if appropriate.

## **EGC MINIMUM INSTRUCTOR COVER**

A supervising assistant category or full rated BGA instructor must be present when any pilot is flying who does not hold the BGA Bronze and Cross-Country Endorsements or an SPL.

## **LOG KEEPING**

Each glider take-off and landing at the site must be logged on EGC's flight logging system. Each pilot is responsible for ensuring that their flight is correctly logged, including launch height for aero tow launches.

## **EGC CROSS COUNTRY BOOK**

All EGC members flying cross country are **STRONGLY URGED** to record the details of their intended route in the Cross Country Book. Failure to do so could result in a delay in finding a pilot in the event of an accident. Pilots are also advised to fly with their mobile phone switched on, and in easy reach in the cockpit.

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'.

If pilots are self-authorising in their own aircraft (G1), when a Duty Instructor is not present, they 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 initiate overdue action.

## **EGC TYPE CONVERSIONS**

Aircraft flight manuals must be read before type conversions. Specific briefings must be given by a Fully Rated Instructor or Assistant Instructor who is familiar with the aircraft type before flight.

## **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. 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 has to be 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 that it is safe to do so.

## **EGC NORMAL CIRCUIT**

The standard gliding circuit is normally to be flown as detailed in the BGA training syllabus. Pilots performing competition type finishes, aerobatics, or any other non-standard flying, must do so in such a way that does not conflict with those flying a 'standard circuit'. Non-standard flying must be carried out to the highest standards of airmanship, handling and lookout.

It is not acceptable to fly low straight-in approaches. Plan to finish to one side, then fly a more conventional circuit. In particular, two of the launch points at Shenington Airfield have tall obstacles immediately behind them (10 and 35).

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

## **FLIGHT PREPARATION**

Generally there is plenty of room to rig and derig, however be mindful of the cable drop zones. Rigging and derigging should be undertaken in an area agreed with the Duty Instructor. In the absence of a Duty Instructor (i.e. when self-authorising), and if in doubt, seek the advice of an experienced local pilot, tug pilot or winch driver.

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

## **FLYING OF EGC GLIDERS**

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

- Confirm a Daily Inspection (DI) has been carried out on the glider
- Meet the BGA medical standard for glider pilots and are within the weight limits for that aircraft.
- Conduct the flight with the approval of the Duty Instructor or CFI i.e. some pilots are authorised to self-authorise by the CFI
- Have an understanding of and operate the aircraft within the aircraft flight manual
- Conduct the flight:
  - Within official daylight hours
  - Within the placard limits
- Do not attempt to fly:
  - In poor visibility
  - When cloudbase is too low or it is raining
  - In conditions of canopy misting and/or icing
- Have completed appropriate refresher flights, as required and are in currency

Daily Inspections can only be completed by pilots that:

- Are 16 years old or over (this is for legal reasons)
- Have completed and passed the bronze theory test
- Have read and understood the flight manual of the glider to be DI'd and
- Are trained and checked out by an instructor. Their training record/logbook must then be signed to show that they are able to carry out a DI unsupervised.

If a glider is 'newly rigged', an independent inspection must be performed covering at least the main pins, the tailplane attachment and the control connections. The person performing this must be competent to do so and must not be the same person who carried out the DI.

## **'MUTUAL' FLYING**

Mutual flying for any pilot who is not a qualified instructor or an IFP can only take place when a pilot is cleared for mutual flying in the type of glider concerned, and has an entry in their logbook by the CFI or DCFI to that effect. Mutual pilots must be at least 16 years of age and hold a minimum of the BGA Bronze and Cross Country Endorsement or a LAPL(S)/SPL. They must also meet the currency requirements and consider themselves current.

For any mutual flying, the PIC must be nominated before flight. Non-instructor PICs must only fly in the front seat. Instructors and Introductory Flight Pilots (IFPs) may use whatever seat they choose. As there are known hazards associated with mutual flying, pilots are reminded of specific advice detailed in the BGA publication '*Managing Flying Risk*'. All pilots cleared for mutual flying (not including instructors and IFPs), must present themselves for an annual check with the CFI, or instructor nominated by the CFI, to maintain this rating.

## FAMILY & FRIENDS FLYING

This is the highest level of responsibility allowed to non-instructors and non-IFPs. To that end, the same level of flying skill and discipline as for Basic Instructors (BIs) and IFPs is expected.

To be given a 'Friends and Family' rating, a pilot must be at least 16 years of age and hold a minimum of the BGA Bronze and Cross Country Endorsement or a LAPL(S)/SPL. To exercise a 'Friends and Family' rating, a pilot must have completed a minimum of 3 flights in the previous 90 days. The passenger must not be allowed to touch the controls. Refer to the table below for requirements. All pilots cleared for 'family and friends' flying must present themselves for an annual check with the CFI, or instructor nominated by the CFI, to maintain this rating.

*Table 1: Table of requirements for flying 'friends and family,' depending on pilot qualifications and glider flown*

<b>Pilot Qualification</b>	<b>Club Glider</b>	<b>Private Glider</b>
<b>Bronze &amp; Cross Country Endorsement</b>	Authorised by CFI or DCFI in pilot's logbook for glider type & Each flight authorized by a rated instructor	Authorised by CFI or DCFI in pilot's logbook for glider type
<b>Sailplane Pilot's Licence</b>	Authorised by CFI or DCFI in pilot's logbook for glider type & Each flight authorized by a rated instructor	Meet licence requirements

## ANNUAL REFRESHER TRAINING

Annual refresher training is advised for any pilot who is not an instructor (Full Category, Assistant Category, Flight Instructor (Sailplanes), Basic Instructor) or Introductory Flight Pilot. The refresher/revalidation requirements for instructors and IFPs have already been described in the section on 'EGC INSTRUCTION,' earlier in this document.

Annual refresher training may be carried out by the EGC CFI, Full Category or Assistant Category Instructors. The format of the annual refresher training is at the discretion of the Instructor. If annual refresher training is completed, the pilot's log book should be annotated appropriately by the Instructor.

Pilots should note that two instructional flights in 24 months form part of the SPL recency requirement.

## EGC AEROTOWING

Any tug pilot at Shenington Airfield must be briefed and authorised by the EGC Tug Master. Tug pilots should tow gliders where the glider pilot requests, but taking due account of any safety/noise considerations. Comprehensive aerotowing operations information is available at Appendix E.

## EGC DRIVING OF CLUB VEHICLES

Before driving any EGC retrieve vehicles, buggies or the tractor, the driver must have had appropriate training from a suitably experienced EGC member who holds a full driving licence. Passengers should only be carried where provision has been made for passengers in the design of the vehicle.

Only members approved by the Winch Master are allowed to drive the winch. This is demonstrated by the signature of the Winch Master in the pilot's log book.

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

### **EGC SYNDICATES/PRIVATE OWNERS**

Any member wishing to join an existing syndicate, form a new syndicate, or intend to base an aircraft at Shenington Airfield must discuss the topic with the CFI before proceeding.

### **EGC FLYING PRIVILEGES**

EGC Member Pilot's privileges to fly shall be subject to BGA Operational Regulations and shall be subject to automatic withdrawal following any incident or accident in the normal way. Reinstatement of flying privileges will be at the sole discretion of the CFI at all times.

### **EGC EXPEDITIONS**

Expeditions are encouraged to further the enjoyment and experience of club members. Where club equipment is to be used, the expedition must operate under a person authorised by the CFI. For G3 pilots on expedition, all flights must be supervised and authorised by a rated instructor.

### **EGC EFFICIENT LAUNCHING OPERATIONS**

Many launches are lost in gliding because of the "distracted" attitude of pilots at the launch point. To address that point, please note the following:

- a) Where possible and without rushing, please be ready to launch when the rings are presented to you. It is not acceptable to be chatting to your mates, then subsequently delaying other people's launches.
- b) For instructors, the same applies. Again, it is not acceptable to be briefing in the cockpit at the front of a queue. If you need more time, then simply hop out, pull your glider offline and re-join the queue when ready.
- c) Launches can take place with gliders in the circuit, providing no one looks as if they need to turn in early. If it looks as if someone does need to turn in early, do not allow your wings to be held level!
- d) Similarly, do not sit in the cockpit after landing when the glider is in the way of other gliders wishing to take off and to avoid congestion of the landing area. Please get out, clear the glider, and only then chat whilst waiting for a retrieve.

### **FAULT REPORTING**

**Ground Vehicles** – If you are entitled to and capable of fixing it, please fix it. If you cannot fix it, inform the Duty Instructor if one is present. For all ground vehicle faults, inform the Ground Maintenance Team Lead using the online Google Form.

**Aircraft** – for an aircraft, if, and only if, you are qualified to fix it and are capable of fixing it: fix it and report work carried out in accordance with standard procedures. If you cannot fix it, immediately inform the Duty Instructor, if training is taking place.

For all glider or tug faults, inform the Aircraft Maintenance Team Lead or Tugmaster using the online Google Form. For all gliders, also report the fault in the Daily Inspection (DI) Book.

**REMEMBER: PLACE A CLEAR LABEL IN THE COCKPIT OF THE GLIDER/TUG OR IN THE VEHICLE CAB, STATING THE PROBLEM AND THAT IT IS UNSERVICEABLE. REPORT TO THE RELEVANT TEAM LEAD USING THE APPROPRIATE GOOGLE FORM.**

## **EGC INCIDENT AND ACCIDENT REPORTING**

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

Accidents or Incidents involving any person or aircraft, or involving any aspect of flying operations, must be reported immediately to the Duty Instructor, if present on site, or CFI. All incidents and accidents must be also be reported to the Club Safety Officer for action as part of the EGC Safety System. An Incident/Accident Report Google Form is available via the EGC website, as well as via a link published in each Weekly Update email and via a QR code located on the launchpoint bus. Paper forms are also available. Furthermore, accidents/incidents should also be reported to the AAIB and/or the BGA, where it is required to do so - the supplementary document 'Edgehill Gliding Centre Emergency Procedures' gives more detail on this.

### **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.

### **EGC OVERDUE ACTION**

Overdue action is to be taken on any 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.

## **POWER OPERATIONS**

Power operations at Sherington Airfield are carried out using individual Pilot Responsibility. Licensed motor glider pilots (SLMG and TMG) and powered aircraft pilots may self-authorise their own flying. It is incumbent on each Pilot to ensure that their planned take off can be carried out with due regard to gliding operations. Following suitable liaison, 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.

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.

All power pilots (including light aircraft, motorgliders and self-launching or self-sustaining gliders) must acquaint themselves with the local noise avoidance areas (Sherington/Alkerton, Epwell, Tysoe and Upton House), as detailed in Appendix A.

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

When returning to Sherington Airfield, please be aware that the glider launch point may be unaware of any aircraft on a shallow approach, so a standard circuit shall be flown.

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

All powered aircraft movements, except for sailplane self-launchers and Take Flight Aviation aircraft flights, must be logged in the 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. For sailplane self-launchers, flights must be logged on the EGC flight logging system and pilots are strongly urged to record cross-country flight plans in the Cross Country Book on the launchpoint bus. For Take Flight Aviation, flights must be recorded in their own aircraft movements log.

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.

## **AVIATION FUEL AND FUEL HANDLING**

Authorisation for use of the AVGAS Bowser should be via owners of shares in the fuel bowser (Bowser Syndicate) or their authorised representatives, only for aircraft owned by those in the AVGAS Fuel Bowser syndicate.

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 (EGC) on behalf of the Bowser Syndicate.

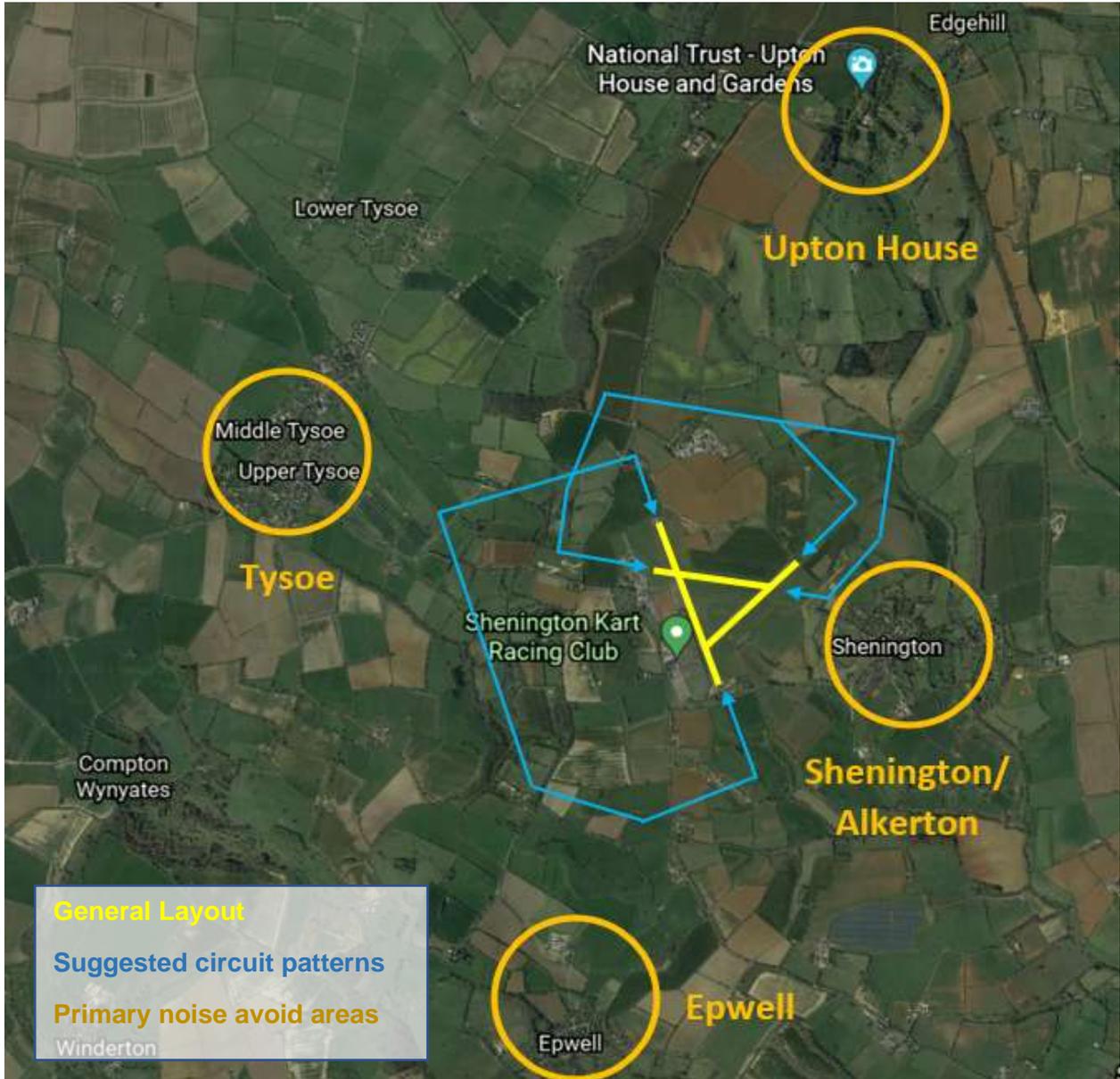
Only trained operators may use the Bowser. The Bowser syndicate is responsible for the training of operators, that the training is at an appropriate level and for maintaining a list of trained operators.

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.

**APPENDIX A – NOISE ABATEMENT AREAS**



## APPENDIX B – PILOT FITNESS TO FLY

The following mnemonic is useful for pilot's to consider before flight:

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

## APPENDIX C – INSTRUCTOR REVALIDATION REQUIREMENTS

As per BGA Laws and Rules, the revalidation requirements for instructors are as follows:

### Basic Instructor or Introductory Flight Pilot Revalidation Requirements

Ratings lapse 12 months after date of issue unless revalidated. Recommendation for revalidation to the BGA from the CFI based on:

- a) In the 12 months prior to revalidation, at least 10 hours or 20 launches pilot in command in sailplanes (not TMG), and
- b) An annual check by a CFI, BI Coach, Flight Instructor Coach, or Regional Examiner (logbook signature)

### Full or Assistant Instructor Revalidation Requirements

Ratings lapse 12 months after date of issue unless revalidated. Recommendation for revalidation to the BGA from the CFI based on:

- a) A refresher\* within 5 years of the date of revalidation (signed entry in the instructor's logbook), and
- b) In the 12 months prior to revalidation
  - a. at least 5 hours or 15 launches solo\*\* in a sailplane (excluding TMG) and
  - b. at least 10 hours or 20 launches PIC gliding instructing in a sailplane/TMG. Where the requirement at b. has not been achieved, alternatively an assessment of competence by a Regional Examiner (logbook signature) may be carried out.

Or recommendation for revalidation as a BGA assistant or full rated instructor from the CFI based on holding a valid FI(S) certificate with sailplane instructing privileges.

\*A BGA instructor course is equivalent to a 5 - year refresher for revalidation and renewal.

\*\*Solo in this context may include flying as pilot in command with a passenger

## APPENDIX D – AIRFIELD/LAUNCH POINT LAYOUT

### LAUNCHING ON RUN 28 (FROM '8 ACRE')

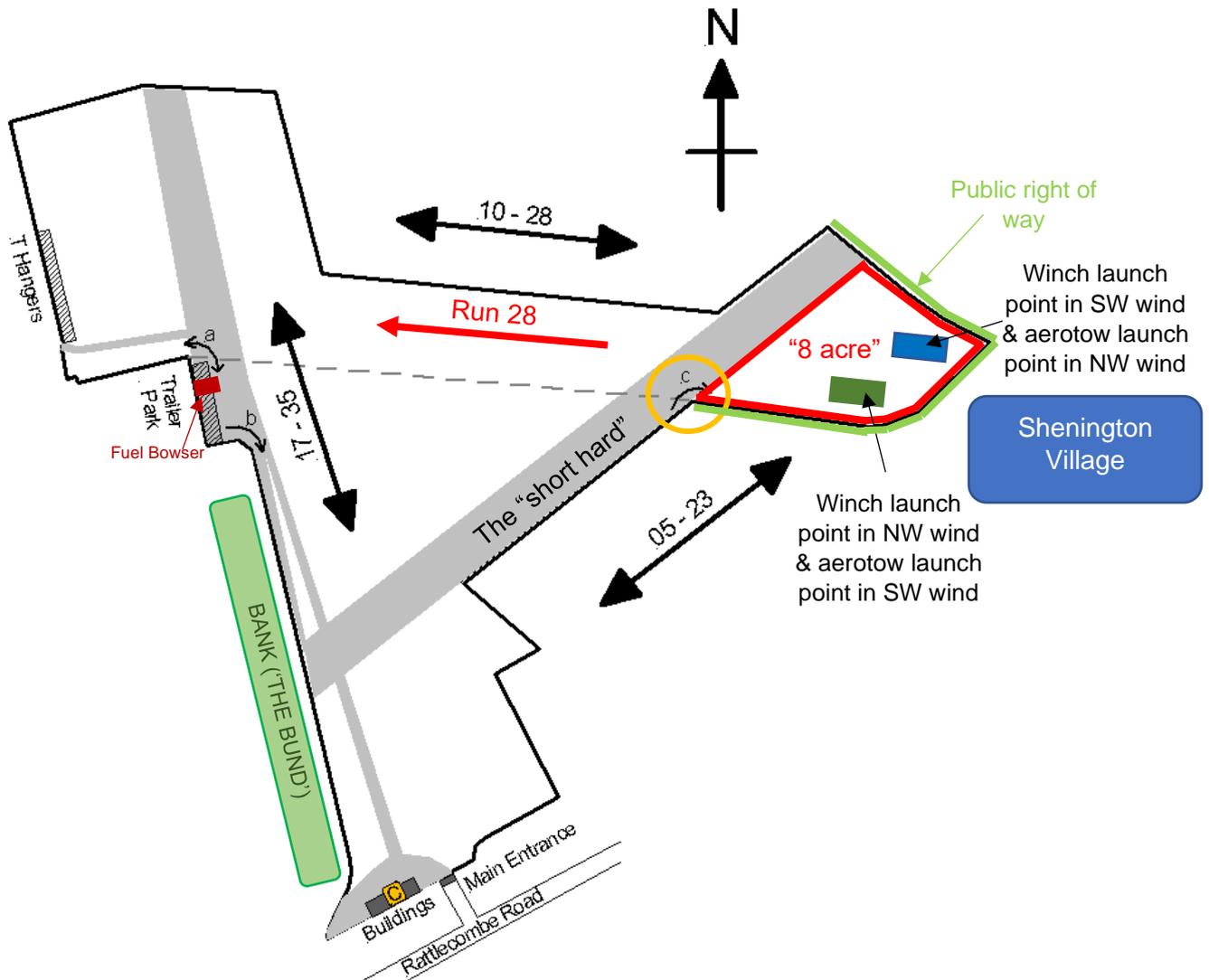


Figure 2: Diagram of launching on run 28

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 unless familiar with the site. Landing on the upwind side of the cables is best. The intersections between grass and tarmac are generally ok, but if in doubt, land long to avoid rolling over the intersection. However, if having landed, a glider is in such a position as to inhibit launches, the glider should be moved clear as quickly as possible.

*This run has potentially the worst curl-over of all the approaches, 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 aerotow (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 aerotow launch points will be swapped over, still facilitating safe winch launches past gliders that have landed long on the upwind side. In this case, when towing out from the clubhouse area, 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.

*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, pedestrians may walk along the boundary fence, outside of the airfield perimeter, as there are public rights of way. Therefore, a good lookout on approach is vital.*

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

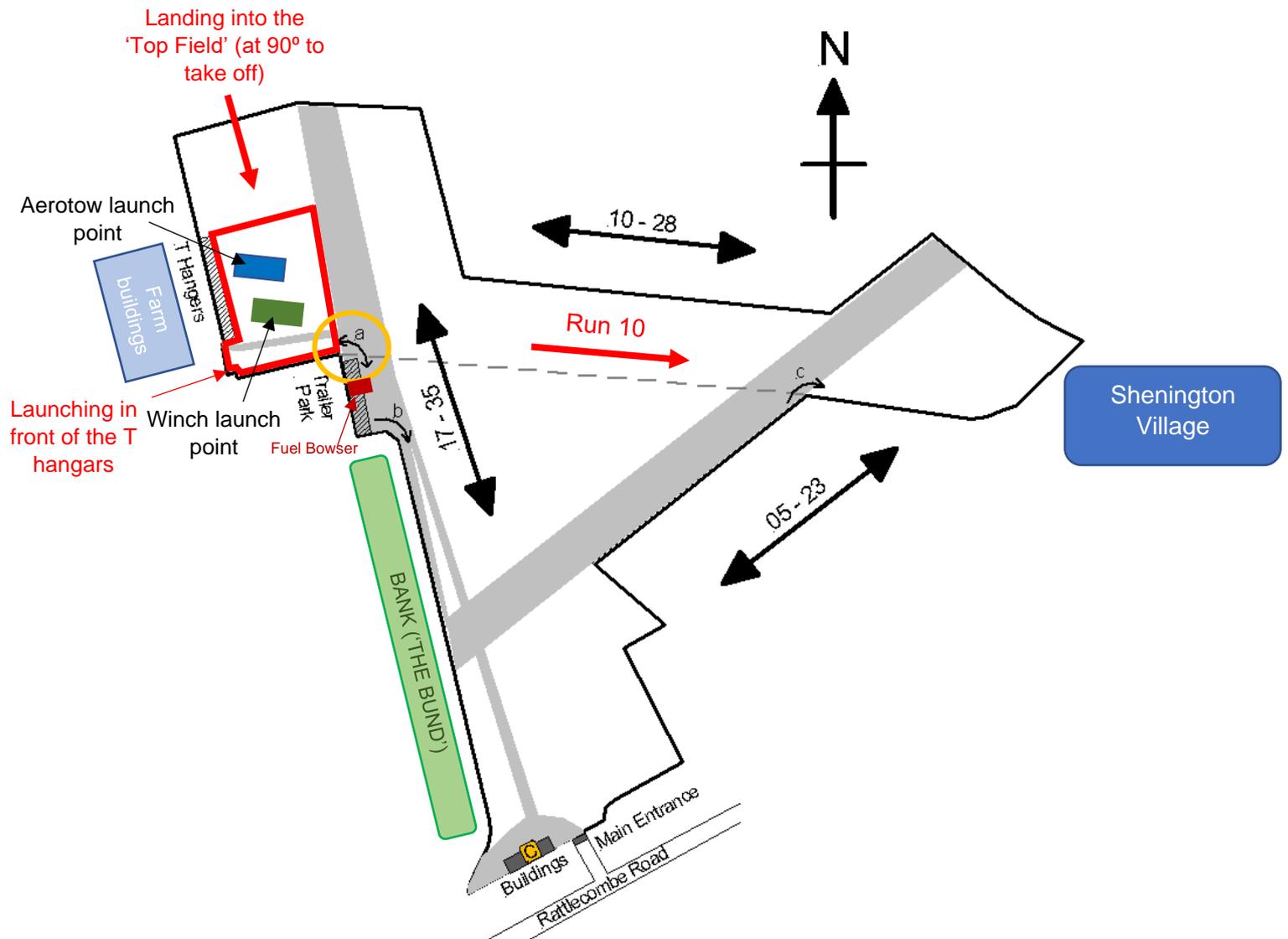


Figure 3: Diagram of launching on run 10

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.

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, 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. If it appears that an overshoot has developed on this approach, a minor course change to the left opens as much room as needed.

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, so rarely is it necessary to retract cables on this run.

*Pinch point 'a' is of particular relevance on this run.*

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

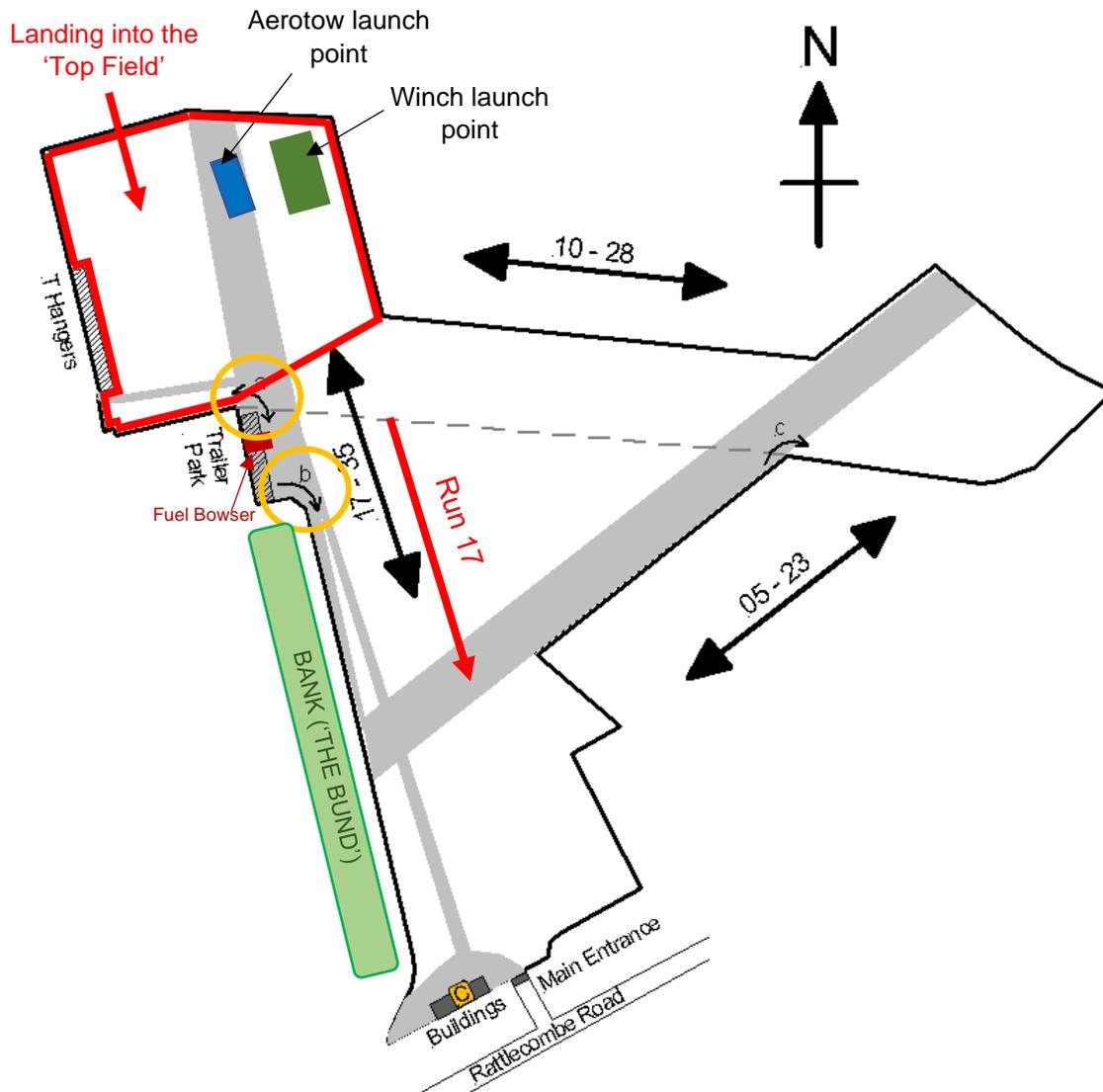


Figure 4: Diagram of launching on run 17

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

Aerotows 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 aerotow 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.*

The launch point bus is parked as far back into the hedge at the perimeter as possible, between the aerotow and winch launch points, allowing clear line of sight between the winch and aerotow 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. Launching on this run must be suspended if a fuel delivery to the fuel bowser is taking place.*

## LAUNCHING ON RUN 23 ('THE SHORT HARD')

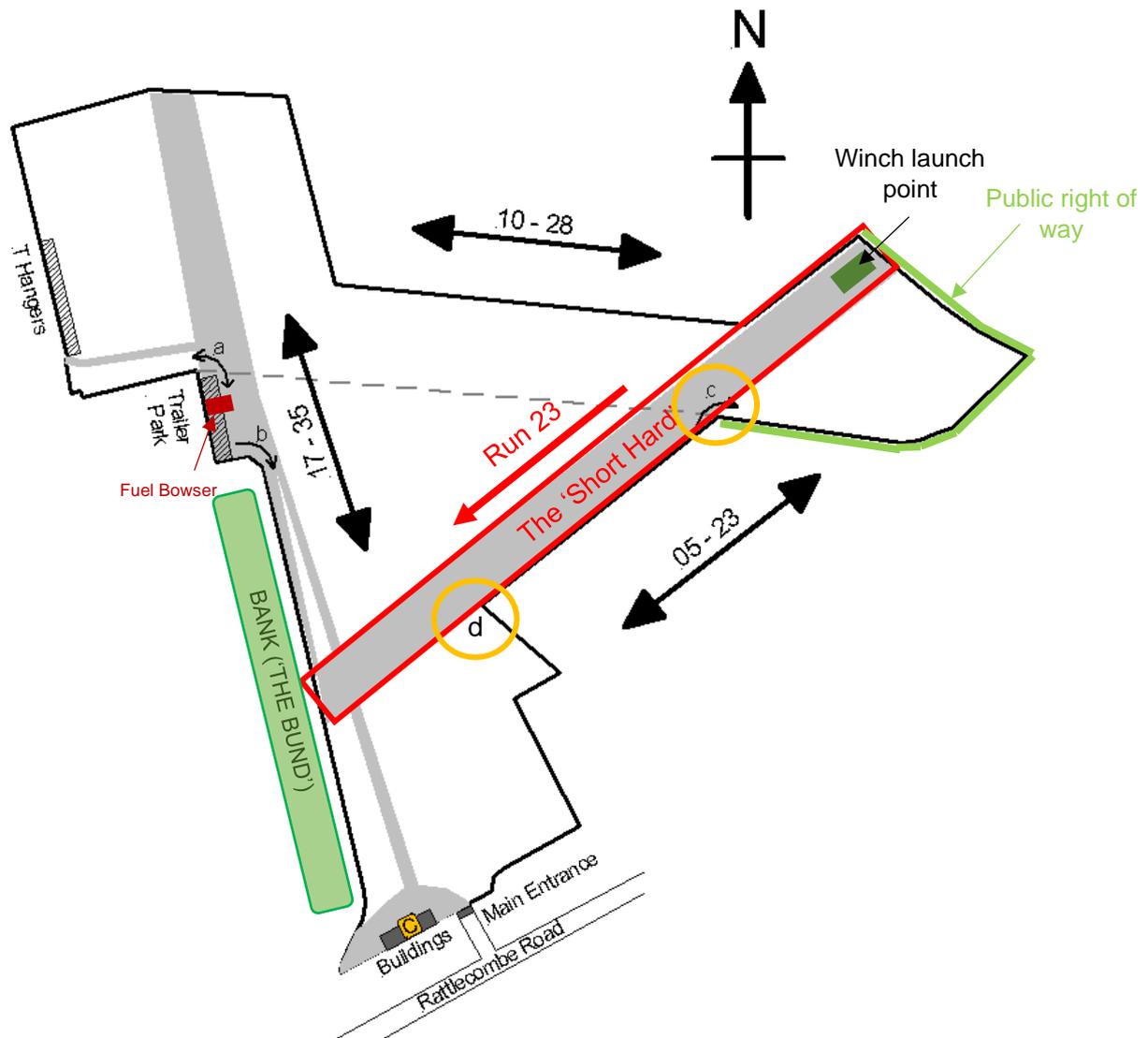


Figure 5: Diagram of launching on run 23

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.

*Pedestrians may walk along the boundary fence, outside of the airfield perimeter, as there are public rights of way. Therefore, a good lookout on approach is vital.*

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

## LAUNCHING ON RUN 05 ('THE SHORT HARD')

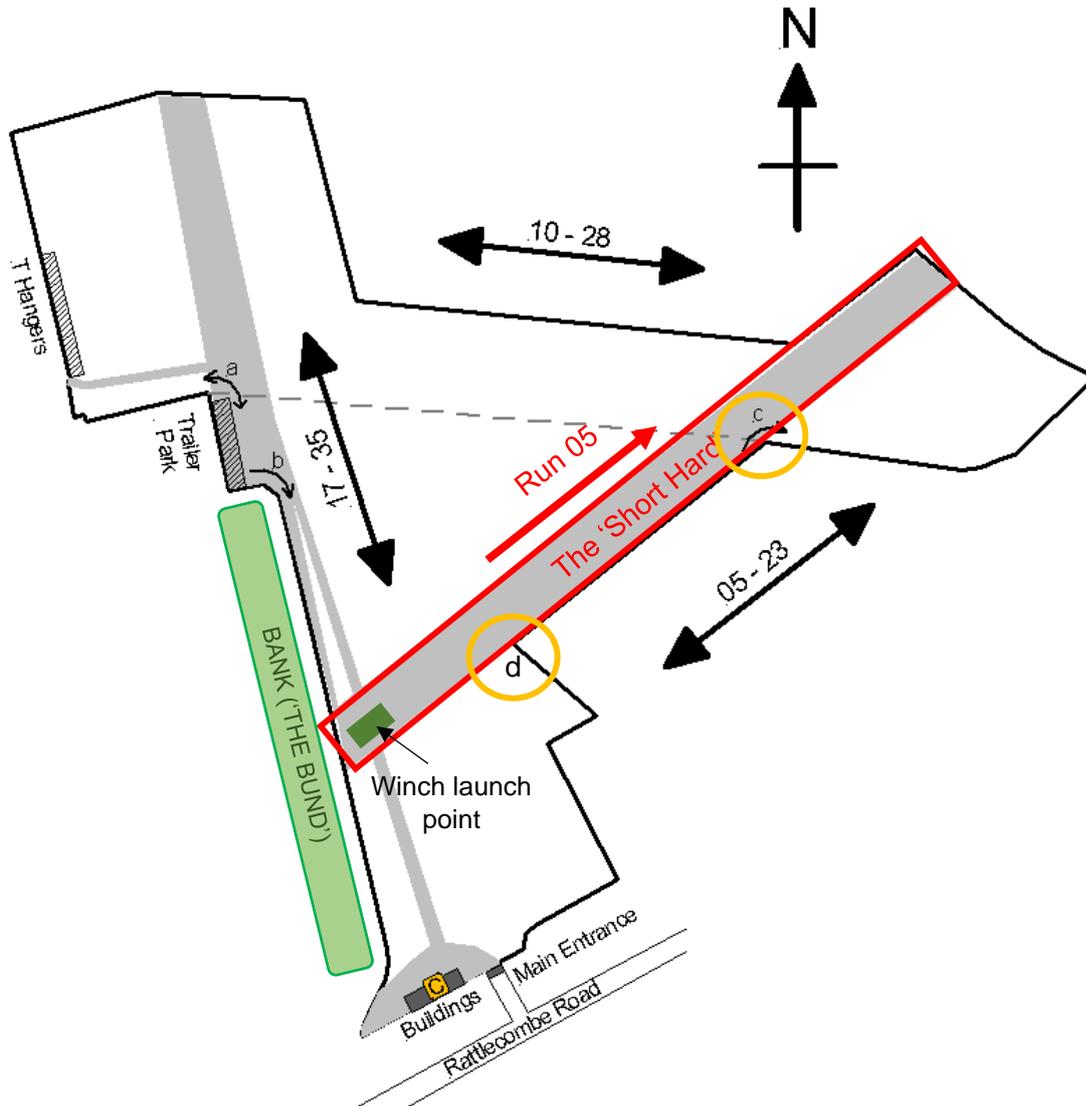


Figure 6: Diagram of launching on run 05

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.*

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

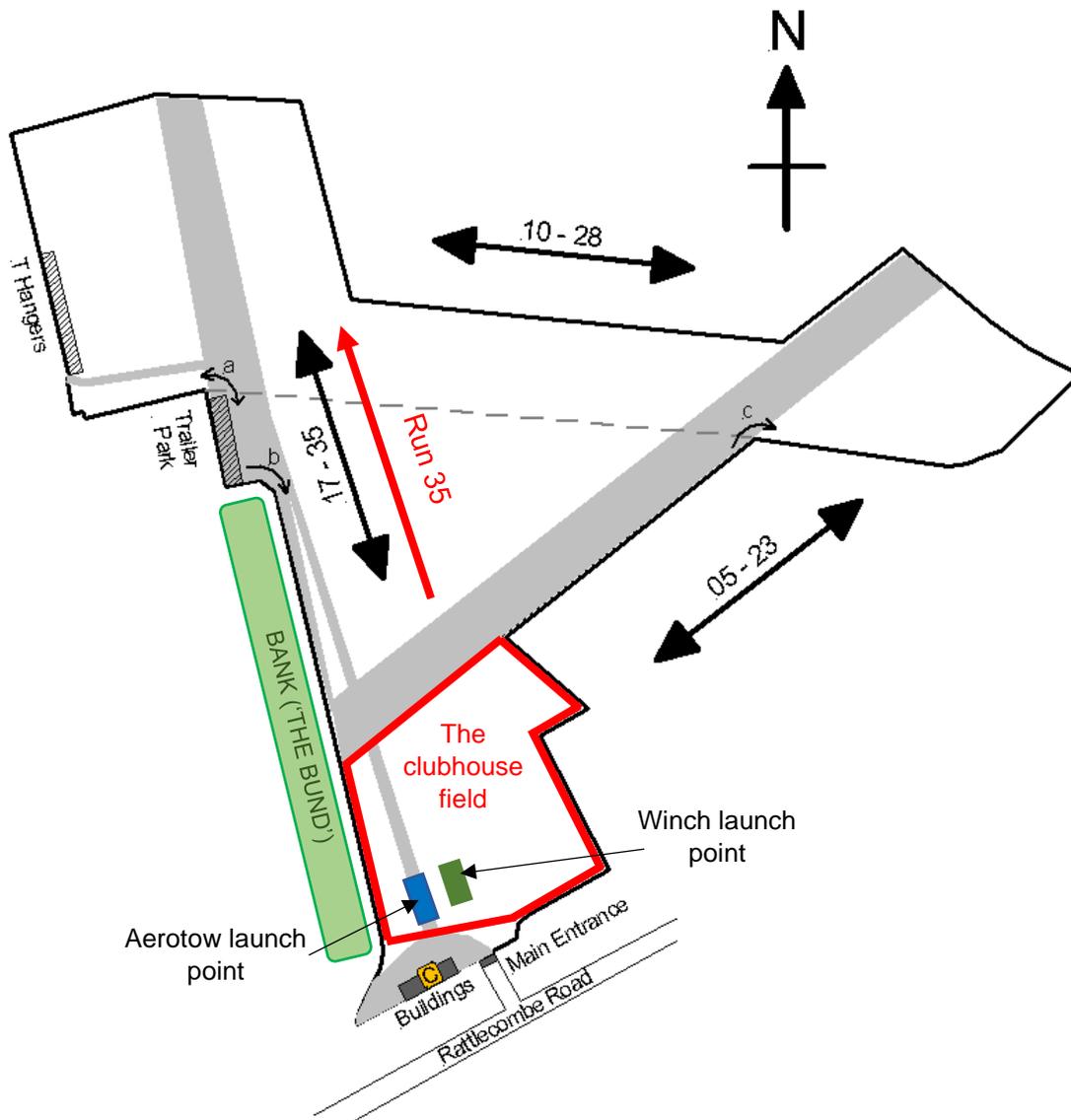


Figure 7: Diagram of launching from the clubhouse

Winching must NOT take place on this run if there is any potential for a broken cable to fall into the adjacent Kart track. As well as published Karting events, there is a lot of commercial activity at random times.

While this run gives reasonable launching efficiency, it is the one most compromised by landings. This is because of the Kart track constraint. Therefore, the wind must have at least a bit of west in it to operate on this run, therefore any landings on the same run will always be on the downwind side, thus inhibiting launches 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, 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, and may break your undercarriage.* 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 aerotows on this run, *all cables need to be retracted*, therefore, if there are a substantial number of gliders to aero tow, winching may be suspended, and a grid can be formed making best use of the space. For aerotows, then the "long hard" is normally used.

*A particular hazard when aerotowing on this run is the blind corner adjacent to the trailer park (marked as pinch point 'b').* By definition winching will not be taking place, therefore the winch driver with a ground radio must man the corner stopping traffic. If no winching is taking place, or the winch driver is unavailable, then a marshal will need to do this job. *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.*

## APPENDIX E – AEROTOWING OPERATIONS

Approval to fly tug aircraft will be issued by the 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 (glider, motorglider or other powered aircraft) is on approach.

BGA standard launch techniques are generally used, as follows:

1. Pilots signal their readiness to launch in all respects by requesting "**Cable on please.**"
2. The person attaching the aerotow rope must check to see that the aerotow weak links are intact.
3. The 'attacher' then attaches the cable to the aerotow hook and pulls it tight to make sure it is securely attached. Once this is complete, they say to the pilot "**Cable on and secure.**" The attacher must then immediately clear from in front of the glider.
4. It is the pilot's responsibility to ensure that they are satisfied 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, will initiate and control the launch using hand signals, at the same time as calling out the following:
  - '**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 side to side above the head i.e. no lower than shoulder height
  - '**Stop**' is given by holding one arm stationary vertically above the head
6. The hand signals of the wing tip holder are relayed to the tug by another person, using an airband radio. This method should be used if at all possible, in line with BGA Guidance. If this is not possible, then the tug pilot will visually see the signals of the wingtip holder in the tug mirror.

### **Conflicting take offs**

One issue to be aware of is that self-launcher pilots and the tug, or other power pilots, will always determine which run they wish to use, and in order to facilitate this, it may be that winch launching will be taking place on one run, and aerotowing/other powered take-offs on another!

In this case, a marshal equipped with a ground radio must be positioned at the aerotow launch point/powering take-off start position, in order to coordinate with the winch driver and one at any of the vehicle pinch points shown in Figure 1, if these are relevant to the winch and aerotow/powering take-off runs in use.

## APPENDIX F – WINCHING OPERATIONS

Winch Launch signals are currently given by non-airband, management frequency ground radios. The winch, buggies and cable tow vehicles 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 (glider, motorglider or powered aircraft) is on approach.

BGA standard launch techniques are generally used, as follows:

1. Pilots 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 pilot "**Cable on and secure, XXXX weak link.**" The attacher must then immediately clear from in front of the glider.
3. It is the pilot'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, will initiate and control the launch using hand signals, at the same time as calling out the following:
  - '**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 side to side 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 should be controlled by a separate person, using a ground radio, relaying messages to the winch from the 'wingtip holder'.

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 1 and Appendix A). 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.

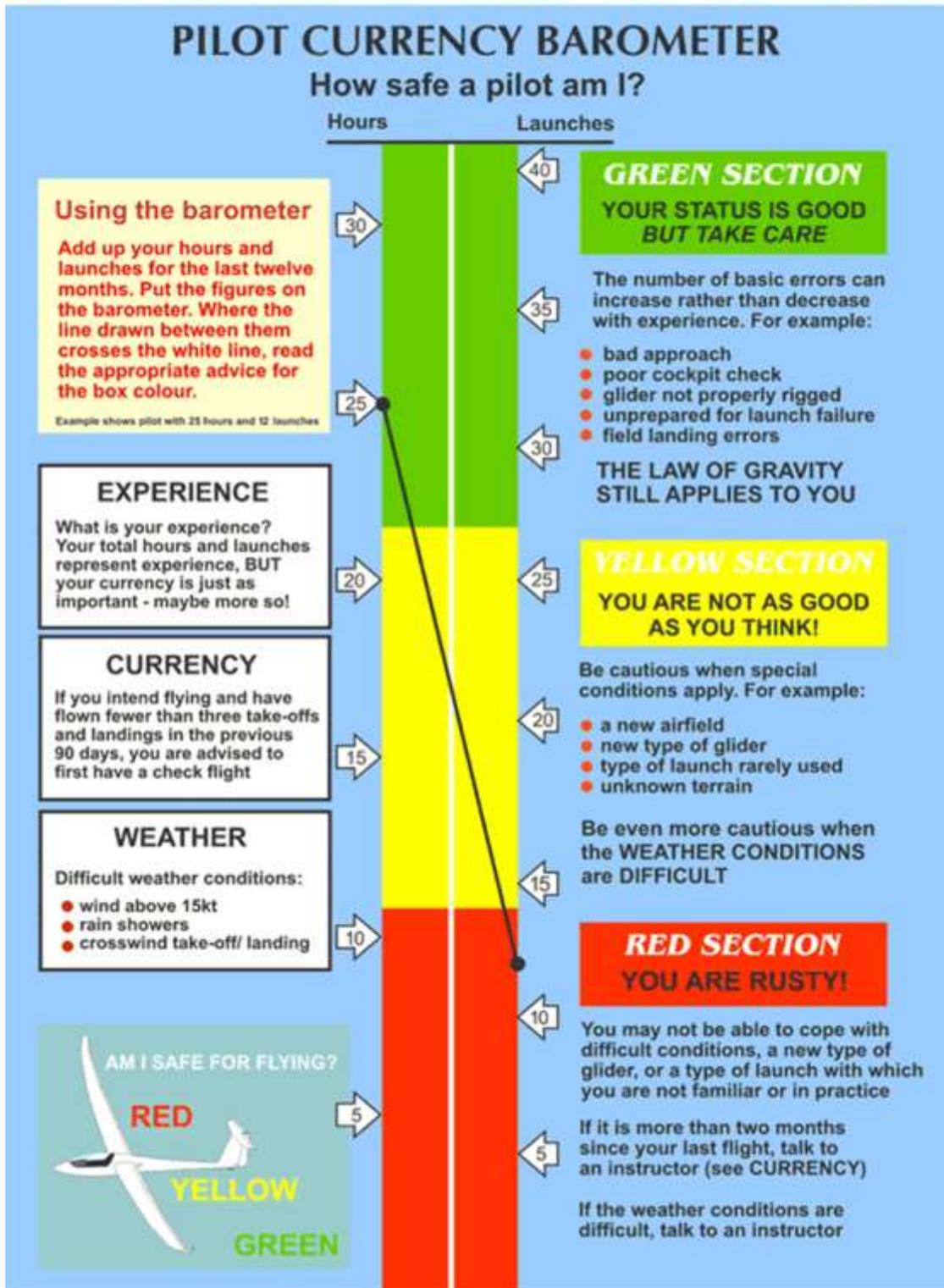
Lights on the top of the winch cab will flash when a cable is moving. Winch cables must not be picked up or touched whilst the lights on the winch cab are flashing. Wait until the lights have stopped flashing to pick up the other cable and attach it.

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.

Only members approved by the Winch Master are allowed to drive the winch. This is demonstrated by the signature of the Winch Master in the back of the pilot's log book. The minimum age to drive the winch is 16.

APPENDIX G – CURRENCY BAROMETER

# SAFE FLYING!



**APPENDIX H – SUPPLEMENTARY DOCUMENTS**

The below referenced documents shall be at their latest revision:

- a) EDGEHILL GLIDING CENTRE EMERGENCY PROCEDURES
- b) TAKE FLIGHT LETTER OF AGREEMENT
- c) INDIVIDUAL POWER PILOTS' LETTER OF AGREEMENT
- d) AVGAS FUEL BOWSER USER GUIDE
- e) INDIVIDUAL ORGANISATIONS' CHILD PROTECTION POLICIES