

CONCORD MFC

Concord Model Flying Club

Club Rule Book 2017

&

Field Handbook



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INTRODUCTION

Firstly, if you are a new member, may we welcome you to the Concord Model Flying Club (CMFC). We are a very friendly club with members that are always willing to help you, which is very important if you are new to the hobby. Please don't be frightened to ask, we are only too willing to help get you up and flying safely.

This handbook **must** be read thoroughly and understood by all members before contemplating going to the flying site. It is vital that everyone familiarises themselves with the workings and safety of the Concord flying site.

You **must** at all times adhere strictly to these guidelines and to any advice or guidance that may be given by the Club Safety Officer or a Committee member.

We must also remember that we are not the only people in the South Darent area. It is vital that we consider the nearby residents, road traffic, horses, hikers, light aircraft, fishermen and the nearby fishing complex.

Most of the items covered in this handbook are also covered in your BMFA handbook, so please take time to read that publication thoroughly as well.

AIM

The club wants you to act in a safe and responsible manner with the utmost regard for the safety of your fellow club members and any members of the public that may be spectators. In doing so you will be upholding the good name of The Club, helping to keep its excellent safety record and not being a nuisance to other pilots flying with you. If you witness any other person or pilot acting in an irresponsible manner, you are within your rights as a club member to point this out to the person concerned. If you are unsatisfied with the person's response, then report it to any committee member and they will deal with it on your behalf.

REMEMBER THE UNFAVOURABLE ACTIONS OF ONE MEMBER REFLECTS BADLY ON THE CLUB AS A WHOLE. This is something The Club and its members will not look too kindly on.

OUR FLYING SITE IS VERY VALUABLE TO US, SO PLEASE HELP US KEEP IT, BY BEING A RESPONSIBLE MEMBER AT ALL TIMES.

FIELD SAFETY RULES

1. All members must observe field discipline and comply with the air navigation order, all relevant BMFA safety codes as contained within the BMFA members' handbook and civil aviation publication (cap658).
2. On matters of field safety needing an immediate decision, the responsibility lies with instructors or a member of the committee. Any instructions must be accepted without dissent. However, should a member believe the instructions to be wrong, then they should bring this to attention of the committee.
3. Any pilot not holding their solo qualification for the type of aircraft they want to fly, must not fly it without the supervision of an instructor.
4. **IC Powered models may only be flown between 10am-dusk on weekdays & 12noon-7pm at weekends. No flying of any model on Christmas Day or Boxing Day.**

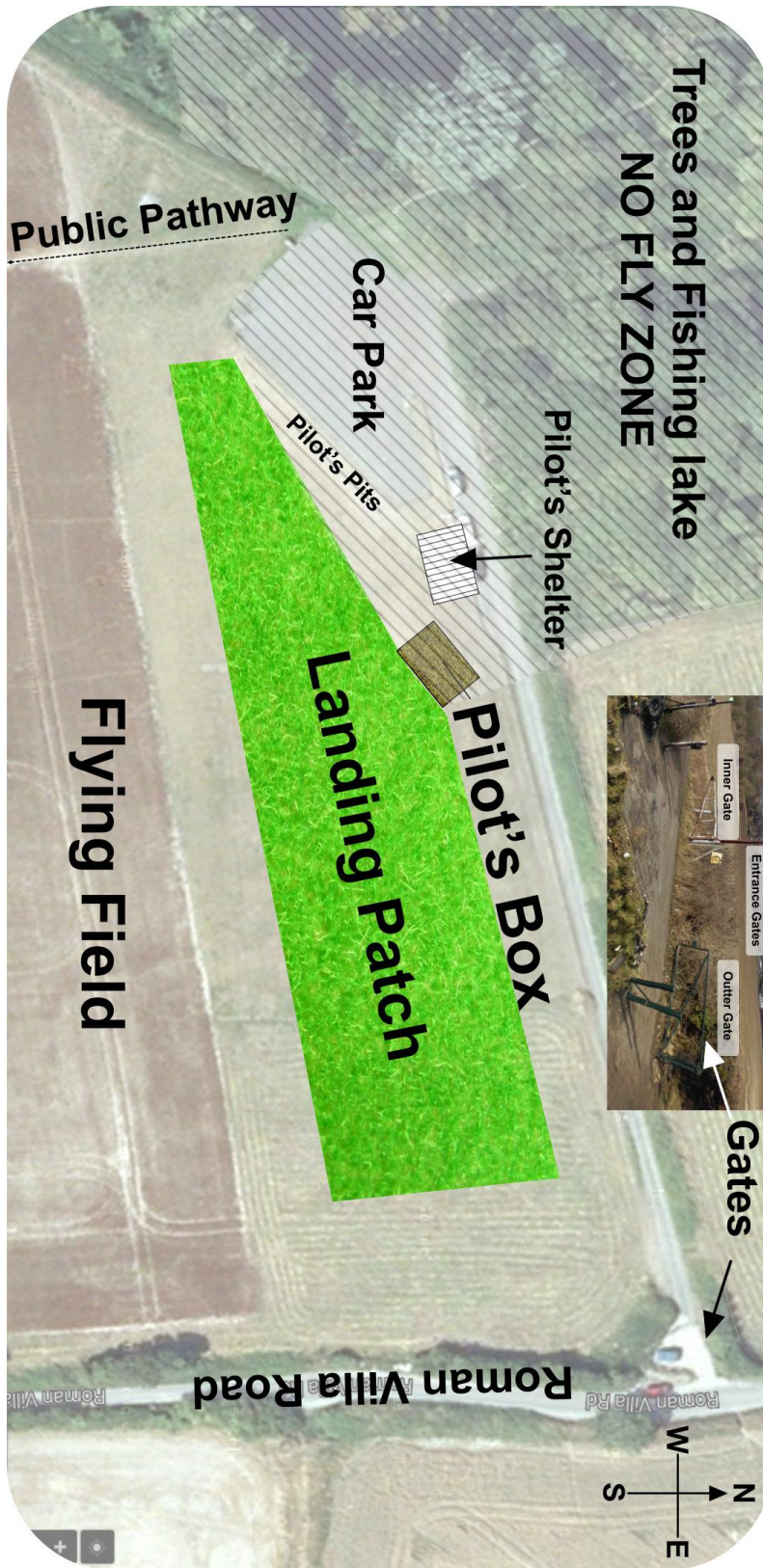
Quiet electric models can be flown from 10am at weekends.

5. Any person found to be flying model aircraft outside the published permitted flying times will be liable to disciplinary action by the committee.
6. Due consideration must be given at all time to trainee or novice pilots in the circuit.
7. In the event that the pleasure or concentration of a pilot is affected by the flying style of another, precedence will be given to the pilot who was airborne first. Intimidating flying is not permitted.
8. No more than six aircraft shall be airborne at any one time.
9. All flying is to be done from the designated area only. No overflying people, cars, pits, and property. No flying over Roman Villa Road except for landing approaches.
10. All pilots must observe the established flight line and stand in the designated area whilst flying.
11. Any spectators must remain in the pit's area behind the propeller line, whilst flying is in progress.
12. Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
13. All vehicles must be parked in the designated area only.
14. Only appropriately marked CE approved radio control equipment is to be used.

15. No person using 35 MHz shall operate any transmitter without ascertaining that the same frequency, colour or number is not already in use.
16. Only even 35 MHz frequency numbers can be used at the club field.
17. For collection of a model aircraft after it has landed on the patch or in close proximity to the patch, permission must be obtained from the pilots in the pilot's box to retrieve the aircraft.
18. IC powered aircraft must be restrained from the time started until the model is picked up and taken to the patch. Care must be taken to keep the nose pointed away from the pits whilst being transported to the patch. Electric models must be restrained in the pits at all times when their batteries are connected to the models motive systems.
19. Under no circumstances can engines be started up in the immediate vicinity of the pilot's box
20. Under no circumstances must an engine be run unless all persons are behind the line of the propeller with the exception of the person starting the engine.
21. Models having their engines run in on the ground must not be left unattended whilst the engine is running.
22. Members must ensure that they comply with the D of E Noise Code for the Minimisation of Noise from Model Aircraft. "Add on" silencers and "quiet" propellers should be fitted unless the model emits below 82 decibels at 7 metres without them. Notwithstanding if in the opinion of the Committee a model is excessively noisy in the air; it is to be grounded until rectified.
23. If your radio incorporates a failsafe facility, then no matter what the weight of the aircraft it is a legal requirement to set the failsafe operation to, as a minimum close throttle or return to idle on loss or corruption of the signal. Failsafe are to be checked prior to flight by switching the transmitter off whilst the model is restrained.
24. No smoking is permitted in the vicinity of inflammable fuels and materials
25. Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
26. No dogs are permitted at the flying field unless kept on a lead or tethered.
27. Any incident involving a third party or another member must be reported immediately to the committee and to the BMFA.
28. Potential members visiting the Concord MFC field for a trial who do not have BMFA membership must fly on a "buddy box" with a club approved instructor. They can only be a guest pilot for a maximum of three flights before obtaining club membership and BMFA insurance.

29. Members may invite guest flyers to the club field to fly their model aircraft, on arrangement with committee, they must be BMFA insured. The member, who invited them, must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of an instructor if their ability requires it. Arrangements for this must be made in advance of the visit.
30. Pilots of non-fixed wing aircraft (helicopters, auto gyros, quads etc) must hold the appropriate minimum of BMFA 'A' certificate, for the type of model being flown.
31. No flying of fixed wing aircraft and rotary aircraft together at the club field.
32. Before flying rotary aircraft all others at the field must agree for the flight to take place.
33. Autogyro that has a propeller to provide thrust will be treated as a fixed wing aircraft.
34. Gas turbine powered jet aircraft, can only be flown with permission of two of the following committee members;- Chairman, Vice-chairman, Secretary, and Chief Flying coordinator. The committee members giving their permission must be at the flying site while the flights take place. The pilot must also hold the minimum of a BMFA " B" certification for the jet to be flown.
35. No litter must be left at the flying site; each person shall be responsible for removal of their own litter, including cigarette butts.
36. All people flying FPV must do so with a companion and be linked to said companion via a buddy box so that the companion may take control in an emergency.
37. Due to the concern that the signal strength of the video telemetry in the model may potentially interfere with the operation of others using 2.4 GHz systems. Pilots wishing to use video telemetry must seek permission to fly, from other pilots present at the club field.
38. Maximum size of a petrol engine or combined engines not to exceed 40cc
Maximum weight of any aircraft is 7kgs
Petrol must be kept in a properly marked petrol safe container.
A suitable fire extinguisher must be at hand.
Pitting of petrol powered models will be in a designated area.

LAYOUT OF CLUB FLYING SITE



CONCORD MODEL FLYING CLUB CONSTITUTION 2017

1. General

- a) The club shall be called the Concord Model Flying Club and will be affiliated to the British Model Flying Association.
- b) The club's principal aim shall be the promotion of safe and responsible model aircraft flying.
- c) Alterations to this constitution can only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the secretary in writing at least 28 days prior to the meeting.

2. Members

- a) A "member" means any class of membership.
- b) The committee has the right to refuse membership to new applicants (the reason must be documented in the meeting minutes).
- c) New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.
- d) New members' subscriptions shall be dependent on membership class, plus the joining fee as decided at the Annual General Meeting
- e) Subscriptions are due by 1st January each year, for the ensuing year.
- f) Members, who have not renewed their membership by the 31st January, will be deemed to have left the club and renewal after this period will be treated as a new membership application. Members cannot fly at the club field until the club and BMFA subscriptions have been paid in full.
- g) All members must be members of the BMFA and must be able to provide evidence of such on request. The only exception to this is for those members who play no active part in the club whatsoever; i.e. social members only.
- h) A member may be made an honorary member for extensive services to the club. Honorary members can only be created by a majority ballot of club members at a general meeting.
- i) Honorary members must pay their BMFA membership.
- j) A yearly review of club honorary members can be carried out.

- k) From the 2017 AGM honorary members will be voted to the position for a maximum of two years.
- l) The maximum of honorary members which the club can have is 10. This is to protect the clubs income.
- m) All members, without exception, must comply with all club rules. Failure to do so may result in disciplinary action by the club which may lead to dismissal.
- n) Members may invite guest flyers to the club field to fly their model aircraft, on arrangement with committee, the guests must be BMFA insured and be able to produce it. The member, who invited them, must assume total responsibility for the actions and safety of the guest. Guests must fly under the supervision of an instructor if their ability requires it. Arrangements for this must be made in advance of the visit.

3. **Rules, Discipline and Safety**

- a) Additions and amendments to field safety rules and regulations can be made by proposals at a General Meeting.
- b) All field safety rules and regulations will be reviewed annually, and will be considered binding for 12 months, except where urgent action is required by the committee. This action must then be ratified by the members at the next club AGM.
- c) Any complaint concerning any member must be made in writing and signed by the complainant(s).
- d) The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.
- e) Where an allegation of misconduct is made against a member, the member may be suspended from all club activities while an investigation is carried out.
- f) The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice.
- g) The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of their misdemeanour and what is reasonably required to do to make amends.
- h) The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 14 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 19.
- i) If the member does not respond, the member is to be given a written warning by an authorised Committee Member to advise the member of their misdemeanour and what he is reasonably required to do to make amends.

- j) If the member still fail's to respond, the committee should invite the member in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of their membership.
- k) If they still fail to respond to reasoning or fail to attend without reasonable cause, the committee can advise the member in writing that their membership is with withdrawn, stating the reasons why this decision was reached.
- l) When the member is advised of withdrawal of their membership, they must be given the right of appeal. If the member opts to appeal, this will be to the Club membership at an EGM which the Committee would call on their behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.
- m) In the event of gross misconduct, immediate dismissal without warning may be considered but the member must still be accorded their rights to present their case to the Committee and be given a right of appeal in accordance with sub-paragraphs as above.
- n) In the event of dismissal the Committee will arrange for the member's current membership fee (excluding BMFA subscription) to be refunded pro-rata.

4. **Flying**

- a) The Committee, Officers and Instructors, will be responsible for the running of the flying field at all times. Application for BMFA appointed positions of Instructor or Examiner can only made by a Committee decision and request to the BMFA for the appropriate test to be carried out.
- b) All flying members must attain the minimum standards of flying required under the Concord MFC training scheme before taking their BMFA "A" Certificate test. Members are not permitted to fly solo until they pass their BMFA "A" test.
- c) All flying members must attain the minimum standards of flying required under the Concord MFC training scheme before receiving the BMFA 'A' Certificate and before being permitted to fly

5. **Committee Structure and Appointments**

- a) The executive committee shall consist of five members. These shall be chairman, vice chairman, secretary, treasurer and safety officer
- b) Other officers of the club - BMFA, newsletter editor, events, membership, web editor, training coordinator, video and blogger editor and up to three ordinary members.
- c) The Chairman can only hold the post for 4 consecutive years.
- d) Committee officers and members shall be elected at the AGM from written nominations received no later than 28 days prior to the meeting or from nominations

at the meeting; all nominations need to be seconded. All officers to serve for a period of one year.

- e) The committee will be elected by a majority vote by show of hands or paper ballot if requested from members present. All fully paid up members are eligible to vote.
- f) Should a committee position become vacant, the committee may, by a majority vote, co-opt a replacement who will then serve until the following AGM.

6. **Committee Organisation and Powers**

- a) Members elected to office will have full voting rights at all meetings. In the event of a tie the chairman will have a casting vote in addition to his initial standing vote. If the vote is for the removal of the chairman, the casting vote goes to the vice-chairman.
- b) The committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the members.
- c) Approval from the membership at an EGM or AGM must be sought for expenditure greater than £500.
- d) Money may only be withdrawn from the club funds by a cheque signed by not less than two committee officers.
- e) The secretary must be informed of any negotiations proposed by club members who affect the club as a whole and copies of any written correspondence must be submitted to him for record purposes.
- f) Committee members can claim out of pocket expenses for carrying out their duties.
- g) Committee members of the club may not be a committee member of another model flying club.
- h) Any committee member wishing to resign must do so in writing.
- i) Any member of the committee who is absent from three consecutive committee meetings without reasonable cause will automatically forfeit their seat on the committee.
- j) The committee may pay accounts and incur any normal liabilities on behalf of the club.
- k) For all committee meetings an agenda will be posted out to committee members 7 days before the meeting.

7. **Voting and Conduct of Committee Meetings**

- a) All committee meetings will have an agenda and be minuted. Minutes of committee meetings will be made available to members on request to the secretary.
- b) A quorum of any committee meeting shall consist of a majority of committee members.
- c) All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
- d) Voting will normally be by a show of hands however a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.
- e) Non-committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non-committee member may be asked to leave the meeting subject to approval from the Committee. Any matter which a non-committee member wants to discuss at a committee meeting must be received 14 days in writing by the Secretary.

8. **Voting and Conduct of Annual General Meeting**

- a) All meetings will be from an agenda and minuted. Any other business will only be accepted at an AGM if the secretary is given at least 14 days' notice in writing of the item to be discussed.
- b) Voting will normally be by a show of hands; however, a secret ballot must be taken should any member request that this be done. Proxy votes will not be allowed.
- c) All proposals must be seconded and voted upon. A majority vote is required to carry out any proposal.
- d) Amendments to proposals must be voted on first
- e) The committee, through the chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.
- f) A date for the AGM will be decided each year by the committee. At least 28 days' notice of the meeting will be given in writing to all club members.
- g) Annual subscriptions and the joining fee will be decided at the AGM.
- h) Two competent individuals (non-committee members) shall be elected by the committee to carry out an independent examination of the club accounts before the AGM to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and liabilities.

9. **Extraordinary General Meeting**

- a) The secretary will convene an extraordinary committee meeting within 14 days on request from any officer of the committee, stating the business to be discussed.

- b) The secretary shall convene an extraordinary general meeting of the club by a resolution of the committee stating the business to be brought before the meeting, of which 28 days' notice has been given to all members in writing stating the business to be discussed.
- c) The secretary shall convene an extraordinary general meeting of the club on receipt of a request in writing signed by not less than at least one quarter of the membership of the club, stating the business to be brought before the meeting.
- d) The meeting must be called within 28 days of request and 14 days' notice must be given to all members in writing for the business to be discussed.
- e) When a request for a meeting is made in accordance with club rules and it is not called within 28 days, the members requesting the meeting may themselves convene an extraordinary general meeting of the club by giving 14 days' notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the committee.

10. **Insurance and Indemnity**

- a) The club will hold both civil and employers liability insurance, provided through affiliation to the BMFA.
- b) The club will indemnify all committee officers and committee members if they incur any liability on behalf of the club.
- c) In the event of a committee member being awarded damages or costs in the course of proceedings taken by him in this representative capacity, such damages or costs will belong to the club and not the committee member personally and upon receipt that the committee member will pay them to the club treasurer.
- d) When there is a joint meeting between Concord MFC and another club, the participating club must be able to provide evidence of adequate insurance cover well in advance of the event.

11. **Dissolution of The Club**

- a) Should it be considered necessary or desirable to dissolve the club, the committee will call an extraordinary general meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 14 days. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
- b) On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to paid up members, the funds remaining will be distributed in equal shares to the clubs current paid up membership.

CARE OF CHILDREN AND VULNERABLE ADULTS

1. All members, parents, guardians and carers are to comply with BMFA and policies and guidelines for the promotion of welfare and care of children.
2. A junior member is defined as being under 18 years of age.
3. A vulnerable adult is defined as a person of 18 years of age or over but through mental or physical attributes requires a higher level of supervision than would be normally commensurate with an adult member.
4. A vulnerable adult can also be a temporary designation covering person who may, for instance, be recovering from illness or medical treatment.
5. A responsible adult is defined as a senior member or parent/guardian who has the clearance, experience, knowledge and training commensurate with the type and degree of supervision required.
6. Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities, and levels of experience.
7. Junior members under the age of 18 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
8. No child or vulnerable adult shall undertake any activity which might place him or her at risk. In any event prior consultation with their parent, guardian or carer must take place if there is any doubt on the member's abilities to undertake a specific activity.
9. No senior member is to be expected to assume responsibility for a child or a vulnerable adult unless he/she has been specifically requested to do so by the parent, guardian or carer. If required to do so, he/she is to assume complete and total responsibility for the child or vulnerable adult whilst he/she is in their charge.
10. Notwithstanding the requirements of the previous paragraph, should a member discover a child or vulnerable adult that is unsupervised then he/she must assume responsibility for that person's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the parent, guardian, carer or nominated supervisor. Any instance of such an occurrence is to be reported to the club committee as soon as possible and a record made of the occurrence.
11. Whilst supervising children or vulnerable adults, members should avoid placing themselves in a position that could be open to misinterpretation or question in accordance with BMFA policy . Remember, the policy is there to protect you as well as children and vulnerable adults.
12. Should any member, parent, guardian, carer or the person themselves have concerns about the welfare of children or vulnerable adults the he or she is to contact the club chairman.

BASIC PRE-FLIGHT CHECKS

1. When starting your engine avoid positioning your models propeller(s) facing the pits area or other modellers.
2. Position your model with the propeller facing away from the pits.
3. Starting your model and revving the engine at full throttle in the pits is not permitted.
4. Find a safe area to test your engine away from the pits and other modellers.
5. Check your failsafe before flight!
6. Before taking off notify other pilots by calling out 'Taking Off' and hearing their reply that it is 'Okay' before proceeding.
7. Make certain other pilots are aware that you are about to take off and that the runway and airspace is clear to do so.
8. When you are flying stay in the Pilots box at all times; wandering behind the flight line or away from other flying pilots is not permitted
9. Stand together; this will enable you to hear if a pilot calls 'Landing' etc.
10. Always first check it is clear to land before making a landing approach
11. Shout 'Landing' or 'Dead stick' but do make certain that the patch is clear before making your landing approach.
12. Notify other flyers if you intend to go onto the airstrip, by shouting 'On the patch' and be aware of aircraft waiting to land.
13. Carry out post flight checks and make sure everything is in order before another flight, especially if you have had a hard landing, or landed off the patch.

Remember our flying site is valuable to you and to us, "NO FIELD, NO FLYING"

So please read these guidelines and rules thoroughly and observe them at all times, but most of all, we want you to have fun and enjoy your flying, SAFELY.

HAPPY AND SAFE FLYING