



# Club Flying Rules

**South Canterbury Aero Club Inc.**

**2020**

**South Canterbury Aero Club**

**Richard Pearce Airport**

**Timaru**

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## 1. Overview

- 1.1. These Club Flying Rules serve not to restrict or hinder members, students and staff, but to remove ambiguity and reassure members in that their operation and conduct with club aircraft is correct.
- 1.2. The Flying Rules contained herein outline the expected operation of club aircraft and students operating their own aircraft under the supervision of a club instructor. Under no circumstance do the following rules absolve a pilot from ATC instruction or New Zealand Civil Aviation laws.
- 1.3. For the purposes of these Club Flying Rules a club instructor is anyone employed or empowered by the CFI or committee to supervise or give flight instruction within South Canterbury Aero Club Inc.

## 2. Compliance

- 2.1. All members and operators of club aircraft agree by operating club aircraft they are bound by the Club Flying Rules, the Civil Aviation Act 1990, Civil Aviation Rules and Advisory Circulars.
- 2.2. Ignorance of any rule be it club or CAA can not be pleaded in defence of a breach, resulting in disciplinary action against the pilot/hirer/instructor.

### 3. Flight Bookings

- 3.1. A member or student wishing to book a flight or lesson, should as far as practicably possible book the flight well in advance.
- 3.2. Bookings are made on a first come first served basis. Where a conflicting booking is requested the CFI will be consulted before any changes are made.
- 3.3. Bookings made by a member through Paper Aviator are considered a request and are not finalised until an instructor confirms the booking online.
- 3.4. Members and students should arrive 15 minutes before their booking slot. Where a member fails to arrive on time for a booking the instructor and aircraft maybe reallocated to another member or student.
- 3.5. Bookings are made through Paper Aviator with a member log in, at the flight office, over the phone or requested via email.
- 3.6. South Canterbury Aero Club reserves the right to charge a cancellation fee for cancellation of dual flight bookings within 12 hours of flight for reasons outside of weather or pilot health. The cancellation fee will set by the committee and CFI, the membership will be advised via email when it is changed.
- 3.7. Where the aircraft is booked for overnight hire or is based away from NZTU fair utilisation is expected, this would be representative of if the aircraft remained at base. The CFI is empowered to make this determination and has the authority to decline the booking should "fair utilisation" be in doubt.

### 4. Flight Authorisations

- 4.1. No Solo or Hire flights are to be carried out unless it has been authorised by a club instructor.
  - (a) Student pilots require an instructor to initial the club sign out sheet.
  - (b) A licensed club member may self-authorise if previously discussed with the Chief Flying Instructor. However, an instructor or a committee member in the absence of an instructor shall still be notified before the flight.

## 5. Pilot and Aircraft documentation

- 5.1. Before operating a club aircraft, the pilot is responsible for ensuring:
- They have checked, read and comply with all notices on the pilot notices board.
  - they meet the IMSAFE requirements
  - their license is current and valid
  - their Medical is current and all restrictions / requirements are complied with
  - they're current on type before carrying passengers
  - they hold a valid type rating
  - the aircraft and documents are current and fit for flight and purpose
  - the minimum fuel requirements are meet
  - the aircraft is within centre of gravity and below MTOW
- 5.2. A pilot intending of flying a club aircraft must be prepared to present to an instructor if asked:
- their up to date Logbook
  - current medical certificate
  - current BFR (*if applicable*)
- 5.3. After Preflight flight and before flight pilot must complete the flight authorisation/record form of the counter, including calculated fuel endurance, SAR time, Estimated time of departure and POB.
- 5.4. Pilot Logbooks are to be maintained accurately, legibly and with all flights promptly entered into the logbook after the flight's completion.
- 5.5. Student notes or a description of the lesson and manoeuvres flown is to be maintained within Paper Aviator and is made accessible to students on request.
- 5.6. The following documentation must be on board club aircraft:
- Technical Log
  - Flight Manual
  - Weight and Balance
  - Radio Levels certificate
  - SCAC Flight Record Card

## 6. Aircraft Operations

- 6.1. Instructors may at anytime require a dual check before authorising hire or solo flight to any licensed pilot or student.
- 6.2. No pilot who hires a club aircraft may hand over control to another person, licensed or otherwise.

- 6.3. No instruction is to be received or given in club aircraft other than by instructors employed by the club or authorised by the club CFI in writing.
- 6.4. No member is authorised to hand prop / prop swing / hand start an engine without prior training and approval. A demonstration of competence must be completed with the Chief Flying Instructor.
- 6.5. Aircraft are to be operated in accordance with the club's pilot handling notes, checklists and approved flight manuals, Where a deviation occurs between the club material and the manufacturers approved flight manual, the flight manual shall be considered correct.
- 6.6. Aircraft are to be taxiied at sensible speeds all times, Extreme care and minimal speed is to be exercised when taxiing around the flight line, fuel pumps, other aircraft and hangars.
- 6.7. Where a pilot is forced to divert and land due to stress of weather or event other than a defect onto a non-published strip/aerodrome/feild, the pilot shall not attempt to take off from that location unless authorised by the CFI.
- 6.8. Where a pilot may be forced to land due to a mechanical defect, the aircraft shall not be flown until authorised by a LAME or approved by the CFI or his/her delegate.
- 6.9. Club aircraft and pilots are to be on the ground 30 minutes before evening civil twilight or within the circuit, unless the pilot is night rated and current (*if carrying passengers*).
- 6.10. No pilot operating a club aircraft may plan to land or operate off a non-published aerodrome, strip or paddock without authorisation and briefing from the CFI.
- 6.11. Minimum Altitudes

Club aircraft must be flown at a minimum of 1000 feet above ground level (AGL) unless:

- a. For the purposes of take-off and landing
- b. Accompanied by an instructor
- c. Instructed by ATC to fly below 1000 AGL
- d. Forced to through stress of weather beyond the pilot's control, in which case the pilot must divert or return to an area of improved weather.
- e. When flying through a VFR transit lane, however not below 500 AGL.
- f. Authorised by an instructor for low flying practice  
(*generally reserved for CPL students, consult CFI*)

When flying over cities, towns or built up area's pilots should where ever practicable maintain an altitude that allows glide to an open area.

When operating over Timaru City pilots are encouraged to maintain not less than 1500 feet above mean sea level (AMSL).

## 6.12. Flights over Water

Flights over water are not to be carried out beyond gliding range of a suitable landing area unless the pilot and front passenger/instructor are wearing life jackets and additional jackets are available and accessible to all others on board.

## 6.13. Cross Country Flight

6.13.1. The instructor who authorises a cross country flight is deemed to be the supervising instructor.

6.13.2. When operating a cross country flight, the following equipment must be carried:

- a. Picket pit
- b. Additional oil
- c. Survival kit
- d. Valid fuel cards for both RD Petroleum and Z
- e. Lifejackets IAW Club Rule 6.12

6.13.3. Where hangarage is not available and a club aircraft is to be left outside overnight, the pilot shall picket the aircraft in the most sheltered area available and ensure the controls are tied or locked. Keys, fuel cards, headsets and any items of value belonging to the club are to be removed and stored in a safe and secure manner.

6.13.4. If the planned route is deviated from by the pilot, the authorising instructor must be advised as soon as possible.

## 6.14. Night Operations

Pilots intending to commence a night flight must ensure:

- a. Crosswinds on runways planned for use are not forecast above 7kts
- b. A torch is accessible to them within the cockpit
- c. An instructor is flight following or in the absence of an instructor a committee member.
- d. They are current on type by night before carrying passengers
- e. The aircraft has functioning Beacon or strobes, navigation lights and landing lights and panel lights.
- f. A ceiling of 1500 feet AGL and visibility of not less than 8 km

## 6.15. Aerobatic and Formation Flight

- 6.15.1. Aerobatic flights must be authorised every flight, unless the CFI has provided in writing an ongoing authorisation to that member.
- 6.15.2. Formation flights are not permitted unless expressly authorised by the CFI. The CFI may insist on safety pilots being carried during any formation flight.

## 6.16. Defects

All defects or non-standard events are to be reported to an instructor.  
Defects are to be recorded onto the defects and observations log in the aircraft documents folder.  
Before entering a defect onto the technical log an instructor must be consulted first.

## 7. Care of Aircraft

- 7.1. All members operating club aircraft owe a duty of care to the aircraft, To preserve and ensure the longevity of the club fleet pilots are asked to ensure:
  - a. Headsets are not placed on dashboard
  - b. Windscreens are cleaned with Vuplex or Plexus and microfibre clothes only
  - c. Designated handholds are used when adjusting seating
  - d. Club oil minima are adhered to (refer aircraft care card in aircrafts folder)
  - e. Headsets are returned to their aircraft and plugged back in if removed after flight
  - f. Aircraft is not parked or runup over loose dirt or stones
  - g. Any loose items and baggage are secured before flight
  - h. Passengers are supervised and guided at all times when interacting with aircraft.
- 7.2. No passenger is to be left unattended in an aircraft.
- 7.3. No aircraft engine is to be left running without a qualified or authorised member/LAME in the pilots' seat.
- 7.4. A pilot is to report immediately to an instructor after flight if they have experienced:
  - a. a heavy landing or other event that may affect the safety of the aircraft.
  - b. a defect or fault.
  - c. an abnormal feel, sound or behaviour of the aircraft.



## 8. Personnel and vehicle airside Operations

- 8.1.1. Any person airside that is associated with the club must be accompanied by a club member or instructor at all times. This includes the flight line, fuel pumps and the club hangar.
- 8.1.2. Any club or staff member must wear a high visibility vest when airside outside of the flight line and hangar areas.
- 8.1.3. When operating a vehicle airside, the vehicle must have the hazard lights turned on at all times and not exceed 25 KPH.

## 9. Rule Breaches or Deviations

- 9.1. South Canterbury Aero Club wishes to foster a just culture and no member or pilot will be held legally or financially liable should a breach occur because of a pilot's decision and judgement to deviate in the interest of safety.
- 9.2. The CFI is empowered to refuse access to club aircraft should a rule breach be suspected or planned.
- 9.3. Should a rule be breached an explanation in writing will be required from the pilot
- 9.4. Should the CFI deem the breach unnecessary the breach and provided explanation will be provided to the committee for review and further action to be taken if required.

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