



Flight Orders & Member Rules

Kapiti Districts Aero Club Inc.

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June 2014
Version 1.0

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1.3 RECORD OF AMENDMENTS

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SECTION 2 CLUB POLICY

2.1 CLUB POLICY

2.1.1 CLUB CONSTITUTION & RULES

2.1.1.1 The Kapiti Aero Club is an incorporated society and the operation of the club is governed by the Constitution & Rules. The Constitution & Rules are filed with the Companies Office in accordance with the Incorporated Societies Act 1908 and are available from that office or the secretary of the club.

2.1.1.2 This document expands on the requirement of the constitution & rules that:

Section 12.1: “members shall abide by the rules & policies of the society” [club]

Section 20.1: “the executive committee in consultation with the chief executive officer, shall employ, contract or otherwise engage an operations manager who shall be responsible for ensuring the quality & safety of all aspects of flight operations”; and

Section 20.2: “... the operations manager may also be a chief flying instructor”.

2.1.2 FLIGHT ORDERS & MEMBER RULES

2.1.2.1 In accordance with the Constitution & Rules the principal objective of this document is to establish safe codes of practice for aircraft operations by members of the Kapiti District Aero Club Inc and to convey the general Club operating rules This document is comprised of two sections which are described below:

Section 3.1, *Flight Orders*: The rules governing the use of aircraft operated by the Kapiti Districts Aero Club and airside access to the Paraparaumu airfield issued from time to time by the Operations Manager or the Chief Flying Instructor.

Section 3, *Membership Rules*: The policies and procedures governing a member's day to day access to and use of the facilities of the Kapiti Districts Aero Club that are not related to the operation of an aircraft and which have been approved by the Executive Committee.

2.1.2.2 It is the responsibility of each individual club member to become familiar with the “Flight Orders & Members Rules” contained within this Manual and adhere to them.

SECTION 3 FLIGHT ORDERS

3.1 FLIGHT ORDERS

3.1.1 CIVIL AVIATION REGULATIONS

- 3.1.1.1 No part of these Flight Orders, stated or implied, absolves a Pilot In Command of a club operated aircraft from full compliance with all applicable Civil Aviation Regulations.

3.1.2 DEFINITIONS

“Flight Orders” means these Kapiti Districts Aero Club Flight Orders

“Pilot” means all pilots, including students.

“Circuit area” means within a circular area centered on an aerodrome with a horizontal radius of 1.5 nautical miles and a height of 1500’ Above Ground Level (AGL).

“Training area” means the training area as approved from time to time.

3.1.3 PILOT’S RESPONSIBILITY

- 3.1.3.1 Civil Aviation Rules Part 91 “General Operating and Flight Rules” and these Flight Orders must be conformed to when a member of the Club is responsible for a Club operated aircraft. Failure to comply with these Flight Orders constitutes a breach of Club rules and non-compliance could lead to grounding or other restrictive penalty imposed on the offender by the Chief Flying Instructor.
- 3.1.3.2 No person shall fly as Pilot In Command unless that person holds an appropriate current Medical Certificate issued under Part 67 of the CAA Rules.
- 3.1.3.3 No person shall act as Pilot In Command of an aircraft carrying passengers unless within the immediately preceding 90 days that person has carried out as Pilot In Command of an aircraft of the same type three take offs and three landings or demonstrated satisfactorily to a flight examiner his/her continued proficiency in an aircraft of the same type.
- 3.1.3.4 The privileges of any Pilot Licence shall not be exercised unless that person has successfully completed a flight review in the 2 years immediately preceding and that person’s logbook is endorsed with a record of that review.

3.1.4 AUTHORISATION OF FLIGHTS

- 3.1.4.1 Pilots may not fly unless authorised and/or supervised by an instructor. All pilots must complete a Flight Authorisation Form which must be signed by both the Pilot and the Instructor authorising the flight.
- 3.1.4.2 On flights to other aerodromes the pilot is responsible for ensuring the aircraft is safely parked and picketed and controls locked to prevent the aircraft being damaged from any possible adverse weather conditions.
- 3.1.4.3 When pilots are operating club aircraft away from base no other pilot is permitted to fly the aircraft unless he/she is authorised by the Chief Flying Instructor or his/her nominee.
- 3.1.4.4 No instruction is permitted in Club operated aircraft by any instructors other than Kapiti Districts Aero Club instructors, unless authorised by the CFI.
- 3.1.4.5 Pilots are responsible for maintaining accurate records of cross-country flights including fuel and oil purchased. Invoices for fuel purchased are to be handed into the office on completion of flight for reimbursement.

3.1 FLIGHT ORDERS CONTINUED

3.1.5 AIRCRAFT DAMAGE/DEFECTS

- 3.1.5.1 Any pilot that carried out a heavy landing or has cause to suspect that an aircraft may have a defect, however minor shall report this. Defects are to be reported to the duty instructor immediately. Any defect that becomes apparent when away from home base shall also be advised to the duty instructor before any "away from home" maintenance is undertaken.

3.1.6 INSTRUMENT FLYING

- 3.1.6.1 Any pilot wishing to carry out this exercise with a safety pilot must get approval from an instructor. The safety pilot must also be approved and hold a PPL as a minimum and a type rating for the aircraft.

3.1.7 LOW FLYING

- 3.1.7.1 Pilots are to adhere to Civil Aviation Rules relative to minimum safe heights and to restrictions placed upon them by instructors from time to time.
- 3.1.7.2 Passengers are not to be carried when performing low flying practice below 500' above ground level.
- 3.1.7.3 Any pilot forced to fly low because of bad weather shall on returning to base report the incident to the duty instructor. Pilots must also obtain authorisation before using any low flying areas on each occasion.

3.1.8 DUAL CHECKS

- 3.1.8.1 All pilots may be required to have a dual check at the instructor's discretion. All pilots flying Kapiti Districts Aero Club aircraft for the first time may be required to complete a dual check and will not be allowed to fly solo or carry passengers before a valid licence, log book and medical are produced.

3.1.9 AIRCRAFT OPERATIONS

- 3.1.9.1 All pilots are required to operate the aircraft in compliance with the flight manual and/or handling notes that are approved by the Chief Flying Instructor.

3.1.10 AEROBATICS

- 3.1.10.1 Pilots must adhere to Civil Aviation Rules. For the purpose of these Flight Orders, stalls, wingovers and chandelles are not considered aerobatics.

3.1.11 OPERATION OF AIRCRAFT CONTROLS

- 3.1.11.1 Pilots are reminded that only the Pilot in Command of any aircraft is allowed to manipulate the controls. When two pilots intend to share the flying on a cross-country flight one must be designated as Pilot in Command on each leg and should occupy the left hand seat unless authorised by the CFI. When carrying passengers the Pilot in Command shall brief his/her passengers before flight to not handle the controls or instruments when in flight and to any applicable emergency procedures.

3.1 FLIGHT ORDERS CONTINUED

3.1.12 CONSUMPTION OR USE OF ALCOHOL OR ILLEGAL DRUGS AND SUBSTANCES

3.1.12.1 In addition to the Civil Aviation Rules pilots may not fly Club aircraft if they have consumed any alcohol less than ten hours earlier. The use of illegal drugs or substances is totally prohibited and a random testing system may be activated at any time.

3.1.13 SOLO FLYING

3.1.13.1 Pilots flying solo are to ensure that dual controls are removed when applicable and any loose safety harnesses tied up so that there is no chance of interference to the controls. Loose cushions, etc must also be removed.

3.1.14 FORCED LANDING PRACTICE

3.1.14.1 Forced landing practice is to be confined to the airfield or other places approved by the duty instructor. Pilots must overshoot by 500' above ground level unless at an airfield or when practicing in the low flying area when 300' AGL is the overshoot height.

3.1.14.2 No passengers are to be carried when performing any forced landing practice.

3.1.15 FORCED & PRECAUTIONARY LANDINGS

3.1.15.1 Any pilot who carries out an actual forced or precautionary landing must immediately notify an instructor at the home base and must not attempt to take off again until authorised by the duty instructor.

3.1.16 LOG BOOKS & LICENCES

3.1.16.1 All pilots and students must submit these for audit purposes when required by the Club Instructors.

3.1.17 FLYING GEAR

3.1.17.1 Pilots are to maintain a reasonable standard of dress for flying, especially as regards to comfort and carry warm clothing for use if a forced landing is required. Bare feet and jandals/thongs may not be worn by the Pilot In Command.

3.1.18 USE OF BASE RADIO/HANDHELD SET

3.1.18.1 Club members are not allowed to operate the Club's base or handheld radios unless they are licensed to do so or have had instruction in their use and have been authorised by the duty instructor.

3.1.19 PROP SWINGING

3.1.19.1 Pilots are not permitted to swing the prop to start an aircraft unless they have demonstrated their competency in performing this to an instructor.

3.1.20 LANDING ON UNPUBLISHED AIRFIELDS

3.1.20.1 Any pilot wishing to fly to an airfield that is not published in the NZAIP must obtain prior approval from the duty instructor. The pilot may also be required to provide evidence of the airfield dimensions and other current relevant information including the permission of the landowner/occupier.

3.1 FLIGHT ORDERS CONTINUED

3.1.21 TAXIING

3.1.21.1 At all times aircraft are to be taxied at the correct speed and the Pilot In Command is responsible for ensuring there is adequate clearance from other aircraft, buildings, machinery etc. Engine run-ups are to be only carried out in the approved areas only.

3.1.22 CROSS COUNTRY FLIGHTS

3.1.22.1 Pilots encountering unexpected difficulties such as weather, fuel availability etc must contact the Club and advise of any likely delays.

3.1.22.2 A current AIP and relevant maps must be carried on all cross-country flights.

3.1.22.3 Pilots must plan their flights so that they are safely on the ground at their destination or alternate at least 30 minutes before Evening Civil Twilight (ECT). For all flights that are more than 25 miles from home base pilots must lodge a flight plan, SAR watch or arrange for KDAC flight following.

3.1.23 LOCAL FLYING

3.1.23.1 Pilots will be expected to be safely on the ground at least 15 minutes before Evening Civil Twilight (ECT).

3.1.24 HANGAR

3.1.24.1 Aircraft must not be manoeuvred within the hangar unless there are a minimum of two persons one of whom must be a member of the instructing staff.

3.1.25 PILOTS SEAT

3.1.25.1 Unless otherwise authorised by an instructor, the Pilot In Command will always occupy the left hand seat of an aircraft.

3.1.26 FLIGHT BOOKINGS

3.1.26.1 The aircraft booking system used by the Club is the sole schedule activity for which the Club sets aside aircraft and Instructors to meet customer's and member's needs. It is accepted that bookings may have to be cancelled from time to time due to personal circumstances. However, where a member repeatedly cancels flight bookings with less than 24hrs notice or consistently fails to show up to use an aircraft or Instructor booking the Club reserves the right to apply a Cancellation Policy.

3.1.26.2 Pilots must adhere to the times they have an aircraft booked unless unfavourable weather is encountered enroute. If unfavourable weather prevents a flight being carried out, the pilot must forfeit their booking unless the aircraft is not booked at a later time.

3.1 FLIGHT ORDERS CONTINUED

3.1.27 CANCELLATION OF BOOKING FEE

3.1.27.1 If the member who has made the booking does not advise the Club that they cannot meet their obligation for the booking in sufficient time for the resources to be re-allocated or they are a "No Show" the following shall apply:

- (a) On the first occasion they will be issued with a written reminder of the consequences of a second occurrence of this nature, and
- (b) On the occasion of a reoccurrence (either late cancellation without adequate reason, or a "No Show") the offender will be levied on the basis of:

If the flight booking was a solo flight \$25.00

If the flight booking was a dual lesson \$50.00

If the session was a ground lesson involving an instructors time \$50.00

3.1.28 USE OF FLIGHT OFFICE

3.1.28.1 Only staff and the duty pilot are allowed to use the offices. Nothing is to be removed without the duty instructor's permission.

3.1.29 NEGLIGENCE

3.1.29.1 The Club reserves the right to recover the costs of damage to aircraft through negligence or any unnecessary expense to the Club from the persons responsible.

3.1.30 ABNORMAL OCCURRENCES:

3.1.30.1 Any pilot that encounters an abnormal occurrence that affects his or her flight shall report the nature of such occurrence to the instructor on their return. Typical examples would be, problems with aircraft, diversion due weather, unusual contact with Air Traffic Control and problems with passenger comfort.

3.1.31 AIRFIELD SECURITY

3.1.31.1 Pilots are responsible for their guests and passengers when entering the aircraft apron through one of the secure airfield gates. Guests and passengers are not permitted on the apron or in the Club hangar without being accompanied by a member.

3.1.31.2 All security gates must be closed and locked if not being used at any given time by a person or vehicle.

3.1.31.3 All persons operating airside must wear a high-viz vest and have established 2-way communication with the Aerodrome Flight Information Service (AFIS) if operating on any part of the airfield beyond an apron.

3.1.31.4 Members are expected to immediately report suspicious or unauthorised persons to the Airport Manager, Aerodrome Flight Information Service or police.

3.1.32 ROAD VEHICLES

3.1.32.1 No road vehicles or four wheelers are permitted on the aircraft manoeuvring areas unless authorised by the duty instructor or his/her nominee.

SECTION 4 MEMBERSHIP RULES

4.1 MEMBERSHIP RULES

4.1.1 AUTHORITY

- 4.1.1.1 In accordance with clause 12.1 of the Constitution & Rules of the Kapiti Districts Aero Club the policies and procedures governing a member's day to day access to and use of the facilities of the Club are outlined in the remainder of this section.

4.1.2 CREDIT POLICY

- 4.1.2.1 The Kapiti Districts Aero Club's terms of trade are strictly cash unless alternative arrangements have been made in writing that have been approved by the Executive Committee. All flight costs are expected to be paid when the aircraft is returned to the club unless a member is operating a Flying Account in accordance with section 4.1.3.

4.1.3 MEMBER FLYING ACCOUNTS

- 4.1.3.1 Club members may operate flying accounts which are kept in credit.
- 4.1.3.2 Funds within a member's flying account are non-refundable and non-transferable.
- 4.1.3.3 As each flight is completed the costs of that flight, landing and Airways fees, etc will be debited from the member's flying account.
- All debits to an account for products or flight services are made using the costs that are current on the date of purchase of those products or services.
- 4.1.3.4 The Club reserves the right to debit a member's flying account with any costs not disclosed at the time an aircraft is returned and the flight checked in. These costs may include but are not limited to unpaid landing fees, overdue SARTIME costs, etc.
- 4.1.3.5 The annual Club membership fee will be deducted from a member's flying account 30 days after that fee is levied unless the member directs this should not be done in writing.
- 4.1.3.6 Booking requests by club members will not be approved if the member's flying account is in debit without some arrangement being made to settle the account.
- 4.1.3.7 The Club reserves the right to engage a credit collections agency to collect the balance of a member's flying account that has been in debit for greater than 60 days. The member will be liable for the costs of recovery and any legal costs that may apply.

4.1.4 INSURANCE

- 4.1.4.1 The Club maintains accident and liability insurance for all authorised flight operations. That insurance includes the aircraft for flight, taxiing and ground risks and the legal liability to third parties for bodily injury, property damage, forest and rural fire arising from an accident, passenger injury and passenger baggage loss.
- 4.1.4.2 The club insurance does not extend to member's vehicles parked on the club grounds. Members must assume all risks for damage to a vehicle parked in the club's carpark or left at the club overnight.

4.1 MEMBERSHIP RULES CONTINUED

4.1.5 MEMBER FACILITIES

- 4.1.5.1 With the exception of the area behind the reception desk and the Chief Flying Instructor's office the clubrooms and hangar are available for the use of the members and their guests.
- 4.1.5.2 Club members are expected to provide their own portable computing devices for any flight planning they wish to perform. The club will provide free Wifi access to internet services on a reasonable use basis but reserves the right to restrict a member's access to the club's Wifi network at any time and for any reason.

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