



Code of Conduct
for the
Cambridge University Gliding Club



Cambridge University Gliding Club (CUGC) is affiliated to the Cambridge Gliding Club (CGC) and also the British Gliding Association (BGA).

The contact details of the above-mentioned organisations are

Cambridge Gliding Club

Gransden Lodge Airfield
Longstowe Road
Little Gransden
Sandy
Bedfordshire
SG19 3EB

British Gliding Association

Kimberley House
Vaughan Way
Leicester
LE1 4SE

Health and Safety Policy

As a club we operate as part of CGC using their premises and equipment. We are therefore bound by their rules and follow their health and safety policy. All club members must read CGC's Flying Orders which can be found at www.glide.co.uk/flying_orders and sign to say they will abide by them.

As members of the BGA all CUGC club members **must** read and follow the Laws and Rules, published by the BGA and available to buy in the airfield office.

CGC are currently implementing a health and safety policy which can be found at <http://www.glide.co.uk/aboutus/h&s.asp>. As CUGC operate entirely within CGC this health and safety policy also forms our health and safety policy. It should be noted that any airside activity comes under the jurisdiction of the CAA and not the Health and Safety Executive.

As well as the afore mentioned rules, members of CUGC must also follow CUGC guidelines for safe practise, these cover areas not mentioned in the CGC flying orders and the BGA Laws and Rules. The guidelines for safe practise can be found in Appendix A.

For the safe and effective running of the club there are also a set of club rules which members are expected to read and abide by, any major breaches of club rules will be dealt with as detailed under 'Disciplinary and Complaints Procedure'. The club rules can be found in Appendix B.

CGC also have a child protection policy, which applies equally to members of CUGC, it is included in Appendix C.

Insurance

As members of CGC all CUGC members are covered by the insurance provided by CGC for CGC aircraft.

CUGC's glider is insured by PER T.L.Clowes and Company Limited and is underwritten by Lloyds Underwriters against accidents occurring on the ground or in flight whilst operating in Europe. The insurance includes legal liability to third parties for £1,000,000 including crown indemnity. The risks covered - flight, taxiing and launching, ground and transportation - providing the glider is being used for this purpose: gliding club purposes, excluding flying in the European or World Competitions but including Flying in Competition Enterprise, Regional and National Competitions in the United Kingdom and Europe.

Medicals

Every member of CUGC must sign a declaration of medical fitness before they are able to fly solo - and have it counter signed by their GP. The required standard is equivalent to a DVLA level 1 – private driver.

The completed form must then be given to the office at the airfield. The forms can be obtained from the BGA website.

A second medical of a higher level must be completed when the student reaches the standard to be able to take passengers or wishes to become an instructor; this is equivalent to the DVLA level 2 – professional driver.

Disciplinary and Complaints Procedure

And CUGC member found to be breaking any club rule will have their case reviewed by a panel made up of 3 committee members. A decision will be made as to the gravity of the offence and appropriate measures will be taken, including expulsion from the club for the most serious offences. For minor offences up to 2 warnings will be given before action will be taken.

In the first instance any complaints regarding CUGC should be made to the Chairman, (contact details available on the CUGC website). The complaint will be looked into by the Chairman and any other appropriate committee members as determined by the Chairman, and resolved if at all possible. The outcome will be made known to the complainant.

If the complaint cannot be made to the Chairman, then it may be made to the Senior Treasurer (details on the website) who has absolute authority.

Any complaints about CGC regarding airside matters should be made to the CFI and will be dealt with in accordance to CGC's policy – detailed in the flying orders. Complaints about non-flying matters should be made to the CGC Chairman. If any

complaint about CGC cannot be made as detailed above it may be made to the chairman of CUGC who will make the complaint to CGC on behalf of the complainant.

Club Officers

The roles of the club officers are described below; responsibilities relating to health and safety are shown in bold.

Chairman:

- **to ensure that the safety policy is kept up to date and is compliant with the University policies.**
- **to be responsible for ensuring that the health and safety policy is implemented, and presides over any disciplinary hearings for members who disregard the safety policy.**
- **to take joint responsibility with the captain to ensure that any group leaders (on trialflight events or other trips) have adequate knowledge for the roles undertaken.**
- to chair all Committee meetings and General Meetings of the Club. He/she may appoint a deputy to chair meetings in his/her absence
- to attend Cambridge Gliding Club committee meetings (or send deputy) to ensure the Club is fairly represented in any discussion that may affect its future
- to liaise with other gliding clubs or organisations

Treasurer:

- **to hold responsibility for providing safe transport (if hired) for any trips, and for ensuring that the appropriate level of insurance is obtained.**
 - to keep accounts of all the Club's financial transactions, to present the accounts for audit once per year and to present these to the Annual General Meeting and to the Junior Proctor's office
 - to liaise with the Club's banker(s)
 - to make and receive payments of behalf of the Club
 - to keep a log of all use of Club equipment
 - to keep a log of all use of any other equipment by Club members which the Club is liable to pay for
- to calculate charges payable by members for use of such equipment

Asst Treasurer:

- to assist the Treasurer in any of the above tasks
- if the Treasurer is an undergraduate, the Assistant Treasurer must be a postgraduate able to take over all of Treasurer's duties in the Summer vacation

Secretary:

- **to ensure that the health and safety documentation is kept up to date and displayed on the club website.**

- **to be responsible for forwarding any accident report forms to the PE department and storing the detachable slips in accordance with the data protection act.**
- **to be responsible for keeping details of any trips and giving the details to the Senior Treasurer or a committee member not participating in the trip.**
- to minute all Committee meetings and General Meetings of the Club
- to maintain a list of members
- to make a reasonable attempt to notify all Committee members of Committee meetings
- to make a reasonable attempt to notify all those eligible to attend General Meetings of the Club
- to keep up-to-date copies of this Constitution and Club Rules
- to liaise with Cambridge University

Captain: -

- **to be responsible for ensuring trialflight events are adequately staffed and that appropriate safety procedures are adhered to.**
- **to be responsible (with the Chairman) for ensuring that group leaders (on trialflight events or trips) have adequate knowledge for the roles undertaken.**
- to encourage and assist Club members and/or a Club team to enter gliding competitions
- to liaise with Oxford University Gliding Club with regard to holding an annual Varsity Match
- to liaise with the Cambridge University Blues Committee

Publicity:

- to arrange and coordinate any Club publicity campaigns associated with recruitment drives such as the annual CUSU societies fair and trial-flight days

Social Secretary:

- to organise club social events including dinners, parties etc.
- to co-operate with the Captain in the organisation of Club expeditions

Equipment Officer:

- **to keep up to date an inventory of club equipment, and ensure that it is all stored safely.**
- **to be responsible for ensuring the correct maintenance of the equipment.**
- **to ensure that any damaged/non airworthy equipment is removed from use immediately.**

Claire Hooper
Chairman
Jan 2004

CUGC Guidelines for Safe Practise

1. Equipment
2. Winch
3. Workshop
4. Vehicles
5. Rigging/De-rigging
6. Experience
7. Trialflights
8. Trips
9. First Aid

1. Equipment

Glider – Ka 8b

Storage: trailer.

Checks: Glider must only be rigged in the presence of some who knows what they are doing. Once rigged all the control connections and main pins must be checked by a second person. Before flying starts a daily inspection (DI) must be carried out and results recorded in the DI book. This book must be kept in the glider. DI's must only be carried out by someone authorised by an instructor to do so.

Damaged Equipment Procedure: If any damage is found it must be marked in the DI book. If in any doubt as to whether the aircraft should be made unserviceable (U/S) a second opinion should be sought. If the aircraft is made U/S the equipment officer should be notified as soon as possible.

Regular maintenance: The glider undergoes an annual Certificate of Airworthiness inspection to ensure its serviceability.

Parachute

Storage: In CUGC cupboard at rear of hangar – padlock code can be obtained from a committee member.

Checks: Before use the re-pack date should be checked to check it is in date. If the parachute is out of date it should not be used and the equipment officer should be informed as soon as possible. The pins should be checked to ensure they aren't bent.

Damage: If the parachute is damaged, or has partially/fully 'popped' a label must be placed on it declaring it U/S and the equipment officer informed immediately.

Regular maintenance: The parachute is repacked annually.

Trailer

Storage: In trailer park, either attached to stationary tow balls, or wound down onto a tire to prevent it moving.

Checks: Before towing the trailer should be inspected for damages, the tire pressure, lights and brakes should be checked. **The driver must also check that they are legal to tow the trailer and that it is not too heavy for their car.**

Damage: If damage is found which makes the trailer un-roadworthy the Equipment Officer must be informed and it is his responsibility to arrange for it to be fixed. The trailer must not be taken off the airfield until the problem has been resolved.

Regular Maintenance: Once a year the Equipment Officer will inspect the trailer for damage (if it is being towed less frequently).

Battery

Storage: In glider

Checks: If the battery needs charging it can be charged with CGC equipment in the hangar, it is the responsibility of whoever puts it on charge to return it to the aircraft.

Damage: If the battery stops working it must be left in the CUGC cupboard at the rear of the hangar and the Equipment Officer informed.

2. Winch

Only students qualified to drive the winch may launch gliders. The chief /deputy chief winch driver must certify that any student is safe to drive the winch by themselves. Only those people approved by the chief/deputy chief winch driver may train new winch drivers.

The winch is very dangerous, and students must always exercise tremendous care when operating near or in the winch.

3. Workshop

The CGC workshop is available for use by CUGC members, but permission must be sought from Robert Verdier before any work is undertaken in it.

It is a potentially hazardous place and students should only use equipment they have prior knowledge of how to use.

4. Vehicles

Any student who has been shown how may drive the golf buggy.

Any student who can drive a car may drive the hi-lux to retrieve gliders and cables providing he has been adequately briefed on how to do so safely.

5. Rigging/De-rigging

At times gliders need to be de-rigged to put in trailers or the workshop. NEVER take responsibility for rigging or de-rigging a glider unless you are confident you know exactly what you are doing.

If asked to help, make sure you know exactly what you are being asked to do, gliders can be heavy and awkward when in pieces.

No glider should be rigged or de-rigged without someone who knows what they are doing.

6. Experience

No student may fly or attempt to fly a glider that they have not been checked out for and/or expressly given permission to fly.

7. Trialflight Events

Trialflight events are the most safety critical events that CUGC run, due to the (possibly) large numbers of people with no experience of airfields. A separate document with guidelines on running a trialflight day safely has been produced. ('Guidelines for Running Trialflight Events')

8. Trips

On trips away to other airfields organised by CUGC and its members, a full list of members participating and their next of kin contacts (to include their names, addresses and telephone numbers) will be given to a member not attending the trip away, in case of any emergency. This member will be responsible for contacting the relevant persons in case of any significant incident occurring whilst the group is away.

9. First Aid

There are no permanent first aiders' on site at the airfield however there are first aid kits in the clubhouse, workshop, winch and fire truck which are checked regularly by the appropriate CGC officer. An accident book is kept in the office and a form must be filled in for any accident that may require the attention of a doctor (or more serious) and a copy must be forwarded to the CUGC secretary as soon as possible.

The procedures to follow in the case of a severe accident (airside) are detailed in the clubhouse.

Claire Hooper
Chairman
Jan 2004

Cambridge University Gliding Club
Rules and Regulations

These rules apply to all members of Cambridge University Gliding Club (“the Club”) from the date above and supersede all previous issues. Unless otherwise stated, all Rules apply to all members during any Club activity, and at all places of Club activity or of gliding or flying activity, regardless of whether Club activity is taking place.

All members of the Club agree on joining to abide by these Rules. Regardless of any monies paid to the Club, membership may be suspended or withdrawn by the Committee for violation of these Rules.

The Rules may be amended by the Committee at a General Meeting of the Club; the Secretary will provide further details if required.

Membership Conditions

1. Only members of Cambridge University *in statu pupillari* are permitted to be Trial or Flying Members. Such members are for the duration of their membership also affiliated members of Cambridge Gliding Club and subject to their rules and regulations.
2. Any person may apply to the Committee for Associate Membership and members of BGA clubs may apply for Temporary Membership. These members are not affiliated to Cambridge Gliding Club.

Discipline and Safety

3. Members must not act in any way likely to bring the Club into disrepute, or in any way likely to cause harm or damage to any person or property.
4. Members should at all times act in a safe and responsible manner, and in such a way as to minimise the risk to themselves and others. In particular, all rules and regulations in force at any place of Club activity or of gliding or flying activity must be obeyed.
5. When taking part in Club activity or using Club equipment, members should obey any reasonable instructions from Committee members in connection with that activity.
6. When using premises or equipment belonging to any other club, members should obey any reasonable instructions from persons acting on behalf of that Club’s governing body.
7. When at any place of gliding or flying activity, members should obey any reasonable instructions from persons with relevant authority, eg Instructors, Launch Marshals, Winch Drivers.
8. All students must read and comply with the BGA Laws and Rules which can be obtained from the airfield office.
9. All students must read and sign the CGC Flying Orders

Trial Membership

10. Trial membership lasts until the following 30th September.
11. Trial members may go to Gransden Lodge and fly at trial-flight rates on any day during their membership subject to the airfield being open and manned.
12. Trial membership serves only as an introduction to gliding. It is not intended as a way of learning to fly without becoming a full member of the club. Trial members are not allowed to fly solo.
13. Although there is no fixed maximum number of trial-flights, the committee reserves the right to refuse any further trial-flights if it feels the system is being abused.

Flying Membership

14. Flying membership lasts until a)12 months from the date of joining, b)the following 30th September for an undergraduate who graduates in that year – whichever of a) or b) is soonest.
15. A renewed Flying membership runs from the date of expiry of the previous Flying membership regardless of the length of time between expiry and renewal.
16. Persons not renewing their flying membership within two months of it expiring will have their membership withdrawn.
17. At the Committee's discretion, an existing Flying member close to the end of their course may have their membership extended for up to 3 months for a small monthly fee.
18. Flying members may go to Gransden Lodge and fly on any day subject to the airfield being open and manned.
19. All solo members must become either winch drivers or launch marshals, and go on the weekend rota.
20. Flying membership may be refunded within one month of joining for a member that has not flown and does not intend to fly in the future.

Associate and Temporary Membership

21. Associate membership lasts until 30th September following joining; Temporary membership lasts for a day, a week or a month from joining.
22. Associate and Temporary members may use Club equipment, but have no rights with regard to access to Gransden Lodge or use of Cambridge Gliding Club's facilities.

Charges

23. Charges for membership are due on the day of application or date of expiry of existing membership.
24. Charges for use of any equipment or any other service provided by the Club are due on the day of use. In particular, all flying costs must be paid on the day.
25. A list of current charges is displayed in the Clubhouse.
26. Failure to pay any charge due to the Club will cause membership and all its privileges to be suspended until the debt is paid in full.

Payments

27. Payments for flying fees may be made by cheque (to “Cambridge Gliding Club” or “CGC”), debit/credit card or in cash. Payments should be given to the office staff or put in the clubhouse safe (in that order.)
28. Payments for membership should be made to the CUGC treasurer by cheque (payable to “CUGC” or “Cambridge Universtiy Gliding Club”) or in cash. Payment is due on the date of renewal.

Other

29. The committee may, at times, issue temporary regulations; these must be treated as club rules and obeyed in the same sense.

Stuart Crawshaw
Chairman
October 1996
Revised Jan 2004