YORK GLIDING CENTRE

FLYING ORDER BOOK

(Standard Operating Procedures for Flying Operations)

Version 6.3
May, 2024

PREFACE

The York Gliding Centre is a member of the British Gliding Association (BGA). It is a condition of membership of the BGA that all flying operations are carried out in accordance with the operating regulations of the Civil Aviation Authority (CAA) and the BGA.

The rules in this publication are the Operational Regulations and Standard Operating Procedures (SOP) of the York Gliding Centre. They are adapted from and supplement those of the CAA and the BGA, but reinforce good practice to provide a framework for the safe and efficient conduct of the sport of gliding.

A current Laws and Rules for gliding in the UK is published by the British Gliding Association on its website www.gliding.co.uk .

This publication is reviewed on an annual basis by the Head of Training, the review date normally being the anniversary of the previous acceptance by the Management Committee.

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NOTE 1: Throughout the document, the phrase **'Qualified Pilot'** refers to those pilots who hold the appropriate CAA-issued licence to fly the type of aircraft in question and meet the recency requirements of that licence. For gliding, the licence required is a Sailplane Pilot's Licence (SPL) although, until 08 December, 2025, the BGA Bronze Badge plus Cross Country Endorsement (CCE) is deemed to be equivalent.. For pilots who qualified before the CCE was introduced, a Silver badge will suffice.

NOTE 2: 'Qualified and Experienced Pilots'- are pilots who have:

- flown as pilot in command (PIC) for at least 50 hours since qualifying from winch or aerotow,

and

- have accrued at least 100 launches as PIC on the launch method being deployed at the time in question.

1.1 - Responsibilities:

Head of Training (Head of Training):

The Head of Training (HoT) / Chief Flying Instructor (CFI) is appointed by the Committee. S/he is responsible to them for the following aspects of club management:

1. Club Flying and Ground Operations carried out at Rufforth West Airfield, including all training in gliders in accordance with the BGA syllabus.

2. Issuing detailed flying orders in accordance with BGA regulations and, where necessary, regulations for ground operations and for ensuring all members using the site adhere to such orders and regulations.

3. Appointment and re-appointment of all site instructors and the maintenance of instructional standards. Training suitable pilots as potential instructors.

4. Appointment of a tug standards officer.

5. All aspects of flight safety.

6. Ensuring that all flying operations are properly supervised and that supervisors are adequately briefed. Lists of instructors and those members who may authorise flying in his absence are to be notified to the club as required.

7. Ensuring that all operational flying is recorded in accordance with BGA and CAA regulations.

8. Being fully briefed on the following aspects of club organisation, bringing such matters to the attention of the committee where these affect efficient club operations, namely:
    a) Glider Serviceability
    b) Availability of instructors

9. Appointing one or more Deputy Heads of Training, if required, for adequate operational supervision, and such other members as are necessary for efficient flying management. When absent, or on holiday, appointing a suitably qualified deputy and informing the committee of the appointment.

10. Bringing to the attention of the committee any problems which might affect flight safety or efficient operation of the club together with any difficulty experienced in complying with these or other regulations.

11. Ensuring that gliders, motor gliders and powered aeroplanes are flown only by suitably qualified pilots and that the total number and variety of aircraft on site is consistent with the club's aims. In this context, any member who wishes to join an existing syndicate; form a new syndicate or bring a new aircraft onto the site must have the prior permission of the Head of Training.

2.1: Flying operations- Airfield Management

The airfield will normally be run by a nominated duty instructor, who should be supported by the Duty Launchpoint Supervisor. The Duty Pilot assists the Launch Point Supervisor.

Either an assistant category or full category instructor or FI(S) is required to authorise the packing and unpacking of the hangars on normal gliding days (Wednesday, Saturday and Sunday). The packing and unpacking should be overseen by the Duty Instructor or Launch Point supervisor or by a member specifically authorised by the Duty Instructor (normally another instructor).

The qualifications and duties of the duty team members are defined as follows:

The Duty Instructor:

Qualification:

Must be a full or assistant category instructor or a Flight Instructor (Sailplanes)

Responsibilities:

The Duty Instructor is responsible for site activity for the day. S/he is appointed under the direction of the Head of Training. When flying is in progress, S/he is to remain in the vicinity of the launch-point. The Duty Instructor may leave this area (or fly) only if deputised by another instructor or Launchpoint Supervisor.

If unable to carry out the duty on the appointed day, s/he is to arrange an exchange with another rated instructor on the roster, and amend the notice board accordingly.

It should be fully understood that organisation of the more routine operating tasks is the responsibility of the launchpoint supervisor, under the oversight of the duty instructor, and no attempt should be made to carry out the duty for him/her. Furthermore, the duty instructor should not allow him/herself to become involved with any activity which would distract him/her from the supervision of the flying operations.

The duty will normally commence not later than 0900 hours, and will continue until all requirements covered by the heading "After Flying" have been satisfactorily complied with.

Duties-before flying:

- Authorise the unpacking of the hangars.

- Obtain a weather forecast and NOTAMS and assess the suitability of the weather for the operations planned.
- Ensure that all unqualified (no SPL or Bronze plus CCE) pilots are briefed before they fly.
- Ensure that visiting glider pilots are briefed and familiarised with the site before flying solo.
- Ensure that the winch is positioned correctly to avoid the risk of cables drifting towards the tug take-off run/footpath/farmer's fields/clubhouse/parking areas etc.
- Ensure that all equipment to be used is serviceable.
- Arrange for gliders to be rigged and test flown if required.
- Ensure the Launchpoint Supervisor is present, and brief him/her on any specific points.
- Conduct a briefing for all those intending to fly or supporting flying and covering, as a minimum: weather, NOTAMS; soaring conditions; runway in use; tug/s to be used and special requests.

Duties-during flying:

- Ensure all flights are appropriately authorised and logged.
- Ensure the adequate supervision of student pilots.
- Ensure that all pilots flying as pilot in command meet the recency requirements appropriate to their experience and qualifications (see paragraph 3.3).
- Monitor the radio on 123.815MHz frequency and communicate with airborne glider pilots as necessary.
- Assess which pilots require check-flights and ensure that these are carried out by a suitably qualified instructor or by the Duty Instructor him/herself.
- Endeavour to carry out all check flights in the morning.
- Provide or ensure Basic Instruction (BI) or Introductory Flights (IF) to booked-in visitors as appropriate.
- Report any infringement of flying operations, or any incident or indiscipline in the air to the Head of Training or her/his Deputy.
- Ensure all flights are completed by 30 minutes after sunset (or earlier if safety requirements dictate).

Duties-after flying:

- Ensure that all club equipment is removed from the airfield and all aircraft are put away in the hangar and the doors closed and locked.
- Ensure that fire extinguishers are secured; the fuel shed is locked and the electrical supply to the pump is switched off.
- Arrange for gliders to be de-rigged if required by the Technical Officer.
- Ensure all parachutes have been removed and that these items have been returned to the club parachute store and accounted for.
- Ensure all electrical systems are disconnected and the batteries placed on charge.

- Ensure all cockpit canopies are covered.
- Ensure all gliders that have taken-off from Rufforth are accounted for, and initiate appropriate action for any which are not.
- If s/he wishes to leave the airfield before every glider is accounted for, he should ensure a suitably responsible person will eventually either ensure that pilot is safe or initiate overdue action.

The Launch-Point Supervisor:

Qualification:

Basic Instructor or other experienced pilot approved by the Head of Training.

Responsibilities:

The Launch-point Supervisor is responsible for assisting the Duty Instructor in the supervision of flying operations. S/he is authorised to initiate unpacking of the hangar and setting up of the field, but an Instructor must be present before training operations start.

The launchpoint supervisor is also responsible for smooth running of operations on the ground, under the supervision of the Duty Instructor. S/he is expected to remain on the airfield for the duration of flying operations; if s/he wishes to leave the launchpoint for any reason s/he must arrange for someone else to carry-out his duties in her/ his absence.

Duties- before flying:

- Supervise the unpacking of the hangars.
- Ensure inspection of all equipment to be used on the airfield.
- Ensure that fire extinguishers are located on the outside of the fuel shed for easy access in the event of a refuelling fire or engine-start fire.
- Ensure placement of all equipment (control booth, bus, winch, gliders) on the airfield as required by the Duty Instructor.
- If the Duty Instructor nominates an easterly or westerly take-off run, ensure that additional warning signs are erected at appropriate locations by the footpath that runs along the length of runway 17/35. These signs ask footpath users to be vigilant for aircraft crossing the path, particularly tug aircraft trailing a rope.
- Arrange for the launch-point control booth to be sited safely at the launchpoint with an appropriate view of the launch-point itself.
- Ask the Duty Pilot to confirm that the following are in place in the launch point control vehicle:
    - Two ground-to-air and at least one ground-to-ground radio (one switched on and one as back-up)
    - Flight logging computer
    - The flying list for the day
    - First Aid Kit
    - Winch Strops with black, brown, red and blue weak links
    - Winch Signalling bat
    - Glider ballast weights
    - Seat backs for K13 (wood), K21 (fibre-glass) and DG505 (foam), gliders

- Confirm that rescue equipment is complete and available at the launch point (it should be in the back of the launch point bus if the bus is deployed).
- Ensure that the launch-point booth and bus are appropriately parked for the day's operations and that rescue equipment within it is complete and accessible.

Duties- during flying:

- Ensure that no unqualified pilots fly without a briefing from the Duty Instructor or her/his nominee.
- Through liaison with the duty pilot, manage the flying list, ensuring pupils are allocated appropriate instructors and that these, together with other pilots, are nominated to fly without delay.
- Seek to ensure that pupils are able to fly whenever a two-seater is available, and that there is fairness in allocating gliders and instructors to pupils.
- Ensure aircraft are retrieved promptly after landing and either positioned for the next launch or parked safely.
- Ensure the launch area is kept clear of obstructions.
- Ensure any infringement of regulations, incidents or indiscipline in the air is reported to the Duty Instructor .
- Monitor radio transmissions on 123.815MHz and alert the duty instructor to any messages that could be of relevance to flying operations other than routine glider position reports (eg incoming powered aircraft requesting airfield information). The launch-point supervisor should not respond to radio messages personally, unless specifically authorised to do so by the duty instructor.

Duties- after flying:

- Assist in the removal of equipment from the airfield and supervise the packing of gliders into the hangar.
- Ensure temporary warning signs are removed from the footpath along runway 17/35
- Ensure all club vehicles are left in a tidy state, parked and locked in a safe and appropriate location.
- Secure fire extinguishers in the fuel shed; lock the fuel shed and switch of the electrical supply to the pump. Report completion to the duty instructor.
- Check that the main gates to the airfield are closed.
- Check that all hangars, including the winch hangar, are locked.

The Duty Pilot

Qualification:

Post-solo pilot (qualified or unqualified) approved by the Head of Training.

Responsibilities:

The Duty Pilot assists the Launch-point Supervisor and is responsible for ensuring that all flights are logged accurately and that the flying list is followed systematically. S/he must ensure that the Launch Point Supervisor is kept appraised of progress through the flying list and that no one expecting to fly is overlooked. S/he must also liaise with the Tug Pilot to ensure that all aerotow heights are accurately recorded and s/he must alert the Launch Point Supervisor or Duty Instructor (if on the ground) to any radio

messages or safety concerns of which the Launch Point Supervisor or Duty Instructor may be unaware.

Duties- before flying:

- Ensure that the flying list; flight logging computer; ground to air radios (x2) and ground to ground radio are transferred to the launch point control booth.
- Check that the following equipment is located in the launch point control booth:
    - A stock of check flight chits.
    - First Aid Kit
    - Winch Strops with black, brown, red and blue weak links
    - Winch Signalling bat
    - Glider ballast weights
    - Seat backs for K13 (wood), K21 (fibre-glass) and DG505 (foam), gliders.
    - Binoculars

  These items should be retained within the launch point control booth unless in use.
- Ensure that the launch point control trailer is neat and tidy and contains ONLY the essential items for the day's flying but no additional ephemera.
- At the direction of the Launch Point Supervisor, locate the launch point control trailer at the launchpoint with a clear and unobstructed view of the launching area/s.
- Should the Duty Instructor decide that conditions are not suitable for trial flights and the office is not staffed, the Duty Pilot and Introductory Flight Pilot/ Basic Instructor should contact the trial flight customers and ask them to rebook. Their details should be shown on the Freeflight calendar.

Duties- during flying:

- Monitor progress through the flying list and, by liaising with the Launch Point Supervisor, ensure that no-one on the list is overlooked.
- Liaise with the launch point supervisor to match pilots whose turn it is to fly with appropriate aircraft and instructors.
- Welcome visitors with flight vouchers and ensure that the requirements of the voucher are clear to the launch point supervisor and pilot in command (eg aerotow height; number of flights and whether the flight requires an instructor or an Introductory Flight Pilot (IFP)).
- Make every effort to log flights electronically on Freeflight. Recording flights on a paper log should be a last resort in the case of complete failure of the computer or its internet connection.
- Ensure that any 'flags' generated by Freeflight are notified to the launch point supervisor or duty instructor (eg pilot has no medical declaration or pilot has not flown recently).
- Ensure that every flight departure is logged on the 'Freeflight' application as soon as the launch begins.
- Ensure that every landing is logged (including the last flight of the day).
- From time to time, liaise with the tug pilot to ensure that aerotow heights are correctly recorded on the log.
- If a rest is required, ensure that the log is handed over to another competent member with a clear explanation of the current status of the log and progress through the flying list (eg who is still in the air and who should be next to fly).
- Alert the launch point supervisor or duty instructor to any aircraft that are unaccounted for at the end of the flying day.

- Alert the launch point supervisor to any safety issues s/he may have failed to notice.

Duties- after flying:

- Ensure that all flight logging is complete including the landing time of all gliders. If any are still flying, agree arrangements with the duty instructor for their logging on return.
- Ensure that all aerotow heights are correctly logged on Freeflight by liaising with the tug pilot or by securing the tug log.
- Ensure that the flight logging computer is returned to the clubhouse once logging is complete. It can be stored safely in the side office as long as the blinds are closed.
- Ensure that all radios are returned to the parachute store and put on charge.
- Return the flying list clipboard to the clubhouse and prepare a blank flying list for the next day's flying.
- Report the safe return of the computer and radios to the launch point supervisor.
- Ensure that the launch point control booth is left in a clean and tidy state and contains only the equipment assigned to be stored on it, *viz*:-
    - Check flight chits.
    - First Aid Kit
    - Winch Strops with black, brown, red and blue weak links
    - Winch Signalling bat
    - Glider ballast weights
    - Binoculars
    - Seat backs for K13 (wood), K21 (fibre-glass) and DG505 (foam), gliders
- Ensure the launch point control booth is returned to the winch shed and the battery is put on charge.
- Report completion of these tasks to the launch point supervisor.

The Winch Master

Qualification

- Authorised by the Head of Training
- Be familiar with the BGA's guidance on safe winch launching contained within the 'Managing Flying Risk section of Laws and Rules for Glider Pilots (available on the BGA website)

Responsibilities

- Identify and train suitable members to act as Winch Operators
- Monitor the performance of winch operators and re-train when needed.
- Monitor all winch equipment for safety and operability and arrange repair and maintenance as needed.
- Advise the Head of Training and the Management Committee regarding safe winch operations.
- Ensure all winch crew are familiar with the special arrangements for winching to the West (See Appendix F)

The Winch Operator

Qualification:

- Trained and authorised by the Winch Master.
- Be familiar with the BGA's guidance on safe winch launching contained within the 'Managing Flying Risk section of Laws and Rules for Glider Pilots (available on the BGA website)

Duties-before flying:

- Inspect the winch and associated equipment and ensure that it is serviceable and:
    - It is fully topped up with fuel, oil and water.
    - Tyre pressures are correct
    - The windscreen is clean
    - All guards are in place.
- Ensure the following equipment is available:
    - Ground-ground radio operating on the same channel as the ground-to-ground radio at the launch point and tow-out vehicle
    - Equipment and spares for mending cable breaks (press and ferrules)
    - Spare weak links and weak link cable assemblies in an appropriate range of strengths.
    - Earthing cable
    - Spare shock rope
    - First aid kit
    - Goggles and gloves
    - Fire Extinguisher
    - Chocks
    - Bin
- Erect the winch-cable warning sign near where aircraft or vehicles are likely to wish to cross the cable.
- Ensure that the winch-cable warning sign does not obstruct the passage of taxying aircraft.
- Check that communication with the launch point by ground-to-ground radio is established (both on same channel number).
- Check that communication with the tow-out vehicle by ground-to-ground radio is established (both on same channel number).

Duties-during flying

- Ensure that the flashing beacon is activated whenever the cable is live.
- Act promptly on all signals from the launch-point. During the launch, watch the signals and the glider until signalling is discontinued.
- Deal expeditiously with any breakdown in the launching arrangements.
- Keep unauthorised persons well away from the winch.
- Periodically check the fuel, oil and water and top up as necessary.

- Not leave the winch during his period of duty unless properly relieved by another authorised operator detailed by the Duty Instructor or Launch-point Supervisor.

Safety and Operational Procedures

- Check for pedestrians on the footpath alongside runways 17/35.
- Delay launching if any obstruction or danger to flight or personnel is apparent.
- Abandon the launch if the engine falters during take-off or the early part of the launch and not to wind in the cable until the glider has landed and it is certain that it is clear of the cable run.
- Cut the cable (STOP WINCH FIRST) in the event of a failure to release by the glider.
- Signal the cable retrieve driver when clear to retrieve the cable(s)
- Signal "STOP" in reply to a "TAKE UP SLACK" signal from the launch-point if for any reason he is unable to commence the launch or is in need of assistance
- DO NOT touch the cable or drum whilst the drum is revolving and to signal "STOP" before doing so.

Duties-after flying:

- Ensure that the winch and related equipment are returned to the hangar, including the warning sign/s.
- Ensure radios are returned to the clubhouse and put on charge.
- Ensure the area in the vicinity of the winch is cleared of loose cable etc.
- Report any unserviceability.
- Ensure the winch hangar doors are closed and locked or that a responsible member is assigned to do this one all equipment (eg tractors and launch point vehicles) are returned.

2.2: Flying operations- Authorisation

Initiation of flying operations on any given day must be authorised by a full or assistant category instructor or by a Flight Instructor (Sailplanes).

Assistant category instructors must have completed successfully their Post-Course Review training (previously termed 'completion course') before they can authorise flying.

While launching continues the person authorising must remain on the airfield or hand over to another suitably qualified person.

Once flying has commenced the following restrictions apply (subject to currency rules, pilot qualification, and any other restrictions the duty instructor may apply, eg: due to weather conditions).

All pilots seeking to fly solo, must meet the recency rules specified in sections 3.3 and 3.7.

Pilots who are both Qualified and Experienced **(see Note1 and Note 2 on page 4):**

May fly solo (or mutual if qualified) on their own authorisation. Flights of over one-hour duration and cross-country flights in club gliders are subject to approval by the duty instructor.

All pilots intending to fly cross-country must notify the duty instructor of their intentions, have a retrieve crew ready and make an entry in the “Search and Rescue” book.

All passenger-carrying flights must be approved by the duty instructor.

Pilots who are ‘Qualified’ but not ‘Experienced’ **(see Note1 and Note 2 on page 4):**

May fly solo locally subject to any restrictions deemed necessary by the Duty Instructor given the prevailing weather conditions or other external constraints.

All flights in wave conditions must be briefed.

Cross-country flights must be authorised by a full category instructor or other instructor nominated by the Head of Training. The authorising instructor must ensure the inexperienced pilot is briefed by her/himself or by another nominated instructor. Pilots must have a retrieve crew ready and sign the “Search and Rescue” book.

Unqualified solo pilots without an SPL or Bronze plus CCE:-

May only fly solo under the supervision of the Duty Instructor or other instructor nominated by the Duty Instructor. Unqualified solo pilots must seek the permission of the Duty Instructor before flying solo on any particular day.

Early Solo Pilots

Early solo pilots will only be authorised to fly solo on a particular day if they have completed successfully a check flight with a full or assistant instructor or Flight Instructor (Sailplanes).

Type conversions, First solos and Instructional flying (including Trial flights)

Authorisation required by a full or assistant category instructor or by a Flight Instructor (Sailplanes). Please see the Recency Rules in section 3.3

2.3: Flying operations- Pilot Responsibilities:

All members are to acquaint themselves with the Rules of the Air as defined in the current edition of Laws and Rules for Glider Pilots, published by the BGA which includes a chapter on 'Managing Flying Risk'. Members should also acquaint themselves with the sections of the CAA's 'Skyway Code', dependent on the type of aircraft to be flown. These publications are available at no cost on the BGA and CAA websites respectively.

It is the responsibility of the pilot of any glider or motor glider, before flight, to acquaint himself with and comply with any limitations imposed on the aircraft, and to check the operation of all controls, and ensure that s/he is familiar with its flight characteristics.

Any pilot flying a type of glider for the first time is to be given a specific briefing on that type by a rated instructor experienced on type.

2.4: Flying operations- Weather Minima

The following weather minima are to be observed:

Glider flying:

Launching by aerotow: minimum cloudbase 1200 feet AGL: the tow to remain clear of cloud, in sight of the ground, and with a horizontal visibility of at least five kilometres at all times.

Launching by winch: minimum cloudbase 800 feet for full and assistant category instructors or Flight Instructors (Sailplanes), 1000 feet for all other pilots.

No launching will take place when any of the following conditions apply:

- Rain
- Thunderstorm activity in the local area
- Ice on the wings
- Rapid misting of canopies
- Any other time when in the opinion of the Duty Instructor adverse weather or lighting conditions will compromise safety

The last launch of the day will be before official sunset (winch) or twenty minutes before sunset (aerotow): earlier if the Duty Instructor deems the light inadequate for safe flying.

Motor gliding:

As laid down by statute and within the insurance limitations on the aircraft and the licence privileges of the pilot.

2.5: Flying operations- Accidents and Incidents

Definitions (from BGA Laws and Rules):

An Accident is an occurrence between the time when any person boards an aircraft with the intention of flight and such time as all persons have disembarked therefrom whereby:

Any person suffers death or injury while in or upon the aircraft or by direct contact with the aircraft or anything attached thereto or dropped therefrom; ***or***

The aircraft receives damage; ***or***

Property is damaged by direct contact with the aircraft or anything attached thereto or dropped therefrom.

An Incident is an occurrence where:

Damage to the aircraft or injury to persons or property occurs in circumstances other than those detailed in the above, e.g. ground handling or rigging or for which there is no obvious explanation, ***or***

There is no damage or injury but merely an incident, e.g. fouling of the cable with the glider during the launch, wrong or mistaken signalling, inadequate daily inspection, near collision etc.

Incidents:

All pilots are responsible for reporting any suspected defects, heavy landings, over stressing or other unusual occurrences immediately after landing and before the aircraft flies again. Any fault reported by a pilot must be investigated by a competent person. Such incidents should be reported to the Head of Training. Any incident involving the fitness of a pilot to fly should also be reported.

Accidents:

Any accident resulting in damage to an aircraft should be reported immediately to the Head of Training.

FATAL AND SERIOUS INJURIES AND SUBSTANTIAL DAMAGE

After an accident involving fatal or serious injury or substantial damage (requires workshop rectification) to a glider, tug, or motor glider, it is a legal requirement that the **Air Accident Investigation Branch** (AAIB) be informed immediately by telephone to **01252 512299**. In cases of fatal or serious injury or material third party damage, the local **Police** must also be informed.

In such circumstances, the aircraft may not be moved without the permission of the AAIB except for the purpose of rescue.

Please see the Emergency Procedures covered in Appendix A of this document.

For less serious accidents a report form is required to be submitted to the BGA within 1 month. To ensure accuracy of reporting, in the event of such an accident it is important to take witness statements as soon as possible, while the memory is fresh and all witnesses are readily available.

2.6: Flying operations- Circuits:

Rufforth East Airfield:

Microlights and gyrocopters, and occasionally other light aircraft, operate from the eastern side of the original RAF airfield on part of the original 05/23 runway, with hangars and taxiways to the north of that runway. The Northern half of the original runway is a taxiway. Landing and departing aircraft use the Southern half (see diagrams in Appendix C).

The zone of operation is an area from ground level to 500 ft, with a further 250 ft safety zone above that. A line from the farmhouse (red) Rufforth Grange north to the B1224 York-Wetherby road (through the slip road from 29 runway to Greenbank Haulage) represents the boundary.

Glider and power operations must remain above this zone and to maintain a good lookout at all times. It is recommended that all aircraft approaching the gliding airfield (Rufforth West) **remain above 1000 feet agl when overhead the Rufforth East zone**.

Soaring flights to the east of the airfield should only be attempted when conditions allow a safe return to the glider circuit. Glider or powered aerobatics are not permitted to the east of the 17/35 runway at any time without authority of the Head of Training.

Circuit patterns:

The standard circuit pattern will be as directed by the Duty Instructor. All patterns are designed to avoid conflict with operations at Rufforth East. The “Rufforth East zone” (see above and the diagrams in Appendix C) is to be avoided below 800 feet at all times except in emergency. To provide a margin for safety, Rufforth West aircraft should endeavour ensure they **remain at or above 1000ft agl when overhead the Rufforth East zone**. In addition all powered operations (including aerotows) should keep well clear of Rufforth, Askham Richard and Hutton Wandersley villages both in circuit and on initial climb-out.

Runways:

Runways used at Rufforth are:

17/35 The Main runway.

05W/23W which intersects the main runway. The grass to the West is available unless waterlogged. All members should be extremely vigilant for pedestrians using the footpath along the Eastern edge of runway 17/35 when using runway 23.

29: Along the tarmac taxiway from apron edge to 17/35 intersection. This is marked on the tarmac by a dashed white line.

Runways 05W, 23W and 29 **must not be used in a headwind of less than 8 knots.**

The pilots of visiting powered aircraft must request permission prior to their visit (PPR). These pilots will be sent or given access to a document detailing circuit patterns and approach directions. The granting of permission to visit is conditional on the pilot being familiar with these instructions and following them.

The following patterns are used and are illustrated in Appendix C, which should be studied most carefully:

Active Runway	Gliders	Motor Gliders	Tugs	Power
35	Left hand	Left hand wide of glider circuit.	Left hand, wide of glider circuit.	Left hand wide of glider circuit.
17	Right hand	Right hand, wide of glider circuit and outside Rufforth village.	Right hand, base leg before the village, final turn above 200 feet. Do not fly low over the village. Do not fly a long final over the playing fields with a rope attached.	Right hand, wide of glider circuit and outside Rufforth village.
23W	Right hand, final turn north-west of the red farmhouse. Touch down West of r/w 17/35.	Right hand, outside the village, final turn north-west of the red farmhouse. Touch down West of r/w 17/35.	Right hand, downwind leg inside the village, final turn north-west of the red farmhouse.	Right hand, outside the village, final turn north-west of the red farmhouse. Permission is needed from Rufforth East for a long approach. Touch down West of r/w 17/35.
29	Right hand, final turn west of the new farmhouse. Do not overfly any of the farm buildings. Touch down West of r/w 17/35.	Right hand, outside the village, final turn west of the new farmhouse. Do not overfly any of the farm buildings. Touch down West of r/w 17/35.	Right hand, downwind leg inside the village, final turn west of the new farmhouse. Do not overfly any of the farm buildings. Touch down West of r/w 17/35.	Not permitted
05W	Left hand	Left hand, outside Rufforth village.	Left hand, clear of Rufforth village.	Left hand, outside Rufforth village. Only available to aircraft and pilots based at York Gliding Centre. Not available to visitors.

"**Straight-in" approaches**
Gliders finishing cross-country flights are permitted to land straight ahead on runway 17 or 35 without joining a circuit provided the following precautions are taken:

- The pilot must listen out on 123.815 MHz for at least 10 minutes before the expected arrival to maintain awareness of a possible conflicting traffic.
- Calls must be made on that frequency at 5 minutes and 1 minute before finishing.
- When finishing from the East take particular care to avoid infringement of Rufforth East's zone.
- Straight-in approaches to runways 23/05 or 29/11 are **NOT PERMITTED**.

2.7: Flying operations- Radio procedures:

General:

Twelve frequencies have been allocated to BGA gliding clubs by the CAA and OfCOM. A Flight Radio Telephony Operators Licence is NOT required provided that these channels are used for their intended purpose.

Pilots under training will be instructed in the correct use of the gliding frequencies during their training so that they have a basic level of competence before flying solo. This should be signed off on the training record card.

Pilots should note that not all gliders are fitted with radios, and batteries become flat. Therefore "nothing heard" should not be taken as "nothing there". A good lookout must be maintained at all times.

An airband radio tuned to the club ground-to air-frequency will be at the launch-point throughout gliding operations. Only the Duty Instructor or Launch Point Supervisor should respond to calls to the launch point. The Duty Instructor or Launch Point Supervisor may specifically delegate this responsibility to a competent and experienced pilot who holds a Flight Radio Telephony Operator's Licence (FRTOL) or Radio Operator's Certificate of Competence (ROCC).

Frequencies:

The gliding frequencies allocated to BGA gliding clubs are as follows:

FREQUENCY	PRIMARY USE	SECONDARY USE
123.815MHz	**A Glider Field Frequency authorised for use by York Gliding Centre for situational awareness/control frequency within a 10 NM radius of Rufforth West airfield.** Locally, no other gliding clubs use this frequency	**No secondary use**
A further 11 frequencies are allocated as Glider Field Frequencies	Locally, the following frequencies are used: **Burn 130.290MHz** **Pocklington 122.915MHz** **Sutton Bank 118.665MHz**	No secondary use
130.105MHz	**Situational Awareness**	**No secondary use**
130.130MHz	Situational Awareness	No secondary use
130.405MHz	Competition	Coaching
129.890MHz	Competition	Coaching
129.905MHz	Ground To Ground (Ground Retrieval Purposes Only)	Parachute/ Hang-Glider (shared frequency)
130.535MHz	Cloud Flying	Other Situational Awareness

The gliding frequencies operate on the 8.33kHz channel spacing.

The Diversion & Distress frequency 121.5MHz will remain permanently on a 25kHz spacing.

The frequency used by the York Gliding Centre is **123.815 MHz**. This should be used only for communication with the club, and only below 3000 feet and within 10 nm of the airfield.To avoid clutter, the radio should only be used for essential communications.

If communication is required between the launch-point and gliders soaring (eg: on wave days) a second radio should be used on **130.105 MHz.**

Radio procedure in the circuit:

Remember the priority order: Aviate, (then) Navigate, (then) Communicate. Do not prioritise radio use above flying the aircraft safely.

Announcements should be made by all radio equipped aircraft on 123.815MHz after starting the downwind leg and in any case no later than the time the low-key area is reached (abeam the landing area on the downwind leg) using the following protocol:

"Rufforth Traffic, [aircraft call sign], downwind, [left/right]-hand, runway [runway number]".

Note the identification of the site. The call sign must be given using the correct phonetic alphabet, and club aircraft will have the call sign on the instrument panel as an *aide-memoire*.

There is no need to provide additional identification unless the circuit is unusual, and there is no need to reply other than to avoid a conflict.

Visiting aircraft:

Visiting powered aircraft arrivals should be PPR (Prior Permission Required) and pre-briefed. It is therefore only necessary to pass runway number in use by gliders and circuit direction. It may be prudent to provide a general warning of busy operations. Landing is always at the pilot's own risk and no clearances are to be given. [**Never** say 'clear to land' or 'land at your discretion'].

2.8: Flying Operations- General Soaring

Minimum thermalling height

- The minimum thermalling height is 800 ft agl except for pilots who are both qualified and experienced (see Notes 1 and 2 on page 4).
- Thermalling between 500 ft agl and 800 ft agl is permitted only by pilots who are both Qualified and Experienced (see Notes 1 and 2 on page 4).
- Thermalling at 500ft to 800ft agl by pilots who are both qualified and experienced should not be carried-out within the circuit pattern.
- Thermal turns are not to be attempted below 500 ft agl by any pilot (this includes club gliders on cross-country).
- Thermalling should not be initiated after calling downwind in the circuit. This is a commitment to land.
- Pilots should avoid thermalling above or immediately behind the winch vehicle.
- When winching is taking place (ie when the winch is out), returning to the airfield to thermal at 2100ft agl or below is not permitted. However, gliders contacting thermal at

the top of the launch may climb away in that thermal but must thereafter remain clear of the winch run.

Duration:

Flights in club aircraft are normally limited to one hour, but longer flights may be authorised by the Duty Instructor for badges or cross-country flights if there is no other demand for the glider. Requirements for badge claims must be discussed with the Duty Instructor in advance.

2.9: Flying Operations- Cloud flying

An SPL with Sailplane Cloud Flying (SCF) privilege; a BGA Cloud Flying Endorsement or a CAA cloud flying qualification is required by pilots entering cloud by choice. Prior training and an assessment by a suitably qualified examiner or Flight Instructor (Sailplanes) is required.

Except for descent when cloud penetration is needed to avoid a landout, no pilot may enter cloud within 5 nautical miles of the airfield other than by thermalling in from at least 200 feet below.

The glider must be equipped with a functioning turn coordinator; turn and slip indicator or attitude indicator (“artificial horizon”).

As soon as entry into cloud is contemplated, 130.535MHz must be selected on the radio, and a call made well before entry. Frequent radio calls are to be made until clear of cloud giving position and QNH altitude. It is recommended that a call is also made to the club on 123.815MHz immediately before entry and on emerging.

Motor Gliders are not cleared for cloud flying and must follow Visual Flight Rules at all times. However, a motorglider with appropriate instruments may be used for training towards a sailplane Cloud Flying qualification in Visual Meteorological Conditions as long as the supervising instructor maintains a lookout.

2.10: Flying Operations- Cross-country

Cross-country flying-authorisation and preparation:

Any pilot intending to fly cross-country must have, as a minimum, an SPL or a Bronze Badge with Cross Country Endorsement, and have completed the relevant field landing checks in the 12 months preceding the intended flight.

All cross country flights in club gliders and all cross-countries by inexperienced but qualified pilots (see Notes 1 and 2 on page 4) must be authorised by the Duty Instructor and subject to briefing by him or a nominated instructor. Pre-Silver cross country flights are to be briefed by a full category instructor or other instructor nominated by the Head of Training.

Private owners who are both qualified and experience (see Notes 1 and 2 on page 4) above may self-authorise and self-brief.

All pilots intending to fly cross country must notify the Duty Instructor, have a retrieve crew and enter their intentions in the “Search and Rescue” book.

The use of a moving map GPS is a club requirement.

All pilots flying cross-country must carry a current 1:500000 aeronautical chart even if using a moving map GPS/ GNSS device. This is a CAA requirement, but the chart may be either a paper chart or an electronic one, and must be capable of being used as a backup if your moving map display fails.

It is the responsibility of the pilot to ensure a serviceable trailer and retrieve vehicle are available together with crew qualified to drive.

The standard briefing (whether a self-brief or carried out by an instructor) should include:

- Plotting of the intended track- either on a chart or a moving-map GPS.
- NOTAMS relevant to the proposed route
- Controlled airspace near the route
- Met information
- Current state of the fields
- Landing areas *en route*.

Cross-country flying-recommended heights:

The following are recommended MINIMA (all above ground level):

- For pre-Silver cross-country: 3000 feet minimum for setting off
- Selection of general landing area: 2000 feet
- Selection of field: 1500 feet
- Commitment to land: 1000 feet

Cross-country flying: field landing code-

The following code of practice is to be observed in the event of a field landing:

1. Immediately after landing and securing the glider, endeavour to discourage onlookers from coming into the field.
2. Contact the farmer or his/her representative and explain the circumstances of the forced landing.
3. Pay for any telephone calls. If unable to find him/her at the time, obtain his name, address and telephone number and contact him as soon as possible.
4. Keep the retrieve vehicle off the field if it is likely to cause any damage, or until permission is obtained. If necessary, manhandle the glider to the vehicle.
5. Ensure that no animals escape while the gates are open, and that all gates are properly closed before leaving.
6. If any damage has been done, exchange names and addresses with the farmer as well as the name and address of the club. If practical, the farmer is to be invited to Rufforth for a complimentary flight.

Cross-country flying-retrieves

As soon as reasonably practicable and suitable directions can be given the club should be telephoned to arrange a retrieve. To avoid unnecessary overdue action, ensure that the duty

instructor is informed, either by telephoning the office (who will pass the message to the launch-point) or by getting the retrieve crew to pass the message. In either case an entry will be made on the log, to indicate the glider is accounted for.

For airfield landings, if a tug and qualified pilot are available, and it will not disrupt other flying operations, the duty instructor may authorise an aerotow retrieve, subject to the tug pilot being authorised by the tug master or Head of Training to conduct retrieve tows.

Aerotow retrieves are not permitted from farmers' fields.

Trailer driving

Any member without previous experience of trailer or caravan towing wishing to take a club trailer on the road should first demonstrate their competence on the airfield. Arranging for some basic instruction is highly recommended for anyone wishing to tow trailers.

Details of current national regulations regarding towing can be found at https://www.gov.uk/towing-with-car. If you got your driving licence before 1 January 1997, you may usually drive a vehicle and trailer with a combined weight of up to 8,250kg. If you got your licence from 1 January 1997, you may tow a trailer that weighs up to 3,500kg. **You need to check your driving licence and also the towing limitations of your vehicle.**

2.11: Flying Operations- Wave and High Altitude

Wave flying-authorisation and briefing

Wave soaring involving climbing above cloud base by pre-Silver C pilots is subject to authorisation and briefing by the Duty Instructor, who will take due account of the pilot's experience and the weather conditions.

Wave flying- use of oxygen

The Law requires that pilots and passengers use oxygen if flying between FL100 and FL130 for more than 30 minutes, or for any period of time above FL130. (ANO 2009 Article 91 B)

It is recommended that all pilots and passengers use a supplementary oxygen supply with a visible contents gauge for flights above 10,000 ft above mean sea level (amsl). In the event of illness in the air from any cause, an immediate descent should be made with airbrakes to below 10,000 ft amsl.

Oxygen systems installed are to be suitable for use in unheated aircraft, and are to provide a minimum of 4 litres per minute of oxygen (adequate for 25,000 ft). Oxygen systems should not be left for more than 6 months without discharging and being recharged. They should never be completely discharged except in an emergency, and if so discharged are to be purged before replenishment. Oxygen masks are to be compatible with the regulator (Economiser system types are incompatible with demand regulators). The type L passenger mask is unsuitable for use below -5 Celsius, and should not be used in gliders over the U.K..

Wave flying-descent through cloud

Experienced pilots who are competent and qualified to do so may wish to descend through cloud to avoid landing out if flying with a functioning turn coordinator; turn and slip indicator or attitude indicator (“artificial horizon”). An SPL with Sailplane Cloud Flying (SCF) privilege; a BGA Cloud Flying Endorsement or a CAA cloud flying qualification is required by any pilot entering cloud by choice. The BGA requirement for use of 130.535 MHz for cloud flying still applies, however it is strongly advised to also call the club on 123.815 MHz immediately before and entry and on leaving cloud.

Flight above Flight Level 195 (Please see Appendix D)

Flight above FL 195 is not permitted unless the duty instructor has arranged for the appropriate Temporary Reserved Area/s for Gliding (TRA[G]) or "Wave Box/es" to be opened. Pilots wishing to fly in a TRA(G) must be familiar with the requirements of the Letter of Agreement between NATS, the BGA, the RAF and BAe Systems in the Flying Order Book file in the clubhouse and must be briefed by the duty instructor.

2.12: Flying Operations- Aerobatics

Aerobatics-authorisation

Aerobatic practice must be authorised by the Duty Instructor, who will ensure that the following conditions apply:

· The pilot has completed aerobatic training and has been signed off as competent.
· The weather is suitable.
· The pilot is wearing a serviceable parachute.
· The glider is fitted with a serviceable accelerometer (“G-meter”)

Aerobatics must not in any circumstances be performed on BGI/ Introductory flights.

Aerobatics-completion heights

Full recovery from all aerobatic manoeuvres must be completed by the following heights:

- Instructors: 800 feet AGL
- All other pilots: 1500 feet AGL

Aerobatics-excessive G readings

When more than +3.5 G or -1.5 G is recorded in flight, the fact is to be reported to the Duty Instructor who will arrange for an inspection of the aircraft's structure by a suitably qualified person, and will not permit the aircraft to fly again until declared serviceable.

Spins

Spins comprise part of the standard training syllabus. However, for all pilots, spins should not be entered below 1800 feet, and the minimum height during the manoeuvre must be not below 1500 feet except in the case of instructor training carried out by authorised senior instructors or examiners.

2.13: Flying Operations- Mutual flying

Pilots with a mutual flying authorisation may fly club or private two-seaters together subject to the following restrictions:

- Both pilots must have a mutual flying authorisation for the aircraft type.
- One pilot must be unambiguously nominated as P1, and sit in the front seat
- P1 is responsible for cockpit checks and must be the handling pilot at all times below 500 ft.
- The glider is not required for training or trial lessons
- A serviceable radio is carried so that the glider can be recalled if needed

2.14: *Ad Hoc* Flying Days

Most Club gliding is expected to take place on the normal club flying days: Wednesday, Saturday and Sunday. Motor glider and power pilots may choose to fly on other days within the privileges of their licence provided they sign-out and in using the documents in the club house. It is recommended that power-pilots ensure that they notify a responsible person of their intended flying plans before departing.

Appendix B gives the requirements for gliding on days which are not normal Club flying days.

2.15 Public Safety

All gliding clubs have a duty of care towards members of the public as well as their own members. The public must be allowed to exercise rights of way such as the footpath along the Eastern edge of runway 17/35. It may be necessary to temporarily modify the gliding operation or cease launching to ensure public safe passage.

Members of the public and onlookers should be treated with dignity and respect even if they appear to unclear about the nature of gliding operations.

Please do not use inappropriate language or relieve oneself within earshot or sight of our neighbours or the general public.

Aircraft should not be flown in close proximity to manned agricultural machinery, even when the aircraft is landing. Flying too close can be alarming to the machine operator even when the pilot may judge the manoeuvre to be safe.

3.1: Pilot qualification and training-Requirements for all pilots

3.1.1 Log books

Each pilot is to maintain an accurate record of launches and hours flown in an official logbook. Logbooks are to be made available to the Head of Training for inspection on demand and, if so required, to any instructor prior to any flight.

Every pilot intending to fly, must bring their logbook to the airfield and, on request, present it for inspection by an instructor (Full Cat; Ass Cat or FI(S)) before flying.

Under the Sailplane Pilot Licencing system, new privileges can be certified through an instructor's signature in the pilot's logbook. The use of an electronic logbook must be capable of accommodating this possibility. Electronic logbooks, if used, must be capable of producing a print-out on demand.

In the absence of a log-book, the Duty Instructor may authorise an individual to fly only if they are satisfied that the pilot meets the Club's recency requirements. Evidence of recency from Freeflight may be offered by the pilot as an alternative record if their logbook is unavailable.

3.1.2 Training Records

Pilots undergoing training towards the Sailplane Pilot's Licence are issued with a Training Progress Card for each section. One card covers training towards the General Skills Test (Bronze Badge) and the other covers cross-country training (Cross Country Endorsement). It is a legal requirement that these cards are retained by the club after each day's flying and for three years following qualification. Trainee pilots wishing to retain a copy are advised to take a photograph on their smartphone before handing the card in at the office.

A ground training card is also provided to log training on ground-based routines. Although it is not a requirement, it is recommended that members hand these cards in at the end of each day's activities.

3.1.3 Medical fitness

3.1.3.1 General

It is a personal responsibility of pilots to be fit for flight and to recognise any adverse effects of short-term illness, alcohol, drugs, or fatigue. It is an offence to fly with more than 20mg/100ml of blood-alcohol. That is far less than the level permitted to private road drivers. Following recovery from serious illness, operation or accident, future fitness to fly will require review.

Those pilots holding NPPL, UK PPL or SFCL licence privileges are reminded of the need to ensure that they have demonstrated or declared medical fitness in accordance with the requirements of their licence. Limitations applied to any other aviation licence also apply to gliding unless otherwise authorised.

3.1.3.2.Pre-solo pilots -medical requirements before first solo

- Trainee pilots should declare, in confidence, to their instructor, any medical condition that might adversely affect the safety of the flight.

3.1.3.3. Acceptable evidence of fitness for pilots of gliders: solo flight or with another pilot

(Please note that these requirements are scheduled to change in December, 2025)

- A current motor car driving licence (DVLA Group 1 standard). Please note that from age 70 onwards, driving licences must be renewed every three years requiring a medical declaration to the DVLA on each occasion.

- For those under the age of 25, a self -declaration to DVLA group 1 standard to be held by the club (a form is available on the BGA website as part of *Laws and Rules for Glider Pilots*)

- A CAA Pilot Medical Declaration [PMD] (see https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/)

- For visitors, any ICAO or non-ICAO medical document valid for gliding in their own country is acceptable but restricted to solo flight.

Please note that it is your responsibility to declare to the DVLA and/or CAA any medical condition that could affect your ability to drive or fly safely. If in doubt, avoid flying, consult your doctor and advise the Head of Training in confidence.

3.1.3.4 Medical Requirements for Instructors and pilots authorised to carry inexperienced passengers

- A CAA Pilot Medical Declaration [PMD] (see https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots/) for pilots in command of aircraft with a maximum take-off mass of up to 2000kg.

- A current CAA Class 1, 2 or LAPL medical certificate

Instructors over 70 years-of-age- and pilots authorised to carry inexperienced passengers may continue without restriction provided that they are able to make a CAA Medical Declaration for flying aircraft up to 2000kg maximum take-off mass (MTOM) until they are 75.

After the age of 70 the PMD must be updated every three years.

From the age of 75 years onwards, the self-declaration must be against the more stringent criteria for flying aircraft up to 5700kg MTOM.

Those unable to self-declare may continue to fly with inexperienced passenger **only** if the hold a current CAA LAPL or Class 1 or 2 Medical Certificate.

Instructors wishing to continue to provide training to inexperienced pilots after reaching age 75 must provide the club with a **LAPL or Class 2 Medical Certificate** issued by a CAA - Authorised Medical Examiner (AME), update as required by the CAA.

3.1.2.5 Summary of the Minimum Medical Requirements for Pilots in Command of a Glider in the UK

NOTE: THESE ARE THE MINIMUM MEDICAL REQUIREMENTS for flying gliders in the UK. If a pilot cannot meet these requirements, they should speak with the Head of Training, initially. A medical certificate issued by an Aero Medical Examiner (AME) is likely to be needed.

<table>
<tr><td rowspan="2">AGE</td><td colspan="2">Pilots flying solo or mutual</td><td rowspan="2">PMD REVALIDATION REQUIREMENT</td><td>Instructors and pilots authorised to fly with inexperienced passengers
(IFP or Club Passenger-Carrying Rating)</td><td rowspan="2">AGE</td></tr>
<tr><td>Until 08 Dec 2025</td><td>After 08 Dec 2025</td><td>In effect now</td></tr>
<tr><td>Under 18 with no driving licence</td><td>Medical declaration signed by a parent or carer
(See BGA Laws and Rules, Medical Requirements)</td><td rowspan="5">CAA Pilot Medical Declaration (PMD) for flying aircraft with Maximum Take-Off Mass (MTOM) less than <u>2000kg</u></td><td rowspan="2">A one-off declaration until the age of 70 unless your medical status changes</td><td rowspan="3"><u>Up to age 75</u>
CAA Pilot Medical Declaration (PMD) for flying aircraft with Maximum Take-Off Mass (MTOM) less than <u>2000kg</u></td><td>Under 18 with no driving licence</td></tr>
<tr><td>Under 18 with driving licence
Age 18-70
70-75</td><td>Legitimate issue of a UK driving licence
(For cars/ motor cycles)
<u>OR</u>
A CAA Pilot Medical Declaration (PMD) for flying aircraft with Maximum Take-Off Mass (MTOM) less than <u>2000kg</u></td><td>Under 18 with driving licence
Age 18-70
70-75</td></tr>
<tr><td>Over 75</td><td>PMD renewed every three years after the age of 70</td><td><u>Solo Pilots aged 75+</u> (UK Rule)
CAA Pilot Medical Declaration (PMD) for flying aircraft with Maximum Take-Off Mass (MTOM) less than <u>5700kg.</u>

<u>Instructors & IFPs aged 75+</u>
(Club Rule)
A LAPL or Class 2 Medical Certificate issued by an AME.</td><td>Over 75</td></tr>
</table>

Pilots using the privileges of a Sailplane Pilot's Licence (SPL) must make a CAA Pilot Medical Declaration for their licence to be valid.

3.1.2.6 Disabled Pilots and those with specified medical conditions

We hope to encourage disabled pilots to fly within the limits of their disability and subject only to the limits of public safety. However these pilots will require individual consideration and, perhaps, aircraft modification. Further notes relating to specific medical conditions are on the CAA web site. Guidance concerning the driving licence standards is on the DVLA web site. Advice on specific problems can be obtained by clubs, general practitioners or individual pilots from a BGA medical adviser through the BGA office.

When a pilot suffers a serious medical event such as a heart attack, a medical certificate issued by a CAA-Authorised Medical Examiner will be required by the Club before the pilot can return to flying solo or mutual. A LAPL medical will be sufficient. Details of how to book a medical with an AME can be found on the CAA website.

3.1.3 Drinking and rest period

No member or guest is to fly in a club aircraft, or fly from Rufforth (West) Airfield, or operate any equipment, within 10 hours of consuming alcohol; within 6 hours of completing a night shift or when under the adverse influence of drugs (prescribed or otherwise).

3.2: Pilot qualification and training- type qualifications

Conversions may be authorised by any instructor provided the pilot has the minimum qualifications below, and the instructor considers him/her competent and a briefing has been given by an instructor experienced on type. HOWEVER instructor's discretion is required to authorise conversion to begin, even if minimum requirements have been met.

Minimum requirements for flying club gliders are as follows (see also standard requirements for all cross-country which apply in addition):

Type	**Requirement**
Junior-local :	Sufficient check flights in a two-seater, including the K21.
Junior-cross-country:	Ten landings on type and normal cross-country requirements including the Cross Country Endorsement or SPL (see section 2.10)
Astir-local:	Sufficient check flights in DG505
Astir-cross-country:	Ten landings on type and normal cross-country requirements including the Cross Country Endorsement or SPL (see section 2.10)
DG 505-local:	Sufficient check flights on type, Bronze Badge with Cross-Country Endorsement or SPL.
DG 505-cross-country:	Silver C, 10 flights in on type, check flight with full cat instructor. Field landing check on type and normal cross-country requirements including the Cross Country Endorsement or SPL

3.3: Pilot qualification and training- Recency rules

Gliders and Motor Gliders

NOTE: The pilot intending to fly **MUST** consult with the Duty Instructor if s/he has not flown the type of glider they plan to fly within the recency period. The Duty Instructor may require a check flight on type before authorisation to fly as P1 is granted.

Pilot Qualification	**Recency on launch method used**	**Action if outside limit**
Early solo (until signed "off checks")	Dual check before each daily solo session	
Solo "off checks" to Silver C	30 days	Sufficient dual flying to achieve a safe solo. If on the winch, one or more simulated launch failures as required.
Silver C, less than 300 hours P1	60 days	
Silver C, over 300 hours P1	90 days	
Gliding Instructors	Not more than 60 days if instructing.	Fly a solo or mutual circuit before instructing. If more than 90 days, check flight as above
Motor glider pilots (Club aircraft)	3 take-off/ landings in a 30-day period	Fly three satisfactory circuits, at least the first of which must be with an instructor

Pilot Qualification	Recency on launch method used	Action if outside limit
Restricted Motorglider instructors in Club aircraft (MGIR and FI(S) with TMG restricted to 'gliding exercises only')	3 take-off/ landings in a 60-day period	Fly three satisfactory circuits, at least the first of which must be with an instructor
Unrestricted Motorglider instructors in Club Aircraft (FI(S) or Full Cat with full TMG Instructor privileges)	3 take-off/ landings in a 60-day period	Fly three satisfactory solo circuits.
Motor glider pilots (own aircraft)	3 take-off/ landings in a 60-day period	Fly three satisfactory circuits, at least the first of which must be with an instructor

3.4: Pilot qualification and training- aerobatic training

Training leading to the BGA Aerobatics Endorsement may be given only on a dual-control two-seater by an instructor holding an Aerobatics Instructor Rating. Only the DG505 or the K21 may be used for this purpose. All gliders used for aerobatics training (excluding spinning) must be fitted with a serviceable accelerometer, visible to the instructor. Training will also include classroom studies.

Pilots may be trained at Rufforth to Standard Level authorising the holder of the BGA Aerobatics Endorsement to carry-out the following five basic manoeuvres:-

- 45 degree climbing and diving lines
- inside loop
- wing-over
- lazy 8 (two opposite climbing and descending co-ordinated turns forming a figure of 8 when viewed from below)

On completion, a successful assessment must be notified to the BGA using the relevant form and an entry signed in the candidate's logbook by the supervising instructor.

There are no BGA Aerobatics Endorsement recency requirements. Pilots are expected to seek refresher training as required.

Training in advanced/ sport aerobatics is not available at York Gliding Centre and advanced aerobatic manoeuvres are not permitted in club gliders.

3.5: Pilot qualification and training- mutual flying

The following qualifications are required before a pilot can be considered for training for mutual flying authorisation:

- SPL or Bronze plus Cross-Country Endorsement
- 50 hours solo flying in gliders
- Head of Training approval

Training must be carried out by an instructor authorised by the Head of Training to do so and will comprise both ground training and training to annual check standard in the rear seat of all the club and private two-seater types. The training syllabus will include:

- Lookout from the rear seat
- Effect of front seat pilot weight
- Crew Resource Management using the Probe-Alert-Challenge-Emergency hierarchy
- The “who has control” issue
- When can P2 handle the controls ?

On completion of the training the pilot will be subject to an acceptance flight with the Head of Training or nominated instructor, who will sign off the authorisation.

To maintain the mutual flying rating the pilot must fly at least 20 hours per year as PIC, and keep currency on the glider types covered. For pilots who are under 70, there will be an annual check ride in the rear seat which must be carried-out with a full instructor or other instructor nominated by the Head of Training. For those aged 70 or over, the check is required every six months.
If the pilot has not achieved 20 hours solo additional check flights may be required at the discretion of the Head of Training, until the required flying standard is achieved.

Training and periodic checks must be completed for both winch and aerotow launch methods if required.

3.6: Pilot qualification and training-passenger carrying

Glider pilots flying from the York Gliding Centre must be authorised by the Head of Training before flying with a passenger. This applies equally to holders of an SPL.

The Head of Training may authorise an experienced pilot (who is not an instructor) to carry any club member, including temporary member, as a passenger, subject to satisfactory insurance cover and possession of a CAA Pilot Medical Declaration (MTOM 2000kg up to age 75; MTOM 5700kg age 75 or over), LAPL or Class 1/2 medical certificate. Minimum qualifications considered are Bronze plus Cross-Country Endorsement or SPL and 75 hours as P1 in gliders.

The training syllabus will include:

- Lookout from the rear seat
- Effect of front seat pilot weight
- Care of the passenger on the ground and in the air.
- Threat and Error Management when flying passengers (including distraction)

In addition, pilots wishing to have a winch launch passenger carrying rating must be trained to fly the ultra-low cable break exercise.

To maintain the passenger flying rating the pilot must fly at least 20 hours per year as P1, and keep currency on the glider types covered. For pilots who are under 70, there will be an annual check ride in the rear seat which must be carried-out with a full instructor or other instructor nominated by the Head of Training. For those aged 70 or over, the check is required every six months. If the pilot has not achieved 20 hours solo additional check flights may be required at the discretion of the Head of Training, until the required flying standard is achieved.

Authority to carry passengers may be restricted to aerotow or winch. Periodic checks must be completed for the launch method to be used when carrying a passenger.

The holder of a York Gliding Centre passenger-carrying rating is **not permitted to fly members of the public** who have purchased a flight voucher. This requires an Introductory Flight Pilot rating and further training by a Flight Instructor Coach (FIC).

3.7: Pilot qualification and training- check flights

Daily checks:

Applies to early solo pilots not signed “off checks”.

A daily check flight is required before flying solo.

To be exempt from daily checks on the launch method used, the pilot must normally complete a minimum of 10 satisfactory solo flights and then have a check flight with a Full Rated Instructor or other instructor nominated by the Head of Training. Typically, this will occur at the stage when the early solo pilot is being checked out for flying single seat gliders. Note also that daily check requirements apply separately for each launch method. Therefore, a pilot who is ‘Off ‘daily checks on aerotow but is early solo on the winch launch will have to be on daily checks for winch launch until he has completed a minimum of 10 satisfactory solo flights and will then have to fly with a full rated instructor or other instructor nominated by the Head of Training who can then clear him/her ‘off’ daily winch checks.

Early solo pilots on daily checks are not required to perform annual check until 12 months after their first solo.

Periodic aerotow checks:

Applies to all solo pilots except current full and assistant category instructors, Flight Instructors (Sailplanes) and pupils still on daily checks.

For pilots under the age of 70, periodic aerotow checks are required every 12 months.
For pilots aged 70 or over, periodic aerotow checks are required every 6 months.

Checks can be completed in the three months before the renewal date and are valid for six months or twelve months after the renewal date. Requirements are a satisfactory and safe demonstration of gliding ability, including the following:

- Out of position on aerotow
- Descent on aerotow
- Spin – identification and recovery at the fully developed and incipient phase
- Spiral dive- identification and recovery
- Stall
- Awkward circuit

At the discretion of a full rated instructor this check may also encompass the periodic mutual or passenger rating check.

Periodic winch checks:

Applies to all solo pilots intending to fly on the winch except current full and assistant category instructors, Flight Instructors (Sailplanes) and pupils still on daily checks. It is emphasised however that instructors must conform to normal currency requirements.

For pilots under the age of 70, periodic winch checks are required every 12 months.
For pilots aged 70 or over, periodic winch checks are required every 6 months.

Checks can be completed in the three months before the renewal date and are valid for either six months or twelve months after the renewal date. At the discretion of a full rated instructor this check may also encompass the annual mutual or passenger rating check.

They must include:

- A normal launch
- A simulated (or real) launch failure (cable break or power failure)

Periodic field landing checks:

For all pilots, periodic field landing checks are required every 12 months, but can be requested on a more frequent basis by either the pilot or the Head of Training.

Applies to:

- All pilots not on daily checks, including pilots in all instructor categories, intending to fly club gliders.

  Holders of a Bronze Badge plus Cross-Country Endorsement or SPL pilots who have done at least one successful field other than at another airfield can use this in lieu of a check flight. The field landing must be approved by the Head of Training or Deputy Head of Training for the purposes of invoking this exception. Note that instructors qualified to undertake field landing checks in the motor glider are exempt from this requirement providing they supervise at least one field landing exercise each year.

Checks can be completed in the three months before the renewal date and are valid for a year after the renewal date. They are done in a motor glider and comprise as a minimum:

- One simulated aerotow failure
- Demonstration of satisfactory field selection
- One satisfactory simulated field landing with altimeter available
- One satisfactory simulated field landing with altimeter covered

Before first solo, all pilots will have a field landing demonstration.

If the motor glider is unavailable, the following alternative will be invoked:

- Attendance at a briefing on Field Selection by a Full-rated Instructor, using appropriate video footage (available via the BGA website), plus
- One successful simulated field landing check flight in a glider onto a more confined area of the airfield designated by the instructor in advance. This element may be conducted under the supervision of an Assistant Category or Full-rated instructor.

Biennial motor glider checks for NPPL and UK PPL holders

Pilots flying motor gliders on an NPPL or UK PPL are required to undertake a biennial check flight of at least one hour's duration with a fully CAA-rated motor glider instructor. Once completed successfully, pilots must get their log-book hours checked and, if satisfactory, their licence signed by a CAA examiner or instructor with FCL945 privileges.

Motor Glider Checks for holders of SPL and LAPL(A) Licences with a TMG rating

SPL and LAPL(A) licences are subject to a 'rolling recency' requirement for power flying. Each time the pilot intends to fly as pilot in command, s/he must check that, in the preceding 24 months, s/he has flown for a total of one hour with a Flight Instructor qualified to instruct on the class of aircraft concerned. The hour can comprise up to three flights eg three flights of 20 minutes or two half-hour flights would qualify. It is wise to get the Flight Instructor to sign the logbook entries but there is no requirement for a signature on the pilot's licence or to notify the CAA. Some pilots may choose to meet the recency requirement through a biennial check flight with a CAA qualified FI.

Visiting glider pilot checks:

Visiting glider pilots shall be given site briefings and local area familiarisation flights consistent with their experience levels by an FI(S), Assistant category or Full-rated instructor. S/he must provide evidence of meeting the medical requirements of her/his licence or gliding qualification.

4.0: Ground Operations

4.1 Use of Private vehicles airside:

Except for those with mobility issues, members are requested not take private vehicles on to the airside of the site unless specifically required in connection with operations or otherwise unless given permission of the Duty Instructor (given during the daily briefing).

The drivers of private motor vehicles should note that they may not be covered by insurance once airside and ideally vehicles should be parked in the car parks. They may, however, be taken airside on the following occasions:

- Journeys to and from the hangars on the North West Boundary:
- Members' vehicles may transit between the gate near Reception and the hangars to facilitate flying or repairing the aircraft situated down there.

  On all occasions the gate will be shut after entry / exit, even if return is expected to be fairly soon after. Vehicles parked in the hangar area must be clear of any flying operations and of other user's access to their hangars.
- During operations on Runway 17. Members may take their vehicles to the launch-point and park alongside the hedge provided they have the need and have adequate insurance to operate airside.
- Towing out a rigged private glider. Where a vehicle is used to tow a rigged glider or a trailer onto airside great care must be taken. The vehicle is to be removed from airside immediately the glider or trailer has been deposited at the launch-point. Where a glider is rigged from a trailer airside – both the car and trailer are to be removed immediately the glider is rigged.

The maximum Speed Limit on all roads on the site where vehicles can be driven is 30 mph. Great care should be taken at all times and good lookout is imperative. Drive with at least one window open so that you can listen for aircraft. Vehicles should always give way to aircraft whether they are flying, being towed or taxying.

During operations on Runways 23W, 29 and 35 the only vehicles permitted at the launch-point are the club bus; control trailer; the retrieve vehicle and any vehicles specifically authorised by the duty instructor (including the vehicles of members with mobility problems).

The Duty Instructor will determine the most appropriate parking location for permitted vehicles. This will normally be behind the launch point.

A specific area for parking of members' vehicles is available adjacent to the north west boundary near the North-side hangars. This is delineated by a broken yellow line.
This area shall not be used for moving, take-off, landing, parking, refuelling or maintenance of any aircraft or aircraft equipment.

NO PARKED VEHICLE MUST IMPEDE THE MANOEUVRING OF AIRCRAFT OR THE VIEW OF SUPERVISING MEMBERS SUCH AS THE DUTY PILOT.

4.2 The Flying of Model Aircraft and Drones

No flying of model aircraft or drones is permitted during flying operations by either the club or by Rufforth East airfield. When there is no flying, it is permitted as follows:

Club members can fly model aircraft if they are:

- Insured
- Experienced and
- Vigilant of other aircraft (It should be noted, for example, that some aircraft based at Rufforth East may sometimes use RW 17/35 at Rufforth West under ongoing arrangements)
- Equipped with an air-band radio tuned to 123.815MHz which should be either set to full volume or connected to an earphone (to ensure messages are not drowned out by the model's engine noise)
- Not flown from or over the main runway (RW17/35) as this is the most likely runway to be used by visiting or departing aircraft.

In addition to the above, members wishing to fly a drone must:

- Not use their drone for commercial purposes except with the explicit agreement of the Management Committee
- Produce, on demand, a valid registration certificate for any drone weighing 250g or more
- Never fly a drone weighing more than 7kg
- Always keep the drone within their sight
- Fly below a height of 335ft agl (400ft amsl)
- Keep the drone at least 150 ft away from people and buildings if the drone is equipped with a camera

Non-members can fly model aircraft or drones, subject to the conditions above and, additionally, only:

- by prior arrangement, if accompanied by a responsible and qualified club member with air-ground radio, or
- when the airfield has been rented to them specifically for the purpose of flying models or drones but only within the conditions of that rental.

APPENDIX A - EMERGENCY PROCEDURES FOR ACCIDENTS INVOLVING GLIDERS AND OTHER AIRCRAFT

Immediate action

- Unless incapacitated due to the emergency or in the air, the Duty Instructor should take charge immediately following a major accident. If the Duty Instructor is unable to take charge, the most senior instructor present should take charge. Failing that, the Launch-point Supervisor.
- If any injury to any person is even suspected, it is essential the emergency services are contacted urgently-do not assume that someone involved in an accident is uninjured even if he thinks he is OK-there is a history of internal injuries going undetected, particularly if the victim is in shock.
- It is essential to both get emergency services on site as quickly as possible and to avoid further incidents.

The following actions should be carried out immediately:

1. Delegate someone to take control of aircraft movements. Do not permit take-offs, or landings other than necessary: ie: visiting powered aircraft should be diverted. Essential glider landings should be kept clear of wreckage and the runways. Bear in mind the emergency services may arrive by helicopter.
2. Commandeer the nearest telephone (this may well be a mobile at the launch-point). This should be used for all subsequent telephone communication, and should be the number given to the emergency services.
3. Call the emergency services. The following is the suggested script:
   - This is THE YORK GLIDING CENTRE AT RUFFORTH AIRFIELD
   - The address is Bradley Lane, Rufforth, Near York and
   - The postcode is YO23 3NA (Yankee Oscar Two Three Space Three November Alpha)
   - Access is via RENDEZVOUS POINT ONE, Off Bradley Lane
   - Specify the services required (Ambulance, Fire and Rescue, Police)

4. State the nature of the incident. If an aircraft incident state:

   - We have an aircraft ground incident
   - The type of aircraft is (eg glider, light aircraft)
   - The number of persons aboard is .....
   - Give the telephone number of the mobile you are using
   - Give the Club's land-line number 01904 738694
   - If required (eg for Air Ambulance) give the Latitude and Longitude of the airfield:
     53 degrees 57.100 minutes NORTH; 1 degree 11.332 minutes WEST
   - Alternatively, give the What-Three-Words co-ordinates of the casualty using the What-Three-Words app on your smartphone.
   - Using 'What-Three-Words",
     i) the Club's entrance on Bradley Lane is at: **factoring.visitor.wove**, and
     ii) the centre of the airfield (Junction of RW23 and 35) is at **flinch.goose.genius**
     iii) The entrance to the clubhouse is at: **label.charities.swanky**
   - If required (eg Air Ambulance) give the airfield frequency **123.815 MHz**

5. Post an experienced club member at the airfield gate and one at the rendezvous point in the car park to direct the emergency services to the exact site of the incident. Ensure both parties have mobile phones or equip them with ground radios and agree call signs.
6. Do not move injured persons unless essential to save life. If an injured person is conscious try to arrange for someone to stay with hi/her until the ambulance arrives, and, if possible, go with him/her.

Subsequently:

7. Ensure the area of the accident is secured and no unauthorised person interferes in any way.
8. Ensure the Emergency Services have room to do their job.
9. Delegate a person to deal with the media. Ensure they are briefed not to give any details beyond the obvious. In particular: no names. Formal press statements will be issued later by the Management Committee.

10. Do not move any wreckage until authorised to do so by the Air Accidents Investigation Branch (AAIB) or BGA investigator.

11. Initiate a diary of events
12. Ensure witnesses remain available until statements have been given.

13. Once the immediate actions are in hand do the following:
    i) In the event of fatality or serious injury call the following in order:
        a) The Air Accidents Investigation Branch: **01252 512299** (24 hour)
        b) The Head of Training
        c) The BGA: **0116 289 2956**

Then

    ii) Take witness statements (or ensure a competent person is briefed to do so)-the sooner after the accident this is done the better. There is a standard BGA accident report form-use this as a guide to the information required.
    iii) Consider action to inform relatives of the person injured.

14. Expect further follow-up action to be handled by others, eg: formal reporting including submissions to the BGA and AIIB by the Head of Training.
15. Ask a committee member to initiate the writing of a press statement.
16. Do not resume flying operations until permission is granted by the emergency services and investigating authorities (unlikely to be on the day of the incident).

A COPY OF THIS CHECKLIST SHOULD BE DISPLAYED PROMINENTLY IN THE LAUNCHPOINT CONTROL VEHICLE

NOTE: Separate 'Procedures' are available at the clubhouse for emergencies that do not involve aircraft or flying activities.

Appendix B : *Ad Hoc* Gliding Days

B.1 The following procedures are designed to enable club members who are both qualified and experienced to fly on an *ad hoc* basis on days other than club flying days with **no instructor present**.

Often on such days one of the members present will hold an Assistant or Full instructor rating or an FI(S) rating so supervised flying can proceed as normal ***with the agreement of that instructor***. The instructor should not be expected to offer flying instruction. If the instructor wishes to fly him/ herself, s/he cannot also be expected to supervise. **Any instructor present should not feel obliged to provide supervision** on what is effectively their 'day off'. Willingness to supervise is entirely voluntary.

It should be noted that pilots who do not hold either Bronze Badge with Cross-Country endorsement or an SPL are not fully qualified. They can only fly under the on-site supervision of an Assistant category or Full-rated instructor or FI(S).

To enable members who are qualified and experienced glider pilots to glide without instructor supervision and to enable the Head of Training to fulfil his/her responsibilities the following will apply:

- Club members intending to fly must:
    - hold an SPL or Bronze Badge with Cross-Country endorsement;
    - have flown as pilot in command (PIC) from winch or aerotow, for at least 50 hours since qualifying
    - have accrued at least 100 launches PIC on aerotow (the only launch method permitted under these arrangements)
    - be current for the aircraft they are to fly;
    - have completed their periodic aerotow/spin checks, and
    - meet the current medical requirements [hold a UK driving licence if holding a Bronze plus Cross Country Endorsement or a Pilot Medical Declaration if holding an SPL]
- Other club members must be briefed and authorised by one of the club Assistant or Full rated instructors present on the *ad hoc* flying day before flying. It is acceptable for the authorising instructor to be the tug-pilot.
- All pilots must read the day's NOTAMS and MET Office Weather Forecast below 10000 feet (Form 215) before flying. These must be accessed online when the office is closed.
- All pilots must also check for any RNP approaches scheduled at Leeds East Airport and make sure they are familiar with the RNP routing if appropriate.
- Club members who are both qualified and experienced (see Notes 1 and 2 on page 4) but who do not have a Silver C, intending to fly beyond gliding range of the airfield in a club aircraft may only do so after briefing by a Full rated instructor present on the *ad hoc* flying day.
- Club members intending to fly beyond gliding range of the airfield must complete the entry in the club Search and Rescue folder giving details of their task if any and their retrieve crew members.

- Club members intending to fly beyond gliding range of the airfield must be current for field landing checks or have made a successful landing-out (not at another airfield) in the previous twelve months.
- For mutual flying, the pilot in command (PIC) must be in compliance with the above and must fly all the aerotow launch and the circuit and landing.
- Club members are responsible for completing pre-flight documentation for passengers.
- Passenger flying is allowed by pilots with a current passenger carrying rating only if an Assistant category or Full-rated instructor is on-site.
- BI flying and Introductory Flights will not take place unless an Assistant category or Full-rated instructor or FI(S) is on-site and is prepared to supervise.

B.2 Airfield Operation on *ad hoc* flying days

With few members available it is imperative that the flying operations are only undertaken if sufficient members are available for safe operation. Members must undertake to be available to close the airfield at the day's end.

- Operations will be aerotow only.
- There must be a wing holder for each take-off.
- For gliders with a stick transmit switch, the pilot can call the launch signals.
- For gliders with a hand-held microphone a second ground handler is required to operate the radio. The wing holder must not operate the radio.
- Log keeping is the responsibility of those present but must use the **computerised Freeflight logging system** if at all feasible (We no longer employ staff to transfer handwritten logs to the computerised log).
- All equipment must be put away securely at the end of the flying day in accordance with standard operating procedures for gliding days.

B.3 Non-Club Pilots Visiting on *ad hoc* flying days

Pilots visiting from other clubs are not covered by the criteria above. They must sign a Membership Form even if exercising 'reciprocal' arrangements; they must be briefed by a club Assistant or Full rated instructor and have a site check if deemed necessary by that instructor before flying their own or a club glider. They must present their logbook, medical certificate and licence or FAI gliding certificate to the supervising instructor.

If the office is closed, they must present proof of address and contact details so that they can pay as soon as the office opens.

The following Appendices are provided electronically as separate .pdf files

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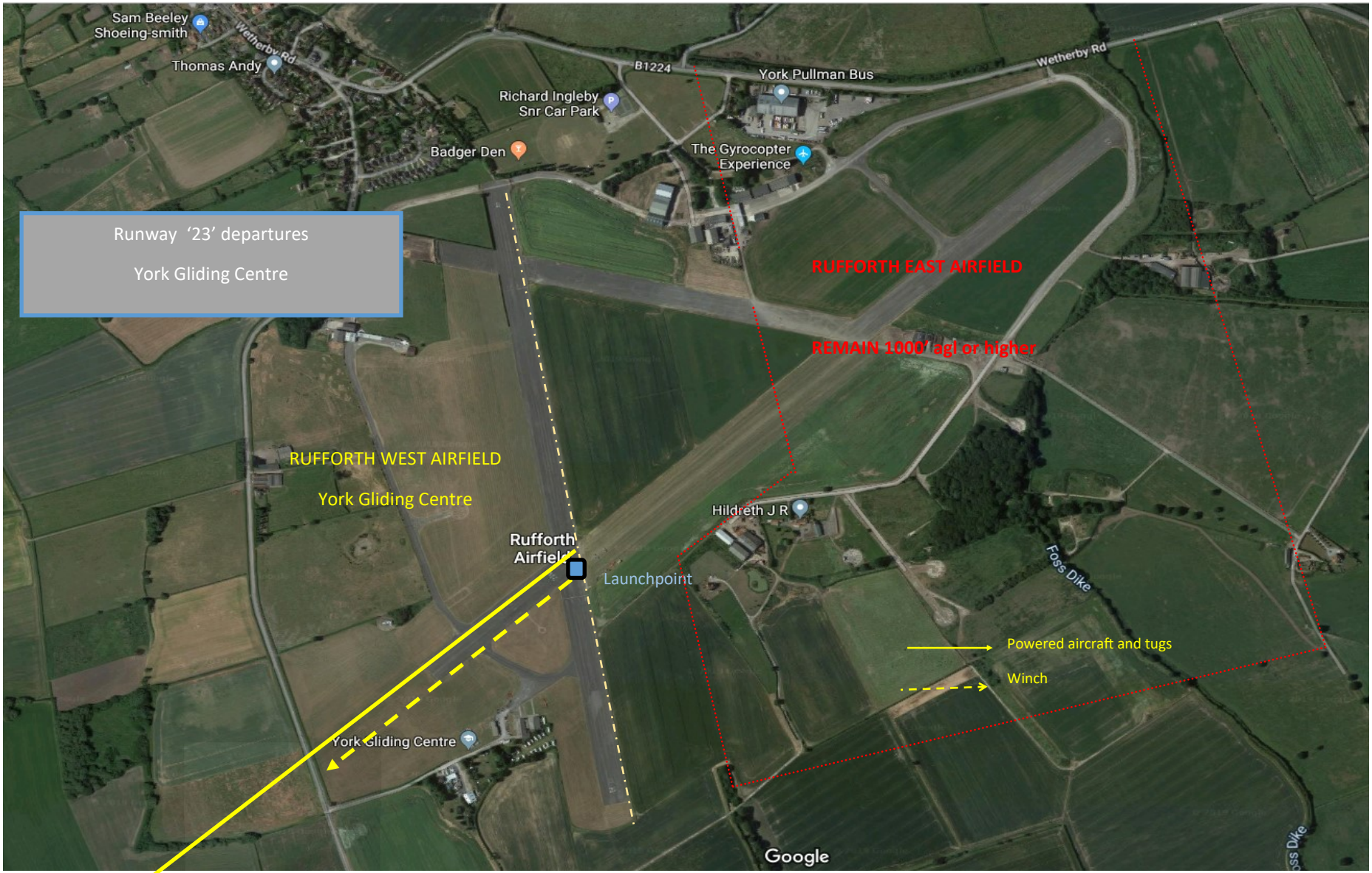
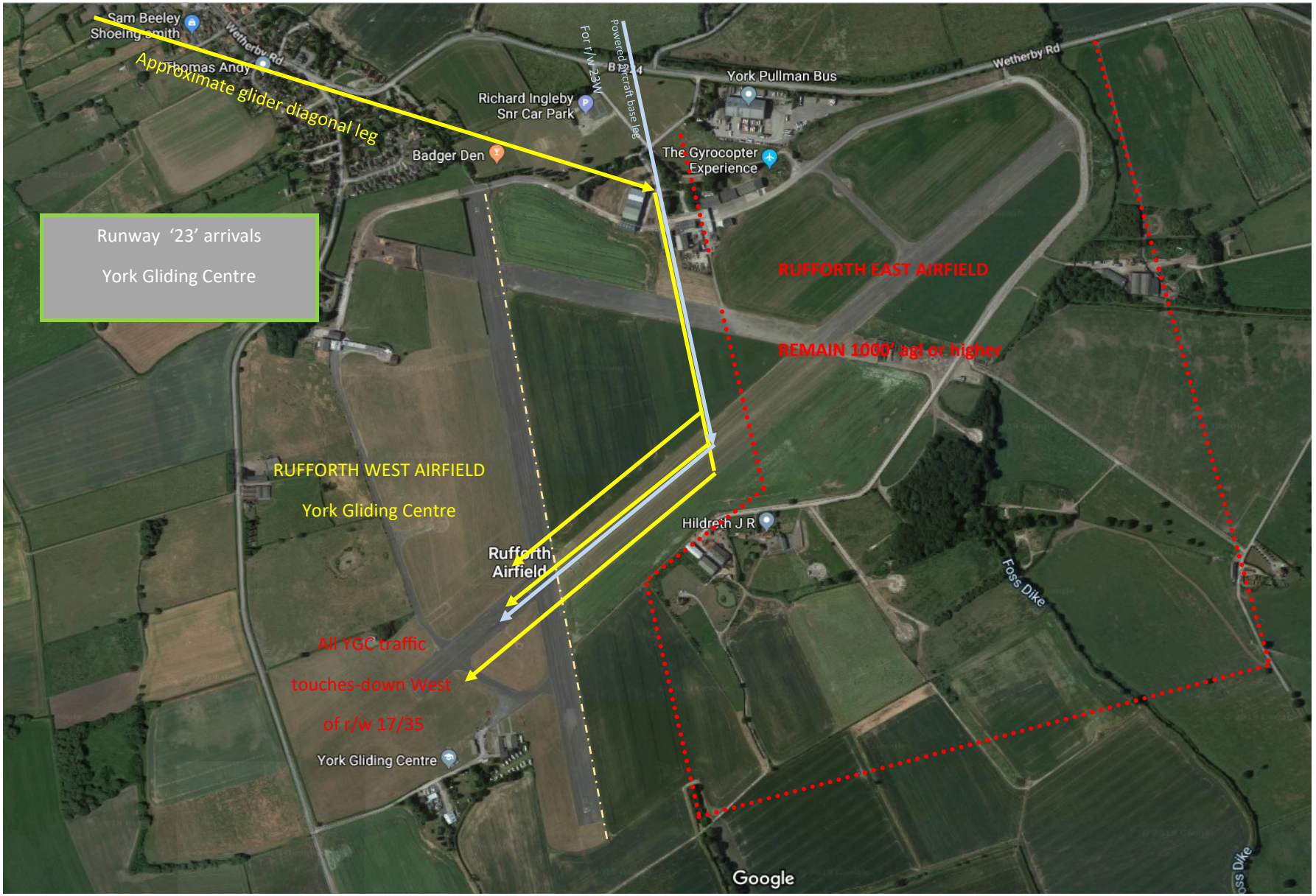
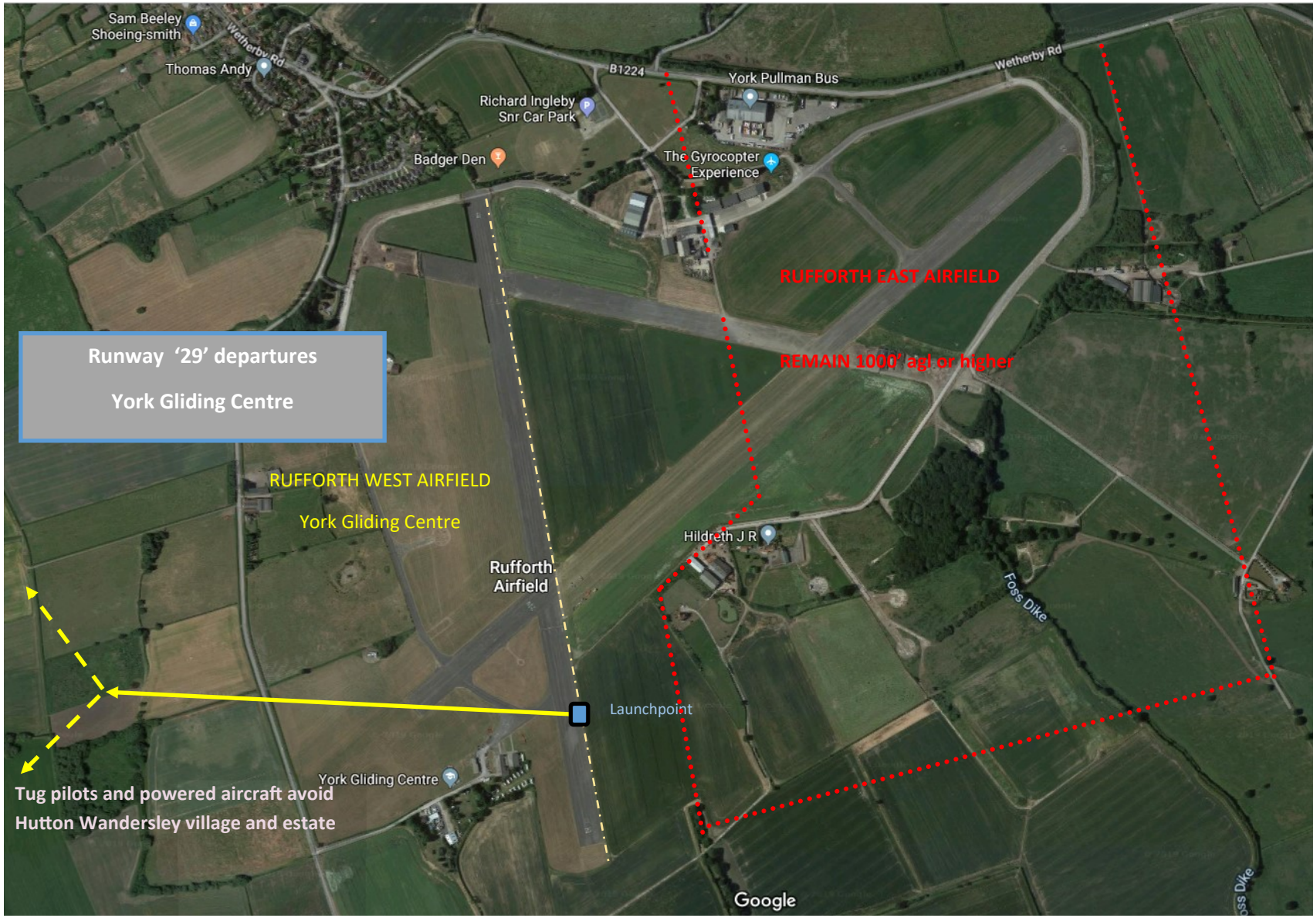
APPENDIX C	Airfield and circuit pattern diagrams	42
APPENDIX D	Wave Flying- Non-transponder gliding areas and "Wave Boxes"	54
APPENDIX E	Instrument approaches to Leeds East and Sherburn airfields using satellite navigation	57
APPENDIX F	Landing at local gliding airfields	65
APPENDIX G	Abbreviations	67

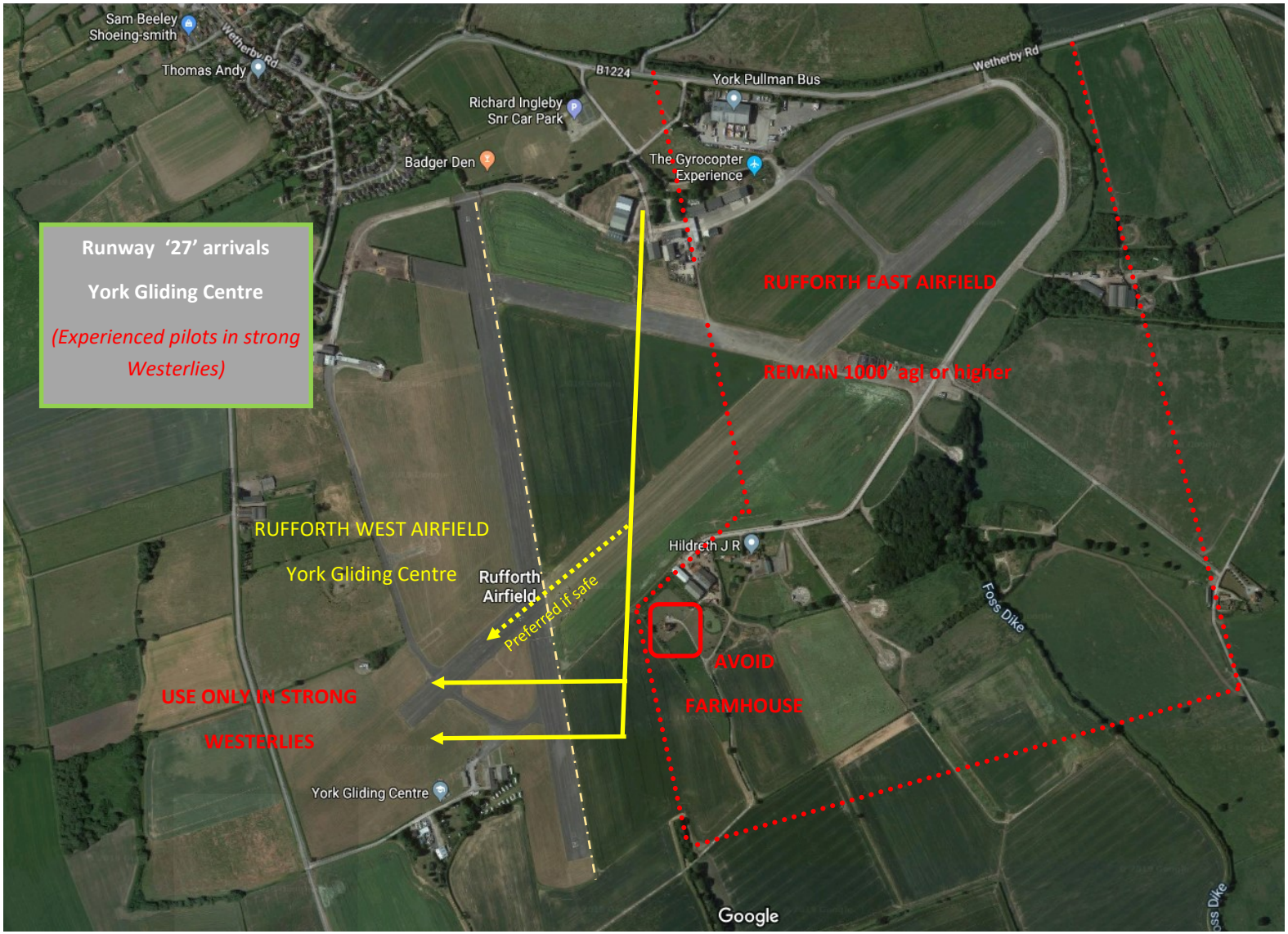
-

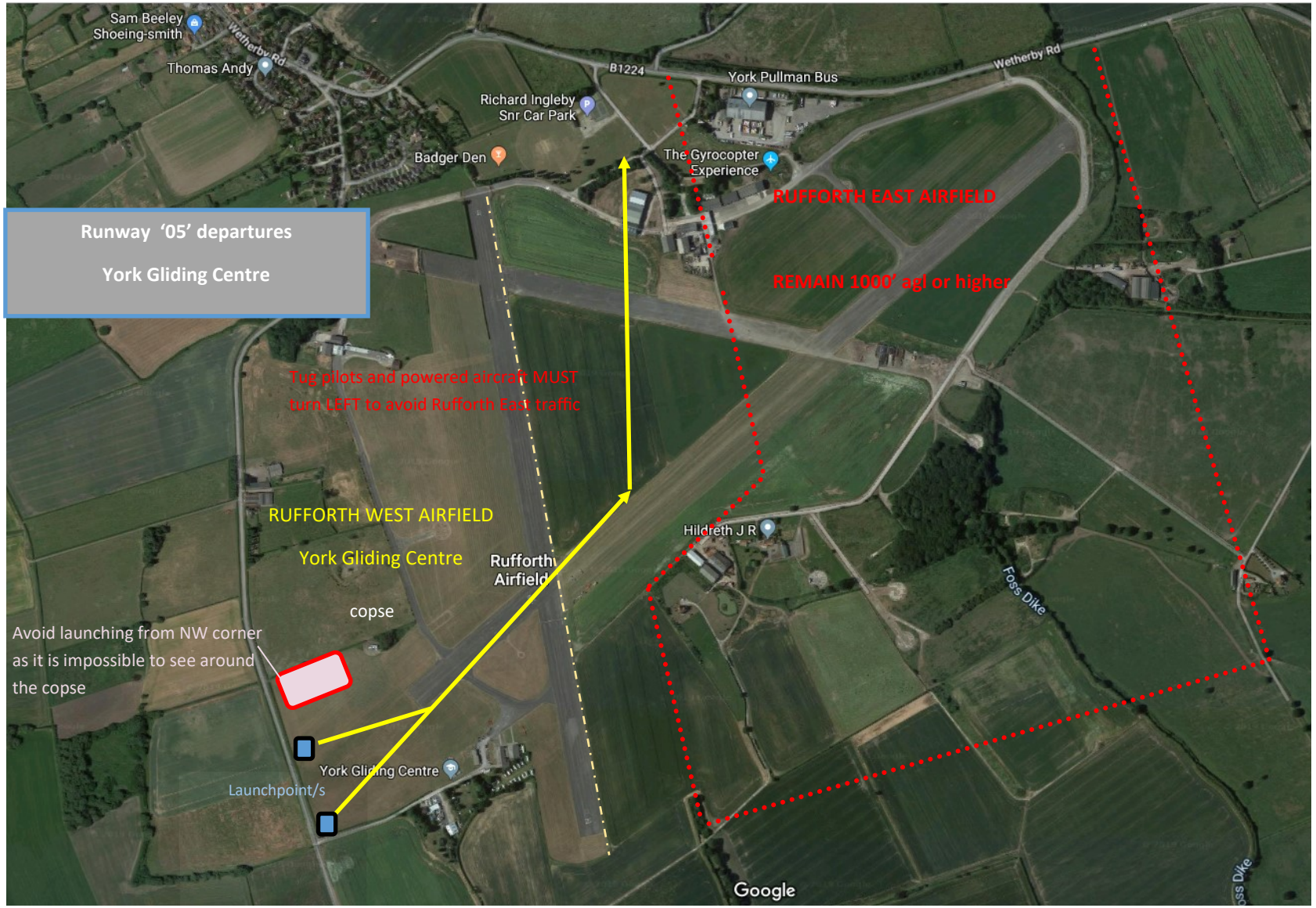

RUFFORTH AIRFIELD
LAYOUT
Sam Beeley
Shoeing-smith
Thomas Andy
Wetherby Rd
B1224
Richard Ingleby
Snr Car Park
Badger Den
York Pullman Bus
Wetherby Rd
The Gyrocopter
Experience
Runway 23/05 EAST
Taxiways
Extreme caution needed in this area– beware of depar-
tures and arrivals to r/w 23/05 East
Public footpath denoting
Western boundary of York
Gliding Centre-owned airfield
RUFFORTH EAST AIRFIELD
(Gyrocopters, Microlights)
REMAIN 1000' agl or higher
UNAVAILABLE
RUFFORTH WEST AIRFIELD
York Gliding Centre
Temporarily
UNAVAILABLE
Rufforth
Airfield
Hildreth J R
Foss Dike
Farmhouses– do not overfly
departures and arrivals to r/w 23/05 East
Extreme caution needed in this area– beware of
York Gliding Centre
Google

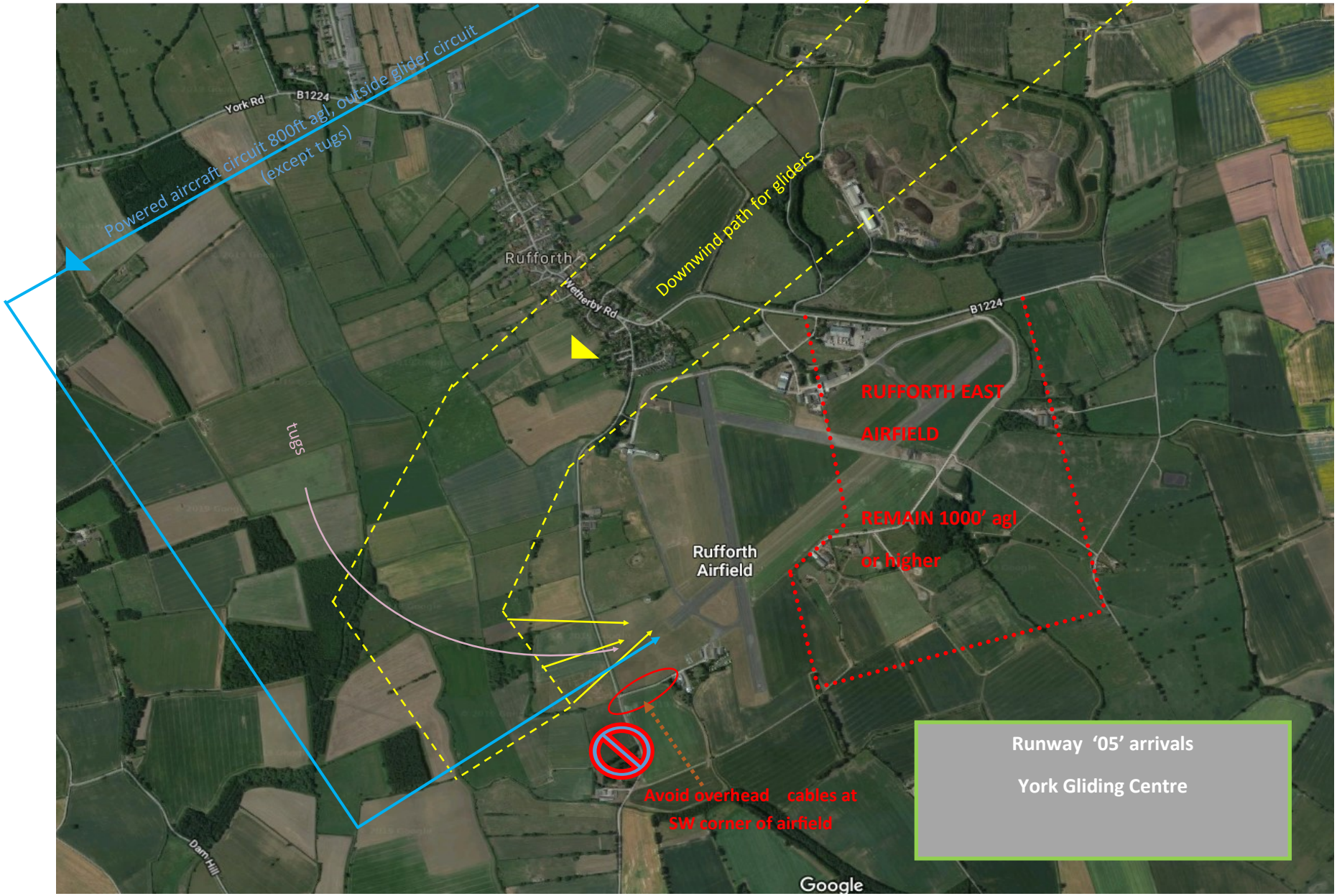

Runway '23' departures
York Gliding Centre
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
RUFFORTH WEST AIRFIELD
York Gliding Centre
Launchpoint
Powered aircraft and tugs
Winch
Sam Beeley Shoeing-smith
Thomas Andy
Wetherby Rd
B1224
Richard Ingleby Snr Car Park
York Pullman Bus
Badger Den
The Gyrocopter Experience
Hildreth J R
Foss Dike
York Gliding Centre
Google

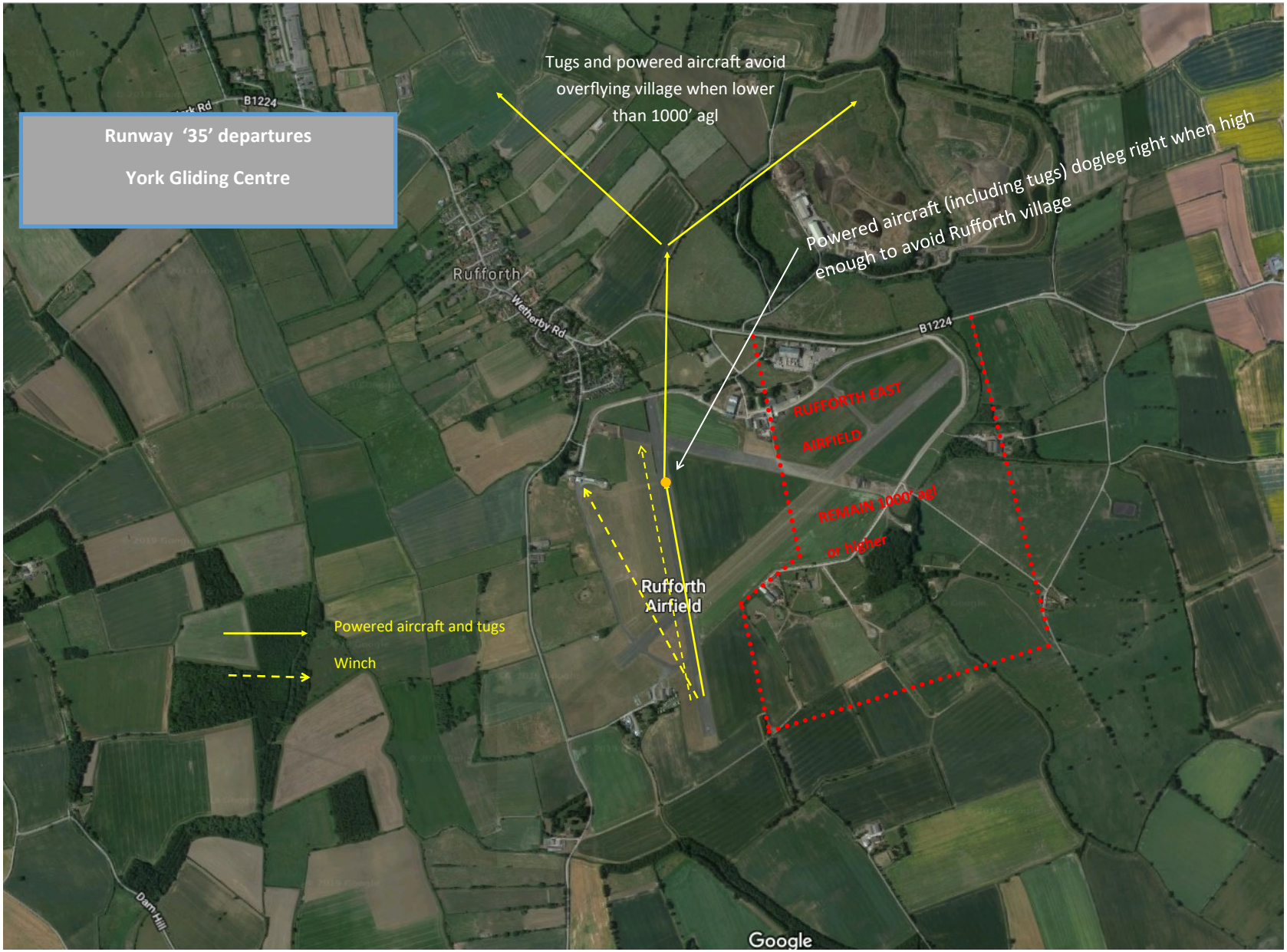

Sam Beeley Shoeing Smith
Wetherby Rd
Thomas Andy
Approximate glider diagonal leg
For r/w 23W
Powered Aircraft base leg
B 1224
Richard Ingleby Snr Car Park
York Pullman Bus
Wetherby Rd
Badger Den
The Gyrocopter Experience
Runway '23' arrivals
York Gliding Centre
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
RUFFORTH WEST AIRFIELD
York Gliding Centre
Hildreth J R
Rufforth Airfield
Foss Dike
All YGC traffic
touches-down West
of r/w 17/35
York Gliding Centre
Google

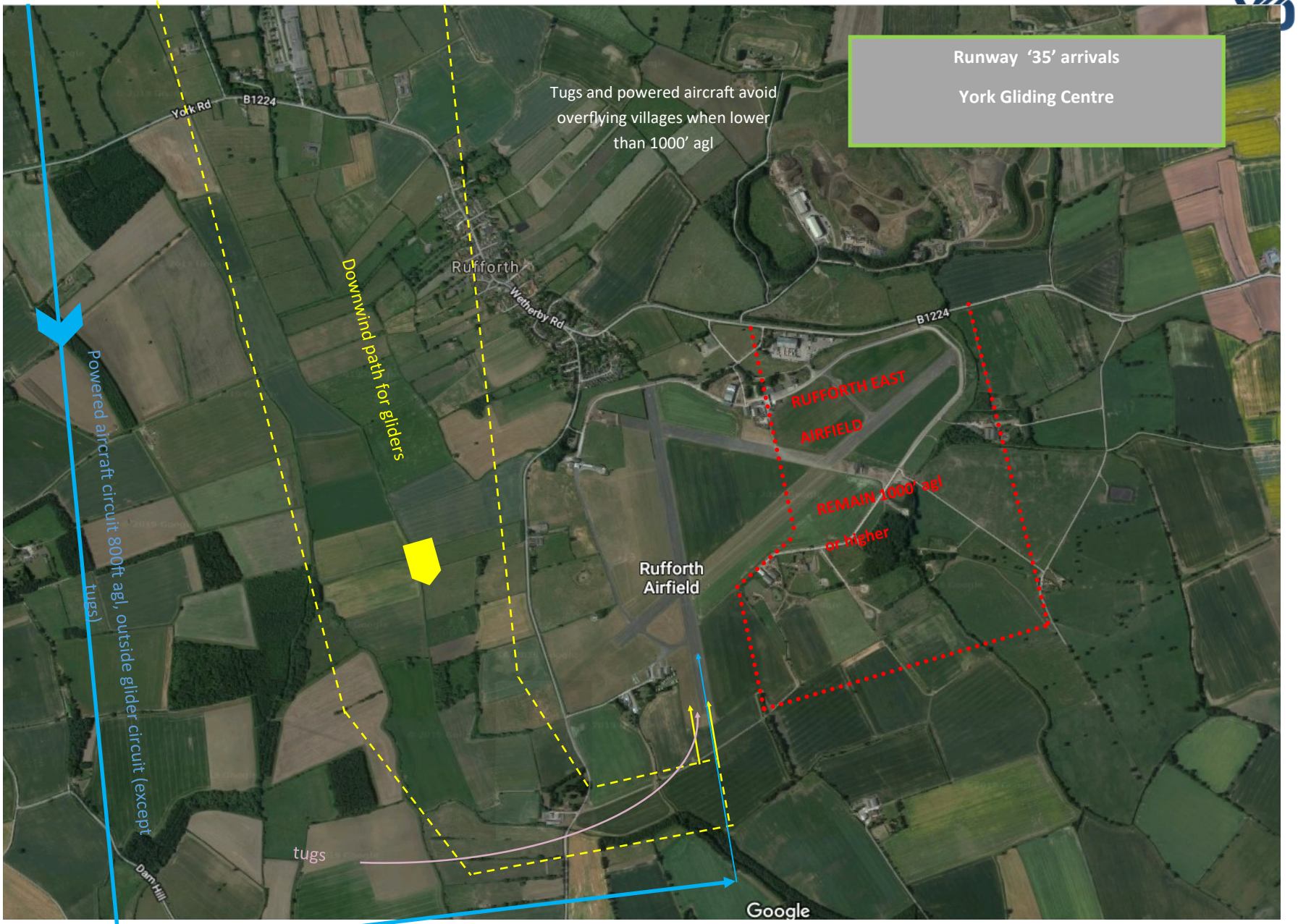

Sam Beeley
Shoeing-smith
Wetherby Rd
Thomas Andy
B1224
Richard Ingleby
Snr Car Park
York Pullman Bus
Wetherby Rd
Badger Den
The Gyrocopter
Experience
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
Runway '29' departures
York Gliding Centre
RUFFORTH WEST AIRFIELD
York Gliding Centre
Hildreth J R
Rufforth
Airfield
Foss Dike
Launchpoint
York Gliding Centre
Tug pilots and powered aircraft avoid
Hutton Wandersley village and estate
Google


Sam Beeley Shoeing-smith
Wetherby Rd
Thomas Andy
B1224
Richard Ingleby Snr Car Park
York Pullman Bus
Wetherby Rd
Badger Den
The Gyrocopter Experience
Runway '27' arrivals
York Gliding Centre
(Experienced pilots in strong Westerlies)
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
RUFFORTH WEST AIRFIELD
York Gliding Centre
Rufforth Airfield
Preferred if safe
Hildreth J R
Foss Dike
AVOID
FARMHOUSE
USE ONLY IN STRONG
WESTERLIES
York Gliding Centre
Google


Runway '05' departures
York Gliding Centre
Sam Beeley Shoeing-smith
Thomas Andy
Wetherby Rd
B1224
Richard Ingleby Snr Car Park
York Pullman Bus
Wetherby Rd
Badger Den
The Gyrocopter Experience
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
Tug pilots and powered aircraft MUST turn LEFT to avoid Rufforth East traffic
RUFFORTH WEST AIRFIELD
York Gliding Centre
Rufforth Airfield
Hildreth J R
Foss Dike
copse
Avoid launching from NW corner as it is impossible to see around the copse
York Gliding Centre
Launchpoint/s
Google

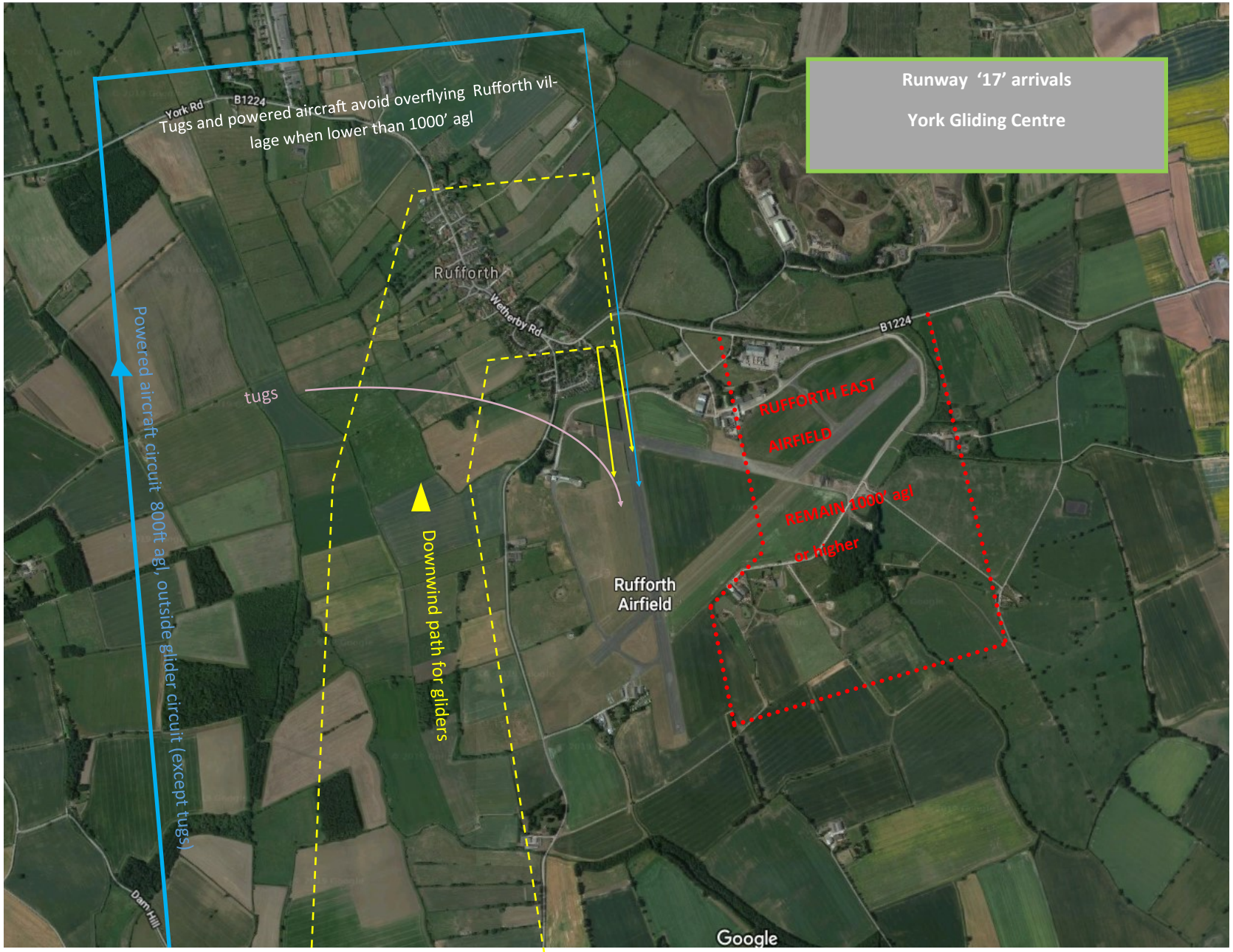

Powered aircraft circuit 800ft agl, outside glider circuit
(except tugs)
Downwind path for gliders
York Rd
B1224
Rufforth
Wetherby Rd
B1224
RUFFORTH EAST
AIRFIELD
REMAIN 1000' agl
or higher
tugs
Rufforth
Airfield
Avoid overhead cables at
SW corner of airfield
Runway '05' arrivals
York Gliding Centre
Dam Hill
Google

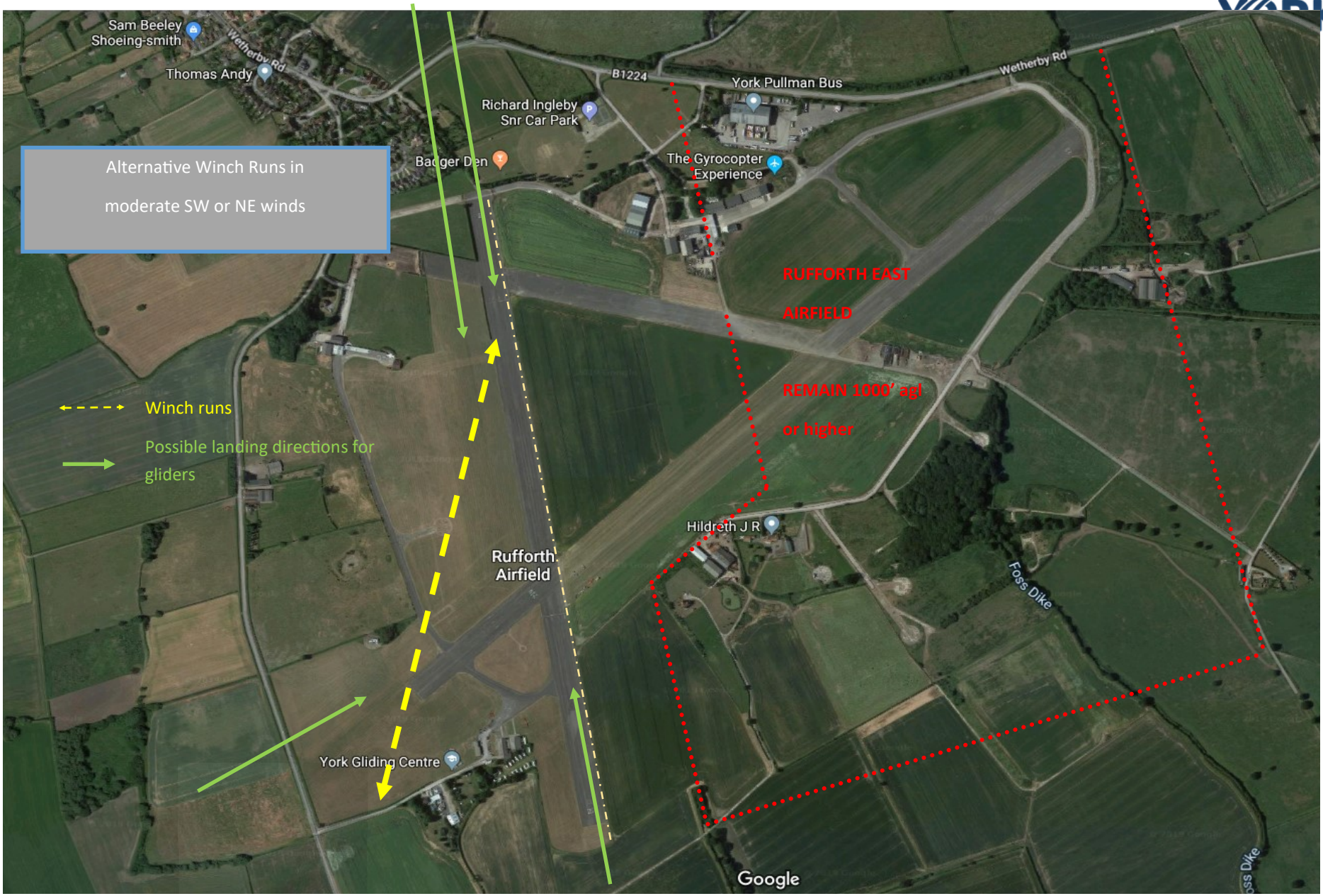

Runway '35' departures
York Gliding Centre
Tugs and powered aircraft avoid overflying village when lower than 1000' agl
Powered aircraft (including tugs) dogleg right when high enough to avoid Rufforth village
Rufforth
Wetherby Rd
B1224
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
Rufforth Airfield
Powered aircraft and tugs
Winch
Dam Hill
Google



Avoid Askham Richard village to the South


Runway '17' departures
York Gliding Centre
Tugs and powered aircraft avoid overflying village when lower than 1000' agl
Rufforth
Wetherby Rd
B1224
RUFFORTH EAST AIRFIELD
REMAIN 1000' agl or higher
Rufforth Airfield
Powered aircraft and tugs
Winch
Tugs and powered aircraft avoid over-flying Askham Richard village when lower than 1000' agl
Dam Hill
Google


Runway '17' arrivals
York Gliding Centre
York Rd
B1224
Tugs and powered aircraft avoid overflying Rufforth village when lower than 1000' agl
Rufforth
Wetherby Rd
B1224
RUFFORTH EAST
AIRFIELD
REMAIN 1000' agl
or higher
tugs
Powered aircraft circuit 800ft agl, outside glider circuit (except tugs)
Downwind path for gliders
Rufforth
Airfield
Dam Hill
Google


Alternative Winch Runs in
moderate SW or NE winds
Winch runs
Possible landing directions for gliders
RUFFORTH EAST
AIRFIELD
REMAIN 1000' agl
or higher
Rufforth Airfield
York Gliding Centre
Sam Beeley Shoeing-smith
Thomas Andy
Wetherby Rd
B1224
Richard Ingleby Snr Car Park
Badger Den
York Pullman Bus
The Gyrocopter Experience
Hildreth J R
Foss Dike
Google

APPENDIX D: Wave Flying– Non-SSR Gliding Areas (NSGA) and

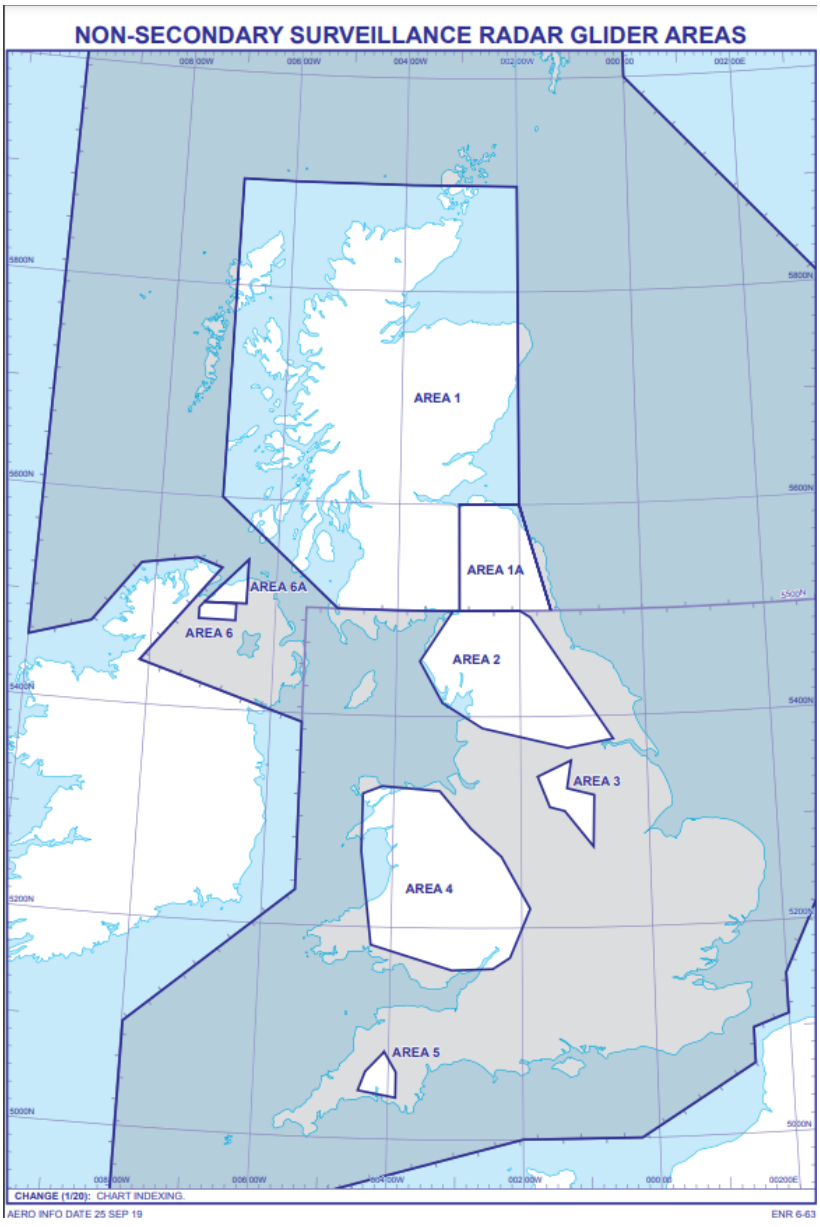
Temporary Reserved Areas for Gliders (TRA[G]) or "WAVE BOXES"

To facilitate wave flying at higher levels in the Yorkshire area we currently enjoy two sets of privileges:

1. NSGA : All aircraft, including gliders, are normally expected to carry and use a transponder when flying between Flight Level 100 and Flight Level 195. A transponder enables an aircraft to be visible on Secondary Surveillance Radar (SSR). However, over much of the Yorkshire area, largely West of the Yorkshire Wolds, there is a Non-SSR Gliding Area (NSGA), allowing gliders that are not equipped with a transponder to operate under Visual Flight Rules. (VFR). However, any glider equipped with a transponder (such as touring motor gliders) must use it (by squawking 7000 or as instructed by an ATC unit).

   The NSGA above Rufforth is 'NSGA AREA 2 - GREATER YORKSHIRE' the boundary coordinates of which are:
   550000N 0030555W - 550000N0020010W - 545604N 0015027W - 534637N 0003203W - 534145N0011604W - 535309N 0023714W - 540726N 0031558W - 543049N0033812W - 550000N 0030555W.

   The area is shown on the diagram below. Flight outside this area between FL100 and FL195 requires a working transponder.



2. TRA(G) : Across the UK, airspace above Flight Level 195 is controlled airspace and the permission of the appropriate air traffic control authority is required to enter it. In some areas, this airspace may be designated as Class A airspace (airways etc) and access by gliders is prohibited. In other all other areas, airspace above FL195 is designated as Class C.

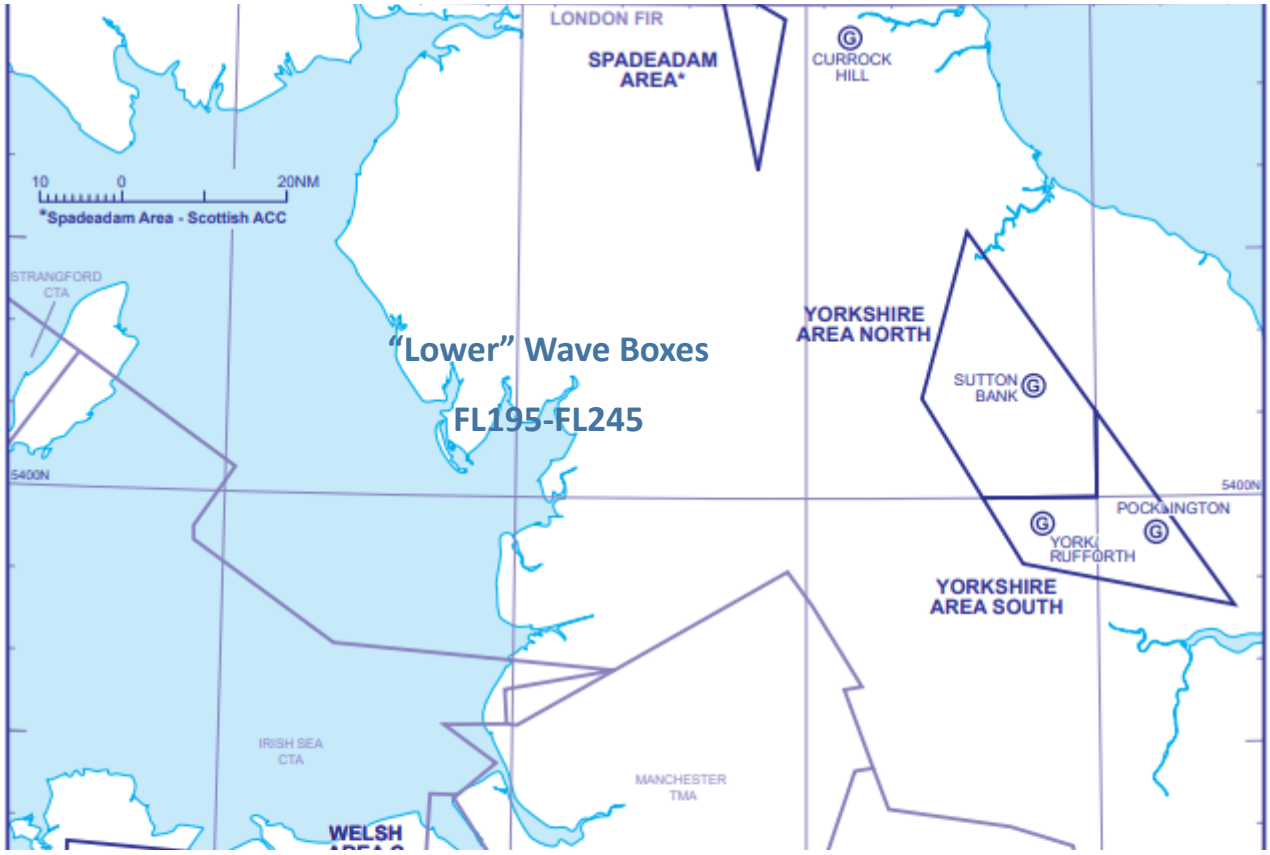
Above Rufforth and Sutton Bank airfields are three areas of Class C airspace that the duty instructor can request to be opened during WEEKENDS and PUBLIC HOLIDAYS when military aircraft are less likely to be using it. When opened, these are termed Temporary Reserved Areas for Gliders (TRA(G)). We call them 'Wave Boxes'.

The arrangements and requirements for opening the TRA (G) are recorded in a formal 'Letter of Agreement' between NATS, the BGA, the RAF and BAe Systems and are reviewed/ changed regularly. It can be downloaded from the BGA website here . **A hard copy of the most recent Letter of Agreement can be found in the paper Flying Order Book file that resides in the clubhouse. The duty instructor should consult this Letter of Agreement if seeking to open a 'wave box'.**

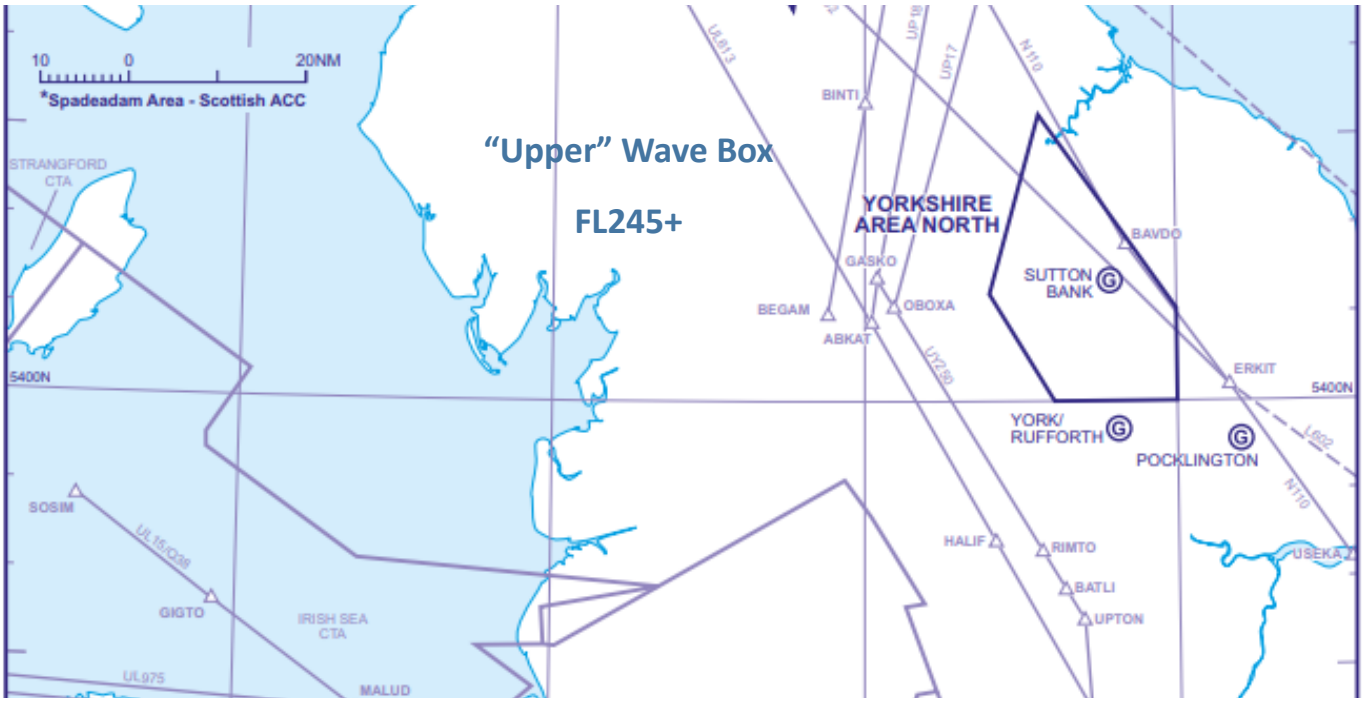
The three TRA(G) that can be opened above Yorkshire are designated:

Yorkshire Lower Area North	extending from FL195 to FL245	
Yorkshire Lower Area South	extending from FL195 to FL245	and
Yorkshire Upper Area North	extending from FL245 upwards (unlimited ceiling)	

The duty instructor must specify which TRA(G) s/he wishes to have opened when making the request. It is possible to ask for all three to be opened.



TRA(G) Yorkshire Lower Area-North and Yorkshire Lower Area-South extending from FL195 to FL245



TRA(G) Yorkshire Upper Area North and extending from FL245 upwards

NB there is no Upper Area South

TRA(G) Coordinates (for loading into GPS if necessary)

TRA(G) YORKSHIRE LOWER AREA NORTH 543223N 0012622W - 541026N 0010000W - 540000N 0010000W - 540000N 0012332W - 541207N 0013559W - 543223N 0012622W

TRA(G) YORKSHIRE LOWER AREA SOUTH 541026N 0010000W - 534637N 0003203W - 535158N 0011521W - 540000N 0012332W - 540000N 0010000W - 541026N 0010000W

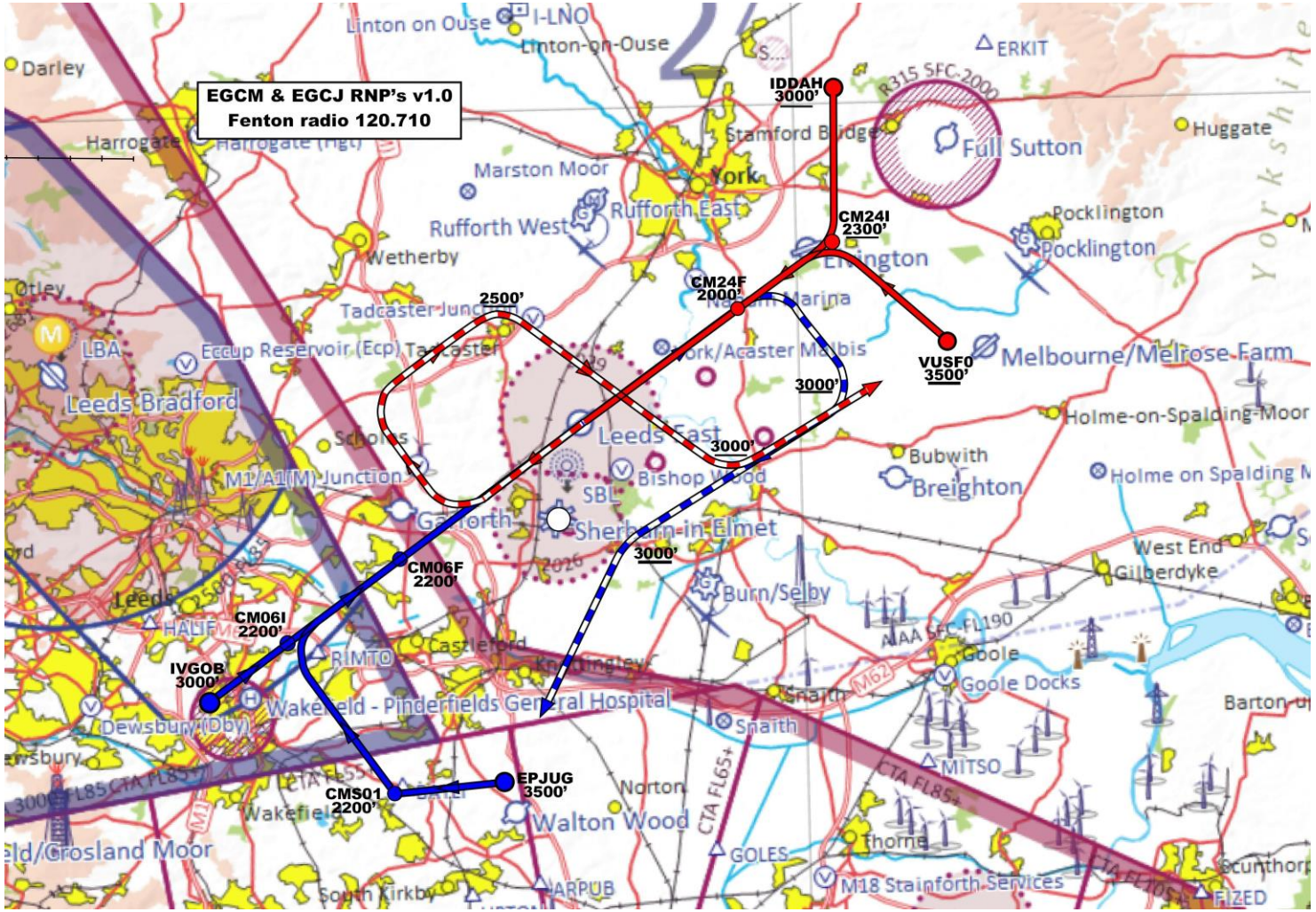
TRA(G) YORKSHIRE UPPER AREA NORTH 543223N 0012622W - 541026N 0010000W - 540000N 0010000W - 540000N 0012332W - 541207N 0013559W - 543223N 0012622W

Precautions relating to Instrument Approaches at Leeds East Airport (LEA) and Sherburn Aero Club (SAC)

RNP= Required Navigation Performance (a type of instrument approach using satellite navigation)

IAP= Instrument Approach Procedure

Leeds East Airport RNP Approaches



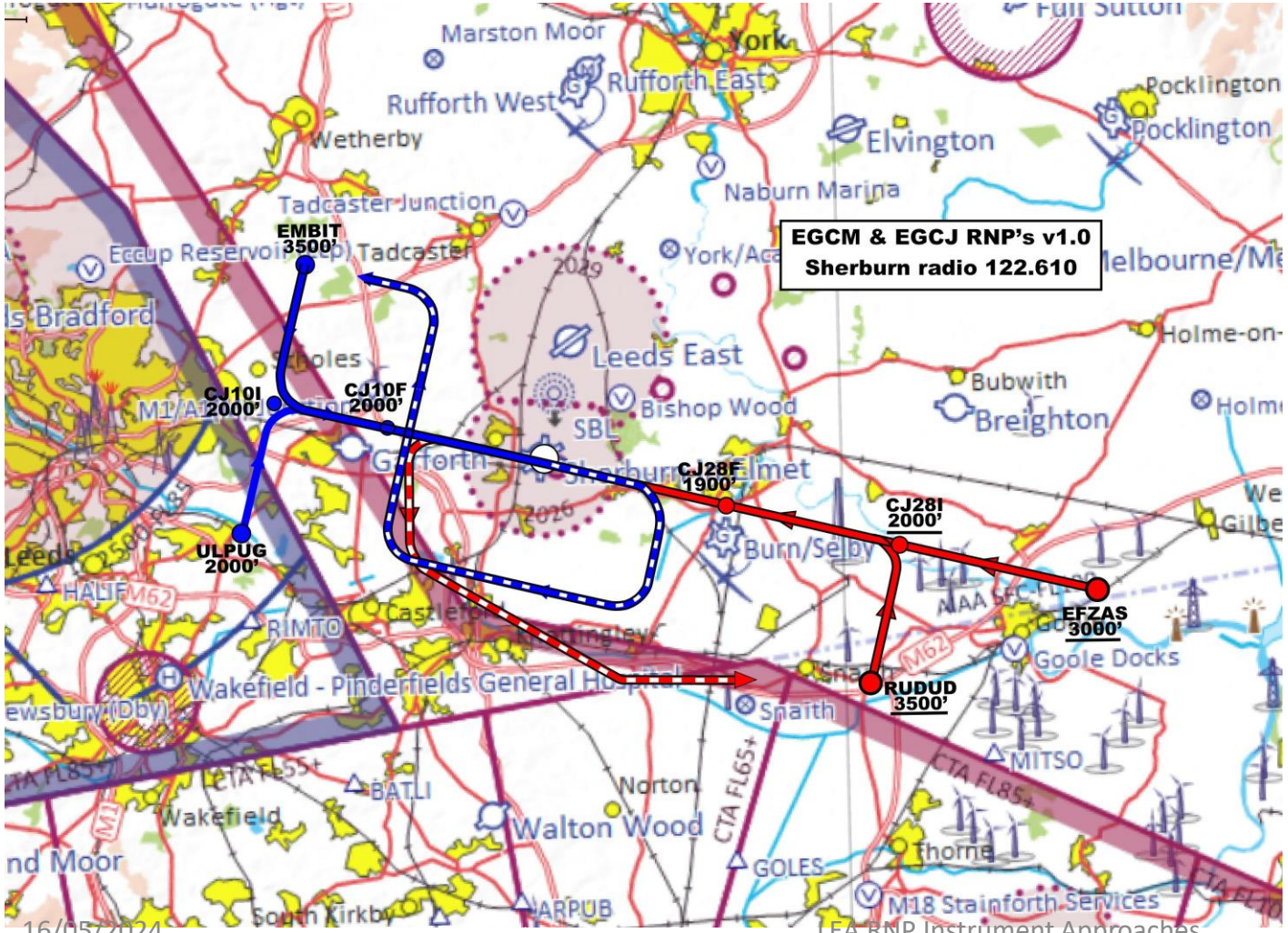
Leeds East Airport =
the old RAF Church Fenton

Callsign "Fenton Radio"

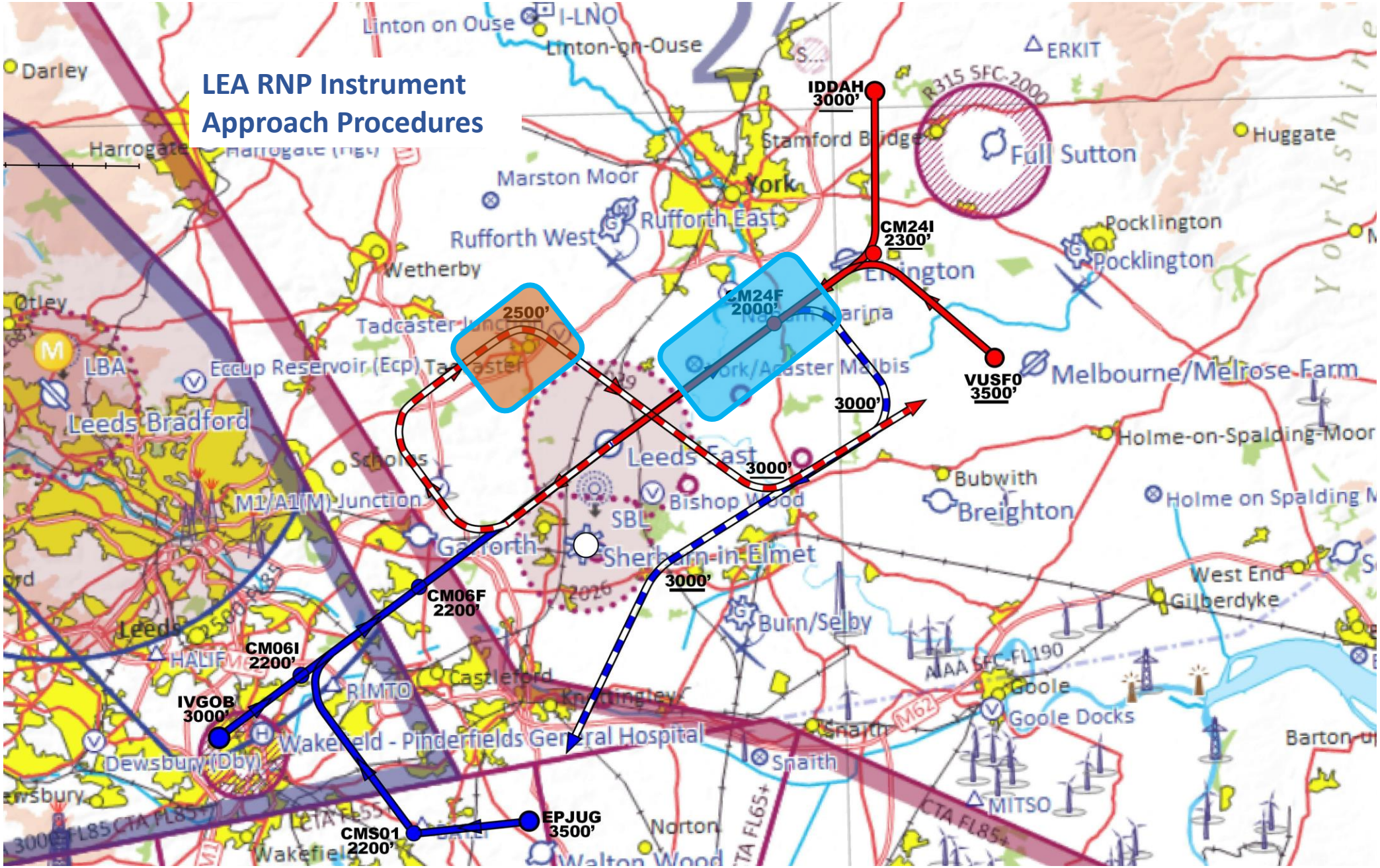
120.710 MHz

Air-Ground Radio Service only

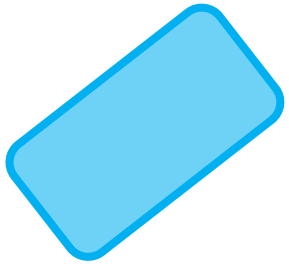
Sherburn Aero Club RNP Approaches



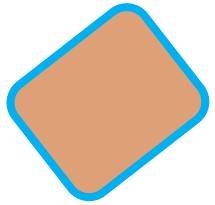
LEA RNP Instrument Approach Procedures



Dangerous Areas



Near Acaster Malbis disused airfield between 500ft and 2500ft



Over Tadcaster between 2000ft and 3000 ft

Important Information about the RNP Approaches at LEA and SAC

From the entry in the Aeronautical Information Publication (AIP):

- Note that the feather symbol is not an exact replication of the lateral [RNP Approach] layout, however it is indicative of the final approach track.

- The overall rate of aircraft planned to use an RNP approach at either Sherburn or LEA, is no more than one per hour.

There cannot be an RNP approach at LEA at the same time as one at SAC.

- In the case of Sherburn, the IAP is only for use when required due to local weather conditions. When the cloud base is greater than 1200 ft AGL, aircraft will be expected to follow visual joining procedures.

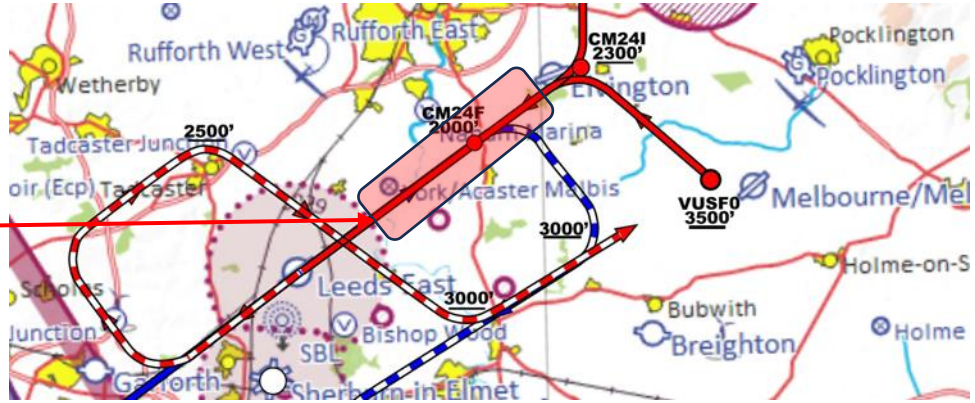
This is NOT the case at LEA. RNP approaches could happen at LEA when the cloudbase is high enough for gliders to be flying.

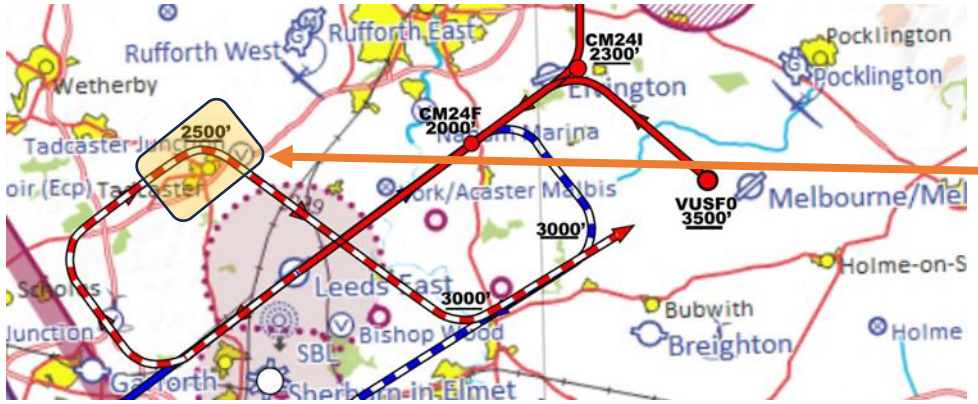
- VFR Training Aircraft. Aircraft conducting RNP Approach training may use the IAP, subject to the normal slot arrangements. Aircraft will fly the trajectory of the IAP for training, **ONLY with a LEA approved RNP instructors and/or LEA approved safety pilot**, keeping a good lookout for other VFR traffic to ensure there is no conflict. Commanders shall be prepared to co-ordinate using RT, and to visually manoeuvre as required, breaking off the approach, if necessary..

When training, Visual Flight Rules apply. However, RNP training is likely to practise the Missed Approach Procedure (MAP), bringing aircraft over Tadcaster.

Guidance for Glider Pilots Soaring Locally

1. Do not try to soar in line with Runway 24 at Leeds East unless you can reliably remain above 3500 ft. If you are near Acaster Malbis disused airfield you are in the DANGER ZONE.





2. If you are soaring near or overhead Tadcaster below 3500ft keep a **sharp lookout for aircraft** on the missed approach path from Leeds East airport's runway 24.

3. Do not soar close to cloudbase in the vicinity of these danger areas. Give yourself time to spot aircraft emerging from cloud.

4. Familiarise yourself with landmarks to help you avoid the Leeds East ATZ.

5. On good thermal soaring days, the Duty Instructor may wish to check if any RNP approaches are scheduled either on the LEA website or by telephone and include this information in the morning briefing as an additional safeguard.
6. We expect the office to receive an email advising us of the day's RNP approach schedule at both LEA and SAC.

Guidance for Cross-Country Pilots and Power Pilots

If your intended track crosses the RNP approach paths below 3500ft amsl, consider:

A. Checking if any RNP approaches are scheduled via the LEA/ SAC websites or by phoning before you set off

or

B. Calling Fenton Radio (120.710MHz) or Sherburn Radio (122.610MHz) well before you need to cross to check if any RNP approach traffic is expected.

"…….any traffic information is based on position reports from pilots and should be regarded as advisory only.

……

…….VFR aircraft should normally call whichever aerodrome is closest to their intended route"

Example Radio Call:

Fenton Radio , Glider G-CKAX, request RNP traffic information

Glider G-CKAX, Fenton Radio, pass your message.

G-CKAX, Glider from Rufforth heading South, position 3 miles North of Leeds East Airport, 2600 ft on QNH 1021.

G-AX, roger. Runway 24 left hand in use. Traffic is a King Air ([reported on]/ [shortly going to commence] / [has commenced]) RNP approach Runway 24.

LEA Contact Details for Self-Briefing

LEA Ops 01937 534 194

Air/ Ground Radio Service Operator

Mobile 07541 226 316

Fenton Radio 120.710MHz

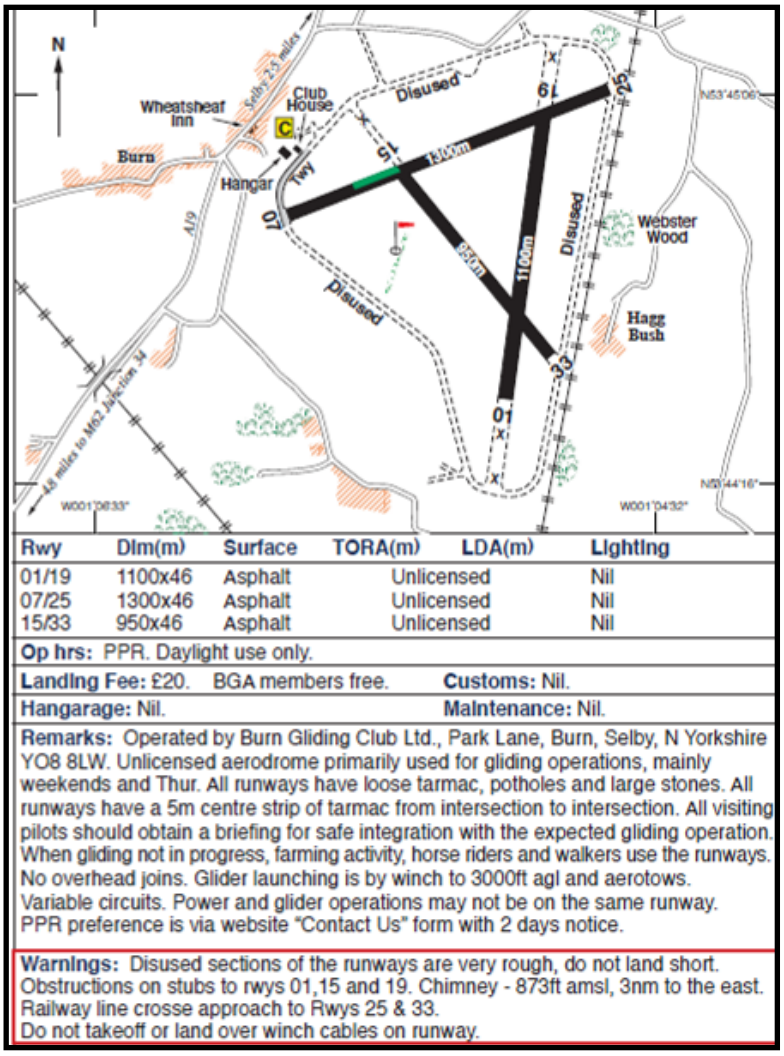
Email: ops@leedseastairport.co.uk

https://www.leedseastairport.co.uk/

APPENDIX F: Landing at local gliding airfields

GLIDING CLUB	LOCATION	FREQUENCY		Elevation AMSL
Burn GC	Burn	130.290		20ft
Wolds GC	Pocklington	122.915		87ft
Yorkshire GC	Sutton Bank	118.665		920ft
York GC	Rufforth West	123.815		65ft

BURN Gliding Club—Burn Base 130.290 20ft AMSL



Rwy	Dim(m)	Surface	TORA(m)	LDA(m)	Lighting
01/19	1100x46	Asphalt	Unlicensed		Nil
07/25	1300x46	Asphalt	Unlicensed		Nil
15/33	950x46	Asphalt	Unlicensed		Nil

Op hrs: PPR. Daylight use only.

Landing Fee: £20. BGA members free. **Customs:** Nil.

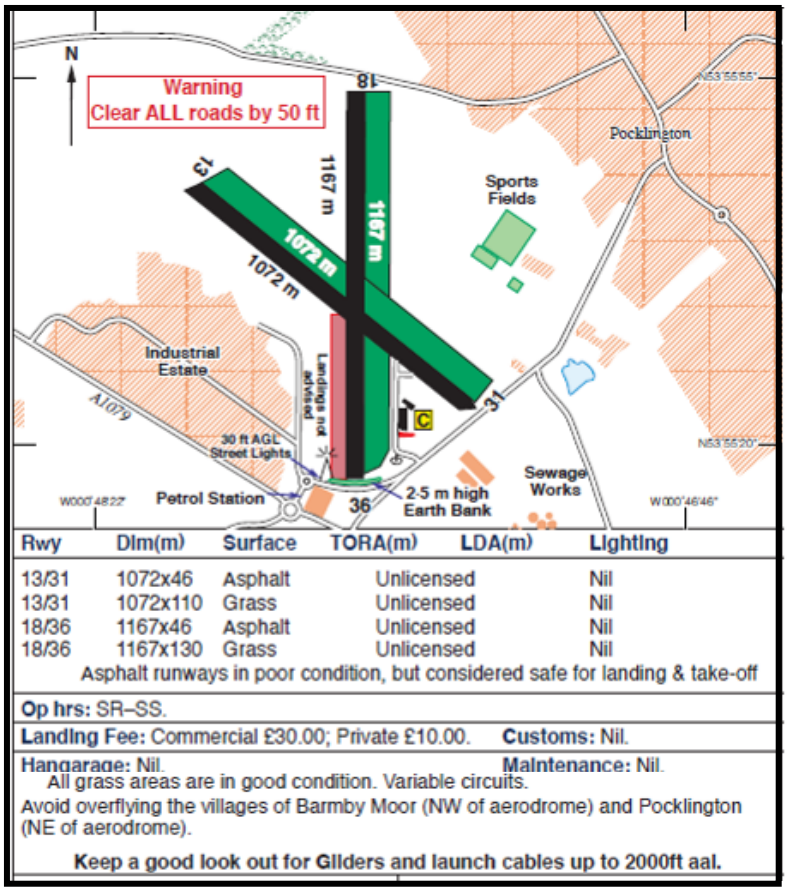
Hangarage: Nil. **Maintenance:** Nil.

Remarks: Operated by Burn Gliding Club Ltd., Park Lane, Burn, Selby, N Yorkshire YO8 8LW. Unlicensed aerodrome primarily used for gliding operations, mainly weekends and Thur. All runways have loose tarmac, potholes and large stones. All runways have a 5m centre strip of tarmac from intersection to intersection. All visiting pilots should obtain a briefing for safe integration with the expected gliding operation. When gliding not in progress, farming activity, horse riders and walkers use the runways. No overhead joins. Glider launching is by winch to 3000ft agl and aerotows. Variable circuits. Power and glider operations may not be on the same runway. PPR preference is via website "Contact Us" form with 2 days notice.

Warnings: Disused sections of the runways are very rough, do not land short. Obstructions on stubs to rwys 01,15 and 19. Chimney - 873ft amsl, 3nm to the east. Railway line crosse approach to Rwys 25 & 33. Do not takeoff or land over winch cables on runway.

Illustrations courtesy of Robert Pooley and Google Maps

WOLDS Gliding Club—Pocklington Base 122.915 87ft AMSL



Rwy	Dim(m)	Surface	TORA(m)	LDA(m)	Lighting
13/31	1072x46	Asphalt	Unlicensed		Nil
13/31	1072x110	Grass	Unlicensed		Nil
18/36	1167x46	Asphalt	Unlicensed		Nil
18/36	1167x130	Grass	Unlicensed		Nil

Asphalt runways in poor condition, but considered safe for landing & take-off

Op hrs: SR–SS.

Landing Fee: Commercial £30.00; Private £10.00. **Customs:** Nil.

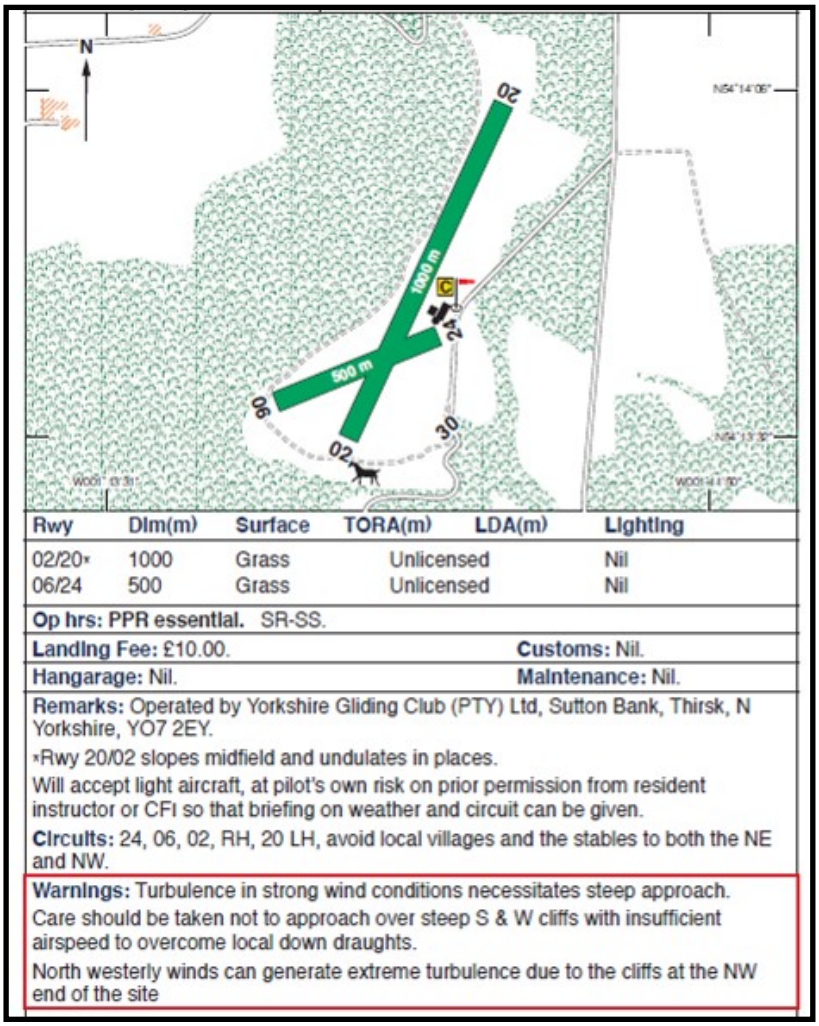
Hangarage: Nil. **Maintenance:** Nil.

All grass areas are in good condition. Variable circuits.

Avoid overflying the villages of Barmby Moor (NW of aerodrome) and Pocklington (NE of aerodrome).

Keep a good look out for Gliders and launch cables up to 2000ft aal.

YORKSHIRE Gliding Club—Sutton Bank 118.665 920ft AMSL



Rwy	Dim(m)	Surface	TORA(m)	LDA(m)	Lighting
02/20*	1000	Grass	Unlicensed		Nil
06/24	500	Grass	Unlicensed		Nil

Op hrs: PPR essential. SR-SS.

Landing Fee: £10.00. **Customs:** Nil.

Hangarage: Nil. **Maintenance:** Nil.

Remarks: Operated by Yorkshire Gliding Club (PTY) Ltd, Sutton Bank, Thirsk, N Yorkshire, YO7 2EY.

*Rwy 20/02 slopes midfield and undulates in places.

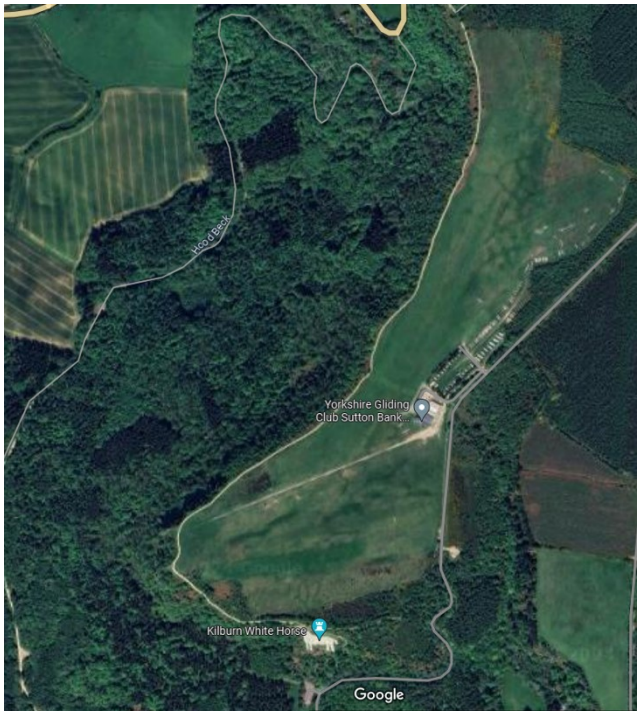
Will accept light aircraft, at pilot's own risk on prior permission from resident instructor or CFI so that briefing on weather and circuit can be given.

Circuits: 24, 06, 02, RH, 20 LH, avoid local villages and the stables to both the NE and NW.

Warnings: Turbulence in strong wind conditions necessitates steep approach.

Care should be taken not to approach over steep S & W cliffs with insufficient airspeed to overcome local down draughts.

North westerly winds can generate extreme turbulence due to the cliffs at the NW end of the site



APPENDIX G- Abbreviations		
AAIB		Air Accident Investigation Branch (Department for Transport)
aal		above airfield level
agl		above ground level
AIRPROX		Aircraft in potentially dangerous proximity to each other
AME		(CAA) Authorised Medical Examiner
amsl		above mean sea level
ANO		Air Navigation Order (UK)
Ass Cat		Assistant Category Instructor
ATPL		Air Transport Pilot's Licence
ATSOCAS		Air Traffic Services Outside Controlled Air Space
BGA		British Gliding Association
BI		Basic Instructor/ Instruction
CAA		Civil Aviation Authority
CCE		Cross Country Endorsement
CFE		Cloud Flying Endorsement
CFI		Chief Flying Instructor
CFIT		Controlled Flight Into Terrain
CPL		Commercial Pilot's Licence
DCFI		Deputy Chief Flying Instructor
DHoT		Deputy Head of Training
DI		Daily Inspection
DI		Duty Instructor
DP		Duty Pilot
DTO		Declared Training Organisation
DVLA		Driver and Vehicle Licensing Agency
E		East
EGCJ		ICAO code for Sherburn Airfield
EGCM		ICAO code for Leeds East Airport
EGNM		ICAO code for Leeds-Bradford Airport
EGTT		ICAO code for the London FIR
EGXE		ICAO code for RAF Leeming
EGYJ		ICAO code for Rufforth West Airfield
FCL		Flight Crew Licensing
FE		Flight Examiner
FE(S)		Flight Examiner (Sailplanes)
FI		Flight Instructor
FI(S)		Flight Instructor (Sailplanes)
FIR		Flight Information Region
FL		Flight Level (altimeter set on 1013HPa)
FLARM		Flight Alarm

FOB		Flying Order Book
FRTOL		Flight Radio Telephony Operator's Licence
ft		Feet
Full Cat		Full Category Instructor
GNSS		Global Navigation Satellite System
GPS		Global Positioning System (USA)
GST		General Skills Test
h		hours
HoT		Head of Training
HPa		HectoPascals (equivalent to Millibars (Mb))
IAP		Instrument Approach Procedure
ICAO		International Civil Aviation Organisation
IF		Introductory Flight
IFP		Introductory Flight Pilot
IFR		Instrument Flight Rules
IMC		Instrument Meteorological Conditions
kg		kilograms
kHz		kiloHertz
km		kilometres
kt		Knot/s
LAPL		Light Aircraft Pilot's Licence
LAPL(A)		Light Aircraft Pilot's Licence (Aeroplanes)
LARS		Lower Airspace Radar Service
LDA		Landing Distance Available
LEA		Leeds East Airport (Church Fenton)
LHoT		Local Head of Training
LPS		Launch Point Supervisor
MAC		Mid-Air Collision
mB		Millibars (the unit HectoPascals is now preferred)
Met		Meteorology/ Weather
mg		milligrams
MGIR		Motor Glider Instructor Rating (BGA)
MHz		MegaHertz
ml		millilitres
MTOM		Maximum Take-Off Mass
N		North
NATS		National Air Traffic Services (UK)
NM		Nautical Miles
NOTAMS		Notices To Air Missions (previously "AirMen")
NPPL		National Private Pilot's Licence
NSGA		Non-SSR (Transponder) Gliding Area
OfCOM		Office of Communications (UK)
P1		Pilot in Command (PIC)

P1/US		Pilot flying solo under supervision from an instructor on the ground
P2		Pilot under instruction or passenger in a glider
PIC		Pilot In Command (P1)
PMD		Pilot Medical Declaration
PPL		Private Pilot's Licence
PPR		Prior Permission Required
QFE		Altimeter pressure setting for measuring height above the ground
QNH		Altimeter pressure setting for measuring altitude above mean sea level
RAF		Royal Air Force
RNP		Required Navigation Performance
ROCC		Radio Operator's Certificate of Competence
RW		Runway
RWY		Runway
S		South
SA		Situational Awareness
SAC		Sherburn Aero Club
SCF		Sailplane Cloud Flying
SFCL		Sailplane Flight Crew Licensing
SLMG		Self-Launching Motor Glider
SOP		Standard Operating Procedures
SPL		Sailplane Pilot's Licence
SSR		Secondary Surveillance Radar
TMG		Touring Motor Glider
TORA		Take-Off Run Available
TRA(G)		Temporary Reserved Area for Gliders ("Wave Box")
UK		United Kingdom
USA		United States of America
VFR		Visual Flight Rules
VMC		Visual Meteorological Conditions
W		West
X-C		Cross -Country
YGC		York Gliding Centre