HOW WE DO THINGS

Operational Matters

glidingmatamata.co.nz

Piako Gliding Club

September 2025

CONTENTS

LIST OF ABBREVIATIONS USED

AA	Auckland
ADS-B	Automatic Dependent Surveillance-Broadcast
AGL	Above ground level
AIP	Aeronautical Information Publication
AMSL	Above sea level
ATS	Air Traffic Services
AWIB	Aerodrome and weather information broadcast
BFR	Biennial Flight Review
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
CH	Christchurch
CTA	Control Area
CTR	Control Zone
DI	Daily Inspection
ELT	Emergency Locator Transmitter
EPIRB	Emergency Position Indicating Radio Beacon
FRTO	Flight Radio Telephone Operator
GNZ	Gliding New Zealand
HN	Hamilton
MA	Matamata Airfield
MBZ	Mandatory Broadcast Zone
MOAP	Manual of Approved Procedures *Published by Gliding New Zealand*
PGC	Piako Gliding Club
PIC	Pilot in Command
QNH	Atmospheric pressure reduced to sea level
RO	Rotorua
TG	Tauranga
TMA	Terminal Control Area
TWR	Airfield Control Tower
VNC	Visual Navigation Chart
VNE	Velocity never exceed

CURRENT VERSION

This edition is published in September 2025

HWDT Standard Operating Procedures will be reviewed annually by the Instructors Panel, CFI and the Committee, prior to the Start of Season Briefing. It may also be updated at any time that changes or corrections are needed, and these updates will generally result in a new edition being published. New printed editions entirely replace the previous version.

Updates will be notified to members through the AGM, the SOSB and at any other time through the Club website and newsletter. The latest edition of HWDT is posted on the Club website.

All members should make sure that their copy of HWDT is the current up to date version.

UPDATE RECORD

Dec 2010	First New Edition incorporating overall review all sections
Mar 2012	Section 3.12 added - Flying on Non-Rostered Club Days
Dec 2014	Section 8.11 Insurance provisions amended to increase the excess payable by PIC.
Sep 2015	Section 2.2 Aircraft documentation amended Section 3.7 MA Airfield Ops change to circuit rules. MA MBZ frequency update. Section 6 Winching Update New Section on Raglan Ops New Section on West Coast Flying Minor Corrections of the whole document New Appendix 4, Checklist for Away Camps
Mar 2016	Section 4.12 added – Use of Gliders in Competitions

Sep 2017	General update as SOP.
	3.8 Owner/Operator glider maintenance
	3.13 Model Aircraft amended
	4.4 Flying Ops Record Keeping updated
	5.7 Cross Country/Ridge Ops updated
	7.0 Frequencies and procedures updated, use of transponders.
Sep 2018	General correction of the terms “altitude” and “height”.
	10.11 The term “glider” replaced with “aircraft” so as to include Club tow aeroplanes as well as gliders.
Sep 2019	3.3 Visiting pilots to sign a “read and understood” form.
	6.1 Updated ref’ to winch drivers training for current MOAP
April 2020	4.1 Change to launch point setup at NZMA Rwy 10
Oct 2022	Section 8 & 9 Raglan and West Coast Flying Deleted
	5.7 Compulsory tracking for all x/c flights
	6 Updated winch ops
	6.10 New section on groups
Sep 2025	Document reformatted and minor corrections throughout
	2.3 Ground handling updated
	3.15 Flying on non-club days update
	6 Update Winch Procedures
	7 Communications minor updates
	8.11 Defibrillator added
	9.5 Airfield is smoke free area – MPDC Policy
	11 Current Airfield MOU added

1. INTRODUCTION

1.1. WHY HAVE STANDARD OPERATING PROCEDURES?

The purpose is to set in place flying and operational rules that the PGC sets over and above other rules. They can be more restrictive than the MOAP or CAA rules. In relation to the Incorporated Society Rules for the Piako Gliding Club, the provisions contained here are deemed to be bylaws.

It is the responsibility of each member to read this SOP as well as the GNZ Manual of Approved Procedures (MOAP) including the latest amendments and GNZ Advisor Circulars. Copies of all these documents are available on the GNZ website – **www.gliding.co.nz**. CAA rules and Advisory Circulars are available at **www.caa.govt.nz**

1.2. WHAT ARE YOUR RESPONSIBILITIES?

Each member of the Club is responsible for ensuring that safe flying and ground practices take place. If you have concerns about club operations or safety, raise them with the Chief Flying Instructor (CFI) or the Duty Instructor - don't wait for an accident. If you have concerns about safety aspects on the airfield, tell the daily Duty Instructor, the CFI or one of the Club officers.

Each Club member who is Pilot in Command (PIC) of a glider is responsible for the safety of themselves and any passengers and the safe operations of the glider in accordance with CAA rules, the GNZ MOAP and the Club Rules.

All pilots must ensure they do not fly a glider PIC without a current BFR, medical or GNZ membership.

1.3. WHAT'S WRONG WITH OR MISSING FROM THESE STANDARD OPERATING PROCEDURES?

This booklet is to help you and future members know and understand the Club operating procedures. If you think there are mistakes or things left out that should be covered, please advise the CFI or one of the Instructors. That way the SOP can be kept up-to-date and accurate.

2. GLIDER OPERATIONS - GROUND HANDLING

2.1. DAILY INSPECTION (DI)

A Daily Inspection (DI) must be carried out and signed off by a qualified person on each glider before it is flown. Refer to GNZ AC3-01 for more information on Dis. Each individual pilot is responsible for ensuring that the glider they are about to fly has been DI'd, is airworthy and has the current Certificate of Airworthiness, current Annual and Supplementary Inspections.

2.2. IN AND OUT OF HANGARS

Considerable damage can occur to gliders when moving them in and out of the hangars. **Please be careful!**

When moving the gliders, make sure that:

- there is **at least** one person holding each wing tip and one person at the tail
- all those helping know what is expected of them
- the glider is not moved too fast
- there are no obstacles in the way as you move the glider
- when outside the hangar, that it is clear of other gliders and obstacles
- when you leave a glider unattended, that it is not in the way of other airfield users

If wings or other components must be temporarily laid on the hangar floor or ground, this should first be carefully cleared. Small objects may dent fiberglass. Place something for protection under the wing edge if required.

DO NOT JUMP OR STEP OVER THE WINGS as you may trip and possibly damage yourself or the glider.

Ensure you close and lock the canopy before you move the glider, or when you leave the glider unattended and when you hangar it at the end of the day.

Do not put the glider away wet - wipe it dry once in the hangar.

2.3. MOVING AND HANDLING

The light structure of a glider is easily damaged by the wrong method of pushing and lifting.

A GLIDER MUST NEVER BE LIFTED BY ANY PART OF THE TAIL PLANE. If a glider must be lifted, then make sure a qualified engineer has authorized the correct places to lift and support the glider.

A glider should never be pushed or pulled by the wingtips to move it, only use the wing tips to steer.

All aircraft (gliders or tow plane) should not be pushed on any trailing edge or control surface. When moving a glider forward by hand it should be pulled, taking the strain at the fuselage, or by using the seat belts, or pushed by the wing root.

A glider should not be moved with the canopy open and should not be left unattended with the canopy open.

Use the correct tow-out gear - wing wheel, tail dolly and tow bar - for PK and XP. Do not reverse a vehicle close to the tail of the glider, stop the vehicle at a safe distance and pull the glider to the vehicle.

When ground handling an aircraft in cross winds, the **upwind wing tip** must always be securely held by a person walking the wing. A wing wheel should not be used on the Puchacz EO. A wing wheel may be used on SN and NI but should not be used in strong wind conditions.

Take care not to drop the tail wheel/skid heavily on the ground.

2.4. TURNING

A glider must not be turned on the ground unless the tail is raised and both wing tips are clear of the ground.

Care must be taken that the nose wheel does not catch on the ground and is damaged in turning. A glider must not be turned on soft ground if the main wheel embeds itself it must be lifted bodily or rocked free with the tail lifted.

2.5. PARKING

When parked in the open, a glider must be turned out of wind, and the windward (i.e. into-wind or up-wind) wing tip lowered and securely picketed. Canopy must be closed and locked.

A GLIDER MUST NEVER BE TURNED INTO WIND UNLESS THE COCKPIT IS OCCUPIED OR THE WING HELD DOWN. It does not require a very strong wind to blow an empty glider over. A watch must

be kept for changes in wind directions, and parked gliders re-positioned if necessary. If necessary, a picket should also be used to secure the nose and/or tail.

A glider should never be left unattended on the airfield unless it has been tied down with pickets. Makeshift weights liable to damage the wing should not be used. Parachutes must not be used as weights.

When parking a glider where aeroplanes and motor gliders are likely to taxi or run up engines, precautions must be taken against the glider being lifted in their slipstream.

2.6. Picketing Over Night

If the gliders need to be picketed outside overnight:

- wings should be picketed level
- elevator secured by control stick secured in furthest back position by seat belts (to secure controls from flapping)
- tail picketed
- nose picketed if possible
- remove batteries, weights, parachutes, all paperwork associated with the glider, and any other moveable items store indoors
- make sure windows and canopy are securely closed
- all control surfaces should be secured

2.7. Ground Towing By Car

Activate hazard lights and headlights whenever towing (or otherwise using your car) on the airfield

The tow rope length should always be at least half a wingspan of the glider being towed. This provides sufficient distance for the glider not to override the car and in an emergency.

PLEASE DRIVE SLOWLY – walking pace only, the wing walker should not have to run. When towing DO NOT BRAKE SUDDENLY AND KEEP AN ALERT WATCH ON THE GLIDER AND WING WALKER.

Switch off car radio and open the car windows so that a call from the wing walker can be heard.

The tow car driver is responsible for:

- Towing as close along the edge of the airfield as practicable. Be especially careful not to tow too close to the fence when the wing closest to the fence line is not being held; and,
- Checking no aircraft are in the circuit or preparing for take-off before crossing the runway; and,
- keeping a watch at all times on other aircraft movements, and if in doubt, stop immediately.

The wing walker is responsible for:

- **being in control** of moving the glider and **issuing instructions** to the tow car driver. Use hand signals as per a launch - i.e. take up slack, all out, and stop; and,
- keeping a look out for other activities on the field - particularly if they are in the way of the glider tow; and,
- indicating when the driver should stop by shouting to attract their attention, raising your hand above your head and/or lowering the wing to near the ground; and,
- ensuring the glider is securely picketed when it reaches the launch point or hangar area.

2.8. RIGGING AND HANDLING AIRCRAFT

The correct rigging and de-rigging procedure is set out in the glider flight manual. If you have any doubt about the procedure, read the manual before commencing.

No attempt should be made to rig any aircraft until a full crew is present.

A wing should never be laid straight on the ground. It should be gently edged forward as it is placed down, to flatten any vertical twigs, plants etc. to prevent damage. It should never be necessary to use force on fittings or fixtures when rigging or de-rigging. Where applicable use light grease lubricant for pins – clean pin and apply sparingly.

After rigging a **duplicate control check** must be carried out.

- all controls checked for full and free movement in the correct sense, correct security and safety locking.
- all control surfaces must be given a positive load test by having someone move the cockpit controls while a second

person holds the appropriate control surface to establish control circuit integrity
- all component attachment points checked for correct assembly, security and safety locking
- check that all panel covers have been replaced.

3. GLIDER OPERATIONS - FLYING MATTERS

3.1. Standard Operating Procedures

All our Club flying operations are conducted in accordance with the Gliding NZ Manual of Approved Procedures (MOAP) and relevant CAA Rules. None of our rules are less stringent than any of the flying rules set by CAA or GNZ. **Each pilot is responsible for reading and being familiar with the Gliding NZ MOAP.** The MOAP is regularly updated and all glider pilots should keep up with the latest revision of the rules as a currency requirement.

Every glider pilot must be familiar with the Club rules in this section before they are cleared for independent and/or cross-country flying.

3.2. Qualifications and Currency to Fly

Only financial members of the Piako Gliding Club, members of other GNZ affiliated clubs or ATC cadets affiliated to GNZ are permitted to fly as Pilot in Command (PIC) in Club aircraft.

All pilots are required to have their logbook plus their current medical certificate and BFR form available to show the Duty Instructor before being authorized to fly solo in Club or private gliders. In accordance with the MOAP, any B Cat Instructor can complete your BFR. Instructor competency reviews must be done by the CFI or A Cat Instructor.

All pilots are responsible for their own currency. Refer to GNZ AC 1-02 for general currency requirements of pilots and instructors.

In addition to the requirements of AC 1-02, any glider pilot who has not flown in the previous **30 days** must have a check flight with the Duty Instructor before flying solo in a Club glider.

Currency requirements for private owners flying their own gliders during operations under the control of the Club are a maximum time between flights of 90 days. All Club pilots should have a check flight with the duty instructor if they have not flown in the previous 90 days or earlier if they consider they require a currency check.

No club member under the age of 16 yrs. may act as PIC (solo flight) of a Club glider unless an exceptional approval has been issued by the CFI.

Approval for a club member between the ages of 14 and 16 to act as PIC will only be granted for students that display exceptional flying ability and judgement. Approval is to be through the CFI and endorsed by the Instructors Panel and noted in Instructor Panel meeting minutes.

All pilots must be suitably qualified for the type of flight they are planning to undertake. All **non-XCP pilots** are to be under direct supervision of an A, B or specifically authorized C Cat instructor. This means that the instructor is present at the airfield of take-off, conducts a pre-flight briefing including guidance on the areas through which the flight is to be conducted, and monitors the progress of the flight (either from the ground or from another aircraft).

The Club has specific minimum requirements for pilots converting to the Discus b GXP:

- XCP Pilot rating; and,
- Minimum 30 hours PIC; an,;
- Minimum 30 flights PIC, 5 of which have been flown in the previous 30 days.

Minimum experience before planned cross-country soaring in XP:

- Silver badge; and,
- 3 spot landings - precision short field practice - on type, at the airfield to an instructor's satisfaction; and,
- Basic understanding of S100 flight computer operation; and,
- Be familiar with the Discus b rig and de-rig section of the flight manual, familiar with XP's trailer and fittings and have experience of retrieving and rigging similar glider types.

Minimum experience before flying XP with water ballast:

- 10 flights on type; and,
- Supervision of water loading and briefing by an instructor before first water ballasted flight.

Check with the Duty Instructor if you are not sure whether you are cleared to fly in certain areas/ circumstances. (Passenger ratings, ridge ratings, cross-country etc.)

Flying privileges may be immediately withdrawn by the Duty Instructor of the day or by the CFI from any pilot operating under the Club's

authority for flying misdemeanours, unauthorized flight or inappropriate ground behaviour.

3.3. VISITING PILOTS

Visiting pilots operating under Piako Gliding Club authority, when flying Club aircraft and privately owned gliders, shall do so in accordance with and be subject to our Club rules.

All visiting pilots must have a check flight with the Duty Instructor, have a current BFR, medical declaration (both to be sighted) and be approved before flying as PIC in Club aircraft. All visiting pilots must be made aware of the Club's insurance cover and their responsibility for the excess liability in the event of any damage to Club aircraft or equipment, (currently $5,000. See also Section 10.11 for further information). There is a "Visiting Pilots" form in the caravan folder and this is to be filled in the pilot and signed by both the visiting pilot and the duty instructor.

Overseas pilots must join GNZ as international temporary members or be a member of a GNZ affiliate Club before flying as PIC in Club gliders. **Refer to the "visiting pilots" policy** and registration form which is in the documents folder in the caravan and on the Club website.

3.4. OTHER CLUB VISITS

Other Club pilots should be provided with our copy of "Visitor Pilot Guide", this one-page information is in the documents folder in the caravan and on the Club website. This is to ensure that they are aware on our MBZ rules, are aware of our circuit requirements including rules about thermalling in the circuit area, parachute ops, model ops, MOU and winching rules. Visiting club pilots breaking our rules reflect badly on our operations with other Airfield users and it is important that they understand our SOPs. An Incident Report (OPS10 form) is to be completed for any breech of our airfield rules.

3.5. DUTY INSTRUCTOR AND DUTY PILOT

The **Duty Instructor** is in charge of all glider flying operations on the day and is responsible for the safety and efficiency of the launches. The Duty Instructor is responsible for deciding on the runway vector to use and to change vectors if there is a change in wind directions

and responsible for ensuring the gliders, arrow and launch vehicles are re-located.

Before beginning flying each day, the Duty Instructor should brief the Duty Pilot to organize ground operations and ensure the daily flight records are entered into the laptop or paper timesheets are kept. The Duty Pilot is responsible to the Duty Instructor. The responsibilities of the Duty Pilot are set out in Section 4.6.

Any Club operations involving training or trial flights require a B Cat Duty Instructor to be present before commencement. He/she must remain at the airfield until all aircraft and pilots have returned to the launch site, or are accounted for, at the end of the day's flying, this includes extended cross-country flights in Club and private gliders.

3.6. General Safety and Maintenance Checks

The **release mechanisms** on both the tug and glider must be tested prior to the first flight of each day.

While the Maintenance Officer is responsible for checking equipment is maintained in a safe condition, all pilots are responsible for bringing to the attention of the Maintenance Officer or the Duty Instructor of the day, any concerns, or damaged equipment.

3.7. Glider Defects

All pilots must report any defects, discovered during the DI or during a flight, to the Duty Instructor before the glider is flown again. All defects must be recorded with an entry in the appropriate section of the DI book and tell the Duty Instructor and Maintenance Officer so that it can be fixed as rapidly as possible.

Following all heavy landings, wheel up, ground loops or abnormal flight loads, the glider is to be grounded until an engineer has inspected the glider and completed a Tech 22, section 6. Also report on OPs 10 form and note in the DI book.

3.8. Owner/Operator responsibility for glider maintenance

All pilots should refer to AC 2-15 as it shows our responsibilities as a club for maintenance and keeping up with ADs on our fleet. Much of this is done by our club maintenance officer, but we all need to be alert to making sure that the club meets its requirements. Almost all

the work on our fleet is done by glider engineers, but there is a limited amount of work that an **XCP** pilot can also do. You must not do any work on your own or a club glider without referring to AC 2-15. All work must be noted in the DI book with what has been done.

3.9. OPERATIONS AT MATAMATA AIRFIELD

Matamata airfield is the home base of PGC and as such we share the airfield with other airfield users. All pilots must be aware that the air traffic around the airfield can be very busy with a variety of light aircraft, micro light aircraft, parachute operations and model aircraft flying. A ***Memorandum of Understanding (MOU)*** has been signed between the main airfield users. See ***Section 11.*** Our Club operating procedures have been agreed with the other users within this memorandum.

It is the responsibility of the Duty Instructor to liaise with other operators and ensure that there is no conflict in terms of flying or ground handling safety between gliding and other users. Therefore, raise any safety concerns you may have with the Duty Instructor.

When moving around the airfield on the ground, keep an eye out for any potential danger. Don't assume the other person/ pilot has seen you. Don't get in the way of other aircraft landing, taking off and taxying.

It is very important to maintain a good lookout and radio listening watch when near the airfield.

Refer to AIP Aerodrome Charts - Matamata (NZMA) for airfield operational information.

Airfield elevation is 182ft.

Circuits for runway 10/28 are always on the south-western side of the airfield (i.e. right hand for 10 and left hand for 28). Circuits for runway 04 – 22 are always on the north-western side of the airfield (i.e. right hand for 22 and left hand for 04).

Remember that power aircraft may fly a wider circuit than gliders. When joining, always follow the correct circuit circulation pattern around the airfield and within the circuit area all turns must be in the circuit direction. Do not fly in the wrong direction along the downwind leg to position your glider to join the circuit. Once committed to the circuit, DON'T CHANGE YOUR MIND.

Thermalling in the circuit area below 1500' AMSL is prohibited, except when a visual check and a radio enquiry have been made to ensure there are no other aircraft in the vicinity. On hearing a radio call of an aircraft's intention to land, seeing an aircraft in the circuit, hearing a parachute drop call or hearing a take-off call from Matamata, the glider will immediately vacate the circuit or land.

The minimum altitude for joining the circuit under normal conditions or thermalling in the circuit is 1000 feet AMSL (800 feet AGL).

3.10. MANDATORY BROADCAST ZONE (MBZ) FREQ 122.25

3NM radius around the airfield centre, from surface to 4,500ft. Within the MBZ call "***Matamata traffic***" every **15 minutes** giving a position report and intentions. Call and advise Matamata traffic when leaving and before entering the MBZ. While inside the MBZ remain on 122.25 and keep a listening watch for parachute drops and other traffic. ***(Also refer to section 7 - Communications)***

3.11. COMMON FREQUENCY ZONES, (CFZS)

There are now 4 CFZs in the areas we fly in:

- Morrinsville CFZ, freq. 123.25 MHz,
- Harbour CFZ, freq. 123.65 MHz,
- Peninsula CFZ, freq. 124. 5 MHz,
- Blacksands CFZ, freq. 123.75 MHz

While it is not mandatory to be on the CFZ frequency continuously, it is good airmanship to announce your entry and exit from the CFZ and periodically monitor the appropriate frequency, particularly in high traffic pinch points, like the Waihi Gap and within 10NM of airfields within the CFZ. The CFZs are not for glider to glider chatter – that is still to be conducted on 133.550MHz.

Because the airspace in the Waikato Valley has become a lot more complex, it is mandatory to carry a current version of VNCs in the Glider. VNCs are updated every year in November.

3.12. PARACHUTING

There are extensive parachuting operations at Matamata. Drop heights vary between 3,000ft and 10,000ft. During parachuting operations avoid flying directly overhead the airfield. Jump aircraft will give "3 minutes to drop", and "1 min to drop" calls stating the drop

sector, number of jumpers and height. Drop sectors are shown on a map posted on the caravan and clubhouse notice boards. The "Overhead" sector is 0.5NM diameter on centre of airfield.

DO NOT GO FLYING UNLESS YOU KNOW WHICH SECTOR IS BEING USED BY THE PARACHUTISTS AS A DROP ZONE. Keep a listening watch out for parachute drop calls. Refer to Section 12.

Gliders must vacate the parachute drop sector as soon as a "3 min to drop" call is given. If you cannot vacate immediately then reply to the jump call and advise your position and intentions.

Gliders in the landing circuit or at joining height should continue with a normal circuit pattern.

3.13. MODEL AIRCRAFT

In most of NZ, model airplanes are restricted to a height of 400 ft AGL and should not operate in the vicinity of an aerodrome. The modellers have permission from the airfield users' group, Council and CAA to operate at Matamata up to 900 ft AGL, or 1,100 feet AMSL.

For special events, the model flying ceiling may be raised to 1,400 feet. This should happen only a few times per year and should be notified in NOTAM or AIP supplement.

Modellers normally operate at the northern end of Runway 04/22, flying to the southeast of the runway. As a courtesy, we should minimise vehicle and aircraft traffic on the small area of short grass that modelers maintain as a runway for their operations.

The modelling club monitors the MBZ frequency and if you urgently need to use runway 04/22 - e.g. getting low returning from the ridge - you can call and ask them to get out of the way. They will not answer your radio call, but hopefully they will comply with your request.

If you observe models flying above 1,100 feet tell someone at the modellers' launch site and also send a note to the CFI so we can bring it up at the airfield users' group. Any near miss or other incident should be reported through our normal procedures.

3.14. OPERATIONS AT OTHER AIRFIELDS

The Club arranges away "Camps" at other airfields from time to time, usually over the summer period. Operations from these airfields shall

be carried out in accordance with these rules with appropriate changes to suit local conditions and local aviation rules.

The CFI and Club Committee shall approve all such away operations and the CFI shall be responsible for publishing specific operational advice to apply at the site.

A Duty Instructor of at least B Cat rating shall be nominated to be responsible for operations on each day and his/her authority shall be the same as if the operations were at home.

If you fly at other sites, make sure you have been fully briefed on circuit procedures and surrounding area soaring conditions and out landing options.

3.15. FLYING ON NON-ROSTERED CLUB DAYS

Flying at Matamata by Club members on mid-week days, that are not regular scheduled flying days, is permitted provided the following conditions are in place. These days are usually arranged to take advantage of cross-country soaring conditions, and it is anticipated that pilots will be flying away from the local area on planned tasks. It is therefore important that a **Coordinator** is responsible for all flying operations and is aware of who is flying and what their task intentions are.

The day should be planned with prior approval from the CFI or appointed deputy before the days flying commences.

Every pilot engaging in flying operations on these days is required to advise the **Coordinator** of their intentions and expected return time. The **Coordinator** is responsible for advising the CFI of everyone's intentions and return of all gliders at the end of the day.

A flying time sheet is to be kept, or a new flight record day is entered in the laptop computer, recording the day's activity and all cross-country flight intentions are noted on the timesheet, or computer entry, by each pilot before they take-off. Only XCP pilots are to undertake cross-country flights on these days. Student pilots (non-XCP) can only be approved for flying on non-rostered club days in singles or twins under direct supervision of a B Cat instructor.

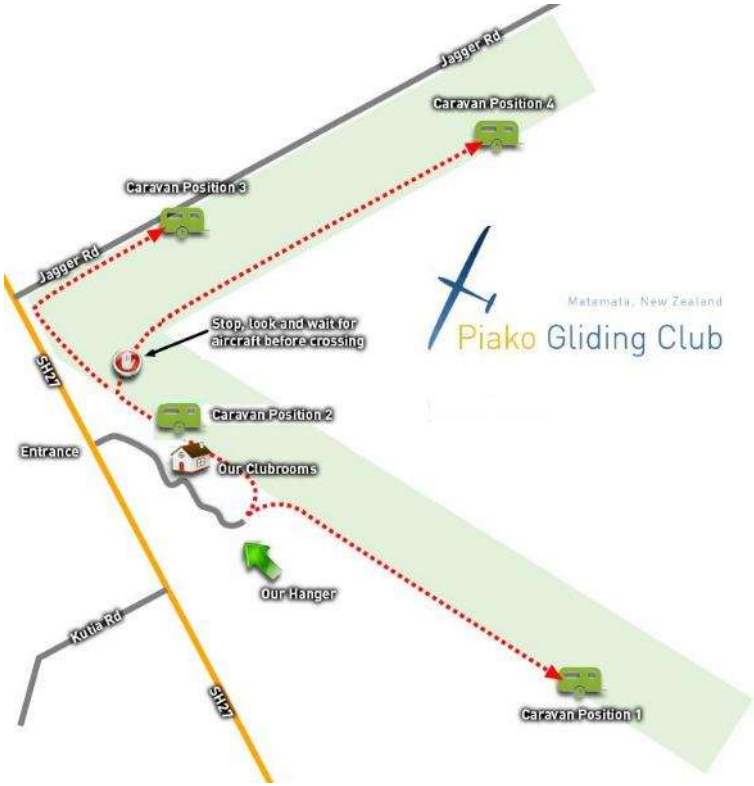
All pilots are responsible for paying for tows/winch launches and any other Club expense on the day. The **Coordinator** shall ensure all launches are paid for and the flying sheet closed at the end of the day.

4. DAILY GLIDING OPERATIONS

4.1. GENERAL LAYOUT REQUIREMENTS

Glider operations may be signalled, to other air traffic, by placing a large **white arrow** on the ground adjacent to the take-off area and not less than 60 metres from the runway threshold and pointing in the direction of the vector in use.

Caravan launch point positioning and access routes at Matamata Airfield are shown on the diagram below.



The caravan is to be taken to the launch site each flying day. It identifies the position from which gliders will be aero towed. RWY 28 launch point is positioned approximately 50m from the windsock towards the runway threshold. RWY 10 launch point is in front of the NW corner of the clubhouse and positioned so that access to the

aircraft parking area against the clubhouse fence line is not obstructed.

The **caravan** shall be set up so that observers inside can see the launch point as well as approaching and departing aircraft on the active runway.

4.2. PARKING

Park all cars on the down-wind side of the launch point. All cars and trailers must be parked as far to the edge of the runway as possible and only one car in depth.

Only the tow plane may park on the up-wind side of the launch point.

Any vehicle on the airfield must have its **hazards lights** on when it is moving. Any vehicle in the likely take-off or landing path of an aircraft **must stop** until the aircraft has taken off or landed safely. During the busy part of the day, all car movements should be around the boundaries of the runway and not across it.

4.3. VISITORS TO THE AIRFIELD

There are two signs that visitors should read when arriving at the airfield. One at the boundary between hangars and camping ground and the other on the outside of the MSC clubhouse. Together these signs outline how a visitor should proceed by car or foot to the glider launch sites. If you have invited someone - suggest they look at both signs before proceeding. Some visitors will be unaware of safety aspects of the field - everyone is responsible for keeping an eye on them and alerting them to potential dangers if appropriate (e.g. don't walk across field if a plane is on final approach to land).

4.4. FLYING OPERATIONS RECORD KEEPING

All flying activity is to be recorded on the Club's laptop computer using the "Daily Operations" spreadsheet. This information is used for:

- keeping track of charges and payments for flying activities
- recording usage of club gliders for maintenance records
- compiling mandatory statistics for GNZ

All flying activities must be recorded, even if there are no financial charges (e.g. self-launch by private glider).

Record the following information for each flight:

- Names of pilot(s)
    - Note if any pilot is <26 yrs old
- Type of launch
    - Tow plane with height of aerotow
    - Winch
    - Self-Launch
- Take-off & Landing Times
- Basis of payment (e.g. launch only, launch & glider, trial flight, etc.)
- Total charges
- Payment method

There are paper forms in the Caravan for recording flight activities to be used only if the computer is unavailable or not functioning.

The Duty Pilot normally keeps records of flying operations for the day. However, it is the responsibility of all pilots to ensure that their flight is accurately recorded, especially if there is no Duty pilot.

At the end of the day, collect all EFTPOS dockets, cash and tow pilot's chit in a dated envelope and place in the designated secure area in the clubhouse (ask the duty instructor where this is). If there is any unusual activity (e.g. someone neglected to pay) then please make a note on the envelope and send an email to the Treasurer.

4.5. Flying Charges and Glider Hire Rates

Charges for aerotow and winch launches and for glider hire are set by the Club Committee and reviewed from time to time to reflect operating costs. The current charges are published on the Club website and noted on the daily timesheets and timekeeping laptop.

Charges for Trial Flights are fixed for certain heights of launch and include the cost of the glider time as well Club overheads. The Trial Flight fee includes a temporary membership which entitles the holder to the next four glider flights at Club member rates.

Friends and family of Club members are eligible for passenger flights at Club member launch and glider hire rates.

Flying members of a GNZ affiliated Club, ATC cadets and overseas flying members of their own Country's gliding body are eligible to fly

Club gliders, either dual or, if authorised, as PIC at Club member launch and glider hire rates.

For double tows the tow rate for each glider is charged at 75% of normal tow rate.

4.6. Duty Pilot's Role

The duty pilot's role is a critical one for the efficient administration of the club's daily operations. The duty pilot roster is produced on the website. If you can't do that duty, please arrange to swap with someone else. Please note that it is a condition of membership to act as duty pilot unless you are a tug pilot or instructor. **The Duty Pilot is responsible to the Duty Instructor.**

Specific tasks of the duty pilot are as follows:

Before Flying

- Arrive early and open the hangar.
- Arrange, with other helpers, to get the caravan, tow plane and gliders out.
- Place glider covers in their correct bins.
- DI, and put batteries into gliders.
- Make sure caravan has the laptop computer, time sheets, EFTPOS machine, ballast weights, signalling bat, arrow and winching W marker banner.
- Check with the Duty Instructor which runway vector is going to be used.
- Take caravan to the launch point, turn on the radios (122.25 MHz and 133.55 (MHz).
- Layout the glider operations white arrow, and peg it down, if it is to be used.
- Get the gliders to the launch point - and picket them.
- Check with the Duty Instructor if parachuting is to occur and ascertain the jump sector in use and advise all pilots of this prior to their flying. (i.e. write it on the whiteboard).

During Flying

- Organize and maintain the flying list for club gliders under the guidance of the Duty Instructor (Refer also to section 3.5 on launch point organization)

- Organize a launch list for all gliders.
- Record all flights on the laptop (or on paper time sheets if necessary) and collect flying money.
- Talk to new members and visitors, introduce them to club members, and show a friendly face to visitors.
- Ensure wing runners are available for launches and make sure they use the white bat to signal the tow plane.
- Make sure help is given to other pilots to promptly clear their aircraft from the runway after landing, particularly if winching is in operation and the effective runway available is half the normal width.
- Make sure car owners park their cars well back from flying operations, close to the fence and between caravan and airfield threshold for RWY 28, or at the clubhouse carpark when RWY 10 is in use.
- Make yourself familiar with the contents of the document case in the caravan.

After Flying

- Retrieve arrow and pegs and stow in its bag the caravan.
- Return ballast weights, signalling bat, arrow, etc., to the caravan.
- Return aircraft, caravan to hangar.
- Wash, clean and vacuum out the glider cockpits.
- Place the covers on gliders
- Put glider batteries on the charger - make sure each charger is switched on.
- Lock hangar.
- Collect any outstanding flying charges.
- Reconcile money received with the timekeeping laptop or timesheets and put in an envelope marked with the date and include the sheet from the tow plane

Sounds a lot? Perhaps, but the key is to DELEGATE. The Duty Pilot does not necessarily do all the work - they ensure that it gets done. The Duty Pilot job also does not stop you from having your turn at flying. When your turn comes around to fly, pass the duty pilot responsibility on to someone else while you are in the air. However, you should not head off on a 5 hour attempt, or a long cross-country

flight on the day you are on duty. If you are planning such an exercise, swap your duty with someone else.

It is important that the Duty Pilot arrives early and stays until after flying has finished to tally up the laptop or timesheet and money. If you cannot do that, arrange a swap or for someone else to share the duty with you.

4.7. Gridding Priorities

The Duty Pilot is responsible for organizing the launch point by prioritizing the placement of gliders on the grid and pilots into Club gliders. However, the Duty Instructor is ultimately responsible for any decisions and must be kept informed at all times. Where the Duty Pilot is unclear on the gridding requirements or there are exceptions being sought, the decision of the Duty Instructor must be sought.

Except for the club two-seaters, all gliders will be gridded on a first come first served basis**.** The whiteboard at the caravan will be used to keep a grid list. On a busy day, the Club two-seaters shall have priority, and every second tow will be available to them.

No more than 3 gliders shall be on the grid at any one time. Launch grid shall be set up with the first glider in a position in line with the caravan. Gliders towards the rear of the grid shall be moved up the grid as gliders ahead of them launch so that they do not start a launch from behind the caravan.

4.8. Club Glider Priority Use

Flights booked on the website take priority. All other flights are organized on a first come first served basis on a flying list written on the caravan whiteboard. Pilots are responsible for adding their name to the daily flight list and informing the Duty Pilot of their flying and/or training intentions.

4.9. Use of Club Two-Seaters

Priority 1: Training – one glider should be committed to training.

Priority 2: Passenger Flights/ Trial Flights/ Check Flights – Passenger and trial flights have an equal first come first served basis (advance bookings should be made for all trial flights). Generally, flights are of half hour duration unless there is no pressure on the

gliders. If you need a check flight, get out to the airfield early, or book it on the website.

Priority 3: Solo Flights – flying a two-seater solo is fine provided there is no demand for their use for training or passenger flights. Where a student is not yet rated to fly solo in a single glider – their flights in the two-seaters are regarded as having the same priority as training flights.

Where a Trial Flight arrives without a booking, the Duty Pilot has the discretion to book them in that day in consultation with the Duty Instructor. These "walk-in" Trial Flights should be given low priority to not disadvantage club members. They should be spread out through the day and avoid congesting the launch list and times of prime use by club members. If a Trial Flight is turned away it should be done politely, and the person should be given a club brochure with attention drawn to the booking desk instructions.

4.10. USE OF SINGLE-SEATERS

Specific gliders may be booked through the website booking system for local or cross-country or badge flights. If you intend to do a cross-country or badge flight you must first ring the Duty Instructor and get their approval. One single seater must remain at the airfield for general use on any day.

4.11. BOOKING GLIDERS

Club gliders can be booked through the website. If you want some specific training on the day – book this with the instructor by giving them a ring in advance.

Check the club website for other activities or bookings that have been made. There is no penalty for cancelling a booking, but please make cancellations in as timely a manner as possible so you don't interfere with the enjoyment of fellow club members. Any un-booked time on a flying day can then be allocated on a first come first served basis as the day progresses.

The Duty Pilot and Duty Instructor should download bookings from the club website. (The computer in the committee room of the clubhouse can be used to access the club website if needed.)

4.12. BOOKINGS BY GROUPS

If a club member has organized a group to come and have Trial Flights, then that person is expected to act as the Duty Pilot for the duration of their group's flights. By arrangement, the rostered Duty Pilot shall be available to assist if the group is large. Block booking for groups should be made for morning flying and provide for the use of one of the Club twins for Club pilots in the afternoon.

4.13. USE OF CLUB GLIDERS IN COMPETITIONS

Suitably qualified member pilots may have the use of a Club glider to enter and fly in Soaring Competitions or other GNZ sanctioned events such as training courses. Gliders shall be reserved by application in writing to the Committee to be tabled at a regular Committee meeting at least one month prior to the start of the competition. Pilots must have the approval of the CFI to fly the particular glider in the contest before applying to the Committee. Where more than one pilot member requests the use of a particular glider, then the Committee shall decide which member shall be approved to use the glider.

A pilot granted use of a glider in a competition shall have exclusive rights for the entire day for the duration of the competition including practice days. The pilot shall be responsible for ensuring that the glider has all the necessary equipment for the competition including charts, GPS recorder and parachute. The pilot shall be responsible for ensuring that the trailer and all necessary ground equipment is fully serviceable.

The pilot shall return to glider and trailer to Club use at the end of the competition or event cleaned and fully serviceable.

All pilots using Club gliders in this way, including those who have paid for the UFS (unlimited flying scheme), shall pay a **fixed fee per flying day** which is set by the Committee and is published on the Club website under "Fees and Charges". The normal hourly charge for gliders does not apply on top of the fixed daily fee. However, the pilot must provide a schedule of the hours flown each day to the Club Treasurer as a record for the glider logbook.

5. FLYING OPERATIONS

5.1. PILOT RESPONSIBILITIES

Each pilot is responsible for the glider from the time they move it from the hangar or prepare to move it from the launch point picketing area until the responsibility is passed on to the next pilot, or until the glider is securely picketed or hangared. This includes full responsibility for safe operations of the glider and the briefing and safety of passengers or student pilots.

5.2. PASSENGER FLIGHTS

The pilot-in-command of a glider carrying passengers must hold a valid passenger rating authorized by the CFI. Only current qualified Instructors shall fly Club two seat gliders from the rear seat (unless otherwise authorized by the CFI). Passenger rated XCP pilots shall occupy the front seat when carrying passengers.

Passengers are to be briefed on the correct operation of the safety harness and the location of the canopy latch for exit in case of emergency.

Make sure that comfortable cushions are fitted for each pilot and passenger. High density foam PGC cushions are recommended because of their impact absorbing properties.

5.3. CLOUD FLYING

Cloud flying is not permitted in gliders, unless specifically authorized in competitions in cloud flying areas.

5.4. THERMALLING

A glider joining a thermal must circle in the same direction as any other glider already working the thermal. It must be remembered however, that this does not guarantee a safe separation between gliders, especially if the circles as flown are not concentric. Care must be taken in thermals to ensure that unexpected lift or sink does not bring the glider onto a collision course with another glider.

5.5. AIRMANSHIP AND RIGHT OF WAY

Always keep a good lookout for other gliders and power aircraft especially when you know that you are flying with other gliders such as when thermalling or arriving at an airfield to land. You may be

concentrating on the glider that you can see but miss another approaching from a different direction.

Observe the normal right of way rules when approaching other traffic but do not force the right of way just because you believe you have it. Always expect to have to avoid the other aircraft and make course corrections early so that your intentions can be seen by the other pilot. Communicate your intentions by radio to the other aircraft and make sure you get a response from them.

If you are overtaking another aircraft, that aircraft has the right of way.

When two or more aircraft are approaching to land at the same time the one at the lower height has priority. When two gliders join the circuit at the same height, the glider of higher performance shall give way to the glider of lower performance.

All aircraft must give way to an aircraft making an emergency landing.

5.6. LANDING

In general gliders are to land as far as safely possible to the clubhouse side of the runway, and to the outside of any other aircraft landing ahead. If aero towing operations are flying alongside winching then the aerotow gliders should land as far from the centre line as practicable, on the non-winch side of the airfield.

Take extreme care if you are attempting to taxi off the runway. Do not put yourself in a position where you rely on your wheel brake and do not attempt to land in a tight area or veer close to the fence, cars aircraft or people.

All gliders must vacate the active runway immediately after landing. Be prepared to help move gliders which have just landed. Push the glider to the side of the airfield immediately after landing and then retrieve by vehicle once it is clear of the runway. This is very important when winching is taking place because of the reduced width of runway available.

5.7. CROSS-COUNTRY/ RIDGE FLYING

All glider operations beyond a 10NM radius of the airfield or altitude below 2,500ft AGL or beyond easy gliding range of the airfield, are classified as cross-country operations.

There have been **many** gliding accidents on the Kaimai ridge. Any flight onto the Kaimai ridge is considered a cross-country flight. The Club has a ridge training syllabus (available on the club web site) which is to be completed before a student is permitted to fly solo on the ridge. Student pilots shall also have a minimum of 10 hours PIC;, be current (min 10hrs & 10 flights last 12 months) and have been through full paddock landing training.

All student ridge flights are to be under direct supervision by an instructor and will only be authorized if the ridge is clear of cloud, wind between 14 and 23 knots (at altitude) and there are no approaching weather conditions that could change good ridge conditions. Student pilots must have demonstrated good cross wind landings if RWY 28 is used.

All gliders flying cross-country must have a PLB or ELT and current VNC for the intended area of flight. Pilots must be familiar with the current airspace and radio frequencies and be competent with ATC procedures.

All pilots flying cross-country must have cell phone tracking (e.g. Btraced, Overland, Wildtrack) or another tracking device/software (In Reach and Spot) that will show on the GNZ tracking web site. This applies to all pilots, including visiting pilots. Pilots are to ensure that their device settings are correct and that they are showing up on the tracking website before they take-off. Instructions for setting up a cell phone tracker are on the GNZ web site.

https://gliding.co.nz/how-to-set-up-cell-tracking/

Report **ops normal** calls to “Matamata Glider Launch Point” on either 133.55 or 122.25 at 1-hour intervals**.**

Preparation for any cross-country flight must include arrangements for the use of a tow car and trailer and have ground crew available.

5.8. LAND OUT PROCEDURES

When you land out, make sure that you:

- identify and speak to the landowner. Record the landowner’s name address and phone number and advise that you will need to get a trailer into the paddock. Always be courteous, remember that you are imposing on their land, thank them for

any assistance. It is important that we do not create any bad feelings with landowners in our district.

- call the airfield and identify clearly where you have landed by road name and rapid number and GPS co-ordinates. Use degrees, minutes, decimal minutes (not seconds) when giving co-ordinates.
- make sure you leave the site undamaged, and all gates are left as found. Thank the landowner when you leave.
- for Club gliders arrange to re-rig the glider and carry out a double DI check and clean it before hangaring.
- fill out a Land-Out form which can be found in the box on the bar and return the completed forms to the same box. Landowners recorded from these forms will be invited to a barbeque which the club holds in April each year.

5.9. AEROTOW RETRIEVES

Any off field aerotow retrieves must be directed and approved by the Duty Instructor in consultation with the tow pilot. Aero-retrieves will only be approved from designated airfields (such as Thames, Tokoroa, Mercer etc.) provided that is operationally suitable at the time. Aerotow retrieves will generally not be approved from farm airstrips or paddocks unless in exceptional circumstances the Duty Instructor and tow pilot agree that the aerotow retrieve can be safely carried out.

Aero tow retrieves are charged per minute of Hobbs meter time at the tow plane's published rate. The current hourly rate is shown on the website and daily timesheets.

5.10. AERO TOW LAUNCH

The tow plane should not be kept waiting unnecessarily. Get prepared and complete checks before signalling for the tow plane to start up and line up.

The Duty Pilot should make sure that the wing runner is briefed and capable of performing this duty satisfactorily. The wing runner shall check for knots or any damage to the rope or tow rings before hooking onto the glider. **Once the tow rope is attached, the wing runner is in control of the launch.** The wing runner must give the pilot an "All clear above and behind" call after the rope is hooked on. When checking above and behind look for other aircraft, particularly on final

approach as well as parachutists which may be directly overhead. If there is other air traffic in the circuit, make sure there is sufficient clearance and time for the glider launch to be completed before the other aircraft is on short final to land.

The wing runner must always **USE THE BAT** and make well defined large swing signals.

The wing must be held lightly under the rear edge and allowed to fly out of the hand. When the glider moves forward do not push or pull the wing or prevent it moving up or down. Allow the pilot to feel the roll and make control corrections for when the wing is released.

The glider pilot has the option to release the tow rope at any time if any part of the launch is thought to be unsafe or if he is not completely ready for the launch to proceed.

The wing runner, or anyone on the field, who observes a fault or dangerous situation must stop the launch at any time by giving the STOP sign and calling out to the wing runner or pilot to stop.

5.11. AEROTOW TRAINING

The Duty Instructor must give approval for all unusual or training manoeuvres which are planned during the tow, including simulated tow breaks. For all non-normal exercises, the tow pilot and glider PIC must be rated and current for the exercises planned and each shall be fully briefed before take-off, this includes stating the actions each pilot will take in an emergency.

At the completion of the tow, when ready to release the tow rope, keep the normal tension on the rope and release from the high tow position. Pull the release twice. Observe the rope falling away before initiating a gently climbing turn to the right. The glider must never descend or follow the tow plane after release of the rope.

5.12. EMERGENCIES ON AEROTOW

If the **radio** is operational, it should be used in emergencies. If the radio is not available or the emergency requires an urgent response revert to standard signals.

If you receive the RELEASE NOW signal by the tow plane, the glider must release on this signal without hesitation.

Remember that IN AN EMERGENCY, the tow pilot may release the tow rope from the tug WITHOUT WARNING at any time.

In the event of the tug releasing the rope the glider should release the rope as soon as it is safe to do so and before attempting the landing.

Since the tow rope may be deliberately or inadvertently released at any time, all aerotows should be planned to ensure that the glider is always within easy reach of the gliding airfield or other suitable landing areas, with due allowance being made for the strength and direction of the wind.

5.13. CROSS-COUNTRY AEROTOWS

Cross-country tows should be planned and all pilots briefed so that routes and heights are planned to avoid areas unsuitable for landing. Flight planning must include any airspace restrictions, radio frequencies and ATC clearances required and emergency signals.

The tow pilot must be aware of the maximum permissible aerotow speed for each type of glider. The pilot's briefing should also include the most suitable towing speed for the type of glider, the expected release height, and the desired area of release.

5.14. DUAL TOWING

Glider and tow pilots must be approved for multiple towing by an approved Instructor before dual towing.

It is essential that tow pilot, glider pilots and ground launch crew are briefed together before take-off to ensure that they fully understand the launch procedures, the flight plan and actions required by each of the pilots in an emergency.

Dual tows are not to be attempted in cross winds exceeding 12 knots or conditions of severe turbulence.

Tow Ropes - Two separate ropes are to be used as described in the MOAP.

Take-Off - The tow ropes are to be laid out in a "V" each side of the centre line of the tow plane and the launch controlled by the ground controller from a position in front of the tow plane. The long rope must remain clear of the inner wingtip of the front glider. The short rope shall normally be on the upwind side of the tow plane.

If there is a launch failure during the ground run, both gliders should release and turn away from each other and towards the side they were placed at the commencement of the tow.

After both gliders and the tow plane are airborne, the glider on the long rope will stay low to establish a central low tow position, while the glider on the short rope will take up a normal central high tow position. These positions must be maintained until release.

Release - The high tow glider will release first and make a normal positive climbing turn away towards the right. After the high glider has cleared, the low tow glider will ascend to the high tow position and release with a normal positive climbing turn to the right.

Rope Break - If either of the tow ropes breaks, the gliders will turn away in the direction that they were set up on before the launch.

If the short high tow rope breaks or the glider prematurely releases, then the low tow glider should also release when it is safe to do so.

If the long tow rope breaks or prematurely releases from the glider, the glider on the short rope may not be immediately aware of the problem. In this situation the high glider should not prematurely release unless they are absolutely sure that the low glider is no longer on tow. Once that is confirmed the high glider should also release when it is safe to do so.

6. WINCHING PROCEDURES

6.1. GENERAL

Winch launching procedures at Matamata airfield are covered by CAA Rule Part 93 Subpart F- Matamata Aerodrome. (Section 13). Refer also to Piako Gliding Club – Winch Manual which is on our website.

Winching is a safe operation, but vigilance is required by all those involved. **TREAT ALL CABLES AS "LIVE"** (in case the wrong cable is pulled in or both at once). There should be no aircraft or vehicles on the winch side of the airfield in front of the glider to be launched. The only person who should be in front of the glider is the person attaching the cable to the glider**. ALL OTHER PEOPLE MUST STAND AWAY FROM AND BEHIND THE GLIDER TO BE LAUNCHED.**

Winch drivers must be trained and have completed appendix 2G of the MOAP, which is to be filed in club records. An approved winch driver shall not undertake solo launches unless they have completed at least 3 launches in the preceding 6 months.

A winch log is to be kept for all launches. This is to show how many launches drivers have completed and is also used for winch maintenance and costing purposes.

6.2. WEAK LINKS

Tow cable weak links are Tost metal linkages with different colours indicating different breaking strains. Make sure that the correct weak link is fitted for the glider being launched. Weak links are in a box in the caravan with a table of colour codes and breaking strains. There is also a list of the colours to use for each of the Club gliders. If you are not sure of the correct weak link to use, check the Glider flight manual.

6.3. WINCH AND TOW VEHICLE

The winch and tow vehicle must have a DI before setting up each day:

- Check engine oil on both winch and tow vehicle
- Check gear box oil
- Check coolant water on both winch and tow vehicle
- Inspect ropes, rings (for elongation) parachutes, weak links, towing out links – for signs of wear

- Check that the guillotines are armed and ready for use.
- Check that the drum locking sleeve and locking clip are present.
- Check that the Dyneema repair kit is in the winch
- Check tyres
- Check for any oil leaks and report to winch master
- Check that the radio is working
- Check the amber flashing lights on the winch and tow vehicle are working properly
- Check and if necessary, top-up the winch and tow vehicle with fuel

Tow the winch to the downwind end of the runway in use, disconnect it from the tractor, fit the wheel chocks and place the fire extinguisher on the grass near to the winch.

Erect the VHF Antenna

6.4. FIELD LAYOUT

Refer to CAA Rules - Subpart F and the AIP Vol4 airfield information for Matamata for the layout of the winch launch operation and procedure for winch launches. Copy of Subpart F is attached as Section 13.

The winch is always operated on the Kaimai side of runway 10/28. White cone or bucket markers shall be placed at regular intervals down the centreline of runway 10/28 to separate all general air traffic from winching operations.

The buckets/cones should be a straight down the middle of the airfield. If it is an active day with the club also carrying out aerotow operations, consideration should be given to using a narrower portion of the runway for winch ops. However, the winch side should not be so narrow as to cause safety issues for the winch ops.

In addition to the buckets, a white “W” and two white strips are to be added to the centreline of the buckets on the launching end of the runway. This is to help improve visibility of the winch launching strip from the air.

6.5. RADIO

All calls between the winch and the launch point must be on frequency 122.25. Winch driver and glider PIC must maintain a listening watch on 122.25 and a visual scan for all other traffic joining or taxying.

6.6. TOWING OUT CABLES

Make sure that both drums are disengaged from the differential. FAILURE TO DO THIS WILL WRECK THE GEARBOX. Hand brakes must be set to exert a small amount of brake on each drum.

The parachutes and strops need to be carefully placed on the tractor tray and connected from the cable to the tractor by a binding twine weak link. The tractor driver must start from centre of winch and drive in a straight line from the winch to the launch point, accelerating/decelerating smoothly. The driver must keep a lookout for aircraft and stop if a glider is on final approach. Otherwise avoid stopping, until cables are towed past the launch point.

The tractor should only be driven by club members and there are to be no passengers on the tractor. Drivers should be over the age of 16 unless they have previous farm experience driving tractors or are already experienced driving the club tractor.

A careful watch is required in the winch when the tractor reaches the far end to avoid the drums spinning and overriding the cables. Any overrides must be cleared by the winch driver before the next launch.

While cables are being towed out, a continuous watch should be kept on the bow of the cables in front of the winch and if they go slack, apply light back pressure on the appropriate hand brake(s).

6.7. WINCH LAUNCHING GLIDERS

Start motor well in advance of first launch and ensure it is running smoothly. After a warm-up period, the first launch may be started.

Before every launch check the circuit and approach for any traffic. A launch must not proceed if there is a possibility that it could cause conflict with any other traffic.

A winch launch must not proceed if there are any people, cars, or the tractor on the winch side of the airfield, between the glider and the winch. The responsibility rests with all those involved with the launch -the winch driver, pilot, and wing-runner.

All winch launches are arranged from radio calls between launch point and winch driver. The launch site specifies whether it is “Kaimai” cable or “clubhouse” cable. The down-wind cable is used first.

Radio instructions from the launch point should be made by the glider PIC. Example radio call procedure:

> Glider - **“*Winch standby on Kaimai cable for Glider Papa* Kilo”**
>
> Winch – read back this radio call.

- ensure the correct drum is selected and the locking sleeve is in place.
- with transmission in Park, start the motor with the foot brake engaged.
- check there are no obstructions on runway or in the air – i.e. if an aero tow is in operation, the tow must be clear of the point where, should a rope break occur, the glider could return to the runway for a downwind landing.
- check there are no airborne aircraft or gliders ready to cross the runway for a downwind approach.
- check that there are no people or vehicles around the winch. Observers should be well away or in the winch cab behind the driver.
- Be aware of the glider type maximum winch launch speed. If unsure call glider pilot and ask for V_w.

> Glider - **“*Winch Take Up Slack - Take up Slack*”**
>
> Winch - **“*Winch taking up slack. Matamata traffic, there is a glider winch launch now in progress*”**

- Apply the foot brake.
- Select “D”
- Release the foot brake and take up slack with the motor at idle.

> Glider - **“*All Out - All Out - All Out*”**

- It is important to expect sudden STOP commands at this stage – STOP IMMEDIATELY
- Open hand throttle smoothly, watching as the glider rotates into the full climb. The speed at which the throttle is opened

depends on the glider type, pilot launch technique and wind. Accelerating too fast or slow can cause serious safety issues for the glider. Take feedback from the PIC and match their requirements. Listen and watch for signals from the glider

- When the glider reaches the full climb position, maintain this speed and throttle setting. Watch and try to maintain a constant climb rate for the glider.
- If the glider signals “too fast” by either calling the speeds over the radio, or by yawing the tail of the glider from side to side, slow down by reducing the throttle.
- As the launch progresses, gradually reduce throttle setting and if glider goes beyond 80 degrees above winch, cut throttle completely.
- When the glider drops the cable, maintain sufficient throttle to prevent a loop in the drum and keep the cable off the ground. Do not over accelerate unless there is otherwise a hazard. This can cause accelerated wear on the cable and engine. Often idle or slightly over idle is sufficient.
- Watch the fall of the drogue chute, cut power completely if it looks likely to fall over any obstacle, such as fences.

When chute is close to the winch slow down and use the foot brake to ensure that the chute and rope assembly is not pulled into the drum

When the drogue chute has landed, announce on radio –

“***Matamata traffic, glider winch launch complete***”

- When launch is completed, take the drum out of gear, make sure the hand brake is on, and the chute and ropes are clear of the other cable.
- Record each launch in the logbook in the winch.

6.8. EMERGENCIES

From the Winch Driver’s point of view:

- Under no circumstances in the early stages of the launch cut power and then re-accelerate. The glider could have released or back released, overshoot the parachute and become entangled.
- Cable or weak link break 0 – 400 ft. – CUT POWER IMMEDIATELY AND STOP

- From 500ft agl upwards – tow the cable back to winch but cut the power if there is any likelihood that the glider could conflict with the parachute after circling.
- If the parachute is likely to go over the fence, ensure the power is cut by the time the parachute gets to 100ft agl. It is easy to lift the parachute and cable over the fence by hand, but very time consuming and costly to repair a damaged parachute or cable or fence.
- IF THE GLIDER CANNOT RELEASE the cable at the top of the launch – allow the glider to fly just beyond the winch, so there is a bow in the cable behind the glider, and if the cable fails to back release from the glider – CUT THE CABLE IMMEDIATELY with the guillotine lever – it is imperative to weigh up this situation and act quickly
- IF ANYTHING APPEARS WRONG DURING THE LAUNCH – such as - obstruction near cable, parachute caught on glider skid, glider not climbing, powered aircraft and glider too close, STOP
- Launching must not be carried out on the other drum until the first cable has been cleared from any obstruction and wound in.

From the Pilot's point of view:

- Make sure that the wing runner has checked and called ***"All clear above and behind"*** BEFORE commencing the launch.
- If the airspeed during the launch is approaching winch V_w for the glider – YAW THE GLIDER FROM SIDE TO SIDE
- If the speed exceeds V_w for the glider in the later part of the launch – RELEASE AND ABANDON LAUNCH
- If the airspeed is TOO SLOW – LOWER NOSE IMMEDIATELY, RELEASE AND ABANDON LAUNCH
- The immediate action for all launch failures is to LOWER THE NOSE AND WAIT UNTIL SAFE AIRSPEED IS ACHIEVED before any manoeuvring.
- All low level turns after an abandoned launch should be towards the downwind side of the runway if there is any crosswind.
- All releases must be a DOUBLE PULL on the release knob.

6.9. GROUND WINCH PROCEDURES

- IF RADIO COMMS BETWEEN THE GLIDER AND WINCH IS NOT WORKING CLEARLY, LAUNCHING MUST NOT TAKE PLACE UNTIL THE PROBLEM IS FIXED.
- Radio calls are to be made from the launch glider PIC.
- Gliders must be positioned for launching by the launch point caravan
- Once the cables have been laid out near the gliders they should only be touched if changing, checking a weak link or moving clear of the other parachute,
- The secondary cable should be pulled well clear of the primary cable.
- TREAT ALL CABLES AS “LIVE”
- No person may act as a wing runner for winch launches unless they have been fully trained and demonstrated their competence under supervision.
- The wing runner makes a final check that the weak link being used is correct for the glider being launched.
- After completing the pre-flight checks, the PIC will command the wing runner to hook on the cable by calling out “belly hook open.”
- Make sure cable is attached to the BELLY HOOK using the smaller of the two rings at the end of the strop.
- If it is the first flight of the day – check the 3 release positions – i.e. that cable releases forward; that it releases from a straight drop; and from a backwards release.
- The wing runner must check that the circuit and approach airspace is clear of aircraft traffic or parachutes above and behind and call out to the PIC **“*all clear above and behind*”.**
- The wing runner must ensure that the wings are perfectly balanced prior to launch. This is particularly important if the glider is launching with water ballast. If the pilot suspects that the wings are not balanced, they should not launch.

The tow vehicle must not drive down the runway beside the winching area when a launch is in progress.

The tow vehicle can return along fence line, beside the clubhouse side of the runway, to avoid delays in bringing wires back to launch point.

Keep the winch driver informed - let them know if there are no more winches or if there are going to be delays.

Do student pilot briefings in advance of strapping in, to avoid unnecessary hold-ups.

6.10. GROUPS

All groups must have a safety briefing before the days flying. Groups have an increased risk at the launch point and require special control because of the number of people who are unfamiliar with airfield operations.

No group members should be at the winch end, while launching is commencing.

Do not allow untrained visitors to do the cable hook-up and run the wing. Only club members may act as wing runner/launch controller.

6.11. AT THE END OF THE DAY

After the last launch, pull both cables out to the launch point, remove the parachutes and strops from the cable and attach car tyres to the cables and after checking that the cables are clear, slowly wind in each cable. This is to ensure that the ropes are not left on the drums under extreme tension.

Retract the VHF antenna, retrieve the chocks and the fire extinguisher, couple up the winch to the tow vehicle and tow it back to the hangar.

7. COMMUNICATIONS

7.1. GENERAL

Standard radio call composition is:

WHO you are calling.

WHO you are.

WHERE you are - location and altitude.

WHAT are your intentions/or request.

When on any cross-country flight you must carry **current** VNC maps (and know when to change radio frequencies). Before setting out on a cross-country flight, advise the duty instructor of your likely intentions. All gliders shall have a tracker fitted or the PIC carries a tracker app on a cell phone which can be read by the GNZ Tracker website. If the tracker fails for any reason, then PIC should make position reports to ***Matamata Glider Launch Point*** at one hour intervals. In an emergency the tracking record and/or position reports will assist in locating you!

To enter controlled airspace your glider must be equipped with an operational radio, transponder with ADSB-Out, you must hold a flight radio rating, and you have obtained a clearance from ATC.

Do not use channel 122.25 for general chatter. Use 133.55 for chat between gliders.

Note: A radio refresher information sheet is available on the Club website.

7.2. LOCAL RADIO FREQUENCIES

At the date of publishing, these frequencies are correct, but this list is provided as a quick reference and is not a complete list of channels. All pilots must refer to the current VNC and relevant sections of the AIP Vol4.

Matamata MBZ	122.25
Glider chatter frequency	133.55
Morrinsville CFZ	123.25
Wharepapa Sth & Tokoroa A/F'ss	

Peninsula CFZ Thames A/F	124.50		
Blacksands CFZ Raglan & TeKowhai A/F's	123.75		
Harbour CFZ Waihi Beach A/F	123.65		
Unattended A/F's	Use the appropriate CFZ freq. or 119.10 if outside any CFZ		
Bay Approach	119.50 in airspaces North & East of NZMA 125.30 in airspaces South & West of NZMA		
Christchurch information	125.50		
Taupo GC Centennial Park	134.45		
Taupo MBZ	118.40		
Auckland GC Drury	134.45		
Tauranga ATIS	126.60		
Hamilton ATIS	128.60		
Tauranga Tower	118.30	123.40	129.20

Note that these frequencies can change so you must check frequencies and airspace boundaries on the latest VNC before undertaking cross-country flights.

7.3. MBZ

MBZ – this is the **Mandatory Broadcast Zone** – identified on the VNC as an area within 3NM radius around Matamata Airfield, and from GL up to an altitude of 4,500ft (AMSL). If you are in this zone, you must be on 122.25 MHz and you must make a radio call identifying yourself and giving a position report with, location, altitude, and intentions, every 15 minutes.

You must also call when exiting and when re-entering the MBZ. The tow plane will call on take-off for both the plane and glider.

7.4. Parachute Drop Calls

The parachute jump plane will give 3 min and 1 min to drop radio calls, giving the altitude of the jump and sector that the jumpers will drop into. Refer to the drop sector map in Section 12. (A larger version is on the clubhouse notice board).

If there is a parachute drop call, you must exit that sector as soon as possible and advise on the radio your intentions to do so. If you cannot vacate the area, make sure you advise the jump plane on the radio of your position and altitude and that you are unable to vacate this position for a defined time.

If you are committed to the circuit when a jump call is made, you should proceed with a normal circuit pattern and landing. Keep a special lookout to locate and avoid the parachute canopies.

7.5. Use of Transponders

Make sure you are aware of the current VNC airspace requirements and when you are required to obtain clearances and switch on your transponder. DON'T FLY CROSS-COUNTRY OR ABOVE 4,000ft if you don't know how to operate the transponder and deal with ATC. To fly into controlled airspace, you must hold an FRTO licence or have completed the Radio section and exam of the XCP syllabus.

It is recognized that not all gliders flying at Matamata are transponder equipped. All gliders fitted with transponders are **recommended** to have their transponder on mode C and use ADSB-Out at all times and especially when flying above 4,000ft or on cross-country flights. This is because there is increasing IFR training traffic in our airspaces, including in Class G airspace. Most of these aircraft have collision avoidance systems which reduces the risk of a midair collision. The

transponder will also make gliders “visible” to ATC which gives them an understanding of gliding activity and our use of class G airspace.

If you are climbing rapidly towards controlled airspace, you must call and obtain a clearance from ATC well before you reach the lower limit of controlled airspace. You must be identified on radar before entering controlled airspace and transponders take time to warm up and make radar contact.

7.6. Phone Numbers

Airways Bay Sector Duty Manager	**03 358 1694**
Hamilton TWR	**07 843 4340**
Tauranga TWR	**07 575 4144**
CAA Aviation Safety Related freephone	**0508 4SAFETY (0508 472 338)**
EMERGENCY SERVICES	**111**
Matamata Doctors	**07 888 7090**
Matamata Police	**07 888 7117**
CAA Accident Notification freephone	**0508 ACCIDENT (0508 222 433)**
Rescue Coordination Centre Emergency Ph	**0508 472 269**

Refer to the Club website day’s flying page for phone numbers of the Duty Instructor, Duty Pilot and other members rostered on that day.

8. ACCIDENT/EMERGENCY ACTION PLAN

Refer also to the MOAP Part 2 Operations - General, Sections 11 and 12, and to CAA GAP Publication "How to Report Occurrences" available on www.caa.govt.nz

8.1. INCIDENT REPORTING

PGC maintains a 'Just Culture' system of reporting, which means you will not suffer personal repercussions because of filing an Incident Report. An incident is any occurrence, other than an accident, that is associated with the operation of an aircraft and affects, or could affect, the safety of operation.

All incidents should be reported using a GNZ OPS10 form. These are available, online in our Club web site and on the GNZ web site home page. The form should be completed by the PIC. If that is not possible for any reason then an observer may complete one, but with the understanding that it is not to be used as a means of blame or directing attention towards any individual, but rather unsafe club or GNZ practices.

Completed OPS10 forms go to the CFI within 14 days, who will then pass it on to the ROO and NOO. The ROO and NOO will only use the forms for statistical or audit purposes to encourage safe practices.

8.2. ACTIONS IN THE EVENT OF AN ACCIDENT

Order of Priority in the Event of an Accident:

- **Life**
- **Property**
- **CAA Requirements**
- **Insurance Company Requirements**
- **Media**

In the event of an accident/emergency either on the field or because of a paddock landing, make sure the following steps are taken:

- take first aid box from glider or caravan, take your cell phone to the accident location.
- if anyone is injured, phone 111 and ask for ambulance. When you say it because of a glider accident, they will alert police as well. If it is a serious accident phone 111 and ask for "all services" which will dispatch fire, ambulance, and police. Make sure you give them specific instructions on how to get to the accident site. GPS coordinates will help an ambulance and rescue helicopter locate the site.
- administer basic first aid, if appropriate.
- don't move person if in doubt about spinal injury unless there is a risk of fire.
- do not administer water if internal injuries are suspected.
- be aware of shock symptoms - not only immediately but also later.
- advise the Duty Instructor immediately i.e. the person in charge of all flying activities – refer to our Club website daily flying page for the DI's phone number.
- if it is a paddock landing - ensure the landowner is notified and the correct address provided for ground crew and/or emergency services.
- if there is damage to property - make sure you have the name, address, and phone number of the property owner. Ask the Duty Instructor what to do with this information.
- After any injured people have been taken care of, secure the glider against further damage (e.g. weather conditions, stock, vandalism), and if possible, from the media. (This can sometimes be achieved by padlocking access gates) Be mindful not to disturb the accident scene (preservation of evidence) unless it threatens life or property. Note that media can gain access to an accident site if they have landowner's permission. Do not assume that you have rights over access.
- **Take notes and photographs when able – record time, date, place, what, where, who (no detail is insignificant).**
- **Secure or preserve GPS equipment or media card log files for any investigator.**
- Take the names and contact details of any witnesses and take note of prevailing conditions (e.g. wind; direction/strength, weather etc.). Note the altimeter sub-scale reading, position of

trim, brakes, flaps etc. Written notes have been found to be more reliable than witness recollections after the event and may be of invaluable assistance for debriefing.

- Note that the glider is not allowed to be salvaged until authorisation has been received from CAA or GNZ and the Insurance Assessor. It is wise to take an engineer along in any salvage crew to ensure unnecessary further damage is avoided.

8.3. ACCIDENT NOTIFICATION

For any accident, the following organizations must be advised:

1) Dial 111. Police will notify CAA if there are injuries or a fatality.
2) The Club CFI or the Operations Officer as soon as practical - they will advise what other actions need to be taken subsequent to the accident. The CFI notifies the ROO, who notifies the NOO, who notifies the GNZ President.
3) The Club President or Vice President if the President is not able to be contacted.
4) CAA Accident Notification 24 hr Freephone number see below.
5) The property owner. For access, security of the site and removal of wreckage etc.
6) Relatives of any affected people.

CAA accident notification number is 0508 ACCIDENT which is 0508 222 433. As per GNZ MOAP Part 2, sect 2-19. Note that this is only a notification number and does not activate any response.

If a serious accident occurs, (i.e. involves injuries). CAA must be notified as soon as possible, and this is usually done by the Police. Confirm that they have or will do so once the immediate recovery action is over. No part of the glider may be moved, except as necessary to extricate the occupants, until permission to do so is given.

Be prepared for media to turn up at the accident site. Media enquiries are lowest priority, and should be dealt with by the President, Vice President or CFI. Media should be given basic facts only – no speculation as to causes, no names of persons involved, DO NOT release names of anyone injured or any fatality.

8.4. Accident Reporting

When reporting an accident on 0508 222 433 you will be led through some simple questions. Generally, they are very supportive.

Permission will not normally be given to remove a glider until the glider has been inspected. To move it before inspection may destroy valuable evidence. The glider may be moved if it is at risk of further damage. If there is no injury to the pilots/passengers the CFI or GNZ Operations Officer can give authority to move the glider.

8.5. Search and Rescue Organization

SAR can be initiated by anyone calling the Rescue Coordination Centre on **0508 472 269**. SAR can also be initiated by dialling **111** asking for Police and giving them reasons for need to initiate SAR. Timing of the alert to the Search and Rescue Organization must consider all relevant factors, e.g.:

- information about pilot's intentions
- weather conditions
- nature of terrain
- conditions encountered by other pilots
- level of experience of pilot
- last known contact position and circumstances

8.6. Crashed Aircraft In a Remote Area

In this circumstance, if the crash site is known, the tow-plane may be used to determine the exact location of the crash site and to try to establish the condition of the crew. Note that the tow-plane transponder or a GPS could be used to pinpoint the site.

If the tow-plane pilot indicates that the crew is injured, ring 111.

8.7. Missing Aircraft Initial Actions

This is why we require an indication of flight intentions, flight tracking and regular ops-normal calls if your tracker fails.

Go to the GNZ tracking web site to identify the last known position of the aircraft. Note the time of the last signal.

The Area of Intended Operations should be determined from the last known tracker recordand any Ops-normal calls or sightings. Then use radio to call all gliders operating in the area and determine what

conditions are like so that an informed opinion can be reached as to the likely whereabouts of the missing glider. The tow plane may be used for a search provided a limited search area is defined.

Try to establish contact with the glider on the glider frequency. Also call other gliders to see if anyone has heard from the missing glider and can help with its last known position. It is essential that all other gliders that have been operating have their movements accounted for.

If the glider cannot be located the Duty Instructor should call SAR on 0508-472-269.

8.8. Action to Be Taken by PIC of Overdue Aircraft

Pilots who have landed out in a remote area or have survived an accident should try to advise the Duty Instructor by cell phone and other gliders on the radio chat frequency 133.55, MA 122.25 or other aircraft on Morrinsville CFZ 123.25 of their situation and location. If you need assistance or rescue, make a distress call on the last ATC frequency used – in the Piako/Waikato/King Country use 119.50 or 123.25 (high flying aircraft can receive calls from the ground over a large area). Stay with the glider and activate the EPIRB. Use any other means to aid your location.

It is much easier to find a downed aircraft than a pilot who has headed cross-country. If you must leave the glider, take the EPIRB with you and leave a written note in the glider advising your intentions.

Remember that if you do not return to Matamata within a reasonable time, a search will be initiated, and it is your responsibility to make the searchers' job as easy as possible. Make sure you know how to activate the EPIRB in all the gliders.

8.9. Inadvertent EPIRB Activation

Inadvertent activation of EPIRBs has occurred on numerous occasions in New Zealand. The handheld EPIRBs in our gliders can only be activated by a user.

If you have inadvertently activated your EPIRB, you must notify the nearest ATC Unit (Christchurch ATC - 0800 626 756) immediately so that any SAR actions commenced as a result of the transmission may be terminated.

8.10. First Aid Kits

First aid kits are located in the caravan, in each of the gliders, as well as in the Clubhouse behind the bar.

8.11. Defibrillator

There is a Defibrillator located in a case at the western end of the clubhouse veranda. The access code is 1954. To obtain the access code for the case, phone 111. If someone is unresponsive and not breathing normally:

- Start CPR and ***Call 111*** for an ambulance.
- Send someone to get a defibrillator.
- Turn on the defibrillator, apply the pads and follow the voice instructions.
- Perform CPR until the ambulance arrives.

8.12. Fire Extinguishers

Fire extinguishers are located in the winch in the caravan, on the clubhouse veranda and inside the Clubhouse, by the bar area.

Large extinguishers are located at the western end of the Clubhouse veranda.

8.13. Insurance

The Club carries an excess of up to $5,000 on insurance of the Club's aircraft. (This amount is subject to review each year by the committee). This means that the Club is liable for up to the first $5,000 of any accident damage to Club aircraft. An in-house insurance scheme has been set up to cover Club pilots for part of this excess except for the first $2,000 of the excess. In the event of damage caused to Club aircraft, the **first $2,000 of the excess is the responsibility of the pilot in command** (PIC). Part of this $2,000 amount may be waived by the Club Committee, on the recommendation of the Instructors Panel, in exceptional circumstances. Visiting pilots (who are not Piako Gliding Club members) remain liable for the full amount of the excess.

9. HEALTH AND SAFETY ISSUES

9.1. OBSTACLES/HAZARDS TO BE AWARE OF

Brief all gliding visitors to the airfield on hazards/ safety issues.

GOOD AIRMANSHIP IS ABOUT BEING AWARE OF THINGS SUCH AS:

- other pilots
- other aircraft
- winch cables
- wind directions and speed
- other ground activities
- other flying activities
- ground obstacles - stationary as well as moving
- rabbit holes and ground indentations (mark these with paper/ spray/ bucket and tell the caretaker who will fill them in)
- fuel containers and fuel pumping
- culture of talking – speak out on any matter you feel needs addressing
- keep a cool head and never lose your temper over an incident

If someone seems to be unaware of any potential hazards - **point them out** to them.

If you think there are hazards around that need fixing – tell someone on the committee or tell the Duty Instructor – it is critical that they are addressed. The Duty Instructor should also tell the Airfield User's Committee representative if it is a matter that should also be raised at that committee.

9.2. DECISION MAKING

Aviation accident reports have often referred to the pilot making the wrong decisions or flying when their attitude was not conducive to safe flying i.e.they may have not been concentrating on their flying and the weather conditions or taking sufficient precautionary actions to ensure safety. This applies not only to yourself, but you also have a responsibility to watch out for your fellow "flyer" and make sure they don't embark on a flight if you have any doubts about their health or attitude. Have a look on the website www.glidingmatamata.co.nz for more information on decision-making.

If things start going wrong in the flight – **THINK - ACT - CHECK**

- **Think** about the problem - don't panic or take rash actions; then,
- **Act** - do something rather than nothing; then,
- **Check** - what's happened.

9.3. MEDICAL CERTIFICATE

All glider pilots are required to hold a current medical declaration certificate. The medical certificate is a declaration by the pilots and is endorsed by a Medical Practitioner. Student pilots do not need a medical certificate when under dual instruction but must have one before solo flight. Students are encouraged to visit their doctor and complete the medical declaration certificate early on in their training in case there is a medical problem which will prevent them completing their training.

Refer to the relevant section of GNZ MOAP Appendix 2-A for medical requirements and validity periods. You must also advise the CFI of any subsequent change in your health after the medical declaration is made.

Please note that you must give a copy of your medical to the CFI and you must have the original in your logbook for inspection by Club Instructors or GNZ officers.

9.4. KEY HEALTH MESSAGES

Follow the IMSAFE checklist.

I	**Illness**	no symptoms
M	**Medication**	no medication – or safe medication
S	**Stress**	no over stresses, e.g. worries, arguments
A	**Alcohol or Drugs**	a no-no in your blood system at all
F	**Fatigue**	good night's sleep, etc.
E	**Eating**	sensible eating habits and drink plenty of water

DON'T FLY IF YOU ARE TIRED, UNWELL, OR NOT ABLE TO FULLY CONCENTRATE ON YOUR FLYING

GNZ has a zero-tolerance policy on prohibited drugs.

9.5. SECONDARY HEALTH ISSUES

At a secondary level, things to watch out for include:

- **back strain** - make sure you lift gliders carefully, get help.
- **ears** - watch out for colds and blocked sinuses etc. - these can be extremely painful and dangerous when subjected to pressure differences.
- **sunburn** - always use sunblock, sunhats, and sunglasses.
- **dehydration** - can seriously affect your ability to make decisions. Be aware that dehydration can creep up rapidly, and can also result in headaches, affected vision, lackadaisical attitudes, and general irritability. If you are thirsty – you are already dehydrated. Take plenty of water and hydration fluids on all flights. Avoid caffeine drinks before and during flights.
- **fatigue** - watch out for fatigue which can result from a combination of factors such as too little sleep, accumulated stresses, too much alcohol (NB alcohol disrupts normal sleep). Judgment and decision making can become seriously impaired.
- **acute stress** - don't fly if you are experiencing some major stress, or are angry, distressed or otherwise upset - again judgement can be seriously affected.
- **oxygen depletion** - do not attempt a flight above 10,000ft unless sure you have oxygen equipment fitted in the glider, and you are competent using it. Check the oxygen tank pressure during the DI. Be aware of hypoxia symptoms and monitor yourself during the high-altitude flight.
- **drugs** - don't fly if you are taking any drugs (unless cleared by your doctor to do so). Avoid over-the-counter drugs as well - including some herbal ones. Despite what the chemist may say, they may affect you by making you drowsy, shaky, nervy etc. Avoid long acting or slow-release preparations which may accumulate in the body. Nasal sprays are OK for congestion/ sinus problems. The strongest pain killer you should use is paracetamol (Panadol). Refer to the GNZ anti-doping policy for information on all drugs and particularly if you are competing in any GNZ competition.

- **alcohol -** affects judgment and sleeping patterns and can contribute to dehydration the following day.

SMOKING IS NOT PERMITTED by MPDC smokefree policy anywhere on the airfield grounds.

10. WHERE TO GO FOR MORE INFORMATION

This manual has provided some information that should make flying safer for you. It has not attempted to reiterate other gliding and general flying operations rules which are covered within the Gliding NZ Manual of Approved Procedures - MOAP. If you want to find out more ask others for help. Ask any member on the field, they will direct you to the right person if they can't help out.

More information is posted on the PGC website and on the Gliding NZ website (see section 12.6). .

10.1. INSTRUCTOR'S ROLE

The instructor's role is to assist you learn to fly and fly safely. They are aware of the CAA and GNZ requirements for gliding. Where there are questions or doubt about flying or ground handling practices ask them and draw potential problems to their attention. The Instructors' Panel meets regularly to discuss training techniques and member's progress. This forum allows them to all know what is happening in flying matters.

10.2. MENTORING SYSTEM

This is a support system which operates within the Club. If you would like to identify a particular person you relate well to, they can provide one-to-one support, advice and encouragement for your flying. If you would like this level of support, identify someone and ask them to be your "buddy".

10.3. OTHER MEMBERS

You may choose not to have a "buddy" but to call on any of the members for information. If you start to get conflicting messages, tell the Chief Flying Instructor, so that the issue can be resolved and a clear solution agreed upon. This may mean suggesting changes to this manual.

10.4. LIBRARY & TROPHIES

There is a small library of books and videos held by the librarian. These are books that have been donated by previous members and are available to be borrowed. If you do borrow these books, **please return them** so others may also read them.

We also have a range of Club Trophies awarded annually for different matters – refer to website for the full list.

10.5. LINKS

CAA: Civil Aviation Authority – government agency responsible for all flying regulations

GNZ: Gliding New Zealand – national body for gliding

PGC: Piako Gliding Club – affiliated to the GNZ

MSC: Matamata Soaring Centre - an Incorporated Society set up to promote gliding centred on Matamata – Clubs that are members include: Piako, Auckland, Taranaki, Tauranga, Taupo and Aviation Sports.

AUC: Airfield Users Committee – membership consists of each of the main user groups on the Matamata Airfield and the Matamata-Piako District Council who is the airfield operator.

Different PGC members are represented on each of these groups (except CAA). Ask the President who is on which group, so you can follow up and find out more information on each.

10.6. USEFUL WEBSITES

GNZ: www.gliding.co.nz

PGC: www.glidingmatamata.co.nz

MSC: www.msc.gliding.co.nz

CAA: www.caa.govt.nz

11. MEMORANDUM OF UNDERSTANDING

July 2017

PREAMBLE

The Matamata Piako District Council as the operator of the Matamata Aerodrome recognises the significance of the facility for aviation and wishes to maximise the use of the aerodrome whilst giving all users fair and equitable use.

It is recognised that the aerodrome users have different characteristics to their operations. The MOU is intended to provide a procedure that will allow all users to co-exist and enjoy their aviation pursuits while operating safely and within the rules and guidelines set down by the Civil Aviation Authority of NZ.

1. Prior to the commencement of operations by any aerodrome user a designated representative shall check to see if other operations are being undertaken on the aerodrome. Subsequent commencement by other users shall not begin until a representative has liaised with the operating users to determine their intentions, intensity of use and other factors that may affect operations.
2. The active runway shall be deemed to be in use when any aircraft is operating on the manoeuvring area, in the circuit or take-off/approach area for that runway, or when an aircraft calls overhead, downwind or on 5 mile approach.
3. The Parachute Landing Area (PLA) is the intended Parachute landing area. The two main PLAs are as follows:
    - **Kaimai PLA** (Runway 04/22)
    - **Clubroom PLA** (In front of the Skydiving Club and designated by marker cones).
4. During all operations at the aerodrome the following procedures shall be adopted.
    1. Prior to start up and taxi each pilot shall make a radio call to ascertain whether there are any parachutes in the air.
    2. The pilot in command of the jump aircraft shall broadcast the intended PLA and drop details prior to

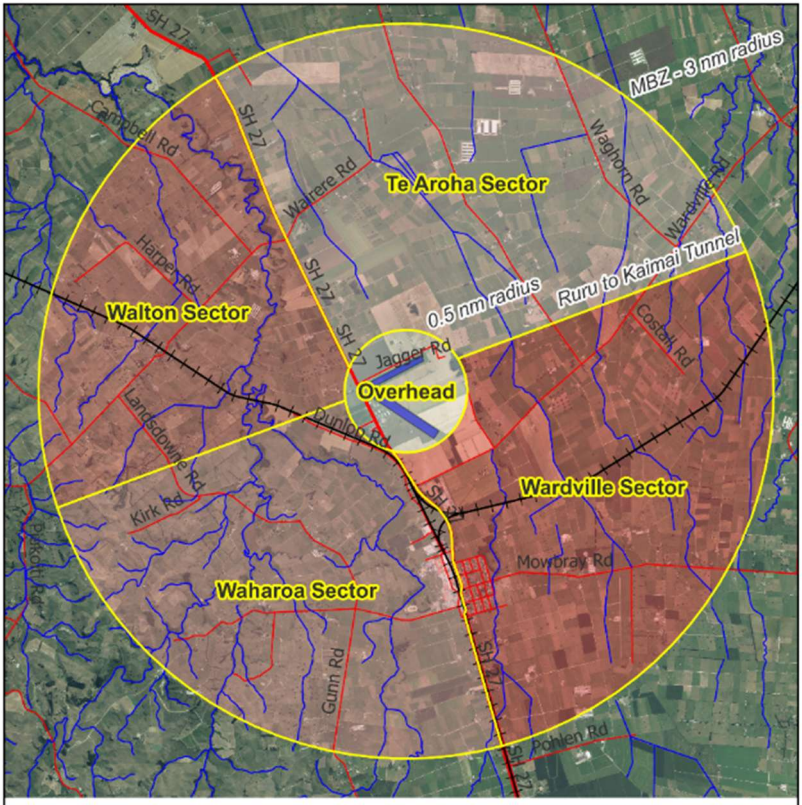
take-off and shall maintain a continuous listening watch on the MBZ frequency unless in communication with ATC.

3. The pilot in command of the jump aircraft shall further broadcast his intentions 3 minutes prior to and 10 seconds prior to drop. The PDZ shall be deemed to be in progress from the 3 minute call prior to drop until parachutists have landed.
4. Vehicles required to be on the active runway shall operate their flashing lights and only remain on the active runway for the minimum time required to complete the task.
5. Only persons or vehicles authorised by respective users may enter onto an active runway. No person shall enter upon or remain on the active runway for any period longer than necessary to undertake the task or duty that requires them to be on the runway.
6. Gliders and vehicles retrieving gliders shall vacate the runway as soon as possible to ensure that the active runway is not obstructed for other aircraft.
7. During special events airfield users will liaise their operations with the event director.
8. When the PLA is defined by marker cones and if the PLA is located on a movement area of the aerodrome it will not be available for aircraft during the period it is so defined.
9. If a user group requires to relocate runways it should be discussed with other users prior to the change and it should not happen until a significant change in conditions occurs.

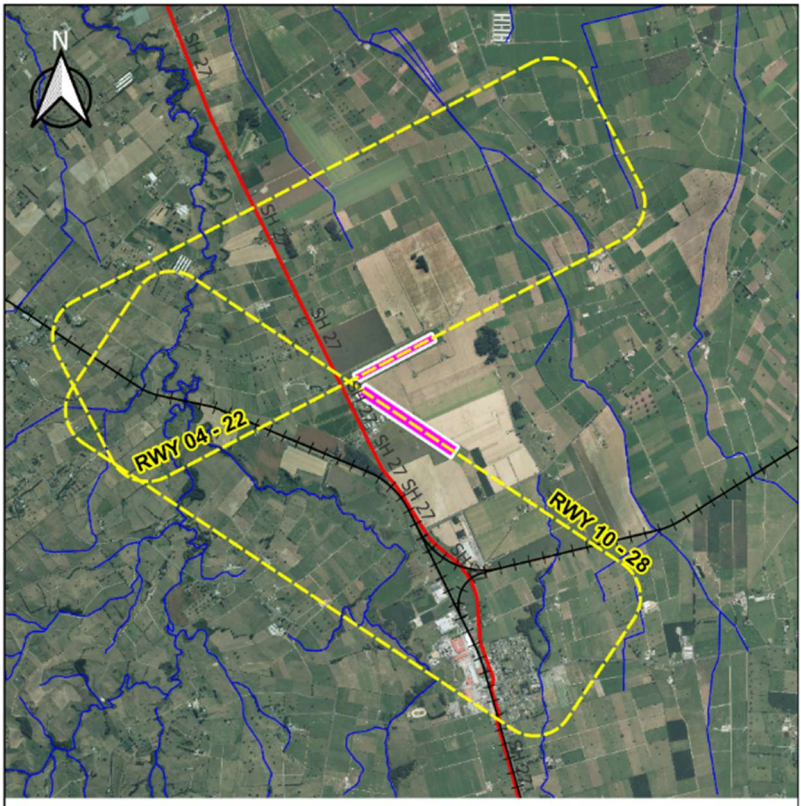
5. The PLA and PDZ shall be activated when the pilot makes his radio calls prior to dropping. The intended PLA “Kamai” or “Clubroom” shall be clearly broadcast the drop pilot. This will signify to all users of the airfield and surrounding airspace that the PDZ may be active and that the parachute landings will be directed to the intended PLA. Aircraft will not loiter, thermal, fly into or release from the tow in the specified drop zone when it is active.

6. No aircraft shall operate in the specified drop sector after the 3 minute call. Gliders or other aircraft unable to comply with this shall communicate with the parachute jump plane to ensure there will not be a conflict between aircraft and parachutists.
7. Model aircraft operations shall operate from the inactive runway and shall maintain a visual watch at all times. Crosses are to be displayed at the threshold while model aircraft operations are in progress.

12. AIRFIELD AREA MAPS



MAP 1: PARACHUTE DROP SECTORS



MAP 2: GLIDER CIRCUIT AREAS

13. CAA RULES, SEPT 2025

Subpart F — Matamata Aerodrome

93.251 Applicability

This Subpart prescribes special rules for aerodrome traffic at Matamata aerodrome.

93.253 Reserved

93.255 Operation of gliders

A pilot-in-command of a glider must not launch by winch unless—

(1) the winch is positioned to the northern side of runway 10 and 28; and

(2) the crosswind component on the runway in use is less than 15 knots; and

(3) the launch is under the direct supervision of a glider instructor who is authorised by a gliding organisation; and

(4) a row of cone markers are positioned along the centreline of runway 10 and 28 and take-off and landings are—

(i) for gliders, conducted on the northern side of the cone markers; and

(ii) for powered aircraft, conducted on the southern side of the cone markers; and

(5) the winch is equipped with a flashing amber light and that light is activated and functioning; and

(6) the winch launch can be conducted without conflict with other aerodrome traffic.

14. TRIPS AWAY FROM MATAMATA

1. Be clear as to why the club is going away. Club activity vs trial flights promotion.

2. Nominate someone to be in charge of overall co-ordination of the visit. Involve the CFI right from the start of planning for the trip. Change the message on the Club website.

3. Airfield
   - approval of Piako GC CFI to use the field
   - is it available/ permission to use it
   - who is contact person when we arrive
   - are there any particular operational rules we need to know about

4. Financial arrangements
   - co-ordinate with the Treasurer
   - how much to charge for trial flights - to take into account ferrying costs
   - arrangements for banking during the time away/ other security arrangements
   - arrangements to pay for aviation fuel
   - airfield costs
   - what other costs to be incurred

5. Advertising (if appropriate to objectives for the trip)
   - emphasis is on trial flights (not passenger flights)
   - public notices
   - club members
   - alternative arrangements for club

6. Equipment to be taken
   - 3 pickets and ropes per glider
   - pickets and ropes for tug
   - weights for gliders
   - IGC Logger and charging cable(s)
   - arrow plus pegs to hold it down
   - battery charger and batteries
   - base radio
   - tow ropes (but leave appropriate tow ropes with the tow plane for ferrying!)

- oil for tow plane-
- display boards/ other notices
- time sheets and time keeping laptop/ certificates/ information sheets for new members
- caravan, sun umbrella/gazebo, table, chairs

7. Breakdown assistance - i.e. if tug/gliders breakdown who is first point of contact and who is responsible for deciding on action to be taken?

8. Fuel for tug
   - where is it/ do we need a key
   - what is the cost - link this to proposed costs of trial flights
   - how will it be paid for - has a cheque been organised
   - who is responsible for trailering the tanker (NB need to ensure transporting fuel is done legally)

9. People required
   - one person in overall charge each day who is responsible for organising/ coordinating the operations
   - instructors- must have an instructor as PIC for trial flights
   - tow pilots
   - duty pilot
   - ground duty (quadbike retrieves)

10. Ferrying arrangements for both outgoing and return flights
    - Ensure double tow ropes available if required (make sure they are not in the caravan which is likely speeding its way to the destination when tow is about to commence!)
    - timing
    - weather forecast on route and daylight available
    - tow pilot/ instructors/ pilots-in-command/ ground assistants students as passengers

11. Ground transport ferrying arrangements for outgoing and return.
    - trailers and caravan - registered/ warranted/ lights operational
    - car arrangements to assist people "ferried"
    - arrange towing of trailers and caravan as required.

15. YOUR NOTES