

## **STANDARD OPERATING PROCEDURES (SOPs)**

These SOPs may be amended from time to time, so it is the responsibility of members to familiarize themselves with the SOPs and any changes that may occur.

### **SOP 001 - TRANSMITTERS, TRANSMITTER POUND AND FREQUENCY BOARD**

ALL NON 2.4 GHZ TRANSMITTERS are to be placed in the TRANSMITTER POUND (HUT) UPON ARRIVAL at the Flying Field and left there at ALL times, other than when flying, performing flight-related checks or leaving the Flying Field for the day.

When in use, all non 2.4 GHz transmitters must use the Frequency Key System AT ALL TIMES. If you have any doubts how the system works, ASK SOMEONE who is familiar with the system.

After every flight, your non 2.4 GHz TRANSMITTER must be returned to the TRANSMITTER POUND and your FREQUENCY KEY removed from the board as other pilots may be using the same frequency as yourself and may want to fly when you are not.

### **SOP 002 - FLIGHT TRAINING**

Flight training will be provided to club members as a benefit of membership and can also be provided to visitors and prospective new members for a maximum of 4 visits (MOP 042).

#### ***Flight School***

The training team consists of:

- Chief Flying Instructor (CFI) - if appointed;
- Club Instructors who are SMAC members with Silver or Gold Wings;
- MAAA qualified instructors with Gold Wings.

Club instructors can provide basic flight training, but advanced training and proficiency testing (wings) can only be provided by the CFI and/or other MAAA qualified instructors.

Training can be provided on any day when the flying field is open. The student and instructor should arrange mutually convenient times for training.

If instructors are available, formal training can be provided on Sunday between 10.00am and 1.00pm.

Depending on the availability of instructors, a roster may be used to ensure that instructors are available for formal training on Sundays and/or at other times during the week.

Students should ensure that they arrive at the flying field in a timely manner and their aircraft are ready to fly when the instructor arrives at the agreed time.

Instructors should take care with student's aircraft and equipment, but training is provided at the owner's risk, and instructors cannot be held responsible for damage sustained during training.

Safety and field etiquette are priorities of Flight School to ensure that students learn to operate their models safely and respect the rights of other flyers.

Other members can fly at the same time as students, and no priority or concessions will ordinarily be given to students to ensure that they gain experience flying at the same time as other pilots.

Instructors may request SOLE USE OF THE AIRSPACE for short periods for training or testing.

Students are required to comply with directions given by the instructor at all times.

If a student has an issue with an instructor, they should bring it to the attention of the CFI (if appointed) or the Executive Committee at the earliest opportunity.

Members are encouraged to contact instructors for specific assistance and for advanced training.

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### ***Proficiency Testing (Wings)***

Refer to MAAA MOP 027 *Award of Wings* and the relevant test check sheets.

Instructors work with students to develop their skills for Bronze Wings (aircraft <2kg) and Silver Wings (>2kg). Advanced training to Gold Wings is then available and members are strongly encouraged to challenge themselves to achieve this advanced level of proficiency and perhaps later become MAAA qualified instructors themselves.

If a CFI has been appointed, the CFI will oversee the training of students and will make the final decision on Bronze, Silver and Gold Wings after consultation with other instructors.

If possible, proficiency tests should be scored concurrently by two MAAA qualified instructors who must agree that the student demonstrated the required knowledge and satisfactorily performed all the required manoeuvres in order to be awarded wings.

Proficiency tests are performed at a mutually agreed time and may require sole use of the airspace, especially for Gold Wings due to the complexity of the test and the manoeuvres.

At its discretion, SMAC may choose to add manoeuvres to the standard MAAA test to challenge students and assist them to achieve superior flying skills.

### **SOP 003 - SOLO FLYING STATUS**

SOLO FLYING STATUS is recognition by the Chief Flying Instructor (CFI) that the trainee pilot is competent to perform take-off, flying and landing without endangering others, but has not yet achieved the BRONZE or SILVER wing standard.

### **SOP 004 - HELICOPTERS, DRONES AND SLOW FLYING MODELS**

Helicopters, drones and slow flying models may be flown on the East/West strip while the main North/South strip is in use PROVIDED THAT:

- Pilots notify those flying on the North/South strip of their intention to fly on the East/West strip and the North/South flyers agree;
- Pilots stand on the yellow flight line markers provided on the East/West strip;
- Aircraft do not, under any circumstance, fly further East than the pits fence which separates the pits from the North/South strip.

### **SOP 005 - SAFETY OFFICERS**

Safety Officers are elected each year at the AGM, and it is the responsibility of members to familiarize themselves with who the Safety Officers are, and to follow directions issued by safety officers.

If an issue with a Safety Officer arises, it should be brought to the attention of the Executive Committee.

### **SOP 006 - GAS TURBINE AND PULSE JET AIRCRAFT**

Gas turbine aircraft must be operated in accordance with MAAA Gas Turbine Rules (MOP 030) and the MAAA Checklist for Inspection of Gas Turbine Model Aircraft (MAAA 039) must be followed.

Pulse jet aircraft must be operated in accordance with MAAA Pulse Jet Rules (MOP 025) and the MAAA Checklist for Inspection of Pulse Jet Model Aircraft (MAAA 040) must be followed.

Aircraft must have a current MAAA Permit to Fly (MAAA 038), and if flown during fire ban season, both the flying field and the pilot must have a Country Fire Service (CFS) permit to fly (MASA MAP4).

Pilots are required to contact our neighbour, South Coast Helicopters, and agree to mutually convenient times for their flights. The contact number is displayed in the Clubhouse.

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### SOP 007 - BUNGEE LAUNCHES

Anchor pegs made of steel with a minimum diameter of 9.0mm and a minimum length of 400mm are to be used for bungee launches. A single anchor peg is sufficient for bungees 6.0mm or less in diameter. Bungees greater than 6.0mm in diameter should have a minimum of two anchor pegs placed inline with the direction of load, with a suitable linking chain or steel cable.

Bungees should be set up at either end of the strip that is in use and to the near side of that strip. Which end will be determined by the current wind direction.

When pulled back to launch tension, the model, launch assistant and pilot should be on the strip in a position to communicate with the flight line.

The collapsed bungee should fall off to the side or far enough down the runway over shoot area that it will not be a hazard to other aircraft using the landing strip.

### SOP 008 - NOISE LIMIT

There is a noise limit of 97dB for all model aircraft at the SMAC field.

All aircraft must be noise tested prior to their first flight, or after any changes which affect the noise level.

Models are tested with the club noise meter which should be set to dB (A) and Slow Response for accurate measurement. Four measurements are taken at a distance of 7 metres from the model - one in front, one behind and one from each side. The result is the average of the four measurements, and this result should be entered into the Club noise record book.

At its discretion, the Executive Committee may waive the noise limit for special events or circumstances.

### SOP 009 - VISITORS AND SPECTATORS

MAAA MOP 014 states that "spectators" cannot be any closer to the flight zone than 30 metres, and the pits area must NOT be accessible to spectators and the general public.

Spectators (non-pilots) must remain in the BLUE ZONE designated in the club rules (by laws), and they are NOT permitted in the pits (RED ZONE) unless accompanied by a SMAC member.

NOTE. Spectators do NOT include pilots and their assistants operating or preparing aircraft and other people who are directly involved at the time with the preparation or operation of model aircraft.

Large notices in strategic locations should alert visitors and the general public to these requirements.

As defined by MAAA MOP 042, the general provisions for visitors (pilots) are:

- Non-MAAA members may only sign in and fly on a maximum of four occasions, and during those visits they must fly a model aircraft under the supervision of an instructor using a buddy system or using a single transmitter. In the latter case, the instructor must be familiar with the mode used.
- MAAA Insurance covers Affiliate Members (members of other MAAA clubs) at our flying field as long as they have permission to fly and abide by SMAC, MAAA and CASA rules and regulations.
- Clubs are strongly advised by MAAA to keep records of ALL visitors who fly at their field, including MAAA Affiliate Members, so that they are traceable in the event of an incident or lost property.

When a visitor arrives at the SMAC field, club members should make them welcome and ask if they are a spectator or a pilot wishing to fly.

If the visitor is a pilot and wishes to fly, the SMAC member should:

- Check whether the visitor is a CURRENT member of the MAAA and, if they are, ask to see their MAAA (AUS) membership card. Check that their membership is current.
- Ask the visitor to sign the visitor book. This should be done every time they come to the flying field.

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If the visitor is a MAAA MEMBER:

- Do they have wings, and if so, which level: Bronze, Silver or Gold?
- If they do not have wings yet, they can only fly under the supervision of an instructor.
- If they have a Heavy Model (>7kg), Gas Turbine aircraft or Pulse Jet aircraft, they must hold a valid Permit to Fly (MAAA 038) that aircraft, and they must produce the permit upon request by SMAC.
- Gas Turbine aircraft and Pulse Jet aircraft must be operated in accordance with the relevant MAAA policies. Refer to SOP 006.

If the visitor is NOT a MAAA MEMBER, inform them that they can only fly:

- As a Visitor under tuition from one of our flying instructors, and only for a maximum of 4 visits (MOP 042). Introduce the visitor to a club flying instructor, if one is present.
- As a Prospective Member, defined as someone who has already submitted an application to join the club (MOP 042).

Ask the visitor to read the SMAC visitor's guide.

Familiarize the visitor with the flying field and facilities, including the pilot flight lines, Fly Zones and No Fly Zones, work benches, starting benches and restraints, rules for full size aircraft and helicopters, and rules for starting, taxiing, taking off and retrieving aircraft.

SMAC members should assist (or supervise) the first flight of all visitors or prospective members and ensure that they are aware of, and comfortable with, local issues and rules. It is important that their experience with our club is positive and their flight is enjoyable. If a member is not comfortable to assist a Visitor, then they should introduce them to a more senior member.

### **SOP 010 - RANGE CHECK AND FAIL SAFE**

Pilots will ensure that the correct model is selected on their transmitter and they complete a successful radio equipment ground range and fail safe check each day, prior to the first flight of every model.

Executive Committee  
Strathalbyn Model Aircraft Club Inc.  
14 June 2021