



Yorkshire Gliding Club

Standard Operating Procedures

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1. Airfield Brief

- 1.1. Sutton Bank is a hill top airfield with grass runways approximately 600' above the valley floor and 920' above sea level. The general alignment of the landing areas is 02/20 and 24/06.
- 1.2. The BGA turn point code is SUT latitude N54 13.728 longitude W001 12.580 centred on the clubhouse. The airfield is strictly prior permission only for visiting powered aircraft.
- 1.3. A busy public footpath exists around the south and west boundary and a public road along the east boundary.
- 1.4. Sutton Bank is 4nm east of the town of Thirsk on the south western corner of the North Yorkshire moors. The white horse located on the southern escarpment is a distinctive navigation feature when approaching from the south.
- 1.5. Bagby airfield is 2nm WSW of the airfield at 160' amsl and can be contacted on 123.255 MHZ.
- 1.6. The Vale of York is an AREA OF INTENSE AERIAL ACTIVITY. See Section 12
- 1.7. Immediately to the north of the airfield are "The Gallops". Pilots are advised that this land is used for training racehorses and should act accordingly. Suitable out landing fields for gliders are also available further to the north. See Section 2, paragraph 2.5.8.
- 1.8. The site is cleared for winch launching to 2000 ft. agl. When the winch is operating avoid the overhead so there is no conflict with the winch operation.
- 1.9. The entire airfield is landable. Some areas are rough and have significant slopes. If you are unfamiliar with the airfield you *should* obtain a briefing prior to launch.
- 1.10. A preferred circuit direction is briefed each day. Due to local conditions it is not uncommon for gliders and tugs to land from any circuit or on any runway and all pilots must be vigilant and prepared to take alternative action.
- 1.11. Sutton Bank can experience rapid changes in wind conditions and pilots should ensure that an appropriate landing area is selected in good time. A wind sock is provided for this purpose on the club house roof.
- 1.12. The radio frequency in use at Sutton Bank is 118.685 MHz. Please note that excessive chatter on this frequency is discouraged. See Appendix B
- 1.13. Pilots are reminded that it is a legal requirement to carry up to date 1:500 000 navigational charts for all flights beyond 5nm from the club.
- 1.14. All power pilots should acquaint themselves with the current noise abatement recommendations (see section 5) and conduct their flying in accordance with them.
- 1.15. Details of local Airspace and Airways, including letters of agreement for Robin Hood Doncaster/Sheffield airspace and for crossing Airway P18 to the North of the club, are held in the briefing room. Members **must** fully understand the requirements set out in the agreements before flying in these areas. Please record any flights through these areas, including use of the wave box, in the book provided in the briefing room.

- 1.16 All club gliders are FLARM equipped as are most gliders based here. It is strongly recommended that all aircraft flying from Sutton Bank are fitted with working FLARM equipment.

2 Flying Orders - Gliders

2.1. General

- 2.1.1. Flying training will only take place under the authorisation of a Duty Instructor. This instructor should carry a hand held radio for situational awareness.
- 2.1.2. All club members must maintain a record of their flying (club rule 9.5). In addition, pilots without a Silver badge and those not in current practice must have their logbook available on site for inspection.
- 2.1.3. The Club may monitor the flying activities of members and visitors using electronic and paper based systems such as data loggers and flying log sheets. In addition training flights and solo flights may be recorded on video cameras.
- 2.1.4. Members are reminded of club rules 9.4, specifically that breaking Air law, BGA Operational Regulations, Club Rules or Standard Operating Procedures (SOPs) or disobeying instructions is a disciplinary matter.
- 2.1.5. Any member wishing to join an existing syndicate or intending to base a glider at Sutton Bank, must first obtain the permission of the Board and CFI before proceeding.

2.2. Registration

- 2.2.1. It is a requirement for **ALL** pilots to be a member of the club and have completed and signed application and indemnity form (see club rule 9.2)
- 2.2.2. **All** full flying members must read the Standard Operating Procedures and sign the register maintained in the Launch Control Cabin to confirm their understanding and acceptance annually.
- 2.2.3. All visiting pilots must acquaint themselves with the notes for visiting pilot's document and attend the daily briefing, or seek a briefing from the duty Instructor.
- 2.2.4. **All** pilots must be in possession of a valid medical certificate *or* a current full driving licence, as currently required by the BGA, and are required to provide the office with evidence of the current medical. Visiting pilots must present a current medical certificate or driving licence at the office before flying. (See club rule 9.3 for further information). Instructors should hold a minimum of an unrestricted NPPL medical,
- 2.2.5. Any change to a pilot's medical status must be notified to the office, CFI or his deputy before further flight.
- 2.2.6. Club flying currency requirements are specified in Section 6**

2.3. Before flight

2.3.1. Checking NOTAMS and weather before flight is the responsibility of each pilot.

2.3.2. All gliders operating at Sutton Bank must have a valid ARC, or permit to fly issued by the relevant national body and a valid certificate of insurance to the minimum amount specified from time to time by the governing body (see BGA op reg 1.8)

2.3.3. All aircraft must be DI'd each day before first flight. This is to include a positive control check, installation of battery, cleaning and wheel brake check if fitted. Canopies must be kept clean inside and out. Faults should be dealt with according to Section 9

2.4. The glider flight log

2.4.1. Each glider and motor glider take-off from and landing at the site must be logged. Each pilot is responsible for seeing that his or her flight is correctly logged. *This is a serious safety issue and will avoid unnecessary **Overdue Action** being taken.* Once a pilot leaves the site it is assumed that he or she has checked the log entries and is happy to be charged accordingly. Incompletely logged flights will be charged at published rates and later corrections are at the discretion of the board.

2.4.2 There is no longer a requirement to fill in a cross country log as long as your glider is FLARM equipped – as we intend to use FLARM traces on line, in the event of a missing glider. Pilots intending to fly cross country without a working FLARM, should fill details of their intended flight in the cross country log.

2.5. The circuit

2.5.1. All aircraft should normally conduct their circuit on the pre-briefed side of the airfield. Final turns should ideally be completed by the BGA recommended minimum height of 300ft.

2.5.2. The western ridge at Sutton Bank often provides exciting and challenging flying. The ridge soaring rules contained in the BGA Laws and Rules must be adhered to. In addition, when crossing the ridge on circuit a vigilant lookout is essential.

2.5.3. The section of ridge from the end of the Western Runway 24 to Gormire Lake can be very busy, with launches, go-rounds, launch failures and circuits. Clearly, low-level high speed passes, zoom climbs, and low level thermalling in this area, pose an unacceptable risk at busy times and *are not appropriate*. Use another part of the ridge for your enjoyment and everyone's safety.

2.5.4. Hill soaring benefits from an exemption of the 500ft rule. However, flying at very low altitude directly over the public footpaths along the ridge, may well leave you open to a charge of reckless endangerment, should a complaint be made by a member of the public.

2.5.5. Thermalling below 700 feet within the circuit is not normally acceptable.

2.5.6. Manoeuvres such as straight in approaches, hangar landings, and trailer landings should not be carried out in such a way as to disrupt other traffic, which may be launching or following the normal circuit pattern.

2.5.7. A radio call announcing intentions may be helpful, but all landing decisions remain the responsibility of the pilot.

2.5.8 Immediately to the north of the airfield are “The Gallops”, and in recent years a large professional stable has been developed with up to 300 race horses on site. Whilst the safety of your flight is paramount, members should avoid flying low (less than 300’) over this area in gliders or tugs unless absolutely necessary. Normal YGC circuit patterns for Runway 20, and climb outs on Runway 02, as briefed daily, help to maintain good relations with our neighbours.

2.6. Cross country flying

2.6.1. Low level high speed finishes must not be oriented toward people or other obstructions and must conclude with a normal approach. A radio call from 2 miles out is advisory, but does not absolve the pilot from total responsibility for avoiding conflict with all other traffic in our own and adjacent circuits. Pilots should be aware of and fly within the requirements of CAP 393 and Rules of the Air Section 2, article 5 (low flying rule) and Section 1 article 74 (reckless or negligent endangerment)

2.7 Aerobatics

2.7.1 Pilots must receive training and have their log book endorsed by an aerobatic instructor before performing solo aerobatic manoeuvres.

2.7.2 Do not perform aerobatics in the tow-out routes or the circuit.

2.7.3 Aerobatic training must only take place in an approved glider fitted with a serviceable accelerometer.

2.7.4 Pilots must wear serviceable parachutes.

2.7.5 All aerobatics must be carried out above, and be completed by 1500’ AAL (including the low point of any recovery dive), unless specifically briefed by the CFI or deputy

2.7.6 Only the following positive G manoeuvres are permitted in club gliders:

- Stalls
- Spins
- [Inside] Loop
- Chandelle
- Steep Turn
- *Stall turn*
- *Humpty bump*

2.7.7 Negative G, flick manoeuvres and inverted flight are specifically **banned** in club gliders unless explicitly authorised by the CFI., and are only to be flown by an appropriately qualified pilot.

2.7.8 The Duty Instructor will authorise all aerobatic flights, taking into account the conditions, and the pilot's abilities.

2.8 Oxygen in Club Aircraft

The DG1000 and the DG303 are fitted with 'Mountain High' oxygen systems. The masks and cannulas can be booked out from the office. When returning the masks and cannulas please inform the office if the oxygen bottle is less than 0.25 full.

2.9 Discus Ballast Weights

There is a ballast weight designed to fit in the fin of the Discus HVR to give a more rearward centre of gravity with heavier pilots.

This could obviously be very dangerous should a lighter pilot fly the glider unaware that the fin weight was installed.

Therefore this weight must be booked out from the office and signed for. The pilot signing the weight out is responsible for ensuring that these procedures are followed to the letter.

Whenever the weight is fitted in the fin, the red wool must show out of the joint between the fin and tail plane. There must be a warning label (booked out with weight) in the cockpit, on the stick at all times the weight is fitted and the glider on the ground.

3. Flying Orders - Airfield Operations

3.1. The Launch point and operations

- 3.1.1. Every weekday the Duty Instructor will **email** RAF Leeming LEE-OPS-ATC-SPVR@mod.gov.uk and LEE-OPS-FltPlanning@mod.gov.uk with details of the flying expected to take place that day at Sutton Bank.
- 3.1.2. The launch point for the day shall be decided by the Duty Instructor, and this will normally be one of the four launch points marked on the map see page 33 Airfield photo.
- 3.1.3. The runway in use and consequently the launch point may change in the course of the day for weather or other reasons.
- 3.1.4. The control cabin is to be sited abeam the launch point.
- 3.1.5. All aircraft shall normally launch from abeam the launch point. Pilots taking off from other positions for operational reasons **must** co-ordinate their activities with the Airfield Organiser or Duty Instructor.
- 3.1.6. Vehicles shall not be parked on the active airfield.
- 3.1.7. When winch launching, **a single** launch line of gliders should be used to minimise the risk of offset cables causing a swing at the start of the launch. Nothing should be parked in front of and off to the side of the launching gliders. In particular pilots parking their gliders on 20, whilst waiting to come to the launch point should not advance beyond the fuel pump.
- 3.1.8 Winch and aerotow launching/powered movements can be combined safely providing that;
 - All powered take offs are parallel to, or diverging from the winch cables.
 - Tugs use their winches to retract the cables and land on 24, parallel with or diverging from the winch cables – or drop rope on 24 and then land on 24.
 - Powered aircraft should only taxi across winch cables with an outside observer to ensure that the aircraft does not catch the cable.
 - All activity is directly supervised by the instructor in charge.
- 3.1.9
Any departure from the Standard Operating Procedures for operational or safety reasons must be supervised by the Duty Instructor and communicated to the Duty Crew.
- 3.1.10 The emergency fire rescue trailer shall be attached to a tractor or vehicle, **during all flying operations**, and should be kept in an unobstructed position, ready at the launch point.
- 3.1.11 Tail dollies should be used where available - when they are not available lift the tail of the aircraft when turning. Gliders are never to be lifted by the tail plane. Tail dollies should be removed when the gliders are parked
- 3.1.12 Never leave canopies open *or unlocked* unattended

- 3.1.13 Do not operate the cable release through the D.V. panel except in an emergency.
Do not lift canopies by the D.V. panel rails
- 3.1.14 Gliders left unattended should be parked appropriately for the prevailing weather conditions bearing in mind they may change suddenly.
- 3.1.15 After use, tyres should not be left on grassed areas where aircraft are likely to operate.

3.2 Launching

The pilot is responsible for the completion of the pre-flight checks. However, all persons at the launch point should be prepared to stop the launch if they observe any reason **why the launch might not proceed safely, such as tail attached, airbrakes or canopy appearing unlocked etc.**

dolly

- 3.2.1 The person attaching the cable to the glider, should first check the weak link, rings and for absence of knots. On winch fitted tugs the weak link bullet should be checked for damage and the knot for slippage using the visible indicator within the bullet.
- 3.2.2 The “attacher” should then immediately clear from in front of the glider. The wing runner is responsible for initiating the launch and should check that it is clear to proceed in front, above, behind and on the ground and then give launch commands to the signaller who shall use BGA standard bat or light signals.
- 3.2.3 The pilot is responsible for stopping the launch by releasing the cable if he has any doubts about the safety of the launch.
- 3.2.4 Any person at the launch point spotting a potential hazard shall stop the launch by SHOUTING “STOP”!
- 3.2.5 The YGC procedure for releasing from aerotow is:-

On the point of release the Tug will descend straight ahead. The acceleration of the tug will help separation from the glider.

After confirming that the cable has released, the glider pilot should slow down (also to increase separation) and may then turn in either direction. Rope retraction (if applicable) should be completed before landing.

3.3 Vehicle Movements

- 3.3.2 All vehicle & glider ground movements should keep to the edges of the airfield as far as reasonably possible.
- 3.3.3 Leave a clear access to the fuel pumps for tugs.
- 3.3.4 Cars must not be parked in front of the hangar / workshop during flying operations

3.3.5 There is a blanket speed limit on the airfield & caravan site / access roads of 10 mph.

3.3.6 The limit in front of the hangars is 5 mph.

3.4 Landing

3.4.2 To avoid congestion landed gliders should be quickly cleared off the runway and everyone is requested to help.

3.4.3 After landing turn the glider through 90 degrees. Make every effort to minimise the obstruction by moving the glider as soon as possible.

3.4.4 In order to maximise the available landing area, consideration should be given to the following :-

- a. When towing back to the launch point, keep moving to one side to help clear the runway,
- b. Moving gliders together or in line
- c. If Instructing, conduct your debrief once you have cleared the runway

3.4.5 Massed landing procedures

Pilots at Sutton Bank should realise that conditions may change rapidly, particularly ridge or wave conditions. If the lift stops suddenly it may be that many gliders need to land in a short space of time.

Runway 24

Pilots should land normally and then turn left to stop to the south.

Runway 20

Pilots should land long and then turn left after crossing the track to enable others to land behind in a similar fashion

Runway 02

Pilots should land long and then turn right off the active runway leaving room for others to land behind in a similar fashion.

3.5 Trailer parking

3.5.2 Trailers shall be parked and securely tied down in the trailer park except as specifically directed by a member of staff or club official

3.5.3 Detailed overnight aircraft parking information is provided in Appendix A

3.6 Car Parking

3.6.2 Do not park cars in other than authorised parking areas.

3.7 Accidents & Incidents

- 3.7.2 Accidents involving club, private, or visiting aircraft must be reported to the Duty Instructor, who must inform the CFI, Deputy CFI, and Safety Officers.
 - 3.7.3 All accidents shall be managed in accordance with the published action plan.
 - 3.7.4 Pilots are required to report incidents in order to prevent future more serious accidents.
 - 3.7.5 Pilots are also encouraged to report Airprox. Remember that most powered aircraft are not used to flying as close together as gliders habitually do. The military jet that you have just happily watched fly by you, may report an airprox and if the glider pilot submits an airprox as well it shows gliding in a good light.
 - 3.7.6 Personal injuries should be recorded in the "Accident Book" held in the office
- 3.8 Airfield safety
- 3.8.2 Visiting pilots should read the contents of the leaflet "Notes for Visiting Pilots" , or receive a briefing.
 - 3.8.3 Members of the public should be supervised by a club member before entering the active airfield.
- 3.9 Packing up
- 3.9.2 At the end of the day the glider *and* power flying log must be checked by the Duty instructor to ensure that all pilots and aircraft are accounted for. The cross country log should be checked to ensure all non FLARM equipped gliders are accounted for.
 - 3.9.3 Club gliders and powered aircraft shall be washed / debugged at the end of each day.
 - 3.9.4 Club aircraft shall be returned to the hangars. The hangar packing shall be supervised by a suitably experienced club member
 - 3.9.5 All parachutes shall be removed from aircraft and stored in the parachute store
 - 3.9.6 All batteries shall be removed from aircraft and attached to the appropriate battery charger. Canopy covers shall be fitted to all gliders
 - 3.9.7 All tug and flying logs shall be returned to the office.
 - 3.9.8 Each glider should have one safety cushion left in the cockpit. Spare cushions should be returned to the launch control cabin.
 - 3.9.9 The last person to fly a glider is responsible for ensuring that it is put away properly.

4. Flying Orders - Powered Aircraft

4.1. Authority and Control

- 4.1.1. All operations and activities come under the control of the CFI who will normally delegate authority to the duty instructor on the day.
- 4.1.2. Approval to fly tug aircraft will be issued by the Tugmaster, in consultation with the CFI, after training and checking out.

4.2. Licences, Certificates of Experience and Medical certificates

- 4.2.1. Pilots are required to ensure that they hold a current licence, medical and certificate of experience.
- 4.2.2. Pilots are responsible for the renewal of their licences, medical certificates and certificate of experience.
- 4.2.3. Pilots must bring any changes in medical status to the attention of the office and CFI.

4.3. Instructors with BGA MGIR Rating

- 4.3.1. BGA MGIR Instructors may only teach gliding exercises appropriate to their rating.

4.4. Before Flight

- 4.4.1. All pilots should be fully conversant with the rules of the air, relevant articles of the A.N.O. and the aircraft flight manual.
- 4.4.2. Pilots should ensure that they have checked the weather forecast and Notams for their intended flights.

4.5. Power Aircraft Movements Log

- 4.5.1. All power aircraft movements involving flight away from the airfield must be logged in the Power Aircraft Movements Log, which is to be found in the briefing room.
- 4.5.2. Pilots should complete this log with details of the proposed flight before leaving the airfield.
- 4.5.3. On return pilots should complete the log as back safely. Failure to do so may result in overdue action being taken.
- 4.5.4. Pilots not intending to return to the airfield should note this fact together with their intended destination and diversions on the movement's log. It is the pilot's responsibility to make arrangements with their destination or otherwise, so that any non-arrival will be realised.

4.6. Glider Towing

4.6.1. Tug pilots must log each tow on the tug log sheet. Entries should include;

- *Tug pilots name*
- *Glider registration*
- *Take off time*
- *Release height*

4.6.2. The tug registration, date and start tacho must be recorded at the top of the tug log. At the end of flying, record finish tacho and work out usage, fuel uplift, total number of tows and total tow height.

4.6.3. Tug pilots must be familiar with the YGC rope dropping procedures contained in APPENDIX C.

4.6.4. Fuel and oil used must be recorded on the tug log sheet.

4.6.5. On completion of flying, tug log sheets should be returned to the office

4.6.6. Tug aircraft must be appropriately fuelled and cleaned before being put back in the hangar.

4.7. Aerotow retrieves from fields are **not** permitted

4.8. Special authorisation is required for the following from the CFI or Tug Master for.

4.8.1. Aero towing with any aircraft other than club tugs, which may be used from time to time by the club.

4.8.2. Flying as Captain from right hand seat of the Eurofox.

4.8.3. Training and Check flying.

4.8.4. For flying other than tugging, training and check flying in club tugs, authorisation is necessary before each flight.

4.8.5. **Pilots of visiting powered aircraft, should report to the office and sign the aircraft movements book and pay landing fee.**

5. Noise Abatement Procedures

- 5.1. It has always been the club's policy to endeavour to maintain good relationships with local people. Towing patterns have been developed which are designed to avoid flying over villages and properties in the area to the greatest extent possible whilst maintaining a safe operation.
- 5.2. In order to retain the goodwill of the local population it is essential to avoid towing over Kilburn, High Kilburn, Thirlby and Sutton under Whitestonecliff villages.
- 5.3. Towing should be routed to avoid these areas by as wide a margin as possible. Under normal circumstances a turn can be initiated when safe to fly well clear.
- 5.4. Notwithstanding the above, repeated towing or recovery over any of the local villages is to be avoided.
- 5.5. Powered aircraft should avoid flying low over the Stables and adjacent fields to the North of the airfield. Normal YGC circuit patterns avoid any distress for the horses.

6 The Check System

6.1. The following check flights may be undertaken by Full and Assistant rated instructors:

- Site checks
- Post solo continuation / currency checks
- Refresher / bi-annual checks
- First and subsequent 3 solo flights
- Type conversion checks

The following check flights may be undertaken by **FULL rated instructors ONLY**:

- Bronze C Checks
- Cross country authorisation

6.2. Pilots will be classified into the following stages;

6.2.1 **STAGE 1 – AB-INITIO**

Pre-solo pilots under training

6.2.2 **STAGE 2 – EARLY SOLO**

They will fly their first solos in the ASK21 and convert to the Astir or DG500 solo after a suitable number of satisfactory solos, to be determined by ability and instructor's discretion.

It would be normal to have a check flight before solo on each day depending on experience, currency, recency, weather conditions and launch type.

They must obtain the duty instructor permission to fly and obtain a briefing.

6.2.3 **STAGE 3**

These will be pilots working towards their bronze and silver badges.

They may fly all club single-seaters depending on ability and experience. They may also fly the ASK21 and DG500 solo, **with appropriate briefing**.

They must ask the duty instructors permission to fly and obtain a briefing.

Instructors should consider the pilot's experience, currency recency, weather conditions and launch type when deciding what these pilots are allowed to do. They are still under training and check flights should be used to advance the pilot's knowledge and experience.

6.2.4 **STAGE 4 – QUALIFIED**

These pilots will hold a bronze badge and cross country endorsement *or SPL or LAPL(s)*, i.e. they are qualified to hold a 'glider pilot licence' (whether they have applied for one or not – there is no requirement to hold a GPL).

They are considered self-briefing for local flights, but must seek a briefing before flying cross country.

They should still obtain the duty instructor's permission before flying.

They are permitted to fly all club single seaters and the DG500, DG1000 and ASK21 solo. To fly the DG 1000 solo, the pilot must meet the insurance requirements of 150 hours, P1 and Silver. They may also fly mutually with other suitable club pilots, **with permission from duty instructor and appropriate briefing.**

6.2.5 **STAGE 5 – SELF BRIEFING**

These pilots will hold a full silver.

They may fly locally and cross country and self-brief for both.

They must obtain the duty instructors permission if they intend to go cross country in a club glider.

Courtesy would suggest that they inform the DI of their intentions before flying cross country in their own glider.

6.3. **Currency and Refresher Checks** are required as specified below:

Experience:	Pre Bronze, x/c endorsement	daily brief/check required
Qualified Pilot:	Post Bronze, x/c endorsement	self-authorisation up to 30 days then instructor discretion/brief or check
Instructor:	To instruct or carry passengers, or fly mutual. 3 take off/landings in Last 90 days	

Authorisation may include a briefing and/or check flights

Check flying may involve more than 1 flight/instructor

Qualifying flights are solo without incident or a satisfactory check flight.

6.4. Visiting Pilots

In addition to the requirements for site checks and briefings, all visiting pilots are required to comply with the Yorkshire Gliding Club currency regulations before flying Solo.

Briefing and check flights for visiting pilots should pay particular attention to the following points as appropriate.

Launching, launch signals and launch failure procedures
The hill and hill soaring procedures
Circuit and approach techniques
Field landing options near the site
Local airfields and airspace
Prevailing weather conditions

6.5 In order to fly as P1 in a club two seat glider mutually with another Club member, the pilot must meet the following criteria

- Duty Instructor authorisation
- Current on type and launch method
- P1 is nominated and does all the flying below 1000'
- P1 occupies the front seat
- Both pilots are current full members of the club
- Both pilots should be capable of landing the glider in the prevailing conditions

6.6 The Duty Instructor must authorise all mutual flying in club two seaters.

6.7 Friends and Family Rating

In order to fly as P1 in a Club or privately owned 2 seat glider, with a member of the public, the pilot must meet the following criteria.

- Silver badge
- CFI authorisation
- Hold a medical equivalent to a Basic Instructor
- Fly in the front seat
- The passenger must also be a club member

The Friends and Family rating is renewed annually with an hours return and check flight.

NOTE – Holders of SPLs or LAPL(s) may not fly with members of the public unless they meet the above criteria.

6.8 Introductory Flight Pilot (IFP)

- Hold a valid BGA IFP endorsement
- CFI approval
- Hold a medical as required by the BGA
- Be supervised by the holder of a valid Glider Instructor Rating (not BI)
- An IFP is specifically excluded from:

1. Any flying supervision
2. The teaching of any flying exercise
3. Any site checks
4. Conduct of any check flight

7. Tractor Driving/Buggy Driving

7.1. General

- 7.1.1. No person shall be permitted to drive any of the YGC vehicles unless they are : -
- a. Member of the Club
 - b. Read these safety instructions
 - c. Received a comprehensive briefing on how to drive that type of vehicle from a responsible club member.
 - d. Have satisfied that person that they are safe and competent to drive that vehicle.
 - e.
 - i. Have a valid driving licence or
 - ii. Young members of 14 years and over may drive airfield buggies (but not tractors) once they have received appropriate training
- 7.1.2. Passengers under the age of 13 shall not be carried on the tractors.
- 7.1.3. All vehicles should be driven at a safe and sensible speed.
- 7.1.4. Check that it is clear around the tractor before moving off.
- 7.1.5. Whilst driving a tractor the driver **must remain seated at all times.**
- 7.1.6. Always keep a good lookout for other vehicles and aircraft - particularly when crossing the airfield. Give way to aircraft.
- 7.1.7. Ensure that you understand how to stop the engine before attempting to start it
- 7.1.8. Ensure that tow ropes are stored on the back of the vehicle before driving away in order to prevent injury to bystanders or damage to aircraft
- 7.1.9. Ensure that the parking brake is set and both gear levers are in neutral before starting the engine. Make sure there is no one in the way or around the wheels before moving off.
- 7.1.10. Do not drive vehicles directly toward people or gliders if any loss of control would result in a collision.
- 7.1.11. Remember the roll over bar above and behind your head when near to parked gliders
- 7.1.12. Do not operate levers and controls on any vehicle if you are not familiar with them.
- 7.1.13. Keep hands and feet well clear of trailer drawbars and couplings when attaching or detaching the winch or trailers.

7.2. Retrieving cables

- 7.2.1. Position the retrieve tractor (and trailer) in front of the winch.
- 7.2.2. Attach the cables to the tractor/trailer using the towing weak links. Place the parachutes and shock rope in the trailer, if using.
- 7.2.3. Use 2nd gear for retrieving cables.
- 7.2.4. When signalled by the winch driver, take up slack smoothly.
- 7.2.5. When signalled by the winch driver, accelerate smoothly to $\frac{3}{4}$ throttle.
- 7.2.6. It is IMPERATIVE that the retrieve is straight when towing two cables to avoid crossing them.
- 7.2.7. Whilst retrieving, LOOKOUT for gliders and tugs landing and for signals from the winch driver to STOP!
- 7.2.8. Cables should be retrieved down the cinder track in order to reduce wear on the grass. When this is not possible, aim to retrieve the cables to be just clear of the upwind wingtip of the first glider to be launched.
- 7.2.9. Slowdown in good time using gentle throttle movements.
- 7.2.10. Reverse a small distance so that the cables can be detached easily.
- 7.2.11. Drive clear of the launch point keeping a good LOOKOUT for people, aircraft etc.
- 7.2.12. Return to the winch using a route that is clear from aircraft and falling cables. If in doubt wait for a correct opportunity.

8. Airfield Fire and Rescue Trailer

The rescue trailer is fitted with a standard 50mm ball hitch suitable for towing behind a suitable equipped club or private vehicle. *Do not tow the trailer above 10mph except in an emergency.* The trailer should be attached to a suitable towing vehicle and positioned at the launch point in such a manner that it can be immediately driven to an incident on or off the airfield.

The Trailer is fitted with the following Extinguishers and Equipment: -

- 2 x Foam
- 2 x CO²
- 2 x Dry Powder
- 1 x Axe
- 1 x Hacksaw & 2 x Spare Blades
- 1 x Guillotine cutters
- 2 x Gauntlet gloves
- 1 x Stanley knife
- 1 x Length of rope
- 1 x First aid kit
- 1 x Cling film
- 1 x Survival blanket
- 2 x Fire blankets

CO2

The CO2 cylinders should be used for any type of fire which takes place in an enclosed space, for example if an aircraft's engine were to catch fire on the ground during starting.

This type of firefighting medium is very effective on small fires in enclosed spaces. On the other hand outside it is comparatively ineffective as any breeze quickly disperses the gas.

The use of CO2 on engine fires etc. will not cause damage to the component parts of the engine or airframe.

Dry Powder

Dry powder is very effective on all types of fires. However, it is very corrosive so therefore it should only be used as a last resort on engine fires as it will quickly corrode the engine components, particularly aluminium.

Foam

Foam should be used on petrol and oil fires as a general rule. The objective is to smother the fire with a blanket of foam to deprive it of oxygen.

Action to be taken in the event of a fire

There is the possibility of two types of fire occurring on the airfield, the recommended action in each event is as follows.

Fire occurring on the ground.

The likely possibilities are either involving an aircraft engine fire or car fire.

The trailer should be towed immediately upwind of the fire, if that is practical and safe, otherwise the extinguishers should be removed from the trailer and taken to the scene of the fire. Use CO2 extinguishers on aircraft engine fires as described in section 3. Do not use Powder or Foam as a first resort for reasons previously stated. Only use Powder or Foam on an aircraft if it is a serious petrol or oil fire.

Use CO2 or dry Powder on car fires. Use Foam as a last resort if it is necessary to protect life.

Always approach the fire from an upwind position.**Aircraft crash**

Time is of the essence requiring a rapid response.

Generally speaking if an aircraft crashes and catches fire, and the fire is not dealt with within 3 minutes of ignition, then it is regrettably unlikely that the occupants would be saved.

The Kawasaki Buggy has been fitted with a firebox containing Co2 extinguishers and is capable of rapid response to anywhere on the airfield.

In addition the Firebox trailer with at least two people should be towed as fast as it is safely possible to the scene of the crash. The vehicles should be positioned upwind of the fire as close as safely possible.

All involved in the rescue should be aware of the risk of explosion and should not put themselves or others at further risk.

The rescue trailer will be inspected on a monthly basis and also following every incident. Any defects will be rectified as soon as possible.

It is incumbent on all members to fully understand how to use the contents of the fire and rescue trailer. Remember that someday, your diligence or prompt action and knowledge of the use of the trailer and equipment may well save someone's life.

9. Fault Reporting

- 9.1 Gliders should be inspected each day prior to be taken to the launch point. The daily inspection should only be done by an approved person, with Bronze Certificate. Daily inspections must include a positive control check and release check.
- 9.2 Any minor faults that fall within the scope of pilot owner maintenance may be rectified by an approved person and the work recorded on a BGA form 205 together with the appropriate release to service. This form to be filed in the gliders box in the office.
- 9.3 A list of approved maintainers for club aircraft is kept in the office, no other members may undertake maintenance work on club aircraft.
- 9.4 Any fault beyond the scope of the people available should be reported to the duty instructor and a suitable entry made in the aircraft DI Book.
- 9.5 Gliders that are found to be unserviceable should have a prominent notice displayed in the cockpit.
- 9.6 All outstanding faults should be logged on the fault log in the office.
- 9.7 Following a heavy landing or ground loop to a club aircraft it must be inspected by a BGA inspector prior to release to service.

10. Emergency Accident Plan

An emergency accident plan is available in the club entrance & in the launch point cabin.

The plan is reviewed on an annual basis by the CFI and Safety Officers.

All club members should familiarise themselves with the contents of the plan.

11. Winch Manual

See winching operator's manual in the briefing room.

12. Local Airspace

The Vale of York is an area of intense air activity (AAIA). To the North West is RAF Leeming. Hawk activity from Leeming may be found anywhere in the Vale of York, to the west over the Pennines and over the North Yorkshire Moors, where low level exercises take place. The airfield is extremely busy with visiting fighters and heavy transport aircraft in addition to the Hawks. The ATZ at Leeming should be regarded as active at all times.

To the west is RAF Topcliffe.

TOPCLIFFE. The aerodrome is closed and the ATZ is deactivated **Monday to Friday only**. Military air ground communication service is unavailable. The **Yorkshire Air Ambulance** operations still take place round the clock; aircraft transiting the ATZ are requested to make blind calls to Topcliffe traffic 121.45 MHz.

If you are requesting Topcliffe MATZ information or a MATZ crossing you should contact Leeming zone 133.375 Mhz.

Gliders operating to the west of the main East Coast railway line should call Leeming on 133.375 MHz if north of Ripon.

Gliders operating to the south of the disused railway line passing through Coxwold, should call Linton-on-Ouse on 118.55 MHz. Linton operates Tuesday to Saturday for 2020.

See attached map.

This gives instructors a chance to teach the use of radio and altimeter setting procedures. Use of the radio will greatly improve flight safety for all concerned. Use of the prefix 'glider' will aid the ATC, who may occasionally require you to report height and position.

Sutton Bank does not have controlled airspace local to the site other than military ATZ's. However there are CTA's at Durham Tees Valley and Newcastle to the North, Robin Hood Doncaster/Sheffield Airport, to the South, and Leeds/Bradford to the South West. The Leeds CTA requires particular care, as a study of the Aeronautical map will show. Airway Y150 sits on top of the CTA, and is connected to Airway P18, which then runs up the line of the Pennines. North of Barnard Castle it will be noted that the base of the Airway steps down. A letter of agreement exists for crossing the Airway in this area, and can be found in the briefing room. It is **essential** reading before flying in this area.

Danger Areas local to the site are, Fylingdales to the east and Warcop ranges to the west. Up to date maps must be carried for any flight more than 5 NM from the Airfield.

Bagby airfield to the west of the site can be used with care by gliders up to 20 mtrs if necessary. Please make a call on 123.255 MHz.

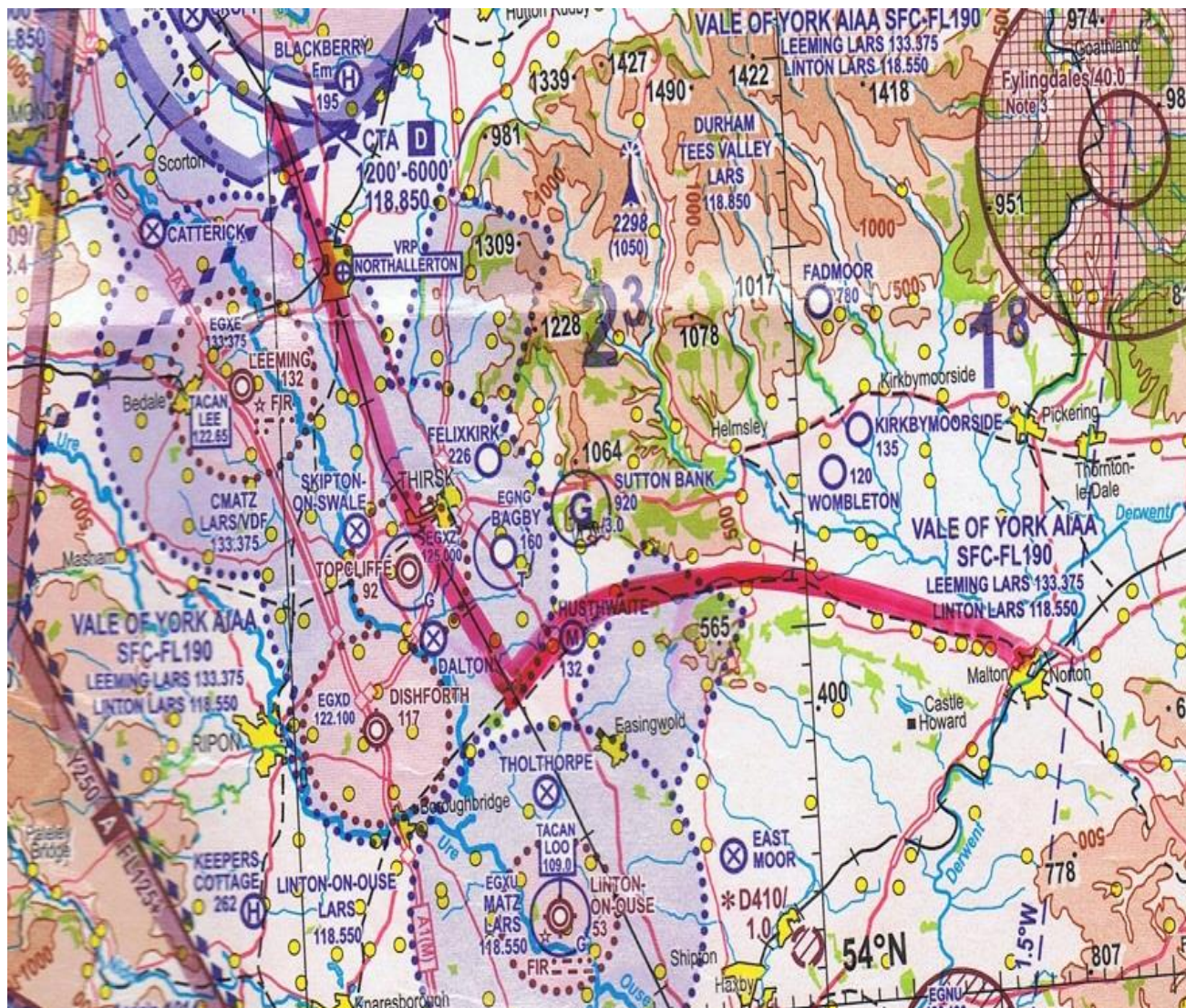


Chart indicating areas to use radio

For a fuller explanation of activity at RAF Leeming please see

Appendix

13. Motor Glider Procedures

INTRODUCTION

This section is for the guidance of Yorkshire Gliding (YGC) Club Members who operate Motor Gliders (MG's) from Sutton Bank. MG Operations are based in the YGC main briefing room, where Wi Fi internet, flight manuals and flight authorisation sheets are available to YGC MG pilots and instructors.

YGC MG ORGANISATION

Responsible Official. The YGC Chief Flying Instructor is responsible for the arrangements for MG flying at Sutton Bank.

Qualifications. Unless undertaking license training, all YGC MG pilots are to hold a current, valid licence. In addition, a full FAI Silver badge is required before a YGC MG pilot may self-authorise for MG flying, and all passengers are to be Members of the YGC.

Flying currency should be maintained by carrying out at least 3 take offs and landings in the previous 90 days in a MG.

MG pilots are responsible for maintaining validity of their license, ratings and medical certificate. All pilots should provide a copy of their medical certificate to the YGC Office.

Instructors. Licence training may only be carried out by instructors holding a valid instructor rating.

Authorisation. All MG flying is to be planned, briefed and correctly authorised. Unless certified as self-authorising, MG pilots are to be briefed and authorised by a MG instructor.

Record Keeping.

Every MG flight should be booked out on the authorisation sheets before flight, and booked in after flight in order to record flight time and engine hours. Details of cross-country and land-aways should be entered, with ETA, in the authorisation sheets.

Supervision. Good supervision is an integral part of normal, safe gliding operations. Low experience and non-self-authorising MG pilots and best supervised by a MG instructor. MG flying at YGC should be carefully coordinated with normal gliding operations, and great care must be taken to ensure that aero towing, winching and motor gliding do not conflict in any way. Good briefing and flying discipline are essential.

FLIGHT PROCEDURES

Wind Limits. Standard practice and advice for operating in strong winds is particularly important for MG's. A maximum surface wind of 20 knots is a practical limit, but wing walkers and rudder holders may be required for taxiing in winds over 15 knots. Cross-

wind and turbulence at YGC often make MG flying hazardous, and common sense dictates that in strong winds over 20 knots the best place for a MG is in the hangar.

Always consider diverting to a flat airfield if the wind and/or turbulence at Sutton Bank becomes a hazard

Performance. Allowance for poor MG performance must be made for every stage of flight. Go rounds from practice approaches into fields are potentially very hazardous, where upslope and obstructions encountered during the early stages of the climb can compromise the MG's poor climb performance –see [BGA website on conduct of field landing training document](#)

Remember the 500 foot rule. If in doubt – go around early

Glider Launching Cables. Taxiing or take-off across inert launching cables may seem innocuous; in practice it is potentially lethal. Go rounds should be conducted on a diverging heading relative to the winch launch heading in order to prevent potential conflict with a winch launch. [Consider the potential of dead cables across the runway following a winch launch failure.](#)

Do not rely on someone else's "clear above and behind"

Engine Handling. Most MG engines are air cooled, and even the more modern Rotax liquid cooled engines require care and attention to keep temperatures within flight manual limits. Appropriate use must be made of cowl flaps, and the time spent in both the high power/low airspeed and the low power/high airspeed regimes must be minimised.

Manufacturers' figures for climb speeds should be treated with caution. The IAS that gives an impressive rate of climb in the flight manual may leave little margin for adequate engine cooling – a small increase in climb IAS may be appropriate.

Move the throttle smoothly when changing power setting

Carburettor Heating. Always consider the potential for carb icing during your weather brief. Rotax engines do not have carb heat, but are still prone to carb icing at reduced throttle settings. The YGC MG has heated inlets that prevent ice formation, and do not affect engine performance. They are effective providing the oil temperature is kept above 70 degrees centigrade.

Warm up the MG engine properly and keep the oil/coolant temps high

Noise. Avoid repetitive overflight of all local villages and farmsteads. Although MG's are relatively quiet, noise sensitive neighbours do not distinguish between tugs and MG's when complaining.

A small adjustment in the circuit or climb pattern is less tedious than reacting to noise complaints

On the Ground. Propellers and people do not mix. Always check “Switches (mags off) Safe” before checking or boarding a MG, and never walk through the propeller disc. A loud shout of “Clear Prop” before starting the engine is a very effective warning.

MG pilots have a particular responsibility to avoid conflicts with people, aircraft and vehicles when taxiing. Keep a good lookout on the ground and give hazards a wide berth. Avoid loose surfaces that can badly damage a propeller, and do not attempt to taxi through narrow gaps without a marshaller.

If in doubt STOP. If necessary SHUT DOWN

FLY SAFE AND HAVE FUN

14. MAINTENANCE OF THE YGC GLIDER FLEET

The BGA Airworthiness & Maintenance Procedures (AMP) details how maintenance is carried out on all gliders, motor gliders and tugs within the BGAs Continuing Airworthiness Management Organisation (CAMO).

- 14.1 In the context of this chapter all YGC club gliders are within the BGA CAMO however, the tugs and motor glider are not so, so the rest of this statement does not apply to them. For a BGA inspector to work on an aircraft it has to be within the BGA CAMO.
- 14.2 The BGA AMP has extracted EASA regulations, as they apply to the BGA CAMO and has published a large list of maintenance activities (AMP 2.1) that do not need an inspector and can be carried out and certified with a Release to Service (RTS) signature by the 'Pilot/Owner'. This regulation allows you to do this for your own glider but not on a glider belonging to someone else.
- 14.3 As the Club fleet is not owned by any one individual there is a special clause within this regulation where the club committee (Board) can authorise a limited number of Club Members to carry out this level of maintenance on club aircraft.
- 14.4 In the table below is the list of individuals who have been authorised by the Board to carry out 'Pilot/Owner' maintenance on the club fleet.
- 14.5 Maintenance carried out by those on the list will occasionally be supervised or audited by a BGA inspector to ensure standards of maintenance and documentation are still compliant with the required standards as laid out by the BGA CAMO.
- 14.6 Anyone not on the list who feels they have the hand skills and engineering knowledge to assist in carrying out maintenance on the Club gliders should contact either the Club Technical Officer or a member of the Board to be put forward for consideration. This will involve an assessment by one of the Clubs inspectors before a recommendation is made to the Board and is a recognised route to gaining the experience required to become an Inspector, should you be considering it.

If you are not on the list below DO NOT carry out maintenance tasks, except a Daily Inspection if qualified on the club gliders.

PILOT/OWNER MAINTENANCE OF YGC GLIDER FLEET

The following individuals have been assessed and authorised by the YGC Board to carry out 'Pilot/Owner' maintenance tasks, as defined in the BGA AMP 2.1 task list, on YGC gliders.

It is vitally important when undertaking maintenance tasks on club gliders that you take full responsibility for both your technical activity, tool control and accurate documented recording (work sheets/log book entries) of that activity and if necessary, you involve another inspector whenever the task :

1. Exceeds your knowledge level
2. Expands beyond the limitations placed upon you by the AMP 2.1
3. Any potential that a duplicate inspection is required (i.e. Flying control systems)
4. Involve complex weight calculations affecting empty weight and C Of G.

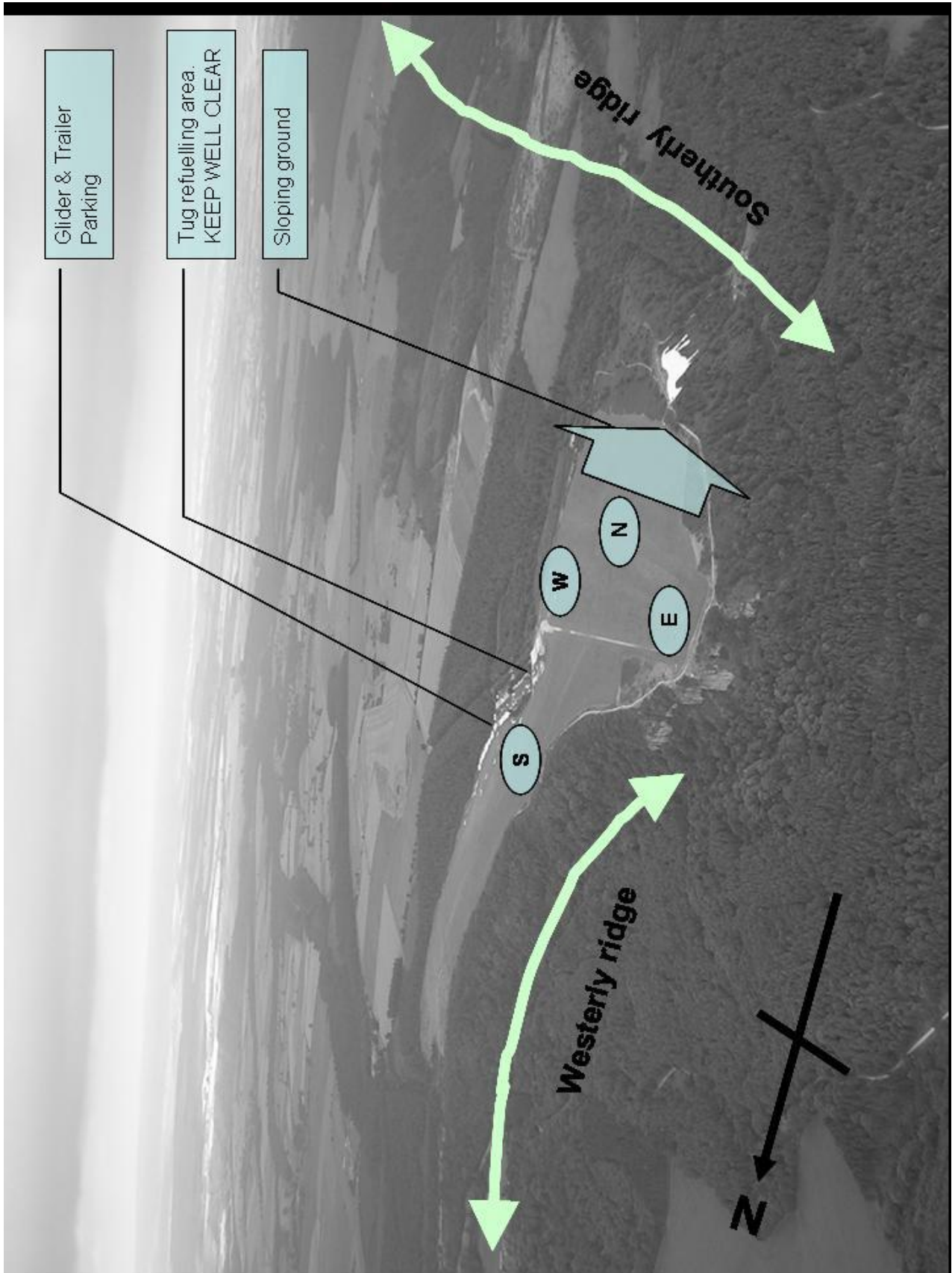
Name of Individual	Inspector who carried out assessment	Date authorised	Carried out Club BGA maintainers course	Any limitations imposed
John Carter	PQ	PQ	Yes	
Ian McFarlane	J Mclean	05/01/19	Yes	
David Watson	PQ	PQ	Yes	
Andy Wright	PQ	PQ		
Martyn Johnson	PQ	PQ		
Tim Stanley	PQ	PQ		Avionics & electrical only
Richard Cole	PQ	PQ		
Ron Beezer	PQ	PQ		
David Latimer	PQ	PQ	No	

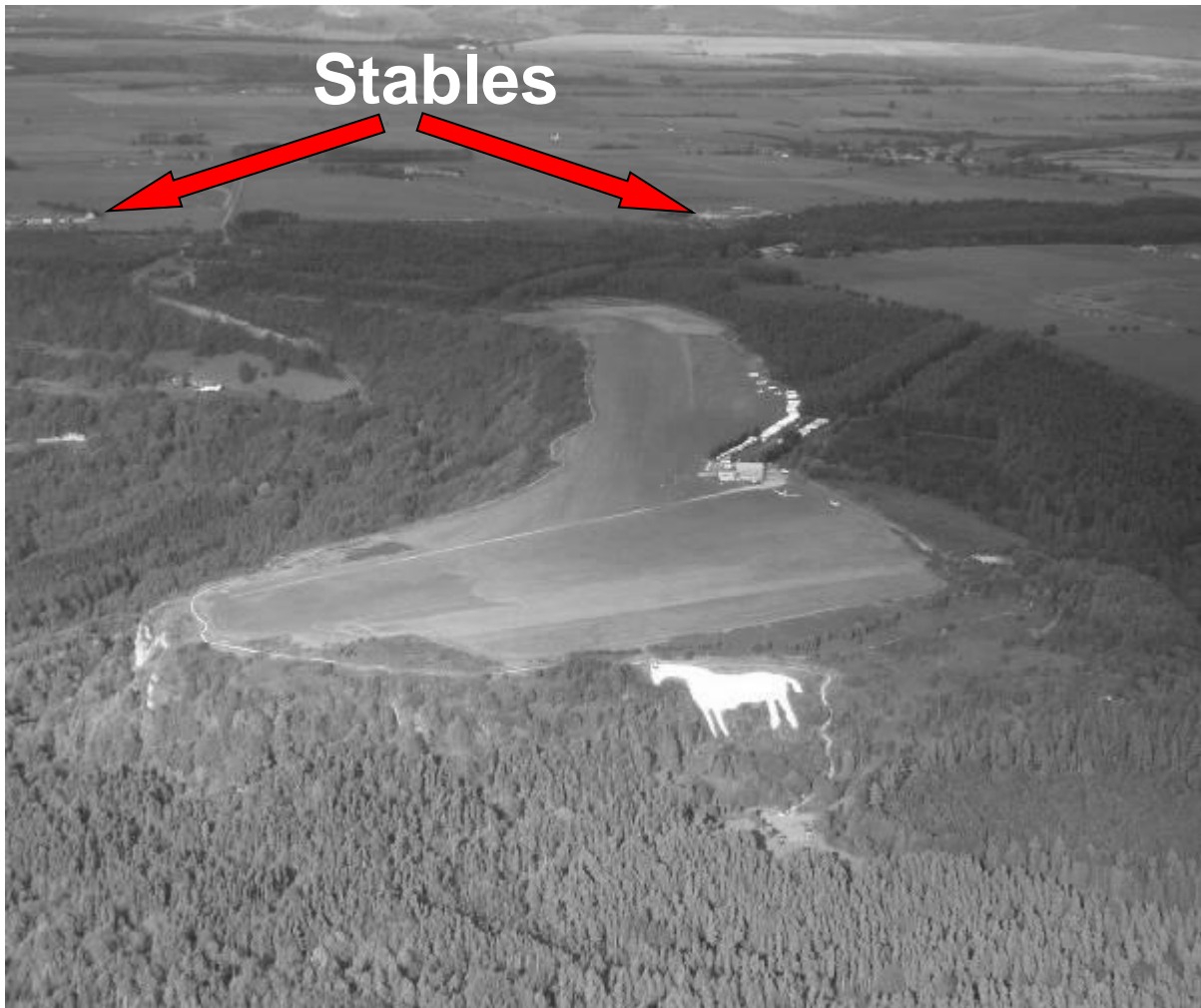
- PQ – previously qualified

The following club BGA Inspectors are able to assess your abilities and make recommendations to the board for inclusion in the above table:

Bob Beck
 Kevin Kiely
 Jim McLean
 Derek Taylor

Airfield Photo





Appendix A. Overnight Parking for Aircraft

1. There is to be **no** glider parking along the trees adjacent to the caravan site **at any time**. This is to prevent parked gliders causing an obstruction on an active runway. It also enables full access to the water ballast tank.
2. There is to be no overnight parking in the area in front of the trailer line. This is to allow space for glider parking prior to launching when operating on Runway 20, and to prevent “gridlock” when gliders have been rigged.
3. Members wishing to leave their gliders rigged can use the designated areas known as “Jaxida Park”. Permanent pickets (stakes in the ground etc) must not be used in this area. Alternatively glider parking is available beyond the trailer park along the East side of Runway 20.

The staff and instructors have authority to enforce these arrangements.

Appendix B. Radio Procedures

1. Pilots should note that not all aircraft are fitted with radios and batteries can become flat during flight.

Therefore, “nothing heard” on the radio **MUST NOT** be taken as “nothing there” when flying in the circuit.

A good lookout must be maintained at all times.

2. The club frequency is 118.685 MHz.
3. This is the “Common Glider Field Frequency” and is shared with other nearby gliding clubs. This has been taken into account when providing the following simple procedures.
4. The frequency shall be used for all communication with the gliding club and within 10nm of site.
5. An air band radio must be at the launch point during flying operations The Duty Instructor will carry a handheld radio whilst not flying.
6. A radio link between the winch and launch point should be used to communicate the type of glider to be launched, number of launches, length of delay etc.
7. The radio is **not to be used** for passing names of glider pilots to tug pilots or launch signals (to avoid unnecessary congestion and possible confusion on a shared frequency).
8. Pilots are encouraged to communicate with tug pilots using the radio if they have specific launch requirements.
9. The use of radio for passing “pleasantries” and other unnecessary chatter (Off tow, Thanks, Have a nice life...) is **actively discouraged** as it prevents other people passing important messages.
10. The use of 118.685 MHz for general communication (“where are you, what’s your height...”) is **actively discouraged**. Pilots should select a more appropriate frequency for sharing this type of information.
11. Normally, announcements shall be made by all radio equipped aircraft when starting the downwind leg and in any case no later than the time the low key area is reached (abeam the landing area on the downwind leg) using the following protocol:

“Sutton Base¹ [aircraft call sign²] downwind [left / right] [runway number³]”gear down

There is no need to reply EXCEPT for the purpose of avoiding a conflict (and this will usually be from another aircraft rather than the ground station).

- 1 It is **IMPERATIVE** that the gliding site is identified at the beginning of the transmission to avoid confusion with other clubs using the same frequency.

- 2 Notional runway numbers: 20 – Long runway from north to south
02 – Long runway from south to north
22 - Long runway northeast to south west
24 – Short runway from east to west
06 – Short runway from west to east
30 – Short runway north westerly approach

NB: The actual landing direction may vary according to the wind direction

It is only necessary to provide more information if the circuit will be unusual in some respect, such as an unusually wide circuit or long final approach.

12. Pilots under training will be instructed in the correct use of radio during their training so that they have a basic level of competence before flying solo. This will be signed off on the training record card.
13. Visiting powered aircraft arrivals should be PPR and pre-briefed. It is therefore only necessary to pass runway number in use and circuit direction. It may be prudent to provide a general warning of busy operations. Landing is always at the pilot's discretion and no clearances are to be given.

Appendix C. Rope dropping procedures.

1. Rope dropping on Runway 24 should be undertaken from 200', 100 knots on a heading of approximate 240 degrees following a right hand circuit. The tug should then climb and complete a left hand circuit to Runway 24.
2. Rope drops, on RW06 and RW24 should be south of the winch track.
3. Rope drops on RW06 should be followed by a left hand circuit to land on RW06.
4. It is essential to make an R/T call announcing your intentions and to give way to gliders.
5. Winch launching **must not** commence until rope dropping has ceased and any dropped ropes are retrieved from the runways.

SOP Abbreviations

AGL	above ground level
CFI	Chief Flying Instructor
AAL	above airfield level
DI	daily inspection/direction indicator
MATZ	Military Air Traffic Zone
ATZ	air traffic zone
CTA	control area
MG	motor glider
SLMG	self-launching motor glider
TMG	touring motor glider
NPPL	National private pilot's licence
BGA MGIR	British Gliding Association Motor Glider Instructor Rating
CAA FI SLMG	Civil Aviation Authority Flying Instructor (SLMG)
EFATO	Engine failure at take off
IAS	Indicated air speed
LPC/OPC	licence proficiency check/Operations efficiency check
SEP	Single engine piston
PPR	Prior permission required
BGA	British Gliding Association
R/T	Radio telephony
QFE	'Q' code – height above airfield
QNH	'Q' code – altitude above sea level
RW	runway (eg RW20)
CAA	Civil Aviation Authority
GPL	Glider Pilots Licence
ANO	Air navigation order
NOTAM	Notices to airman
D.V.	Direct vision
ARC	Airworthiness review certificate
FLARM	Flight Alarm Aircraft System
SLS	Self-launching sailplane (eg DG800)
SPL	Sailplane Licence
LAPL(S)	Light Aircraft Pilot Licence (Sailplanes)

