



Standard Operating Procedures

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1. Introduction

- 1.1 These are the Standard Operating Procedures (SOP) relating to flying and airfield operations of the Herefordshire Gliding Club (HGC) at Shobdon Airfield for members and visitors. Everyone who flies a glider, motor glider or tug from Shobdon must be a member of HGC (.either full, associate or temporary member); must have completed and signed a membership form, and must read and follow these procedures with the following exceptions:
- Pilots of Touring Motor Gliders (TMGs) who choose instead to operate as powered aircraft under Herefordshire Aero Club (HAC) and who pay landing fees to HAC.
 - Pilots of gliders who take off from another site, land at Shobdon and are retrieved by a tug that is not operated by HGC.
 - Pilots of tugs who land at Shobdon to retrieve a glider that is not operated by HGC.
- 1.2 All operations at Shobdon airfield shall be carried out in accordance with this document and HAC operating procedures, the relevant provisions of the Civil Aviation Authority (CAA) and British Glider Association (BGA) and Laws and Rules. Nothing contained in this SOP is to be construed as relieving individual pilots of their responsibility to take any action in emergency or unusual circumstances which they consider necessary to preserve the safety of the aircraft, its occupants, or any third party. No changes may be made to these procedures without the permission of the Chief Flying Instructor (CFI) and Safety Officer, except that the Duty Instructor (DI), for safety reasons, may deviate from the operational requirements in these procedures.

2. Airfield Brief – Outline of Procedures

- 2.1 Shobdon is a CAA licensed airfield accommodating light aircraft, microlights, helicopters, gyrocopters, military aircraft and gliders, The runway is 317ft above sea level with an alignment of 26/08.

2.2 Emergency Plan

- An emergency plan is available in the club emergency plan in the launch point trailer and the summary page is attached at [Appendix B Emergency Action Plan](#).
- The plan is reviewed annually by the CFI and Safety Officer.
- All club members must familiarise themselves with the contents of the plan.
- During HAC operational hours, there is a fire/emergency team available on the airfield. In the event of an emergency the Tower/Airfield Manager should be informed at the earliest opportunity and the emergency procedures put into place including mobilising the fire team if necessary.

- 2.3 **General arrangements inside the Aerodrome Traffic Zone (ATZ).** Powered aircraft should normally circuit south of the airfield. Gliders and tugs should normally circuit north of the airfield. Generally, gliders should comply with the specified landing direction. In exceptional circumstances a pilot may request/declare a reciprocal approach using any available runway. However, in this situation the pilot must make their intention absolutely clear on Shobdon's frequency and make the decision with proper consideration for the safety of other aircraft.
- 2.4 There is a risk to gliders from powered aircraft that descend below 1500 ft QFE on the North side/Dead side ([not permitted as published by HAC](#)). Visiting aircraft in particular get this wrong. Additionally, aircraft do not understand glider circuits and can fail to identify a glider in circuit. Glider pilots should assume that powered aircraft have **NOT** seen them even if they declare that they have as multiple gliders can be in the circuit area at any one time.
- 2.5 Gliders should avoid soaring below 2000 ft QFE south of the airfield centre line inside the ATZ. If this position is unavoidable, inform the tower/traffic of your position and intentions. Remember to keep a good lookout and be prepared to take avoiding action; the visibility from inside many powered aircraft is limited compared to gliders.
- 2.6 Circuit layouts are shown on the map at [Appendix C: Airfield Diagrams and Plans](#). If you are returning too low to complete a normal circuit then you should inform the tower/traffic of your intentions early enough for other airfield users to take appropriate action.
- 2.7 Racing finishes should not be undertaken unless the pilot is completely confident that their actions will not pose a risk or distraction to airfield users. Pilots should make a radio call to the effect of Glider "G-** finals for runway XX for a go around." The tower cannot give clearance for this but poor airmanship may be reported to the HAC Safety Committee, CFI, and BGA/CAA.
- 2.8 **Wake Turbulence.** The vast majority of movements at Shobdon are by aircraft that fall into the wake turbulence category of "Light", and therefore require no departure or landing separation. However, we are occasionally visited by larger aircraft – refer to [Appendix D Wake Turbulence](#) for more detail.
- 2.9 **Circuits.** Safety takes precedence at all times. A standard BGA gliding circuit should be flown. Gliders will normally land on the North Side Grass (NSG) Runway. Gliders may land on the Main Runway if the NSG Runway is unavailable or unsuitable. See also para 2.11.
- 2.10 **Circuit/Radio Calls with Shobdon Information (FISO) on watch.** A guide to radio calls for use with a FISO are contained in [Radio Procedures FISO on duty](#). Landing gliders should try to vacate

on to the rough between the runways or hold on the NSG Runway and await retrieval. Gliders landing on the Main Runway should attempt to vacate onto the rough ground between the Main Runway and NSG Runway. The pilot must remain with the glider, monitor the radio and announce holding on the appropriate runway

- 2.11 **Rover Calls with FISO on Watch.** When Shobdon Information is active, the retrieve (Rover) crews may only enter a taxiway and/or cross a runway with permission via correct [Radio Procedure](#). This includes carrying the retrieve rope to the waiting aircraft holding on a runway.
- 2.12 **Circuit/Radio Calls with Shobdon Radio on watch or Traffic.** A guide to radio calls for use with Radio/Traffic is detailed at [Radio Procedure for Shobdon Radio/Traffic](#). Pilots will prefix calls with Radio/Traffic when declaring their intentions. **Note that permission cannot be given by the tower.** On turning finals, the pilot should make a radio call informing Radio/Traffic of "Glider G-xxxx finals for appropriate runway." On landing, the pilot should inform Radio/Traffic that they are holding on the NSG Runway or that they have vacated. **This is vital to keep other traffic aware of the availability of the runway.** Once the glider has been pulled clear, a radio call should be made to inform Radio/Traffic that the runway has been vacated.
- 2.13 **Other landing Options.** Shobdon is a licensed airfield. However, the CAA classes the NSG Runway and the Main Runway as one runway. As such, two aircraft may not occupy the same runway at the same time. Try and sequence landings to avoid conflict and be sympathetic to all airfield users. It is possible to land a glider on the microlight strip south of the Main Runway. In an emergency, any suitable area should be considered. Apply field landing principles to ensure the safety of all.
- 2.14 All pilots of tugs and self-launchers must acquaint themselves with the current noise abatement recommendations ([HGC Powered Aircraft, TMG & SLMG** Ops](#)) and conduct their flying in accordance with them.

** Touring Motor Glider (TMG) and Self-Launching Motor Glider (SLMG)

- 2.15 **Visitors.** Visiting pilots are requested to contact the secretary or CFI when planning to visit.
- 2.16 **Members of the public.** Members of the public must be supervised by a club member when on the active areas of the airfield.

3. Flying Orders Gliders

- 3.1 **Authority and Control.** All gliding operations and activities come under the control of the CFI who will normally delegate authority to the **Duty Instructor of the day**. Flying training will only

take place under the authorisation of a DI. If the DI is not a full member of HGC, the CFI must approve them to supervise instructional flying at Shobdon Airfield.

- 3.2 **No Duty Instructor on Site Unqualified pilots.** On days when no DI is on duty, qualified pilots are entirely responsible for their own flying subject to the requirements of these SOPs. Pilots who are not qualified i.e. non-Sailplane Pilot Licence (SPL) holders may not be Pilot In Command (PIC or P1) of any flight.
- 3.3 **Personal Log Books and Licences.** All club members must maintain a record of their flying and ground operation training. In addition, DI may request any pilot to produce their licence and log book prior to flight. The DI may deny a launch to anyone they believe may not meet the recency or other requirements for safe flight.
- 3.4 **HGC Flight Log.** Each glider and motor glider take-off from and landing at Shobdon must be logged on the glider flying log. Each pilot is responsible for seeing that his or her flight is correctly logged. 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. Incorrectly logged flights will be charged at published rates and later corrections are at the discretion of the committee.
- 3.5 **Authority to own/syndicate a glider at Shobdon.** Any member intending to base a glider or to join a syndicate at Shobdon must obtain the permission of the CFI **before** proceeding.

4. Pilot Requirements

- 4.1 **HGC Recency.** The minimum requirements and recency for any unsupervised solo flight are: be a club member; be in physical possession of a Sailplane Licence (SPL) and the appropriate extension/privilege (TMG/SLMG) ; and meet the [medical](#) requirements. In addition to the SPL requirements, the CFI has set the following minimums:
- Must have flown as PIC twice within preceding 90 days.
 - Must have at least 4 hours flight time as PIC in preceding 12 months.
 - Must have a log book entry of a standardisation flight with an instructor in preceding 12 months.
- 4.2 In addition to the SPL [recency](#) and HGC recency requirements, pilots should comply with [HGC Pilot Privileges](#). This is to ensure that pilots do not undertake flights that may be beyond their abilities or recent experience.

4.3 Pilots must identify themselves to the DI if they are not current in the intended activity. It is entirely appropriate for a DI to enquire whether a pilot meets the recency requirements. All flights are at the discretion of the Duty Instructor.

4.4 **Visiting pilots.** Visiting pilots must read these SOPs and must be fully compliant with the HGC and SPL recency requirements. Visiting pilots must complete the temporary membership form (online preferred), confirming compliance with these instructions and attend the daily briefing or seek a briefing from the Duty Instructor/CFI prior to a flight. They must seek permission to fly from the DI or, on a non-instructional day, from the CFI, either by email or by messaging.. The Duty Instructor/CFI should be satisfied that the pilot has a valid licence and medical, meets recency requirements, and has the skills to fly at Shobdon.

5. HGC Pilot Privileges

5.1 Pre-Solo Student Pilots

- Pre-solo pilots in training may only fly with an instructor. As an exception, they may fly with another club member, with the Duty Instructors agreement, for cross country (XC) experience or similar.

5.2 Student Pilots

- Solo Pilots who don't have a Sailplane License must have an appropriate medical. Details can be found on the BGA website [here](#).
- They **must** have a written authority to fly under the supervision of . [See Appendix E](#)
- Instructors should consider the pilot's experience, currency, recency, and environmental conditions when deciding what student pilots are allowed to do. Legally they are still in training and instructors are therefore responsible for ensuring a safe flight.

5.3 Licensed Pilots

- These pilots will hold an SPL. They must be compliant with the recency requirements and hold a valid and [appropriate medical](#) prior to any flight as PIC.
- They are considered self-briefing for local flights but must seek a briefing before flying cross-country.
- They may also fly mutually with other SPL pilots, with permission from DI and appropriate briefing – see 5.5 Mutual Flying.

5.4 Unrestricted Pilots

- These pilots meet the requirements for licensed pilots and have an appropriate amount of cross-country experience.

- Must have flown XC in the previous 12 months.
- They should make proper arrangements for ensuring that they notify a suitable person of their intentions and plans for a retrieve.

5.5 Mutual Flying

- In order to fly as PIC (i.e. P1) in a club two-seater glider with another club member, the pilot must either have authorisation from the DI or all of the following criteria must be met:
 - Both crew members hold a valid SPL (meets recency and medical)
 - Both are current on type and launch method
 - PIC is agreed and does all the flying below 1000ft
 - PIC occupies the front seat (unless they are an instructor/IFP)
 - Both pilots are current full or associate flying members of the club
 - Both pilots should be capable of landing the glider in the prevailing conditions.
 - Before flight it must be recorded on the flying log which member is PIC and which member is paying for the flight.

5.6 Friends and Family Rating (Non-commercial carriage of passengers)

- The pilot must be 18 years of age or above.
- Must have 75 hours of flight time in gliders.
- Must have undertaken training in accordance with [IFP Course and coach information](#) available via BGA website.
- CFI authorisation Log Book to be annotated. "SFCL 115 (1) (2) non-commercial carriage of passengers".
- Must be compliant with SFCL 115 (1) (2) and club [recency](#)
- Must be granted permission by the Duty Instructor. If no instructor is available no Friends and Family flights may take place.
- Must read and comply with the guidance for IFP regards all aspects of the flight, particularly that the passenger must not handle the controls at any time.
- Must fly in the front seat, unless cleared for rear seat by FI(S). Log book evidence required.
- The passenger must also be a club member (temporary membership form completed)
- PIC is responsible for all payments due, charged at adult rates.

5.7 Introductory Flight Pilot (IFP) and Basic Instructor (BI) who fly members of the public.

- The pilot must hold a valid BGA IFP endorsement or BI rating. [IFP Course and coach information](#)
- Must hold an [appropriate medical](#) and the [recency](#) requirements.
- Must be supervised by the FI(S) or higher rating.

- IFPs are not to allow P2/passengers to handle the controls of the aircraft at any time.

5.8 **Authority FI(S)** The following flights may be undertaken/authorised by FI(S) or higher qualification (restricted FI(S) should seek CFI's advice):

- Site checks – FI(S) as PIC.
- Post solo continuation / currency checks
- Refresher / bi-annual checks
- Authorisation of first and subsequent early solo flights
- Authorisation of type conversion.
- Cross-country 50km in accordance with SFCL 130 SPL (a) (2) (iv) (B) (a) for SPL licensing.

5.9 **Tug Master Authorised Flights** The following checks may be undertaken by the Tug Master:

- Checks of tug pilots.

6. **Pilot Operations, Aerotow, Cross Country, Aerobatics and Cloud Flying**

6.1 **Aerotow and Release.** The HGC procedure for aerotow is:

- During the aerotow and outside of the ATZ the glider may dual watch 130.105 and 118.155 (Shb) and may request the tug to fly to a specific height/location. There is no obligation for the tug pilot to monitor or act on this information. The glider pilot should not become frustrated but should accept the situation and release as required.
- At the point of release, after a good lookout, the glider will release and **immediately but gently raise the nose to slow down (increasing separation). It may then turn in either direction**, ideally in the opposite direction to the tug, while keeping an adequate lookout for the tug and any other aircraft

6.2 **Cross-country flying**

- Only pilots who hold an SPL can undertake cross-country flights.
- Pilots should inform either the Duty Pilot or the DI or a retrieve crew if they intend to go cross-country. They should state the intended task and should write the details in the notes column of the glider flying log.
- Pilots are reminded of the requirement to carry up to date 1:500 000 navigational charts for all flights beyond 5 NM from the airfield.
- It is the pilot's responsibility to check NOTAMS (Notice to Airmen) and weather conditions before launching.
- Pilots should avoid using Turn Point (Tp) SHB as a task finish. Rather use a local Tp which should permit an appropriate circuit to be performed.

- If returning flight path is likely to encroach on the powered traffic circuit, the tower must be informed in good time.
- Pilots should be aware of and fly within the requirements of CAP 393 (the Air Navigation Order) and Rules of the Air Section 2, article 5 (low flying rule) and Section 1 article 74 (reckless or negligent endangerment).
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6.3 Aerobatics

- Only suitably qualified pilots may undertake unsupervised (solo) aerobatics.
- Aerobatics in club gliders: prior permission must be obtained from the DI before undertaking aerobatics in club aircraft. Normally only the club Twin Astir may be used for aerobatics as defined in the flight manual.
- Do not perform aerobatics in the tow-out routes, the ATZ or the circuit.
- Pilots must wear serviceable parachutes.
- All aerobatics (other than those by unlimited licence holders) must be carried out above, and be completed by, 1200 ft QFE (including the low point of any recovery dive), unless specifically briefed by the CFI or an instructor deputised by the CFI for this purpose.
- Although stalls and spins are part of the solo syllabus and may be performed by pilots without an aerobatic qualification, their execution should be done as safely as practicable with a completed HASSELL check prior to commencement

6.4 Cloud Flying

- Is only permitted for pilots who hold a valid cloud flying rating.
- Not to be entered with 5NM of an airfield entry should be from below.
- Announced on the Shobdon frequency prior to transferring to 130.535 MHz.

7. Glider Requirements

7.1 All gliders operating at Shobdon must have a BGA Certificate of Airworthiness, a valid ARC or permit to fly issued by the relevant national body, and a valid certificate of insurance for the minimum amount specified from time to time by the CAA. Visiting gliders must produce all relevant documentation upon request. Electronic copies are acceptable.

7.2 **FLARM/Conspicuity.** It is recommended that all aircraft should have a working FLARM fitted. Consideration to other GA conspicuity equipment such as SkyEcho be used. Canopy Flashers may be used at Shobdon.

- 7.3 All gliders (incl. private) must be Daily Inspected and positive checks completed. Both must be entered into the Daily Inspection book each day, before first flight, by an approved person who holds an SPL. Faults should be dealt with according to [7. MAINTENANCE OF HGC CLUB GLIDERS](#).
- 7.4 All gliders must have a working radio. A radio check with Shobdon must be performed as part of its daily inspection.
- 7.5 **Glider ballast**
- All gliders have weight restrictions and all club gliders must display a cockpit placard indicating the limits for each seat.
 - Although both upper and lower weight limits need to be adhered to, flying with too little weight presents the most immediate danger. **Light pilots (circa 70 kg) should assume that they will need to carry ballast in order to be well above the minimum placard weight.**
 - Where there is any doubt about the weight of a pilot, use the scales stored in the launch point trailer to determine their actual weight.
 - Where the ballast weights are mounted forward of the seat-pan's centre, the effective weight is more than the scale weight – refer to the glider's manual for details.
 - If a glider does not have a ballast securing point, then use a "lead cushion" with strong loops around the lap-straps to hold the ballast and prevent it sliding forward to where it could interfere with the control column.
 - **Important:** After landing the exiting pilot/instructor is responsible for removing any ballast unless the next pilot needs it. Nonetheless, a pilot who doesn't need ballast should check that no ballast is fitted before getting into the glider. Never assume that the previous pilot remembered to remove it!

8. Weather Minima

- 8.1 Trial lessons/introductory/friends and family flights should be conducted in reasonably benign conditions e.g. not into turbulent winds (gusting more than 20 knots on the ground) or a significant crosswind or a cloud base less than 2000 ft. The safety of the passenger is paramount and if there is any factor that needs consideration with regard to the safety of the flight, there is no decision necessary - the flight should not take place.
- 8.2 No launches should take place:
- If the cross wind is beyond the limits of the tug (approx. 12 knots crosswind at the discretion of the tug pilot)
 - into rain or into cloud or with snow/ice on the glider
 - with a misted canopy

- if cloud base is less than 1200 ft QFE
- if in-flight visibility is less than 5 km
- when launching above cloud means that maintaining visibility of the ground is in doubt.

9. **Airfield Ops, Setup, Launching and Retrieving**

- 9.1 **The Launch point and operations.** It is mandatory for the DI and/or tug pilot to liaise with the tower duty staff at the beginning of the day. The launch direction is displayed on the front of the airfield tower and within the signal square. The runway in use and consequently the launch point may change during the course of the day.
- 9.2 **Runway Direction.** When there is no AGCS on duty, the DI or tug pilot may change the runway in use. In this case they must do so with consideration for any in circuit/taxiing traffic. Change the runway numbers on the front of the tower, the circuit direction shown in the signals square and announce the change using call sign Shobdon Traffic.
- 9.3 **High-visibility** clothing must be worn at all times when accessing the taxiway and runway.
- 9.4 **Emergency Plan.** All duty personnel should be aware of the emergency plan a flow chart for which is at [Appendix B](#)
- 9.5 **The HGC trailer.** This should be positioned at the launch point in such a manner that it can be immediately taken to an incident on or off the airfield. The trailer is fitted with the following:
- 1 dry powder fire extinguisher
 - 1 axe
 - 1 guillotine cutters
 - 1 length of rope
 - 1 first aid kit
- 9.6 **Setup Runway 26.** The launch point is set up at the east end of the taxiway and north of the grass runway. When a glider is ready to launch, it should be moved by hand or towed to the launch point at least 5 metres back from the North Side Grass Runway, as shown at [Appendix C Airfield Diagrams and Plans](#)
- 9.7 **Setup Runway08.** The launch point is set up on the western end of the area marked 'Aeroplane Park' on [Appendix C Airfield Diagrams and Plans](#) and to the north of the Bravo taxiway. Tugs and gliders must be parked to the north of the Bravo taxiway and at least 5 metres away from North Side Grass Runway.

- 9.8 **Runway selection (Launching.)** Whenever possible launch off the grass runway. However the glider pilot or tug pilot may opt to use the Main Runway instead. The tug pilot's decision is final.
- 9.9 **Tow rope.** The tow rope should be attached to the tug avoiding risk from the propeller. The rope should be laid out in a zigzag to avoid risk to the wing holder. If the pilot decides to start the launch with the airbrakes open (e.g. to reduce wing drop or to operate the wheel brake), they should inform the launch crew and tug pilot so that they are aware of this non-standard procedure.
- 9.10 **Radio Calls.** All radio calls for launching are made by the tug pilot. The ground crew should vacate the runway as soon as the glider is airborne in order to make the runway available to other aircraft. The ground crew should check whether the aerotow rope has dragged stones onto the tarmac surface. If so, remove them quickly if it is safe to do so.
- 9.11 **Launch Procedure:** Ideally at least three people are required to launch a glider. One acts as Launch Marshall, carrying the Litebox and/or signalling bat with a handheld radio on the Shobdon frequency.
- 9.12 **Launch Communications:**
- Primary launch signalling is by use of the Litebox.
 - Secondary launch signalling is with the bat. If the bat is used, the Launch Marshall must ensure they are visible in the tug pilot's mirror, by standing behind the port wing of the glider.
- 9.13 **Line up of Glider/Tug Combination:**
- As the tug moves to join the runway, the ground crew moves the glider in parallel until it's abeam the centre of the runway, avoiding the fence and marker boards. The wing holder must avoid tripping over the tow rope.
 - Once on the centre line, turn the glider through 90 degrees. The Launch Marshall ensures the dolly has been removed.
- 9.14 **Up-Slack.**
- The Launch Marshall must lookout above and behind for any approaching aircraft and then shouts "All clear above and behind, take up slack"
 - **(Litebox)** press the up-slack button on the litebox.
 - **(Bat)** swing the bat below the waist with a straight arm.
- 9.15 **All Out.**
- When no slack remains in the rope, the Launch Marshall must recheck above and behind (no shout unless the launch must be delayed) then shouts "all out"
 - **(Litebox)** press the all-out button on the litebox.
 - **(Bat)** swing the bat above the head with a straight arm.

9.16 Pause or delaying a launch.

- Should there be a need to pause a launch for whatever reason the up-slack signal should remain active until the reason for the pause has passed. If the pause is lengthy then a radio call should be made to the tower informing them of the delay, this will give situational awareness to the tower, tug and other airfield users.
- **The stop signal should only be given in an emergency whereupon the tug will immediately release the rope.**

9.17 STOP. (EMERGENCY)

- Anyone can stop a launch if they suspect a hazard by shouting 'STOP, STOP, STOP.' Upon hearing a stop command, the Launch Marshall will,
- **(Litebox)** press the STOP button on the litebox.
- **(Bat)** hold the bat stationary above the head with a straight arm.
- In both cases if an **EMERGENCY STOP** is necessary then also use the handheld radio, "**FO STOP, STOP, STOP**" or other tug callsign. This will also let the tower know that the tug & glider departure is no longer imminent.

9.18 Action on Stop. Both the tug pilot and glider pilot will release the rope on receipt of the stop signal/shout.

9.19 Recovering the tow rope. When the tug returns and drops the rope, the rope should be recovered as soon as possible to avoid any other aircraft getting caught up in it. The crew can recover it without making a radio call provided that they do so immediately while the tug is still on the runway. If recovery is delayed or another aircraft is approaching the same runway, a radio call must be made to warn of the hazard from the rope and/or people on the runway. No one should enter the runway until it is safe to do so.

9.20 Tail Dollies. Tail dollies should be used where available. Gliders must never be lifted by the tailplane or turned with the tailwheel on the ground. Tail dollies must be removed when gliders are parked.

9.21 Vehicles should not be parked on the active airfield i.e. grassed area.

9.22 Vehicle Movements / Trailer parking etc. No person is permitted to drive any of the HGC vehicles unless they:

- Are a member of the club
- Have read these safety instructions
- Have received a briefing from a responsible club member on how to drive that type of vehicle and have satisfied that person that they are safe and competent to drive that vehicle
- Have had suitable radio training if they are intending to enter the taxiway or runway

- Are at least 14 years old

9.23 There is a **10 mph speed limit** on the airfield.

- Vehicle movements (when not towing a glider) should be kept on the tarmac perimeter track as far as possible.
- Vehicles moving on or across a runway or taxiway must make appropriate radio calls. See [Appendix A Radio Procedures](#).
- Always keep a good lookout. Vehicles must always give way to aircraft.
- Gliders should be retrieved by crossing the grass runway at right angles to the landing traffic and continuing down the taxiway/parking areas.

9.24 **Packing up**

- At the end of the day the glider flying log must be checked by the Duty Pilot (or nominated person) to ensure that all pilots and aircraft are accounted for.
- Club gliders and powered aircraft shall be washed / debugged at the end of each day.
- Club aircraft shall be returned to the hangar. The hangar packing shall be supervised by a suitably experienced club member.
- All parachutes shall be removed from club aircraft and stored in the parachute store.
- All batteries shall be removed from club gliders and attached to the appropriate battery chargers. Canopy covers and wing covers shall be fitted to all club aircraft where available.
- One safety cushion should be left in each seat in each club glider.
- All tug and glider flying logs shall be scanned via the iPad or PC and filed correctly.

10. **HGC Powered Aircraft, TMG & SLMG Operations**

10.1 Approval to fly tug aircraft will be issued by the Tug Master, in consultation with the CFI, after training and checking out.

10.2 All flights must be logged with HGC.

10.3 Pilots are required to ensure that they hold a current valid licence, medical and certificate. Pilots are responsible for the management of their licence and medical certificates. Pilots must bring any changes in medical status to the attention of the Tug Master and/or CFI.

10.4 **Before Flight**

- All pilots must be fully conversant with the “Rules of the Air”, relevant articles of the Air Navigation Order (ANO) and the aircraft flight manual.
- Pilots must ensure that they have checked the weather forecast and NOTAMs for their intended flights

10.5 **Glider Towing.** Tug pilots must log each tow on the tug log sheet. Entries should include:

- At start of day, enter the tug registration, date and start tachometer at the top of the tug log
 - Tug pilot's name
 - Glider fin ID
 - Take off time
 - Release height
 - Fuel and oil used must be recorded on the tug log sheet.
- At the end of flying, refuel the tug. Clean off bugs and other dirt as required.
- Record finish tachometer and complete the club technical log.
- Make sure the tug log is scanned and the paper copy filed.

10.6 **HGC rope dropping procedures.** The approach on 26 is over a public bridleway used by pedestrians, cyclists and equestrians. The road is owned by our landlord and used by farm equipment. **It is vital to clear the road with a safe margin.** Normal practice is for the rope to be dropped just over the approach of the runway on landing. Particular care must be taken in cross winds to ensure that the falling rope lands clear of taxiing aircraft, gliders and people at the launch point – in a southerly cross wind consider landing on the Main Runway instead of the grass runway. On either runway, care must also be taken to avoid dropping the rope on the fence on the approach.

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

10.8 Special authorisation is required from the CFI or Tug Master for the following:

- Aero towing with any aircraft other than the club tug, which must be used in accordance with HGC's Visiting Tugs Policy.
- Tug training and check flights.

10.9 Warm Weather Minima – Safe Towing Operations

- If the airfield air temperature is 25°C or greater, all two-seaters and gliders carrying water ballast may only be launched from the tarmac runway. (Temperature should always be available from Shobdon Information/Radio).
- If you are unable to achieve 100' over the upwind fence on take-off, then launching of that category of glider (two-seater or ballasted or single seater) will be suspended until there are significant changes in the ambient conditions (for example: increase in headwind component or reduction in temperature).

10.10 Noise Abatement Procedures (applicable to TMG and SLMG)

- It is HAC's policy to endeavour to maintain good relationships with local people. Before flying a powered aircraft you must be aware of the HAC noise avoidance areas documented here: <https://shobdonairfield.co.uk/aero/noise-abatement/> 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.
- In order to retain the goodwill of the local population it is essential to avoid towing over the local villages. 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.
- Notwithstanding the above, repeated towing or recovery over any of the local villages and other sensitive areas is to be avoided.

11. Maintenance of HGC Club Gliders

11.1 The BGA Airworthiness & Maintenance Procedures (AMP) details how maintenance is carried out on all gliders, motor gliders and tugs within the BGA's Combined Airworthiness Organisation (CAO).

11.2 In the context of this chapter all HGC club gliders are within the BGA CAO. However, the tug is not, so the rest of Section 11 does not apply to the tug. For a BGA inspector to work on an aircraft, it has to be within the BGA CAO.

- 11.3 The BGA AMP has extracted EASA regulations as they apply to the BGA CAO and has published a large list of maintenance activities (AMP 2.1) that do not need an inspector. These can be carried out and certified with a Release to Service (RTS) signature by the 'Pilot/Owner'. This regulation allows you to perform these activities on your own glider but not on a glider belonging to someone else.
- 11.4 Therefore, unless you are a BGA inspector or specifically authorised by the club to undertake maintenance, you may not work on club gliders.
- 11.5 Maintenance carried out by authorised members will occasionally be supervised or audited by a BGA inspector to ensure standards of maintenance and documentation are compliant with the required standards as laid out by the BGA CAO.
- 11.6 Anyone not authorised 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 committee to be put forward for consideration. This will involve an assessment by one of the club's inspectors before a recommendation is made to the committee and is a recognised route to gaining the experience required to become an Inspector, should you be considering it.

11.7 Aircraft Fault Reporting

- Gliders should be Daily Inspected as specified in [Paragraph 7.3 Daily Inspections](#).
- 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. For club gliders, this form is to be filed in the glider's box in the hangar. A duplicate note in the glider's Daily Inspection book will keep all users of the aircraft informed.
- No members may undertake maintenance work on club gliders unless they are on the list of members authorised to do such tasks.
- Any fault beyond the scope of the people available should be reported to the DI and a suitable entry made in the aircraft Daily Inspection Book. The member responsible for glider maintenance or the Club Technical Officer must be informed.
- Gliders that are found to be unserviceable should have a prominent notice to this effect displayed in the cockpit.
- Following a heavy landing or ground loop, a club glider must be inspected by a BGA inspector prior to release to service.

12. Incident/Accident Reporting

- 12.1 Accidents involving club, private, or visiting aircraft must be reported to the Duty Instructor, who must inform the CFI, DCFI, and Safety Officer. Additionally, incidents involving risk of injury or accidents involving injury or structural damage must be reported to Shobdon Airfield operational manager.
- 12.2 Incidents and accidents must also be formally reported through the BGA reporting system. The Safety Officer, CFI, or DCFI should view the report before submission. The BGA Accident and Incident Report Form is available here: <https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/>
- 12.3 All accidents shall be managed in accordance with the published action plan.
- 12.4 Members are required to report incidents through the club reporting system in order to prevent future more serious accidents. You can use this online form: <https://goo.gl/forms/exdFjfSR8SJdmk1h2> or refer to: <https://shobdongliding.co.uk/members/clubdocs> for a printable form and more information about incident reporting.
- 12.5 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. For more information see: <https://www.airproxboard.org.uk/File-an-Airprox/File-an-Airprox/>

13. Military Activity, Airspace and Wave Boxes

- 13.1 **Military Activity** There is occasionally some military low-level flying, especially midweek. **KEEP A GOOD LOOKOUT AT ALL TIMES.** Occasionally the airfield will be used as a target, but normally with the prior permission of the airfield manager. Large or high speed military aircraft will cause wake turbulence. See [Appendix D Wake Turbulence](#) for more details.
- 13.2 **Controlled Airspace and Wave flying**
- Gliders are not generally permitted in airways. NITON CTA is overhead and to the west of Shobdon, with a base of FL155. The base reduces significantly to the north and south. Note carefully where the base of the airway steps down.

- There is a BGA letter of agreement that lists the procedure by which part of NITON and COTSWOLD CTAs can be opened for access by gliders. See “RILES Gliding Areas” on this page: <http://www.gliding.co.uk/bgainfo/airspace/loas.htm>. This page also lists the procedure to open gliding areas above FL195 to the west of NITON CTA. We have paperwork to assist in managing the use of these areas; please ask the club’s Airspace Officer for further information if you are interested.

14. Personnel Roles and Responsibilities

Role	Responsibilities
Chairman	Leading the club's strategy and long-term plans Chairing club and committee meetings External relations with neighbours, authorities and other significant organisations Managing and coordinating the work of key volunteers
Vice Chairman	Deputising for and assisting the Chairman
Secretary	Planning and arranging club and committee meetings; taking and circulating minutes Managing liaison and correspondence with external organisations and individuals Passing on information to members from external organisations (e.g. BGA) Liaising with visiting pilots Processing information and documents to Companies House Annual and other reports to the BGA GDPR and data protection Compliance with and advising on legislation e.g. planning, discrimination and equality Ensuring adequate stocks of all required forms (currently delegated) Security and proper filing of all critical papers and documents Administration of club rules and policies
Membership Secretary	Administration of membership lists Collection of subscriptions Processing of membership applications Liaison with new and prospective members
Treasurer	Preparation of budgets and managing cash flow Processing of documents to Companies House or FSA Maintaining insurance as required (currently delegated) Preparation and presentation of financial reports to the committee and the AGM Managing capital expenditure plans Banking flying fees and other income (currently delegated) Credit control Suitable investment of surplus cash Monitoring, checking and paying invoices Managing VAT, PAYE and other tax matters
Chief Flying Instructor	Overseeing flying and training and coaching for all club members Monitoring and making recommendations regarding safety in flying and ground-based activities Oversee the instructor rota.
Deputy CFI	Deputising for the CFI
Safety Officer	Flight safety management including accident/incident reporting Monitoring and making recommendations regarding safety in flying and ground-based activities Compliance with safety legislation Ensure HAC has reviewed any HGC documentation against HAC policy to ensure compatibility and as a third-party assurance. As a minimum this should be done annually.

	Ensure any changes to HAC policies are incorporated into HGC documentation
Airspace Officer	Liaison with HAC, BGA, RAF and other organisations about airspace Source of airspace information for club members and visitors
PR or Marketing Officer	PR and publicity for the club Marketing and selling the club's activities Internal communication with members for purpose of member retention Member recruitment
Child Protection Officer	Child protection issues DBS checks as required
Technical Officer	Managing the technical maintenance and airworthiness of the club fleet and equipment
Tug Master	Responsibility for acceptance checks/training tug pilots Tug maintenance Tug rota
Duty Instructor	Take charge of all gliding activities for the day Provide instruction on the ground and in the air The flying day ends with a check that all pilots are accounted for.
Duty Tug Pilot	Prepare tug at start of day Provide launches Clean and return tug to hangar at end of day
Duty Pilot	Organise equipment/trailer/log-keeping at the launch point Oversee management of the launch point with particular care for visiting members and members of the public Liaise with the DI regarding launch queue/flying list – the Duty Pilot must delegate their role if they are temporarily away from the launch point. At end of flying, ensure equipment including aerotow rope is returned, parachutes stored, batteries put on charge and logs scanned. The flying day ends with a check that all pilots are accounted for. Liaise with the DI and use information in Appendix B Emergency Plan Flowchart if there is an incident.

Appendix A Radio Procedures

1. Shobdon Aerodrome is within an active ATZ. Therefore the use of radio is mandatory. Glider pilots and retrieve crews have an exemption from Flight Radio Telephony Operator License (FRTOL) but are expected to be conversant enough with radio procedure to effect a safe circuit, landing and retrieval of a glider. Nevertheless, remember that your priorities are: Aviate, Navigate, Communicate.
2. **Radio Training.** The BGA has an [excellent radio training package available online](#). All HGC members are encouraged to access this course to improve their radio use. The course includes an explanation of the radio procedures used by other types of aircraft.
3. There are three levels of service in use at Shobdon. Each level has a different callsign:
 - a. **Aerodrome Flight Information Service (AFIS).** This is operated from the tower by a Flight Information Service Operator (FISO). The FISO controls operations on the ground and provides information to aircraft that are flying in the local area. The FISO may ask you for information but has no authority to give instructions to aircraft unless they are on the ground. The FISO's callsign is Shobdon Information.
 - b. **Air/Ground Communication Service (AGCS).** This operates with the callsign Shobdon Radio. This service may be provided when there is no FISO available. Shobdon Radio may not give instructions but can give information. They will not give permission for ground movements (e.g. to cross the runway) but will advise regarding any traffic they are aware of that may conflict with your movements.
 - c. **Traffic.** When there is nobody to operate a service, you are unlikely to receive a reply when you call. Address your calls to Shobdon Traffic and listen carefully for information from other traffic that could conflict with your flight or actions on the ground.
 - d. If you are unsure which callsign to call, use "Shobdon".
4. A good lookout must be maintained at all times. Aircraft are not to communicate directly with each other unless there are concerns over separation/safety. Once outside the ATZ gliders are encouraged speak to other gliders in order to establish situational awareness, and with the tug on 130.105 MHz.
5. "Nothing heard" on the radio MUST NOT be taken as "nothing there" when flying.
6. A radio check with the tower should be successfully completed before its first launch of the day. Radio calls are mandatory and differ depending on the operational status of the airfield, i.e. Information, Radio or Traffic.

GLIDER LANDING FISO ON DUTY

*Example of normal calls with FISO (this example using RWY 26, G-DEWG) would be: **Glider**/Tower*

Two or three minutes before reaching High Key area and after WWULF**:

Shobdon Information, Glider G-DEWG, intends joining downwind in XX mins

Expect this call to be acknowledged with

Glider WG, Roger, (wind, pressure info) report downwind

Glider Responds with

Will report downwind - Glider WG.

On passing through High Key make your downwind call. If you are unable to make this call before reaching the Low Key area then prefix it with "**late**". Do NOT make the downwind call too early as this call will effectively deny all runways to other airfield users.

Glider WG, downwind right hand for Runway 26 North Side Grass.

This call should be acknowledged with words to the effect:

Glider WG, Runway 26 North Side Grass available, report final

At or when safe make your Final Turn radio call:

Glider WG, final for Runway 26 North Side Grass

Glider WG, Runway 26 North Side Grass, (surface wind), land at your discretion

Glider WG. Acknowledge this if it does not impact on your flying.

If taxied clear onto the rough:

Glider WG, has vacated Runway 26 North Side Grass

Glider WG, Roger

If the glider has not vacated:

Glider WG, holding on Runway 26 North Side Grass

This call should be acknowledged:

Glider WG, hold position (or Roger)

** WWULF – Wind, Water, Undercarriage, Loose items, Flaps

GLIDER LANDING – No FISO – RADIO/TRAFFIC

*Example of normal calls with no FISO (This example using RWY 26, G-DEWG) would be: **Glider/Tower***

Note that during traffic there will be no responses from the tower

Two or three minutes before reaching High Key area and after WWULF:

Shobdon Radio/Traffic, Glider G-DEWG, intends joining downwind in XX mins

If tower is manned expect this call to be acknowledged with:

Glider WG, Roger (with any relevant airfield and wind information).

On passing through High Key make your downwind call. If you are unable to make this call before reaching the Low Key area then prefix it with "**late**". Do NOT make the downwind call too early as this call will effectively deny **all** runways to other airfield users.

Shobdon Radio/Traffic, Glider WG, downwind for Runway 26 North Side Grass.

If manned, the tower will acknowledge with words to the effect:

Glider WG, Roger.

On making the final turn:

Glider WG final for Runway 26 North Side Grass.

Glider WG, Roger, (Surface wind and traffic info).

if taxied clear onto the rough:

Glider WG. Has Vacated Runway 26 North Side Grass

Glider WG, Roger

If the glider has not vacated:

Glider WG, holding on Runway 26 North Side Grass

This call should be acknowledged:

Glider WG, Roger

ROVER CALLS, FISO ON DUTY – SHOBDON INFORMATION.

Calls when a FISO is active. Vehicles towing or retrieving gliders are required to request permission to use/cross the taxiways or runways : **Rover/Tower**

Crossing taxiway and runway from parking areas to retrieve a glider:

Shobdon Information, Rover 1 request permission to cross Taxiway and North Side Grass Runway to retrieve glider.

Rover 1 Cross Taxiway and North Side Grass Runway.

Rover 1 Crossing Taxiway and North Side Grass Runway

Requesting Rover and Glider to return across runway:

Shobdon Information, Rover 1 and glider combination request permission to cross North Side Grass Runway, you may wish to add request to taxi via B and/or A to return to launch point.

Rover 1 Cross North Side Grass Runway, this may include taxiing instructions.

Rover 1 Crossing North Side Grass Runway repeat any taxiing instructions.

Rover 1 has vacated North Side Grass Runway To inform other traffic that you are no longer on the runway.

ROVER RADIO CALLS - SHOBDON RADIO. Rover/Tower:

Calls when Air Ground (Radio is on duty): The rule is that ground vehicles and aircraft must notify their intentions to Radio and will be given relevant information but not permission; instead, the driver/pilot must make their own decision as to whether it is safe to move and then must announce their intentions.

Crossing taxiway and runway from parking areas to retrieve a glider:

Shobdon Radio, Rover 1 Ready to cross Taxiway and North Side Grass Runway to retrieve glider.

Rover 1 (relevant traffic information) Note: permission will not be given - the decision rests with the driver/pilot.

Crossing Taxiway and North Side Grass Runway, Rover 1

Returning across runway with glider and rover

Shobdon Radio, Rover 1 and glider combination ready to cross North Side Grass, you may wish to add taxiing via B and/or A to return to launch point.

Rover 1 (relevant traffic information) Note: permission will not be given – the decision rests with the driver / pilot

Shobdon Radio, Rover 1 Crossing North Side Grass Runway. Include taxiing info as appropriate.

Rover 1 has vacated North Side Grass Runway

ROVER CALLS TOWER UNMANNED – SHOBDON TRAFFIC. Rover:

The driver/pilot is responsible for all movements ensuring they are safe and do not interfere with the intentions of another airfield user.

Crossing taxiway and entering runway from parking areas to retrieve a glider:

Shobdon Traffic, Rover 1 crossing Taxiway and North Side Grass Runway to retrieve glider. The decision to cross rests with the driver/pilot. It is important to monitor the radio and make calls as appropriate to warn of glider and rover occupying the North Side Grass Runway.

Returning across runway with glider and rover

Shobdon Traffic, Rover 1 and glider combination crossing North Side Grass, you may wish to add taxiing via B and/or A to return to launch point.

Shobdon Traffic Rover 1, North Side Grass Runway vacated.

Accessing the runways on foot (without a rover) This must be preceded by a radio call.

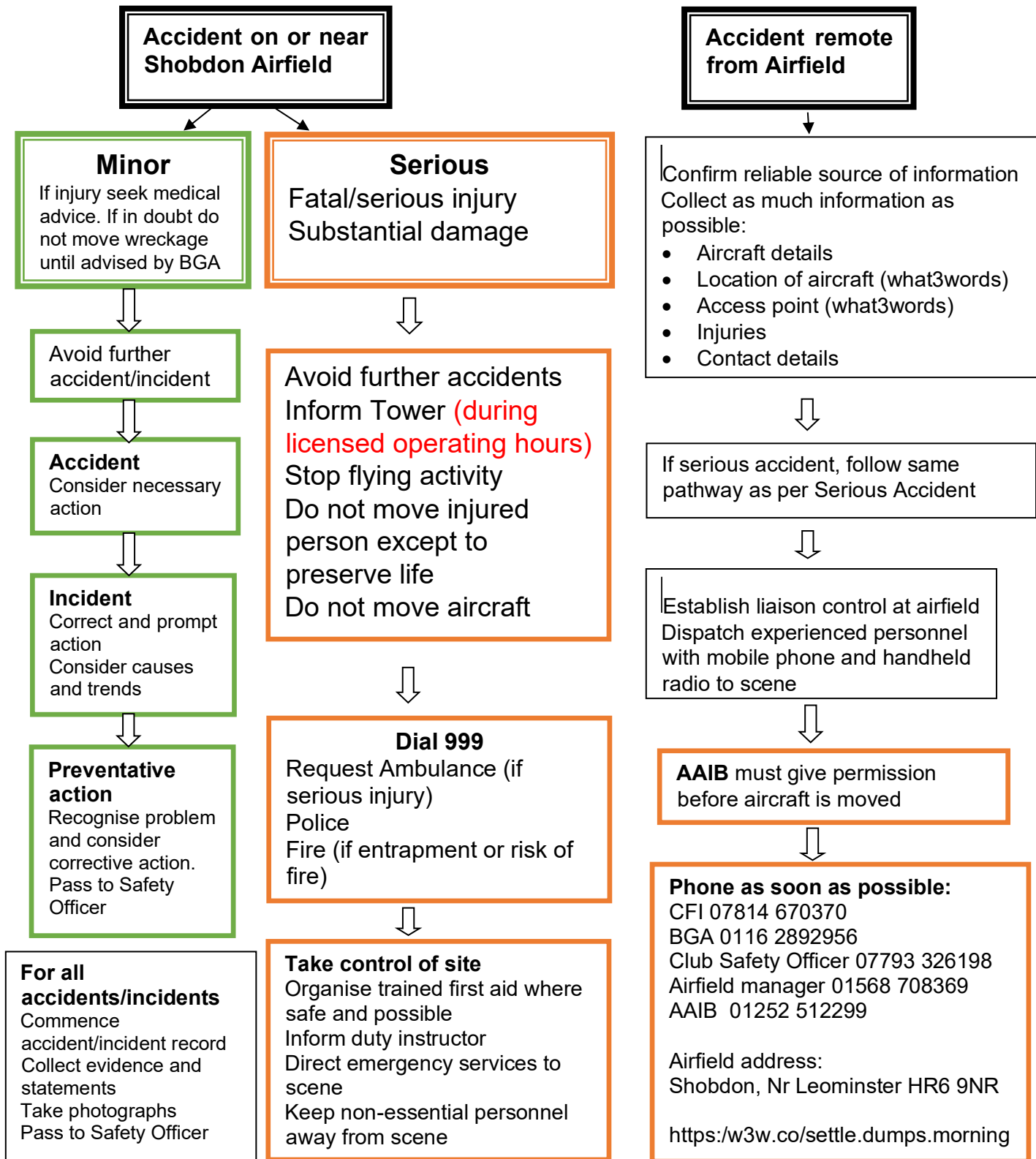
THINK BEFORE YOU SPEAK. Do not worry if you forget the correct words. Make your call as clear as you can to explain what you are doing or want to do; aim to keep calls brief.

RADIO FAILURE. In the event of suspected radio failure, carry out your circuit and landing on the assumption that no one is aware of your presence. You will need to do whatever is necessary to avoid conflict with traffic in the air and on the ground. In all cases, however, assume your transmissions are being heard and continue to make the call prefixing with the phrase **TRANSMITTING BLIND**.

If you have had a radio failure, as soon as practical you must report to the Duty Instructor. You should also visit the Tower to explain what happened. Make sure that the problem is fixed before the glider flies again. Complete a club incident report – see [8. INCIDENT REPORTING](#).

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Appendix B Emergency Action Plan



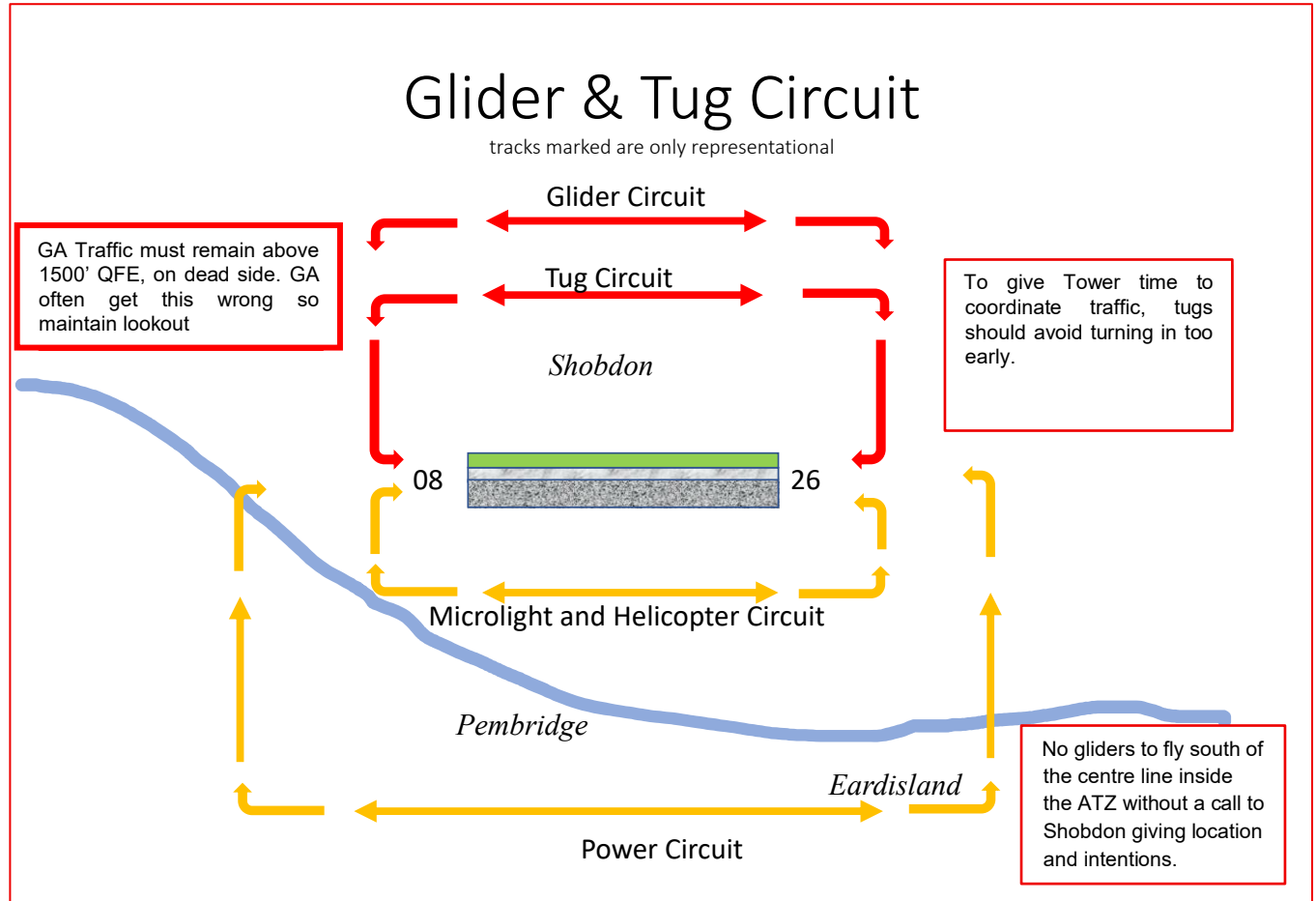
Reporting (further details on BGA website and in club folder)

All accidents in the UK involving gliders, self-launching gliders, microlight gliders, TMGs and tugs which result in fatal or serious injury and/or substantial aircraft damage must be reported to the AAIB

All accident and incidents involving gliders and tugs must be reported to the BGA via the CFI or Safety Officer

Appendix C Airfield Diagrams and Plans

Experience at Shobdon has shown that powered traffic cannot be trusted to remain above 1500' QFE on the dead side (North side/dead side/glider circuit) or to be aware of risk of collision. It is therefore imperative that all gliders and tugs must maintain the very highest levels of lookout in the vicinity of Shobdon.



AIRFIELD LAYOUT

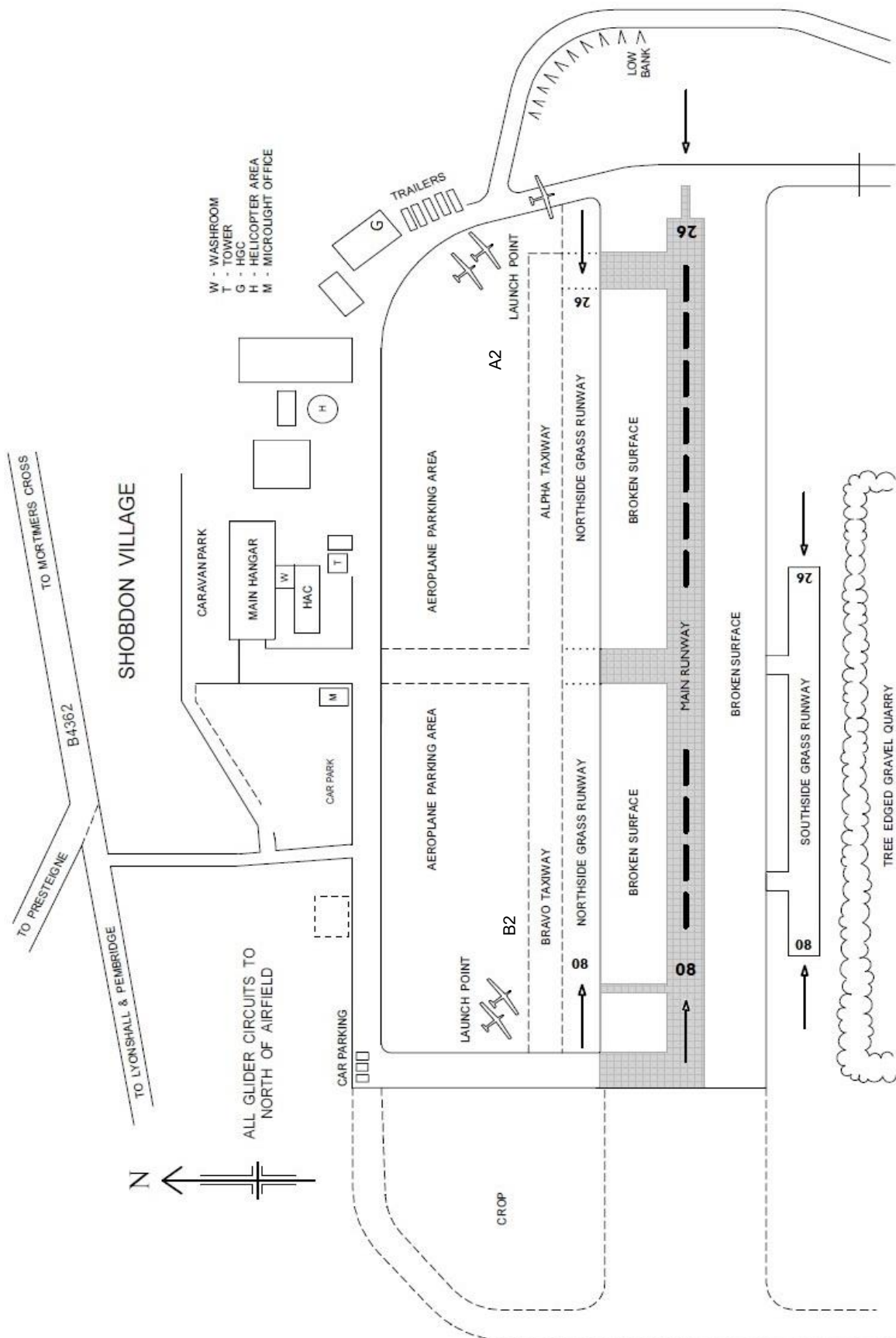


Figure - 2

Appendix D Turbulence

AERONAUTICAL INFORMATION CIRCULAR P 083/2020 refers.

The vast majority of movements at Shobdon are by aircraft that fall into the same wake turbulence category as gliders and tugs (Light) and therefore require no departure or landing separation. However, we are occasionally visited by aircraft of different categories - predominantly military types.

The tables in the AIC show departure separation times for the various categories, reproduced below.

Leading Aircraft	Following Aircraft	Departure Separation (Minutes)	
HEAVY	MEDIUM, SMALL OR LIGHT	Departing from the same position or from a parallel runway separated by less than 760 M (2500 FT)	2
MEDIUM OR SMALL	LIGHT		
HEAVY	MEDIUM, SMALL OR LIGHT	Departing from an intermediate point on the same runway or from an intermediate point of a parallel runway separated by less than 760 M (2500 FT)	3
MEDIUM OR SMALL	LIGHT		

As a guide, the Chinook, Apache and Puma helicopters all fall into the SMALL category and therefore require a separation of at least 2 minutes. For HGC purposes the Turbo Commander, the Skyvan parachute plane, the Osprey tilt-rotor and the Navy Wildcat helicopter are to be considered as SMALL.

The RAF transport aircraft (Atlas A400M, C17) will usually fly a low approach and go around, and as such, when calculating departure and landing separation, the following aircraft (i.e. you) must be considered to be departing from an intermediate point on the same runway. Atlas A400M is HEAVY. You will therefore require a separation of at least 3 minutes.

High performance aircraft (Warbirds etc.) that perform flypasts may not be in the higher wake categories - however, speeds in excess of 200 knots can cause a significant disruption to the surrounding air, and you should therefore consider a delay to departure or landing.

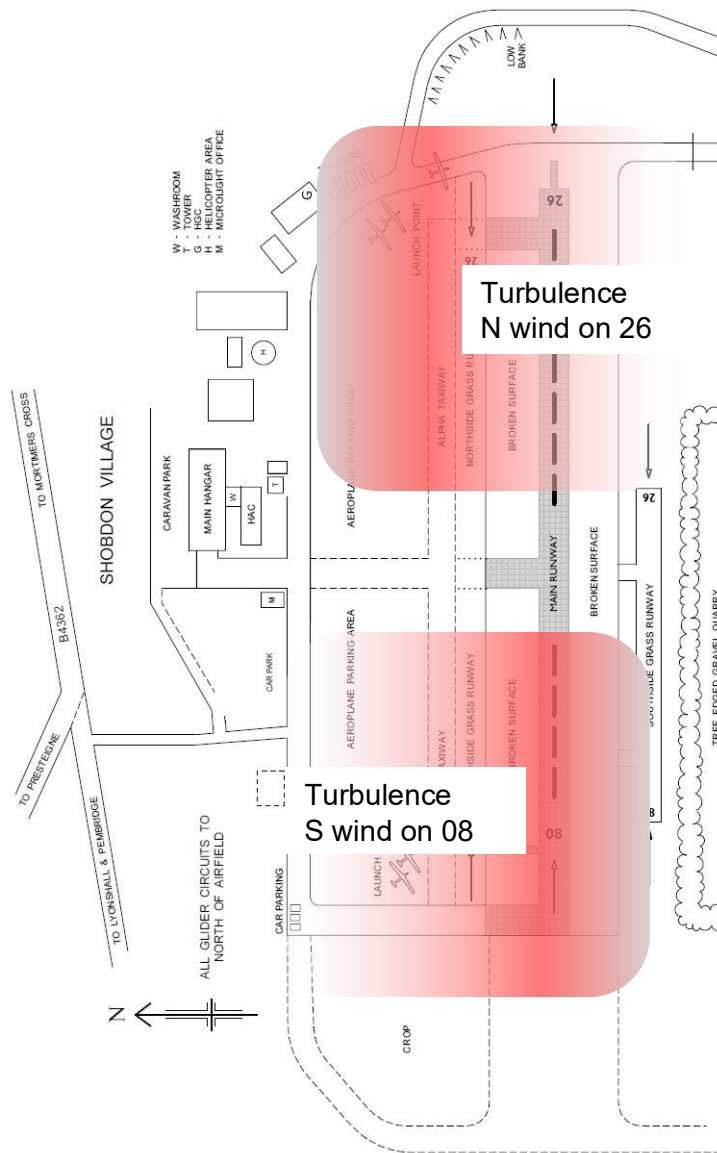
Curl-over can occur whenever the wind is not reasonably straight down the runway in use. Shobdon is a site that can experience significant wind gradient and pilots should take appropriate action to mitigate the risk including not flying if the conditions exceed experience.

Runway 26 – Southerly winds. When operating from runway 26 caution should be exercised during southerly winds as curl-over from the treeline may be significant particularly at the western end of the runway. Most likely to be met just after take-off and during the climb away.

Runway 26 - Northerly winds. Curl-over here can create a significant wind gradient on the latter stages of approach and/or round out.

Runway 08 Southerly winds. Curl-over can cause instability during ground run and initial climb away from the airfield, though to a lesser extent than Runway 26..

Runway 08 Northerly winds. Does not normally result in curl-over.





Appendix E Unlicensed/Student Pilot Solo Authorisation

Name of Pilot

Flight on (date/est. launch time)..... Multiple flights Yes/No (same day only)

You are authorised to fly *EWG, DSJ, FFV, GAT, other.....

*Delete as appropriate

If hazardous wind/weather is

.....
...

Your flight(s) will not exceed a duration ofmins each.

You must remain within direct gliding range of the airfield at all times i.e. you can safely return without the use of a thermal, wave or other type of lift.

You must remain under 10,000 AMSL. You are not permitted to conduct aerobatics or high G manoeuvres.

You must maintain a listening watch on 118.155 MHz (Shobdon). You may dual watch on any gliding frequency (130.105 MHz) or in an emergency on 121.5 MHz.

You must comply with BGA/CAA/Club/Shobdon Aerodrome rules, regulations and recommended practice including published NOTAMs and Duty Instructors brief.

In addition, you may/may not

.....

Signature Pilot

Signature Instructor

This form must be completed on the same day and prior to flight.

Authorisation can only be granted by a FI(S). This form must be retained in the authorised flight folder for 12 months. The FIS) is not required to make an entry in the student pilots log book but may do so if appropriate pre or post flight.

Appendix F Retrieve Vehicle Training

Retrieve Vehicle Training

This guide covers the training requirements and sign-off for members operating the club retrieve buggy vehicles as specified in HGC Standard Operating Procedures chapter 9 Section 17.

Vehicle Master

Vehicle Master is overall responsible for retrieve vehicle maintenance and training.

Designated Trainers

All members on the current Duty Pilot rota.

General

No person is permitted to drive any of the HGC vehicles unless they:

Are a member of the club

Are at least 14 years old

Have successfully completed the retrieve vehicle training syllabus and satisfied a designated trainer that they are safe and competent to use the vehicle for all aspects of retrieving landed gliders on the airfield including radio procedures.

Training Syllabus

- Start of Day / Vehicle Daily Inspection
- Radio Procedures and Lookout, see annex A
- Airfield layout and familiarisation, see annex C
- Driving and Retrieval
- End of Day

Start of Day / Vehicle Daily Inspection

Remove charging leads and lay cables and plugs carefully to side of workshop to avoid them being run over or cause other hazard.

Change battery compartment switch from 'Charge' to 'Run' as appropriate

Check battery fluid levels and replenish as needed with ionised water from store cupboard

Check tyres are adequately inflated

Retrieve handheld radios ('Rover 1' or 'Rover 2') from charging cradles

Conduct Radio Check with airfield tower – see Radio Procedures section

Driving and Retrieval

General:

Familiarisation with all vehicle controls

Operation of brake lock

Check forward / reverse switch before starting

Use of perimeter track as far as possible when not towing

Give way to aircraft on the ground

Treat vehicles with due consideration – drive at a safe speed

Drive slowly over rough or raised surfaces

Switch off when not in use to conserve battery life

Glider retrieval:

High Visibility clothing needed when retrieving

Get the correct tail dolly for the glider to be retrieved, and place in rear stowage area

Drive along perimeter track until opposite the landed glider. When clear to cross grass areas and after appropriate radio calls cross taxiway and runway(s) at right angles to arrive at the glider. Park the buggy facing the direction in which it will cross the runway, close enough to attach the rope but clear of the wingspan

Help the pilot attach the tail dolly and tow rope to the glider and position it to cross the runway
When clear to cross and after appropriate radio calls cross runway(s) at right angles and return to launch point along the taxiway or parking areas
Ensure communication with wing-tip holder and continue to keep a good lookout for hazards including airfield markers
Drive at a comfortable walking pace

End of the Day

Return the buggies to the workshop
Prop open the cover to the battery compartment with the wooden props
Change battery compartment switch from 'Run' to 'Charge' as appropriate
Attach the charger plugs and ensure the batteries chargers are powered on
Return the handheld radios to their charging cradles and ensure the charge indicator light on the charger is illuminated

Evidence of Training and competence

Once training is complete the designated trainer should annotate the pilot log book or in cases where they do not hold a log book the club temporary log book stating that this person is authorised to use retrieve vehicles as per HGC SOPs.

Appendix G Abbreviations

AFIS	Aerodrome Flight Information Service
AGCS	Air Ground Communication Service
AMP	Airworthiness Maintenance Procedure
ANO	Air Navigation Order
ARC	Airworthiness Review Certificate
ATZ	Aerodrome Traffic Zone
BGA	British Gliding Association
BGA MGIR	British Gliding Association Motor Glider Instructor Rating
BI	Basic Instructor
CAA	Civil Aviation Authority
CAO	Combined Airworthiness Organisation
CFI	Chief Flying Instructor
CofG	Centre of Gravity
CTA	Control Area
DCFI	Deputy Chief Flying Instructor
DI	Duty Instructor
DV panel	Direct vision panel – opening window on side of canopy
EASA	European Union Aviation Safety Agency
FISO	Flight Information Service Officer
FI(S)	Flight Instructor (Sailplane)
FLARM	Flight Alarm
GA	General Aviation
GPL	Glider Pilot's Licence
HASSELL	Height, Airframe, Straps, Security, Engine, Lookout, Location
IFP	Introductory Flight Pilot
NOTAM	Notice to Airmen (ICAO definition 2024)
NPPL	National Private Pilot's Licence
PIC	Pilot In Command (commonly called P1)
PPR	Prior Permission Required
QFE	'Q' code – height above airfield
QNH	'Q' code – Barometric setting above mean sea level
RAF	Royal Air Force
RTS	Release to Service
SFCL	Sailplane Flight Crew Licence
SLMG	Self-Launching Motor Glider
SOP	Standard Operating Procedures
SPL	Sailplane Pilot's Licence
TMG	Touring Motor Glider
WWULF	Wind, Water, Undercarriage, Loose Items, Flaps
XC	Cross Country

End of HGC Standard Operating Procedures