



Operations Manual

Scottish Gliding Union Ltd.

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Operations Manual



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Table of Contents

A.	General/Basic	5
0.	Administration and control of the OM	5
0.1	Introduction	5
0.1.1	Chairperson's Declaration	5
0.1.2	Declaration of notice	6
0.1.3	List / description of all elements of the OM	6
0.1.4	List of abbreviations and terms	7
0.2	System of amendment and revision	8
0.2.1	Responsibilities for issuance, amendments and revisions	8
0.2.2	List of revisions and amendments / handwritten changes	8
0.2.3	Annotation description and list of effective pages	8
0.2.4	Annotation of changes	8
0.2.5	Temporary revisions	8
0.2.6	Distribution	8
1.	Organisation and Responsibilities	8
1.1	Organisational structure	8
1.2	Elected / Nominated persons	9
1.2.1	Board of directors	9
1.2.2	Board nominated positions	9
1.2.3	Employed positions	9
1.3	Elected / Nominated persons: Responsibilities and duties, job descriptions	10
1.3.1	Board of directors: Responsibilities and duties	10
1.3.2	Board nominated positions: Responsibilities and duties	12
1.3.3	Employed positions: Responsibilities and duties, job descriptions	15
2.	Operational control and supervision	16
2.1	Supervision by the operator i.a.w ORO.GEN.110(c)	16
2.1.1	Licence and qualification validity	16
2.1.2	Competence of operations personnel	16
2.1.3	Control, analysis and storage of the required records	16
2.1.4	Financial supervision and control	16
2.2	Promulgation of additional operational instructions and information	17
2.3	Operational control with respect to flight safety	17
2.4	Powers of the authorities	17
3.	Management System	18
3.1	Safety policy, including child and vulnerable adults protection	18
3.2	Risk management system	21
3.3	Compliance monitoring system	24
3.4	Duties and responsibilities	24
3.5	Key management system processes documentation	24
4.	Crew Composition	25
4.1	Crew Composition	25
4.2	Designation of the pilot-in-command	25
5.	Qualification Requirements	25
5.1	Required licence, rating(s), qualification/competency, experience, training, checking,	25
5.2	Flight crew	25
5.3	N/A	25
5.4	Training, checking and supervision personnel	25
5.5	Other operations personnel	25
6.	Crew Health Precautions	26



7. to 10. N/A	26
11 Handling, Notifying and Reporting Accidents, Incidents and Occurrences	26
12 Rules of the Air	26
B. Aircraft Operating Matters – Type Related –	27
0 General information and units of measurement	27
0.1 General information (aircraft)	27
0.2 Units of measurement used &	28
0.3 Conversion tables	28
1 to 4	
Limitation, Normal Procedures, Abnormal and/or Emergency Procedures, Performance	29
5 Flight Planning	29
6 and 7 Mass and Balance, Loading	29
8 and 9 N/A	29
10 Survival and Emergency Equipment incl. Oxygen	29
10.1 List of the survival and emergencies equipment	29
10.2 Oxygen requirements and quantity	29
11 and 12 Emergency Evacuation Procedures, Aircraft Systems	29
C. Route/Role/Area, Aerodromes/Operating Sites	30
Related club policies	30
D. Training	34
Attachments	34
Attachment 1: Financial Policies	34
Attachment 2: Further Policies	34
Attachment 1: Lists of personnel	35

A. General/Basic

0. Administration and control of the OM

- 0.1 Introduction
- 0.2 System of amendment and revision

0.1 Introduction

0.1.1 Chairpersons Declaration

This Operations Manual with the associated documents describes the organisation and procedures on the basis of the SGU Ltd. Articles of Association and Code of Conduct.

At the same time, this OM is deliberately kept lean, with overall club procedures or manuals referenced, and not repetitively described in this OM in accordance with AMC1 ORO.MLR.100 "General" points (e) to (j), corresponding to the small operational size of the SGU.

These procedures have been approved by the undersigned and must be complied with, where applicable, when carrying out work within the scope of our approvals within the BGA and LAA.

It is understood that in the event of any deviation from any new, amended or modified regulations issued by the CAA, BGA and LAA from time to time, these procedures shall not invalidate them.

The Competent Authorities shall at all times have the right of access to the club in all areas.

It is understood that the approvals of this organisation by the BGA and LAA are subject to the BGA or LAA respectively being satisfied that the procedures and working standards described are being followed at all times.

Portmoak, March 2025



Reiner Kipp
Chairperson Scottish Gliding Union



0.1.2 Declaration of notice

Every member declares their knowledge of the contents of the **Operations Manual** of the Scottish Gliding Union, hereinafter referred to as "SGU" with their annual/biennial check flights.

They are familiar with the relevant provisions and procedures and undertake to comply with them during their participation at SGU/SGC operations.

They notify the board without delay if their commitment to SGU operations is no longer guaranteed. (e.g. due to invalid pilot's licence, illness etc.)

0.1.3 List / description of all elements of the OM

The **Operations Manual** of the

**Scottish Gliding Union
Portmoak Airfield
Scotlandwell
Kinross
KY13 9JJ
Tel.: 0044 1592 840543
eMail: office@scottishglidingcentre.co.uk**

describes the following domains:

Organisation and responsibilities, operational control and supervision, management systems, personnel and operating procedures for all areas in Part

A "GENERAL/BASIC"

General information, limitations, all procedures, performance, planning, all aircraft systems and related equipment and lists in part

B "AIRCRAFT OPERATING MATTERS — TYPE RELATED"

Instructions and information relating to communications, navigation, aerodromes/operating sites, minimum flight levels, altitudes and operating minima in part

C "ROUTE/ROLE/AREA, AERODROMES/OPERATING SITES"

Training and checking for all operations personnel assigned to operational duties in part

D "TRAINING"

Other applicable documents:

**SGU Employee Handbook
SGU Volunteers Handbook
SGU Airfield Manual
SGU Tug Pilots Manual
BGA Instructors Manual
BGA Examiners Manual
BGA Winch Operations Presentation
Emergency response plan
SERA including UK amendments**

Reference is made to the above-mentioned documents at various points in the OM:

(References in accordance with AMC1 ORO.MLR.100 "General" points (e) to (j), see statement by the chairperson



0.1.4 List of abbreviations and terms

AMC	Acceptable Means of Compliance
BGA	British Gliding Association
CFI	Chief Flying Instructor
CM	Compliance Monitor
CMS	Compliance Monitoring System
CPO	Child Protection Officer
DS	Disclosure Scotland
ERP	Emergency Response Plan
“Flysafe”	Incident reporting system
LAA	Light Aircraft Association
N/A	Not Applicable
OM	Operations Manual
SERA	Standardised European Rules of the Air
SGU	Scottish Gliding Union
SO	Safety Officer
TEM	Threat and Error Management
TO	Technical Officer



0.2 System of amendment and revision

0.2.1 Responsibilities for issuance, amendments and revisions

The chairperson is responsible for the distribution of the OM and its corrections.
 New issues and changes to the OM shall be announced to all persons concerned by email.

0.2.2 List of revisions and amendments / handwritten changes

included No	on Date	by Name	Changes
0	13.03.2025	Reiner Kipp	FIRST EDITION

Handwritten changes are not permitted

0.2.3 Annotation description and list of effective pages

Revision number	Valid pages	Date of issue
0	1 - 34	13.03.2025

0.2.4 Annotation of changes

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0.2.5 Temporary revisions

N/A

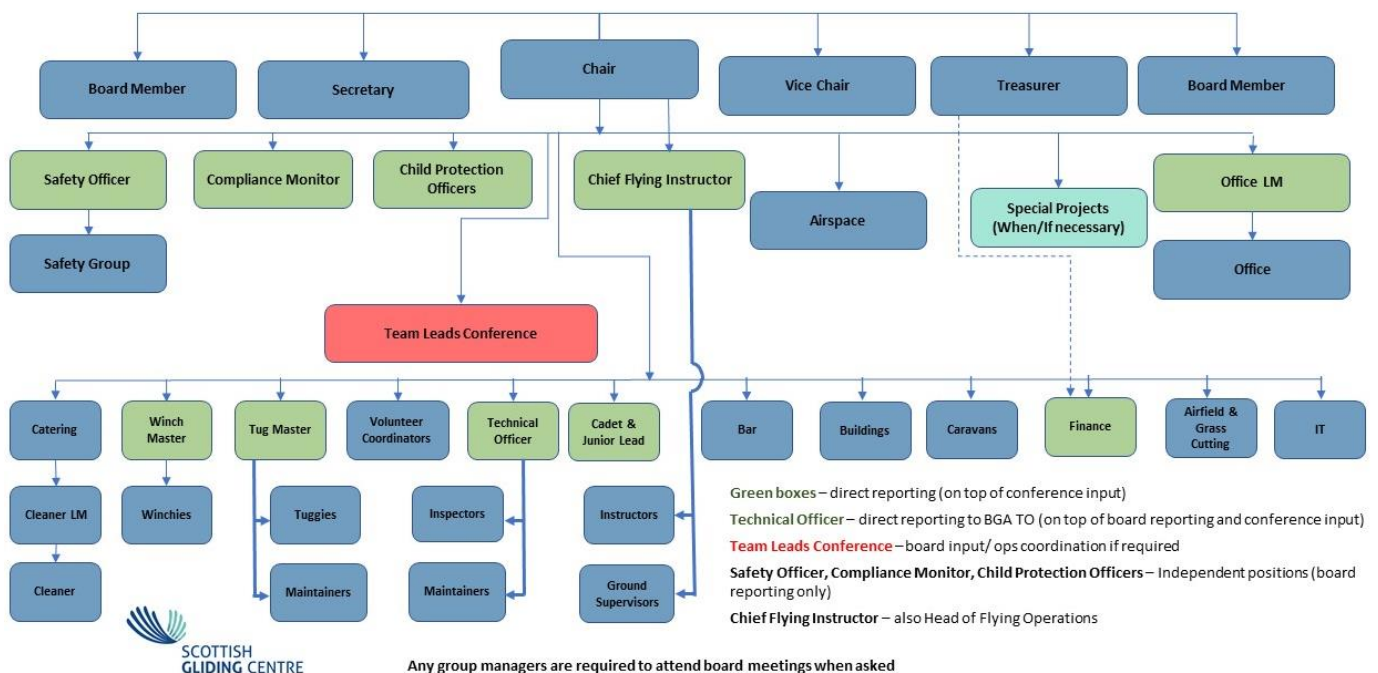
0.2.6 Distribution

Electronically via Members area on the club website

1. Organisation and Responsibilities

1.1 Organisational structure

Scottish Gliding Union Limited





1.2 Elected / Nominated persons

Note: For a complete overview of all personnel refer to Attachment 2 in its latest revision

1.2.1 Board of directors

Chairperson

Vice Chair

Treasurer

Secretary

Board members

Number of additional board members not limited, the respective current board can co-opt additional persons to the board

1.2.2 Board nominated positions

Chief Flying Instructor (Endorsement by BGA required)

Safety Officer (independent position, reports to chair)

Compliance Monitor (independent position, reports to chair)

Technical Officer (independent position, reports to chair and BGA CTO)

Child and vulnerable adults Protection Officer (independent position, reports to chair)

Finance Team Lead

Winch Master

Tug Master

Cadet & Junior Lead

Working group coordinators

The respective current board will establish working groups to deal with special topics, Volunteer Coordination, Buildings, Airfield and Grass cutting, Catering, Bar etc.

1.2.3 Employed positions

Office administrator

Currently the SGU employs an Office administrator in part time

Cleaner

Currently the SGU employs a Cleaner in part time



1.3 Elected / Nominated persons: Responsibilities and duties, job descriptions

Job descriptions will be drawn up and accessible to the board members on the club's Nextcloud, will be handed out to the respective postholder once finalised.

1.3.1 Board of directors: Responsibilities and duties

Chairperson

- Maintain knowledge about the sport, including broader aspects outside the club;
- Monitor the club, its activities and finances;
- Keep on top of the legal aspects of running the club, seek advice from the BGA or specialist advisors if or when necessary.
- Driving the development of a clear strategic plan for the club;
- Lead the club and contribute ideas on achieving the club's aims;
- Represent the club externally, at local, regional and national level;
- Attend and vote at BGA Annual General Meetings;
- Encourage committee members and others to contribute ideas and draw consensus from all the suggestions made;
- Work with the Secretary in arranging committee meetings and planning the agenda;
- Chair committee and general meetings
- Be unbiased and impartial;
- Be a good listener and communicator;
- Maintain harmony and motivate to get the best from the members;

Vice Chair

- Support the chairperson in running the club
- Take over the chairpersons responsibilities and duties during times of absence of the chairperson

Treasurer

- Stay well informed about the club, its activities and finances;
- Work along the principles of accountancy and bookkeeping;
- Prepare clear and realistic budgets and cash forecasts;
- Maintain the account books;
- Prepare quarterly accruals based management accounts, for comparison with the budget;
- Monitor and manage the cash flow and the amount of cash at the bank, to maximise interest earned and to ensure that funds are available to pay bills;
- Supervise credit control, ensuring prompt payment by members and others;
- Pay bills when due;



- Bank all payments promptly;
- Advise the committee on the financial situation and financial planning;
- Prepare and monitor capital expenditure plans;
- Take responsibility for the preparation and audit of annual accounts;
- Lead on seeking appropriate professional financial advice when needed
- Attend to VAT returns, other tax matters and PAYE

Secretary

- Help the committee to run smoothly;
- Stay well informed about the club and its activities and be aware of current developments among the members;
- Work closely with the Chair to plan and run committee meetings effectively;
- Circulate notices of meetings and agendas in good time and circulate minutes;
- Prepare the paperwork for general meetings and make sure that time limits and other rules are complied with;
- Assist the Chair at meetings, ensuring that all business is properly dealt with and actions agreed;
- Take accurate minutes of meetings;
- Keep an oversight of the actions agreed at each meeting and remind committee members and others of actions to be completed;
- File annual reports and accounts and other statutory documents at Companies House and/or with other authorities;
- Liaise with and act as conduit for information to and from the BGA and other external organisations;
- Promulgate information promptly and effectively, using appropriate methods of communication;
- Ensure compliance with legislation and regulations (other than specialist aviation matters, i.e. CFI's or TO's responsibility);
- Deal with routine administration and correspondence promptly and efficiently;
- Work in liaison with other volunteers;
- Monitor the legal aspects of running the club, seek advice from the BGA or specialist advisors if or when necessary.

Board members

- Work closely with all other board members in running the club and perform allocated special duties and tasks with best possible accuracy.



1.3.2 Board nominated positions: Responsibilities and duties

Job descriptions will be drawn up and accessible to the board members on the club's Nextcloud, will be handed out to the respective postholder once finalised.

Chief Flying Instructor (Endorsement by BGA required)

- Establish:
 - standardised instruction
 - effective supervision
 - maintenance of student pilot training records
 - liaison with the Senior Regional Examiner
- Supervise and direct site operations
- Promotion of safety in cooperation with the Safety Officer/Team
- Perform instructor administration
- Organise pilot training
- Monitor briefings and structured training
- Identify and develop new instructors
- Develop the club instructors
- Initiate and/or carry out instructor courses
- Check instructors regularly
- Coach qualified pilots

Safety Officer (independent position, reports to chair)

- Promote an effective safety culture within the club with the aim to ensure all pilots are equally interested in and dedicated to improving safety at all times.
- Advise the club Chairperson and CFI on all safety matters, and in particular to bring deficiencies to their attention so that corrective action can be taken.
- Periodically review club publications providing guidance on club operations to ensure they are kept up to date and relevant.
- Conduct periodic club safety reviews, i.a.w. the BGA guidelines and support where required.
- Assist in determining circumstances and probable causes of accidents and incidents, with a view to preventing future accidents.
- Be the a local point of contact where an accident has been notified as being formally investigated by the BGA.
- Publicise within the club, the "SGC Safety Newsletter" and "SGC Safety Topic of the month" as being the appropriate 'lessons learnt' from accidents or incidents.
- Undertake any other tasks which the CSO and the club Chairperson perceive to be necessary in the interests of managing operational risks at the club.



Compliance Monitor (independent position, reports to chair)

- Regularly check and audit the club Handbooks, manuals and procedures with regard to compliance with all applicable laws and regulations.
- Regularly check the Club Risk Register and advise the respective responsible person of deadlines and actions.

Technical Officer (independent position, reports to chair and BGA CTO)

- The TO is the owner's representative with regard to the technical issues of the club's gliders and performs the owners responsibilities with respect to the Maintenance of the club gliders.
- The owner is responsible for 'maintenance management'. This includes ensuring:
 - the aircraft are maintained in an airworthy condition
 - any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable
 - the certificates of airworthiness (C of A) is valid (Part 21 aircraft certificates are non-expiring and validated by an Airworthiness Review Certificate (ARC))
 - the maintenance of the aircraft is compliant with their SDMPs which are kept up to date (Part 21 aircraft require a maintenance programme as specified in point Part M Light item MA.302)
 - airworthiness directives are complied with
 - that any life limited components or inspections are enforced before they run out of life
- The TO suggests Pilot Owner maintainers to the board, assesses their capabilities and recommends the suitable trainings.

Child and vulnerable adults Protection Officers (independent position, report to chair)

- Familiarise themselves with the **Disclosure Scotland** application process and online updating process
- complete the DS checks for instructors and any others designated to require checks by your club
- set up and monitor an e-mail address for the Child Protection Officers
- monitor the club's child protection policy
- be available as point of contact for children and vulnerable adults
- liaise with Cadet & Junior Lead

Finance Team Lead

- Chair the Finance Team and supervise the Finance Team.

The Finance Team's primary objective is to provide sound financial guidance, oversight and support to the board of the Scottish Gliding Union Ltd to ensure its sustainable growth and success.

Winch Master

- The winch master is responsible for safe and efficient winch operations,



- includes checking and training of winch drivers, checking and changing winch cables, maintenance and rostering of winch drivers
- Needs be as knowledgeable as possible about gliding and winch operations.
- Seek Advice from the BGA in case of doubt of regulation changes.

Tug Master

- The tug master is responsible for safe and efficient operations, includes:
- Oversight and control of tug pilot training, currency and standards,
- Reporting to the board on the tug operation, including any foreseen issues,
- Upkeep of SGC tug pilots manual,
- Rostering of Tug Pilots as directed by the board,
- checking and changing tow ropes,
- Maintenance control in liaison with inspector, including upkeep of paperwork and log books and scheduling maintenance to maintain serviceability as much as possible,
- Ordering of spare parts and consumables, and ensuring sufficient stock of airworthiness items in conjunction with the treasurer,
- Ensuring compliance with any regulations, service bulletins, AD's and any other requirements as dictated by the CAA/LAA/BGA,
- Other duties as directed by the board i.e. hire of additional tugs for competitions, briefing of visiting tug pilots, new aircraft sourcing etc.

Cadet & Junior Lead

- The Cadet & Junior Lead (C&J) is the representative of young members at the club aged between 13-26, anyone who is a Junior Member or on the Cadet Scholarship Scheme.
- Organising Cadet & Junior week
- Primary Contact (email: cadets@scottishglidingcentre.com)
- Admittance to Cadet Scholarship Scheme
- Approval on Bursaries
- Mentorship

Working Group Leads

- Working group responsibilities, job descriptions and time lines/limits will be detailed in the respective establishing minutes.



1.3.3 Employed positions: Responsibilities and duties, job descriptions

Scottish Gliding Union maintains its office as a liaison with the members/staff and as a central office.

There are individual work contracts for each position, of which this section is an integral part, respectively.

Office Administrator

Job description handed out to the post holder and archived on the club's Nextcloud

- Respond to queries email, correspondence, memos etc
- Maintain / update new / existing member information, in particular, Aerolog
- Updating Click and Glide, with relevant courses and events
- Liasing with internal and external associated organisations .
- Confirming accommodation and workshop bookings
- Facilitate order processing within Purchase Order guidelines
- Process expense claims
- Assist in the preparation of regularly scheduled reports
- Maintaining filing systems
- Update and maintain office policies and procedures
- Oversee club merchandise stock levels and sales
- Deal with amendments to Air Experience and Mini course bookings

Areas the office administrator should not be involved:

- Contacting air experience and/or mini course attendees when these are cancelled
- Escorting visitors/Air Experience to launch point

Cleaner

Job description handed out to the post holder and archived on the club's Nextcloud

2. Operational control and supervision

2.1 Supervision by the operator i.a.w ORO.GEN.110(c)

Fundamentals: ref.to Employee and Volunteer Handbooks

2.1.1 Licence and qualification validity

Each member is responsible for maintaining and renewing his or her licence and ratings.

2.1.2 Competence of operations personnel

The SGU personnel whose records are subject to retention are: employees, instructors, tuggies, technical personnel

2.1.3 Control, analysis and storage of the required records

As per legal requirements. Documents are stored either electronically or, especially with older, still valid, documents in a locked room ("former tech office").

2.1.4 Financial supervision and control

The SGU has launched a Finance Team to support the treasurer and thereby the board.

The Finance Team's primary objective is to provide sound financial guidance and oversight thereby supporting the board of the Scottish Gliding Union Ltd to ensure its sustainable growth and success.

The Finance Team will consist of a minimum of 4 and a maximum of 8 fully paid up members, preferably with an appropriate skill set and a reasonable level of financial awareness. Any club member should be entitled to be part of the Finance team however the treasurer or, as the treasurer's deputy, the team lead (appointed by the board) will have the final say on who can join the team. In addition, ideally there should be a 25% turnover of team members every year to allow for new members with a fresh perspective and to reduce the long-term burden on existing members.

This encompasses:

- **Strategic Financial Planning:** Developing and monitoring budgets, forecasts, and financial models to inform key business decisions.
- **Accurate Financial Reporting:** Producing timely and reliable financial statements in compliance with relevant accounting standards.
- **Robust Financial Control:** Maintaining the integrity of financial records and safeguarding organisational assets.
- **Effective Treasury Management:** Optimizing cash flow, managing investments, and mitigating Financial risks.
- **Compliance & Governance:** Ensuring adherence to all internal policies.

1. Key Responsibilities:

- **Financial Planning & Analysis**
- Develop and manage annual budgets, long-term financial plans, and capital expenditure requests.
- Conduct financial modelling, variance analysis, and cost-benefit assessments.
- Monitor key performance indicators (KPIs) and provide regular reports to management.
- **Financial Reporting & Accounting**
- Prepare and disseminate monthly, quarterly, and annual financial statements.
- Work with the company accountants to finalise the statutory accounts, tax returns, and other regulatory filings.
- **Financial Control & Risk Management**
- Establish and maintain robust internal controls to safeguard assets and prevent fraud.
- Manage accounts receivable, accounts payable, and cash flow effectively.
- Identify, assess, and mitigate financial risks, including credit risk, market risk, and operational risk.
- **Treasury Management**
- Optimize cash flow and working capital.
- Manage investments, debt, and foreign exchange exposure.
- **Compliance & Governance**
- Ensure compliance with all applicable laws, regulations, and internal policies.
- Advise on tax matters and ensure timely tax payments with support from Accountants



- Support internal and external audits .
- **Business Partnering**
- Provide financial advice and support to other teams within the organisation.
- Collaborate on strategic initiatives and business development opportunities.

2. Reporting Structure

- The Finance Team reports directly to the Treasurer.
- The Treasurer reports to the Board.
- In the absence of the Treasurer the Lead of the Finance Team reports to the board.

3. Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reporting.
- Budget adherence and variance analysis.
- Cash flow management and liquidity.
- Return on investment (ROI) on key projects.
- Debt levels and interest expense.
- Efficiency of financial processes.
- Compliance with all relevant laws and regulations with external support i.e. Accountants.

4. Resources

The Finance Team will have access to the necessary resources, including:

- Access to Xero accounts
- Access to Next Cloud Finance Team folder
- Access to Aerolog
- Access to the accountants for discussions and queries etc

5. Communication & Collaboration

- The Finance Team will maintain open and effective communication with all teams within the organisation.
- Regular meetings and reporting will be conducted to ensure alignment with business objectives.
- Financial policies of the club are published as Attachment 3 to this OM.

6. Review & Updates

This sub-chapter will be reviewed and updated periodically to ensure its continued relevance and effectiveness.

7. Board Approval

The board of directors have the final say and do not need to act on the finance teams recommendations however the board should consult with the Finance Team to ensure that any impact on the organisation is clearly understood, including but not limited to:

- Any change in operational strategy that could affect financial performance.
- Purchases more than £2,000 not previously budgeted for
- Any change to the normal financial operating procedures
- Sale, disposal, rent or lease of assets
- Purchase, rent or lease of new assets

2.2 Promulgation of additional operational instructions and information

At the daily operational briefing

2.3 Operational control with respect to flight safety

Flight safety is ensured by the interaction of all personnel and organisational measures to carry out the safe operation of aircraft as well as by the early detection and display of flight safety-relevant deficiencies or **flight safety-endangering** disruptions and by the rapid initiation of measures to remedy them.

The SGU has introduced an anonymous online incident reporting system called “FlySafe”

At the SGU, flight safety is understood as an overall task that is implemented by integrating all persons involved in flight operations. The CFI in cooperation with the SO takes over the tasks of flight safety ensurance.

2.4 Powers of the authorities



The competent authorities shall at all times have the right of access to the gliding club in all areas.

All members of the company are obliged to answer all questions of the representatives of the authorities and, if necessary, to provide practical assistance.

3. Management System

3.1 Safety policy, including child and vulnerable adults protection

3.1.1 Health, Safety and Environmental Policy

The chairperson of the SGU is ultimately responsible for the Health, Safety and Welfare of all SGU employees and members on the airfield and to the protection of others who may be affected by our activities. We consider health, safety and environmental matters equally with other objectives of the SGU and will ensure that adequate provision is made for those resources required for the realisation of this Policy.

This will be achieved through:

- Developing a positive Safety, Health and Environmental protection culture on the airfield.
- The pursuit of progressive improvements in our Health & Safety and Environmental Management Systems and performance.
- Making sure that arrangements for preventing accidents and mitigating the consequences of any that do occur are adequate and that there are suitable liaisons with external emergency services.
- Providing an effective means of communicating Health, Safety and Environmental issues throughout the SGU and reporting on the performance of our Health and Safety and Environmental Management Systems to the AGM.
- Auditing and reviewing, periodically, the implementation of this Policy throughout the SGU and developing the Policy where improvements are identified.
- Actively encouraging employee and member contribution and participation in Health and Safety and Environmental matters by effective consultation with the SGU members and employees.

The SGU board and the chairperson are committed to a proactive approach to the systematic identification of hazards and the adequate assessment and control of risks throughout the SGU. The Health & Safety and Environmental Management Systems are designed to eliminate losses and liabilities through club-related injuries, ill health and harm to the environment to the benefit of both the individual and the SGU organisation. The board also recognises that accidents, ill health and incidents often result from failing in management control and are not necessarily the fault of individual club members or members of staff.

The provisions of the Health and Safety at Work Act, the Environmental Protection Act, the Environment Act and all associated legislation is to be regarded as the minimum standard. The board has appointed a Safety Officer who will provide advice and will liaise with external authorities on matters relating to Health, Safety and Environmental issues. Expansion of the Policy and full details of the management of Health, Safety and Environmental protection can be found in the SGU Safety Management and Risk Assessment System chapter (3.2) of this manual.

This Policy will be reviewed annually or upon any changes within the SGU organisation which may affect its implementation



3.1.2 Child and vulnerable adult protection policy

A.) This is the child protection policy for the Scottish Gliding Union, it is based on the BGA Child Protection Policy, ref. to point B) below.

It aims to:

- Establish clear lines of communication for any child protection issue.
- Avoid confusion for instructors, officials, clubs and volunteers.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are safeguarded from harm. These include:

- *Children (Scotland) Act 1995*
- *Protection of Children Act (Scotland) 2003*
- *Human Rights Act 1998*
- *UN Convention on Rights of the Child*
- *Protecting Children and Young People: Framework of Standards*
- *Protecting Children: A Shared Responsibility (1998).*

Everyone who works with or around children, young people and vulnerable adults needs to be aware of the laws that aim to protect children from harm.

Should you have any queries relating to this policy, please contact any of the following:

Club Child Protection Officer	Tel: 07709 019602
Club Child Protection Deputy	Tel: 07821749631
BGA Child Protection Leader	Tel: 07880 547 176
BGA Office	Tel: 0116 289 2956

The policy is supported by the BGA Child Protection policy and set of procedures as set out in the BGA document *Child Protection Policy and Procedures* which is available from the club on request and can be downloaded from the BGA website.

If you should have any concerns about the immediate safety of a child or vulnerable adult, refer to sections 8-10 of the above document, but you should not delay; Children's Services and Police are always available

Policy Statement

Scottish Gliding Union's Duty of Care

The Scottish Gliding Union recognises that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors and club members. However, the reality is also that abuse does take place in sport and in some cases members have been convicted. Every adult has a legal and moral responsibility to protect young people and disabled adults in sport from abuse.

The Scottish Gliding Union recognises that we have a duty of care towards young and vulnerable participants and can help to protect them from abuse. (From *Guidelines for Governing Bodies of Sport and Local Authorities*, Sports Coach UK (NCF), NSPCC.)



The Scottish Gliding Union recognises that for Child Protection purposes, a child refers to any person under the age of 16.

Principles

The Scottish Gliding Union recognises that:

- The welfare of young people and vulnerable adults is the primary concern.
- All young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

Summary of Partnership Responsibilities

Scottish Gliding Union

- Accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- Recruits, trains and supervises its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- Requires staff and members to adopt and abide by this Child Protection Policy and Good Practice Guidelines. Employed staff should abide by Scottish Gliding Union guidelines.
- Responds to allegations appropriately and implement the appropriate disciplinary and appeals procedures.

It is intended that all employees and volunteers working with children, young people and vulnerable adults will receive training to assist them in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the BGA and at club level, whom staff can contact about child protection issues.

This policy was adopted at a board meeting of Scottish Gliding Union, held on 4th February 2025.

Further details and definitions are incorporated in the SGU Volunteer Handbook.

Signed on behalf of the SGU Board


_Reiner Kipp

Role of signatory (e.g. Chairperson etc)

Chairperson

B) BGA Child protection Policy

The BGA CPP is available under this web link:

[BGA Child Protection Policy and Procedures – Pilot & Club Info](https://members.gliding.co.uk/library/policies/bga-child-protection-policy-and-procedures/)

(<https://members.gliding.co.uk/library/policies/bga-child-protection-policy-and-procedures/>)

3.2 Risk management system

Detailed description see Point H. below

A. Hazard and safety risks identification systems

The SGU has implemented an incident reporting system called “Flysafe”, designed by the SO.

B. Internal safety reports and investigations

All “Flysafe” reports are investigated and analysed by a dedicated safety team headed by the SO. Where appropriate, an incident will also be reported to the BGA by the SO

C. Planning of safety measures

Safety measures are planned and communicated to the members by regularly distributing “Safety Newsletters” and incorporating a “Safety Topic of the Month” into the daily operations briefings

D. Monitoring of the safety performance

The safety performance is monitored by the SO and the safety team and quarterly reported to the board. In case immediate actions are necessary, the SO will ask the Chair to call a special board meeting for decisions.

E. Change management

With every event and change, the SO and his team will provide a risk analysis with recommended actions if applicable.

F. Safety training and promotion

Distribution of “Safety Newsletter”s and incorporation of a “Safety Topic of the Month” into the daily operations briefings.

G. Immediate safety measures and coordination with the emergency response plan (ERP)

As detailed in the ERP.

H. Safety Management & Risk Assessment System

1. Introduction
2. Organisation of health & safety and environment at the SGU
3. Risk assessments
4. Safe systems of work (SSOW)
5. Environmental assessments
6. Environmental plan
7. Reviews and reports
8. Accident reporting
9. Appendix A – Safety Organisation

1. Introduction

The Safety Management & Risk Assessments System defines how the Health & Safety and Environmental policies are implemented at the Scottish Gliding Centre. It acts as the focus for Health and Safety on the airfield and all workplaces, such as the winch, launch point, club house, hangars and workshops. The Safety Management & Risk Assessments System consists of the following set of documents, which are available at the clubhouse and online.

- Policy Statement (Chapter 3.1 of this manual)
- SGU Safety Management & Risk Assessments System (this Chapter of the manual)
- British Gliding Association Safety Management System Manual
- Risk Assessments
- Fire Procedures
- Safe Systems of Work
- Health and Safety Reports
- Environmental Assessments



2. Organisation of health & safety and environment at the SGU

- The Chairperson and board of the SGU set the policy. The Safety officer who reports to the chairperson of the board advises the board on the policy and monitors the implementation of the policy and audits the SGU's performance in meeting the policy objectives.
- SGU employees and members assist in implementing the policy and assist in the preparation of the risk assessments and any related SSOW.
- The risk assessment is prepared and authorised by the relevant board member, safety officer, winch master, tug master or instructor (acting as the line manager) in charge of the activity that is being assessed.

See appendix A for the safety organisation of the SGU.

The regulations require that Risk Assessments and SSOW be readily available at the place of work. In order to meet that requirement all risk assessments and SSOW are kept in the clubhouse and made available on-line.

3. Risk assessments

Risk Assessment fall into a number of Categories:

Management of Health and Safety at Work Regulation (MHSWR)

Risk Assessments for tasks and activities that have a greater than negligible risk to health and safety.

The Display Screen Equipment Regulations (DSER)

Risk assessments for the use of DSE equipment, essentially all PCs with monitors or Laptops.

Personal Protection Equipment at Work Regulations (PPEWR)

Risk assessments covering storage, provision, replacement, inspection of PPE equipment suitable for the hazards it has to protect against.

The Provision of Use of Work Equipment Regulations (PUWER)

Risk assessments covering suitability and hazards associated with work equipment provided by the SGU.

Workplace (Health, Safety and Welfare) Regulations (W(HS&W)R)

These are risk assessments to ensure that the airfield buildings provide a safe environment.

The Control of Substances Hazardous to Health (COSHH)

Risk assessments relating to handling and storage of substances that are hazardous to health

In addition there will be temporary short term risk assessments for activities, tasks or situations that arise, but are of limited duration.

Most risk assessment will give a Risk Rating for the hazards associated with the particular activity. A risk rating is the product of the seriousness and the probability of the hazard according to the following table:

Hazard Assessment Key: ALARP (reduced to As Low As Reasonably Practicable)									
Risk Calculation Matrix				Severity					
	Severity		Probability		4	3	2	1	
1	Negligible	1	Remote	Probability	4	16	12	8	4
2	Minor	2	It could happen		3	12	9	6	3
3	Serious	3	Strong Possibility		2	8	6	4	2
4	Major	4	Almost Inevitable		1	4	3	2	1

The risk ratings have the following significance:

Risk Rating 1 – 6	The risk is acceptable and the task may continue. However efforts should still be made to achieve or maintain the "ALARP" risk rating.
Risk Rating 8 – 9	The risk is significant. If the rating cannot be reduced, documented Management authorisation is required before the task continue.
Risk Rating 12 – 16	The risk is unacceptable and the task cannot be carried out.

For each hazard in a risk assessment the Probability (P) and Severity (S) of the risk is calculated. The risk rating ($R = P \times S$) is assessed and control measures may need to be implemented to reduce the probability of this hazard (the severity can rarely be effected). The probability after implementing the control measures is reassessed (RP=remaining probability) and a new remaining risk rating is calculated (RR=remaining risk). If any risks are not adequately controlled they must be identified and further actions must be identified and implemented to reduce the risk.



4. Safe systems of work (SSOW)

These are procedures to ensure safety at the airfield.

5. Environmental assessments

The SGU will carry out an environmental impact assessment and review it annually. The assessment will consider all inputs and outputs to the environment resulting from SGU activity.

6. Environmental plan

An environmental plan will be developed to minimise disruption to the environment caused by SGU activity.

7. Reviews and Reports

The SGU safety officer will regularly sponsor a review of the entire SGU Safety Management & Risk Assessments System and produce a report for the board, the membership and the British Gliding Association.

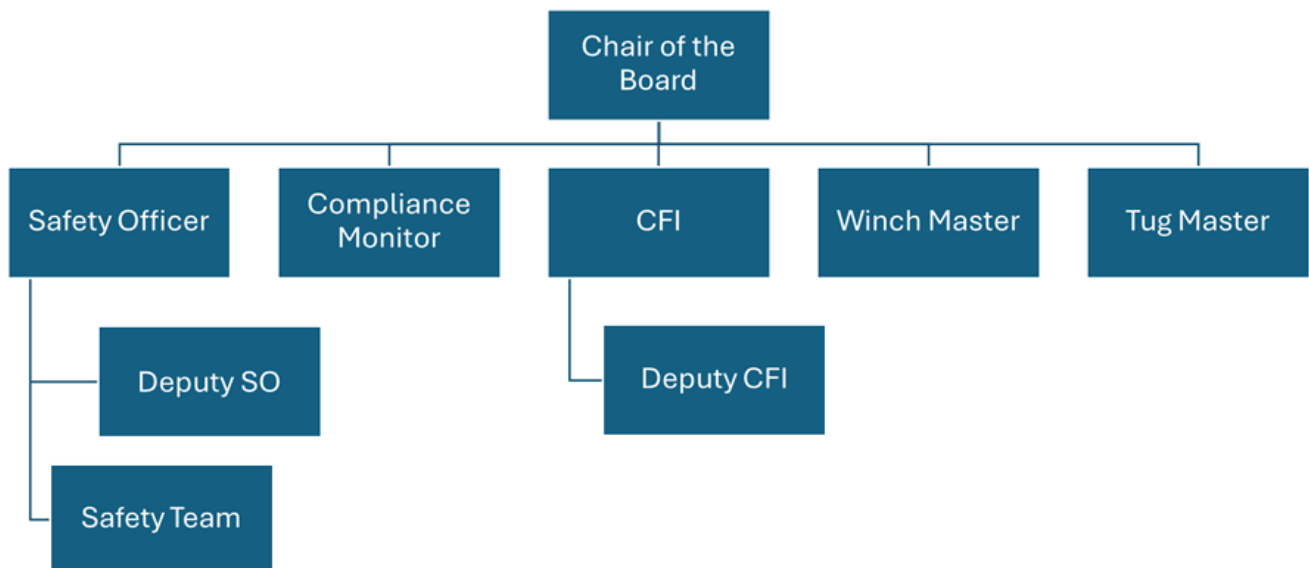
8. Accident Reporting

All accidents that occur on the airfield or in any club related business shall be reported.

- For flying accidents the SGU safety officer shall ensure that all the BGA reporting requirements are met. For further information see the BGA Safety Management System
- For non-flying accidents, the accident is to be reported in the SGU site accident book.

9. Appendix A – Safety Organisation

The diagram below shows the part of the organisation of the SGU with safety responsibility.





3.3 Compliance monitoring system

As there is no legal requirement for recreational clubs of setting up a dedicated CMS, the SGU has appointed an CM to regularly check and audit the club Handbooks, manuals and procedures with regard to compliance with all applicable laws and regulations.

3.4 Duties and responsibilities

The risk management system and the compliance monitoring system are the sole responsibility of the board. The SO and the CM work independently, should not be one of the board and should not be directly involved in activities that they are required to audit. The SO and the CM shall ensure that the system programmes are established, implemented and kept up to date in accordance with regulations.

The SO and the CM must:

- have direct access to the board,
- not be one of the other board nominated positions, and
- have access to all parts of the SGU.

The SO and the CM have the full authority and support of the SGU board to perform their tasks in the system.

The SO and the CM may delegate audits to additional auditors and/or audit teams if they deem it necessary. He also ensures that the audit and inspection period is completed within a defined calendar time frame adapted to the operational situation.

3.5 Key management system processes documentation

All records of the key procedures of the management system:

1. hazard identification
2. safety risk management
3. internal investigations
4. safety performance monitoring and measurement
5. management of change
6. continuous improvement
7. immediate safety action and coordination with the aircraft operator's emergency response plan (ERP).
8. occurrence reporting.

Are electronically archived for at least 5 years and can be viewed by the SO / CM.

4. Crew Composition

4.1 Crew Composition

Ref. to: **SGU Airfield Manual**
SGU Tug Pilots Manual
BGA Instructors Manual
BGA Examiners Manual

4.2 Designation of the pilot-in-command

Ref. to: **SGU Airfield Manual**
SGU Tug Pilots Manual
BGA Instructors Manual
BGA Examiners Manual

5. Qualification Requirements

5.1 Required licence, rating(s), qualification/competency, experience, training, checking, recency

Ref. to: **SGU Airfield Manual**
SGU Tug Pilots Manual
BGA Instructors Manual
BGA Examiners Manual

For the required licences also ref. to UK Aircrew Regulations Part FCL, Part SFCL and ANO 2016

5.2 Flight crew

Proof of flying requirements

Pilots shall keep a flight log in which all flights are to be recorded, stating the activity performed and the aircraft type according to date, type of flight, time of departure, time of landing with the resulting flight duration, place of departure and place of landing. The flight log shall be kept at the airfield during the activity requiring a licence, or on board during cross country flights.

Flight experience of the pilot in command when carrying passengers

The pilot-in-command shall have performed at least 3 take-offs and landings with an aircraft of the type to be flown or of a similar type within the last 90 days for passenger-carrying flights.

5.3 N/A

5.4 Training, checking and supervision personnel

Ref. to: **SGU Airfield Manual**
SGU Tug Pilots Manual
BGA Instructors Manual
BGA Examiners Manual

5.5 Other operations personnel

Ref. to: **BGA Winch Operations Presentation**



6. Crew Health Precautions

Fundamentals

A. General Conduct

All members of the club shall be subject to the provisions of this Operations Manual and to the requirements of law in the performance of their hobby/duties. Without prejudice to any other third party claims and possible legal proceedings, they will be held disciplinarily responsible by the club if the relevant provisions have not been followed or have been violated.

B. Illness

No member may take a flight if they are ill.

For all medical items the provisions of Annex IV (Part MED), in particular the items under MED.A.020 "Decrease in medical fitness", apply.

7. to 10. N/A

N/A, SGU's flight operations are a recreational activity.

11 Handling, Notifying and Reporting Accidents, Incidents and Occurrences and using the CVR Recording

Ref.to **Emergency response plan, BGA and legal reporting requirements.**

1. **ERP:** located in office and launch point caravan

2. **BGA reporting:**

- <https://members.gliding.co.uk/safety/reporting-an-occurrence/>

Legal reporting requirements:

- <https://www.gov.uk/guidance/report-an-aircraft-accident-or-serious-incident>

A cockpit voice recorder is not mandatory in any of the SGU aircraft.

12 Rules of the Air

Ref.to: **SERA**

- <https://www.caa.co.uk/Commercial-industry/Airspace/Rules-of-the-air/Standardised-European-Rules-of-the-Air/>



B. Aircraft Operating Matters – Type Related –

0 General information and units of measurement

- 0.1 General information
- 0.2 Units of measurement used &
- 0.3 Conversion tables.

0.1 General information (aircraft)

xx

List of operated aircraft

Registration:	G-CLOV
Type:	ASK21
Trigraph:	LOV

Registration:	G-CJGJ
Type:	ASK21
Trigraph:	JGJ

Registration:	G-CLZS
Type:	Perkoz
Trigraph:	LZS

Registration:	G-CFUS
Type:	Junior
Trigraph:	FUS

Registration:	G-CFFY
Type:	Junior
Trigraph:	FFY

Registration:	G-OSGC
Type:	Eurofox
Trigraph:	SGC



0.2 Units of measurement used &

Measurement of	Units
Distance used in navigation, position report etc – generally in excess of 2 or 3 nautical miles	*Nautical miles and tenths
Relatively short distances such as those relating to aerodromes (eg runway lengths)	Metres
Altitudes, elevations and heights	Feet and Flight Levels
Horizontal speed including wind speed	Knots
Vertical speed	Feet per minute
Wind direction for landing and taking off	Degrees Magnetic
Wind direction except for landing and taking off	Degrees True
Visibility < 5000 metres (including RVR)	Metres
Visibility > 5000 metres	Kilometres
Distance from cloud	Metres
Depth of runway deposit	Centimetres or millimetres
Altimeter setting	Hectopascals
Temperature	Degrees Celsius (Centigrade)
Weight/mass	Metric tonnes or kilogrammes
Date/Time	Year, Month, Day, Hour and Minute, the day of 24 hours beginning at mid-night Co-ordinated Universal Time
* International nautical miles, for which conversion into metres is given by 1 international nautical mile = 1852 M.	

0.3 Conversion tables

Ref. to AIP UK GEN 2.6



1 to 4

Limitation, Normal Procedures, Abnormal and/or Emergency Procedures, Performance

Ref. to the individual aircraft's Operating Manual

5 Flight Planning

As per legal requirements. Always include TEM.

6 and 7

Mass and Balance, Loading

Ref. to the individual aircraft's Operating Manual

8 and 9 N/A

10 Survival and Emergency Equipment incl. Oxygen

10.1 List of the survival and emergencies equipment

As per recommendation for cross country flying

10.2 Oxygen requirements and quantity

As per legal requirements and recommendation for high altitude flights

11 and 12

Emergency Evacuation Procedures, Aircraft Systems

Ref. to the individual aircraft's Operating Manual

C. Route/Role/Area, Aerodromes/Operating Sites

Ref. to: **SGU Airfield Manual**
SGU Tug Pilots Manual

Related club policies

1. Glider Store Terms of Use & Rental Policy

Foreword

The following chapter outlines the terms of use for any glider storage space at the Scottish Gliding Centre but is primarily meant for both the new West & East hangers. It applies to both private and club aircraft and anyone using the space or handling aircraft in the facility must be familiar with the following before accessing the facilities.

These spaces are cramped and can be awkward to manoeuvre around and the risk of damage to aircraft or people is high. As such all users have an equal responsibility for the safe use of the space and this document is meant as a guide to what is or is not acceptable practice.

While this document can not cover all eventualities it should be used as guide and if there is any doubt about any activity the club manager or Safety Officer should be consulted prior to any work preceding.

Section 2 is focused on rental terms & conditions and supersedes any current documentation with regards to the rental of any aircraft storage facility at the club.

Section 1 - General Use of Store

a. Reasonable Care

Aircraft storage facilities are a "Safety Critical" space where all users have an equal responsibility for safe operation within the area. Any incidents, accidents or damage must be reported to the club manager or safety officer immediately. The club runs a no blame policy and encourages reporting of any incident so lessons can be learned, and safety can be maintained.

b. Aircraft Maintenance

The club has very good maintenance workshops and it encourages all aircraft maintainers to utilise these where possible. It is accepted that minor maintenance can and will be carried out in the storage facility, but this should be kept to a minimum to reduce foot fall within the space.

Where acceptable maintenance is to be carried out an assessment of the potential dangers should be made in line with the attached risk assessment before starting work.

For the avoidance of doubt there should be no "Hot Work" done within any of the facilities unless a full risk assessment has been completed and signed off by either the club manager or Safety officer in advance of the work. The storage or transfer of fuel is PROHIBITED at all times. The use of grinders or other flying debris producing activities is also prohibited.

Where engine maintenance is to be carried out such as Oil or coolant changes suitable containers and spill protection should be used to protect the surrounding area.

All waste should be removed from the area on conclusion of the work or at the end of the day if work is not complete and should be disposed of in accordance with best practice.

c. Acceptable items that can be stored in allocated bays

Only essential equipment such as aircraft tow out gear, covers, wing extensions etc should be left in the area and they should be safely stowed to reduce the likelihood of trips slips or falls.

The use of a suitable storage unit is encouraged for the safe storage of aircraft specific spares, cleaning equipment and tools etc but size should be kept to a minimum. Tall storage units should be secured in such a way that they can not be pushed over i.e. with a solid foundation and secured to the Cantilever pillars (no holes in or damage to the pillars is allowed).

Both our gear and storage units should not overlap into other bay areas or inconvenience other users.

At all times, access to emergency exits should be kept clear along with the best route to these exits. This means that in general the front of all aircraft and centre of the store should be free from obstacles and no barriers should be in place to restrict free and easy egress from the hangar in an emergency.



d. Unacceptable items that should not be stored

In line with the attached Risk Assessment the storage of flammable liquids, Fuel, Oil or Oxygen is not allowed in the storage facility (unless on board an aircraft).

Batteries (where possible) should be removed from all aircraft and stored or charged in the appropriate area.

Personal belongings not directly related to aircraft operations are not allowed and rubbish should be removed before leaving the area.

e. Risk assessment

The detailed risk assessment is obtainable from the Safety Officer of the club. The result of it is:

Overall Risk Rating	Acceptable	Highest Risk Rating	4	Overall Risk Rating	3
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Section 2 - Rental Agreement

a. Waiting List & Allocation Policy

Glider Store Slot Allocation Policy – December 2020

The Scottish Gliding Centre owns three glider stores:

1. The original Blister Hangar located next to the clubhouse
2. The “new” Glider Store built in 2003 adjacent to the South Field – Glider Store 1
3. Glider Store 2 built in 2010 adjacent to the South Field and to the East of Glider Store 1

Glider Store 1 and the Blister Hangar are operated on a simple annual rental arrangement. The club determines who can use each slot in the hangar and charges an annual rental as published each year as part of the club tariff. Any prepayment of rent and resulting rent-free period has now elapsed on both of these. For Glider Store 1 the occupier / lease off each aircraft slot on the date of the completion of the original rent-free period of 14 years in 2016 has a right to continue to occupy the slot until such time as they give notice to terminate their lease to the club, subject to the payment of due rent.

Glider Store 2 was, like Glider Store 1, funded using a pre-payment of rent – for Store 2 this runs for a period of 16 years from completion in 2010. The Hangar Agreement document gives the lessee rights within the rent free period but does not define what happens after the end of the rent free period. This document sets out the club policy with regards to hangar slot allocation for all hangars where the rent-free period has elapsed.

1. The club office will maintain a hangar waiting list of people who want to rent a hangar slot.
2. A hangar slot will become “free” when the occupier / lessee notifies the club that the slot is no longer required or by virtue of the occupying aircraft being sold with no prior written between the lessee and the club to allow the slot to be retained for a replacement glider.
3. The club office will offer the free hangar slot to the next person on the hangar waiting list. If that person refuses the slot then it will be offered to the next person on the hangar waiting list.
4. Should the person at the top of the hangar waiting list refuse an offered slot twice then they will be removed from the list.
5. The lessee of a hangar slot has no rights to transfer the hangar slot to another person with the sale of an aircraft except as noted below for syndicate owned aircraft.
6. The lessee of a hangar slot may change the aircraft stored in the slot by prior written agreement with the club provided the new aircraft is owned by him/her. There may be an administration charge levied by the club for such a change. The default will be that such requests are approved by the club.
7. Where an aircraft is owned by a syndicate of two or more people and one of the shares is sold then the hangar slot may be transferred with the aircraft share by prior written agreement with the club. There will be no automatic right of transfer and all such transfers must be agreed in advance by the club. The default will be that such requests are approved by the club.
8. The lessee of a hangar slot shall not lend or promise transfer of the slot for any period to another person without the prior written approval of the club. SGU Board December 2020

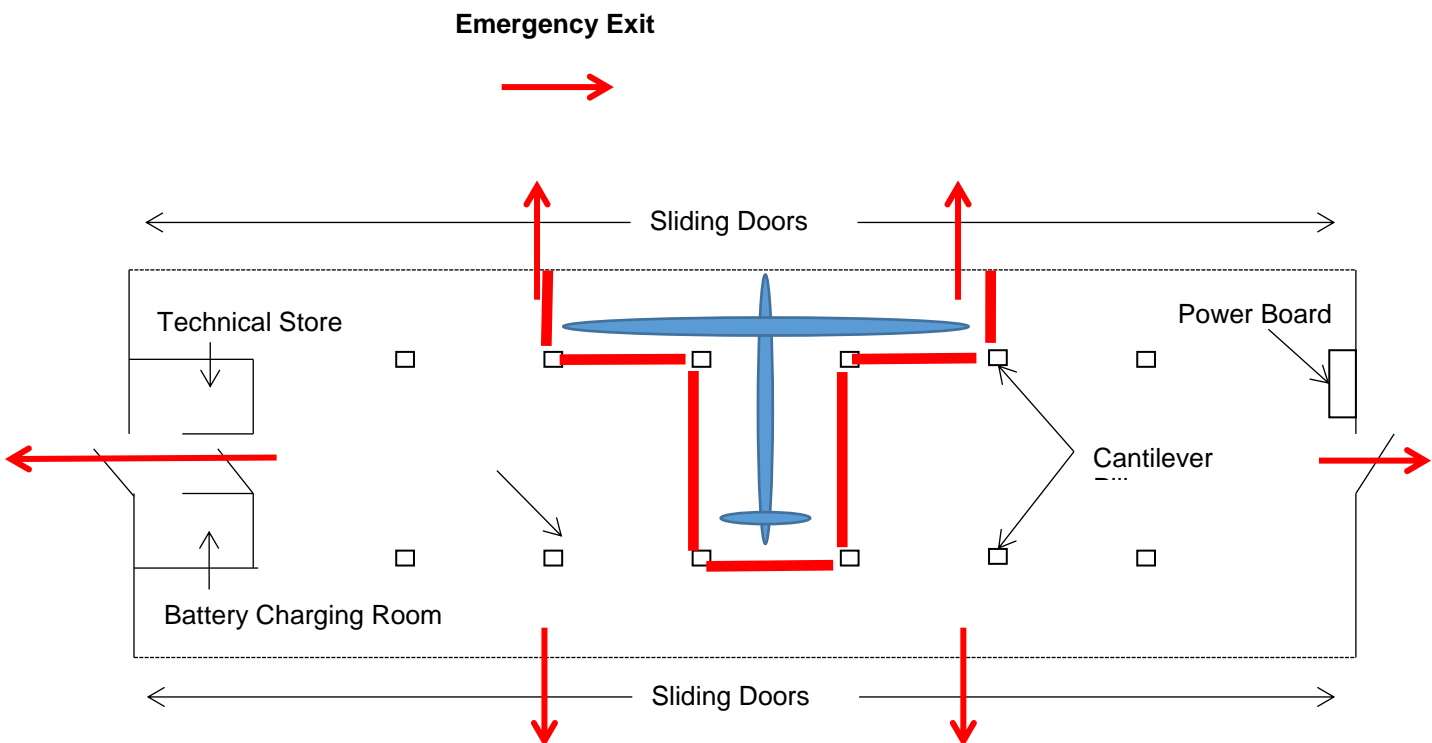
b. Storage of aircraft trailer

Throughout the prepayment or rental period, a trailer for the aircraft may be kept in the trailer park free of charge on the condition that you abide by the terms of use for the trailer park. Whether this option is taken up or not will not affect the cost of the rental

c. Definition of allocated bay (West & East Stores)

For the avoidance of doubt the following diagram shows the area that is allocated to each aircraft. The area to the front with the low wing should be considered as the bay users responsibility and they should not climb over another aircraft wing if access is required to the middle of the space if at all avoidable.

User is responsible for upkeep, maintenance, and compliance with "Safe Use" policy.
The user is required to maintain the space and requires that they do not inconvenience other users.



d. Modifications to a bay

The lessee may modify their bay as they require (paving for instance), subject to not inconveniencing other users and not weaken the structure (no holes to be drilled in the lightweight structure). Prior to vacating the bay, modifications may be removed providing that the bay is left in a condition suitable for the next occupant. Modifications should not add areas of risk (such as trip hazards etc) and should be reasonable in line with normal use of the area. The club reserves the right to ask a user to remove a modification if it feels this is unreasonable or adds risk to the area. As such it is best to check with either the club manager or Safety officer prior to making any modifications.

e. Duty of Care

All users share a duty of care within these spaces. The club accepts no liability for any damage to people or aircraft other than its legal obligations to do so, so it is important that we all take ownership of these spaces to ensure a safe operation protecting ourselves and our aircraft.

There will be regular safety checks of these areas and any issues spotted will be raised with the users responsible. It is expected that any reasonable request to comply with this policy will be actioned within the shortest possible time frame.

If issues persist the club reserves the right to evict any repeat offenders on the grounds of safety irrelevant of whether this is a lessee, or a pre-payment space and the space will be offered up to the next name on the waiting list.

2. Use of Club Workshops Policy

Due to the number of complaints about the availability of workshop space & certain members abusing the privilege, the board have decided to make changes in the way members may use these facilities.

West Workshop

Only for use by the club fleet. Other gliders may use this workshop only with permission from the Chair or Technical Officer.

East Workshop



May be used by members for a maximum period of 10 days per annum before a charge will be made as per the tariff. Members requiring a longer period must get permission from the Chair or Technical Officer. Only put the part that needs work in the workshop. Most gliders only require to be in the workshop for 2 or 3 days so availability should not be a problem so long as the system is not abused.

3. Use of Club Aircraft in Competitions Policy

The board of the Scottish Gliding Union wishes to encourage members taking part in gliding competitions. Subject to certain conditions we will allow club gliders to be hired for both local and UK competitions for a charge published in our annual tariff.

The member who wishes to use club aircraft in this way should apply via the Chair or CFI stating which glider they want to use and the dates it will not be available to other members. If they are requesting a two seat glider they must include the names of everyone who might fly in the glider.

It is up to the member to ensure the trailer is in roadworthy condition and they have any flight equipment they wish to use. The hire charge includes a parachute for each seat in the glider and the use of the oxygen kit. The oxygen cylinder must be refilled at end of the hire period at the hirer's cost

The board or CFI may decline the request at their discretion. Reasons include, but are not limited to

- limited availability of club gliders for other members
- the trailer not being serviceable
- qualifications of the member(s).

The decision of the board/CFI is final.

4. Simulator Charging Policy

Charges for the use of the gliding simulator are per minute as detailed in the current tariff from the time the simulator is running until the simulated flight(s) is/are finished.

All simulator use must be logged and will be charged to member's flying accounts.

The following exceptions apply –

1. Members on a Mini Course or Learn to Fly package.
2. Members who have paid for instruction from a staff instructor.
3. Members on a week long holiday course.
4. Members who donated the Bocian fuselage to the simulator. Namely – David Coats, Robin Birch, Gary Donachie, Eric Wetherly, Colin Haggerty
5. Members who put in considerable effort in the simulator construction and its ongoing maintenance. Namely – Mike Forster, Scott Kennedy, Ramsey Leuchars
6. Instructors who are learning to use the simulator as an instruction aid.

Members who are not paying should give preference to someone who is.

5. Further policies

Any future policies will be added as attachments to this OM with reference to the relevant OM chapter.



D. Training

Ref. to: **BGA Instructors Manual**
BGA Examiners Manual
BGA Student Pilot Manual
BGA Pilots Training Web Site

1. Instructor training subsidies policy:

The SGU appreciates the contribution instructors make to the running of the club and therefore will usually make a contribution to the cost of instructor training for fully paid up members who commit to instructing for the club on a regular basis, ie. On the weekend rota, or on regular weekday slots. This commitment should be for a period of at least 2 years. This commitment must be declared to the board in writing (email sufficient).

The club matches the grant from the SGA – normally 1/3 of the cost of the course / flying / expenses. It is available on successful completion of the training. The expenses claim must itemise the costs and include receipts/invoices.

Grants are available for financial assistance for the BI course, the Assistant Category course, and transition from Assistant to Full rated instructor. On transition to the UK Part-FCL system then IFP and FI(S) courses will be eligible.

Grants for other courses may be available at the discretion of the board.

Expenses may include flying in gliders and motorgliders on an approved instructor course, accommodation and travel, and other reasonable expenses as agreed by the board.

Attachments

Attachment 1: Financial Policies

Will be published on the club website

Attachment 2: Further Policies

Will be published on the club website

Attachment 3: Lists of personnel

The listings of personnel will be kept on the club's system and not published on the website for GDPR reasons!