



Acle Model Flying Club Constitution and Flying Rules



BMFA Club No. 749

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1. CONSTITUTION

1.1 TITLE AND ADDRESS

- 1.1.1 The name of the club shall be the Acle Model Flying Club (AMFC) and is Club number 749 of the British Model Flying Association (BMFA).
- 1.1.2 The address of the club shall be c/o the Secretary.

1.2 OBJECTS

- 1.2.1 To ultimately operate its own flying site.
- 1.2.2 To provide facilities for the sport of model aircraft construction and flying.
- 1.2.3 To assist members to improve their standards of building and flying and to require strict observance of all rules and safety procedures.
- 1.2.4 To encourage Club Social activities.
- 1.2.5 To abide by and promote the rules and policies of the British Model Flying Association.

1.3 MEMBERSHIP

- 1.3.1 Membership runs from the 1st January to 31st December.
- 1.3.2 All new members are subject to a six-month probationary period.
- 1.3.3 The committee reserve the right to refuse membership
- 1.3.4 There will be a maximum of 70 full members with a maximum of 10 training memberships. Training memberships shall consist of rotary and fixed wing students. Once all training memberships are allocated then a waiting list, on a first come first served basis, will be kept. On completion of training students will become full members provided a vacancy exists. If not they will go on a priority waiting list on a first come first served basis.
- 1.3.5 Membership shall be open to persons of both sexes and all ages and backgrounds with reference to the environment and conditions that the club practices the sport in.
- 1.3.6 New members who are not existing members of the BMFA will be required to join as a condition of club membership. Should a member relinquish BMFA membership then his/her membership of the club will be deemed to have lapsed.
- 1.3.7 Applications to join the club shall be in writing and on the club application form(s), which will be submitted with all fees. All cheques must be cleared through the bank prior to membership being considered. All new/lapsed members initially serve a six-month probationary period.
- 1.3.8 All members will be given a copy of the Club Rules.
- 1.3.9 Proof of membership is by Club card that must be carried at all times and produced on demand of a Club official. Current BMFA cards provide proof of insurance cover and BMFA fees.
- 1.3.10 SENIOR MEMBERS shall be over 18 years of age.
- 1.3.11 JUNIOR members shall be under 18 years of age and will have no voting rights. Those whose 18th birthday occurs in the current year become full members on that day without paying the difference in membership fees.
- 1.3.12 HONORARY MEMBERSHIP shall be conferred at the discretion of the Committee. Honorary members are still required to pay their BMFA subscriptions and be registered with the CAA.

1.4 SUBSCRIPTIONS

- 1.4.1 The amount of any initial 'joining fee' for Club membership or Training and the amount of annual subscriptions shall be determined by the Committee and ratified at the Annual General Meeting.
- 1.4.2 For members joining during the year the appropriate fees shall be as written on the Club subscription sheet for that year and have been decided as above.
- 1.4.3 The annual subscription will become payable on the 1st January and shall cover Membership for the calendar year.
- 1.4.4 Existing members who have not renewed their membership by making the appropriate cleared funds available to the Secretary on or before the 1st January will be deemed to be lapsed members. Lapsed members will be required to pay a surcharge in addition to the Club membership fee if they wish to renew their membership of the club for the current year.
- 1.4.5 New members who are not existing members of the BMFA will be required to join as a condition of membership of the Club and shall be required to pay the BMFA subscription in addition to that of the Club.

1.5 OFFICE BEARERS

- 1.5.1 The Office Bearers shall be the Chairman, Secretary, Treasurer, Safety Officer and Chief Instructor. Assistants to the Secretary, Safety Officer and Chief Instructor can be elected but will not normally be required to attend committee meetings. The Committee will always, if possible, consist of five or more persons, to a maximum of six. In the event of the resignation of a club official between AGM's the remaining committee members may select another person who is willing to stand. All Office bearers will retire annually but are eligible for re-election.
- 1.5.2 A list of current Committee members is available, on request from the Club Secretary.

1.6 COMMITTEE

- 1.6.1 The Committee shall manage the day to day business of the Club.
 - 1.1.1 The Committee shall be responsible for the production and maintenance of the Club's Rules, Child and Vulnerable Adult Care and Junior Rules, which shall be binding on all members of the Club at any Club flying site.
 - 1.1.2 The Committee, during their term of office, may vary any Rules at their discretion and may pass other Bye-Laws in relation to any Club activity. Any variations and Bye-Laws are to be ratified at the next AGM with any proposals having been sent to the Club secretary at least 21 days prior to the AGM.
- 1.6.2 The quorum for a Committee meeting shall be three members.

1.7 INDEMNITY

- 1.7.1 If a Committee member engages or becomes involved in Court Proceedings, whether Criminal or Civil, in his representative capacity on behalf of the Club, as opposed to in his capacity as a private individual notwithstanding that he is taking part in Club activities but in circumstances where it would be unreasonable for the Club as a whole to ratify his actions, then in the former instance, i.e. in his representative capacity, the Club will indemnify him, the Committee member, in respect of any fines, damages or costs awarded against the Committee member. In the event of a Committee member being awarded damages or costs in the course of proceedings taken by him in a representative capacity of the Club such damages or costs will belong to the Club and not the Committee member personally and forthwith upon receipt by the Committee member that Committee member will pay such damages or costs to the Club Treasurer.

1.7.2 In the event of a claim from a third party being made against the Club no Committee member or Club member will be held more responsible than any other member of the Club.

1.8 ANNUAL GENERAL MEETING

1.8.1 An Annual General Meeting shall be held in November each year for which at least 14 days' notice shall be given. The meeting shall consider the reports of the Secretary, Treasurer, and Safety Officer and elect Committee members for the ensuing year.

1.8.2 Voting – Each Senior member will have one vote. Junior members have no voting rights.

1.9 COMMITTEE/CLUB MEETINGS

1.9.1 These meetings will be arranged according to need and interest/attendance of members. Dates and times will be advertised on the Notice Board in the Field Shelter. Additionally, dates and times of club meetings will be emailed to all members. Members may request a meeting by contacting a Committee member.

1.10 TRUSTEES

1.10.1 There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Senior Members who are willing to be so appointed.

1.10.2 A Trustee shall hold office until:

- a) Death
- b) Resignation by notice in writing given to the Committee
- c) Until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.
- d) Ceasing to be a member of the Club

1.10.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club.

1.10.4 In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is; hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and shall duly appoint the person or persons so nominated by the Committee.

1.10.5 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

1.10.6 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in

relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

1.11 FINANCE

- 1.11.1 Audit Of Accounts - One Auditor not a Committee Member shall be appointed for the ensuing year at the AGM. A financial statement, duly signed by the Auditor, shall be submitted to the membership at the AGM.
- 1.11.2 Banking – The Club funds shall be lodged in a bank account(s) approved by the Committee.
- 1.11.3 Withdrawal of Funds – Money may be withdrawn on the sole signature of the Chairman, Secretary or Treasurer
- 1.11.4 Club Property – The Committee shall be responsible for all property belonging to the Club and maintaining a current inventory, which will be made available to the Club Auditor as requested.

1.12 LIQUIDATION OF ACLE MODEL FLYING CLUB

- 1.12.1 In the event of the forced sale of the Club assets, the monies raised and held in the Club bank accounts will be divided into shares. Members will receive a share for each continuous year of membership. The value of a share will be the total value of the Club's assets, divided by the sum of the years of continuous membership of each Club member. Only full years count for the purpose of these calculations.
- 1.12.2 The calculations of the current Treasurer, checked by the current Secretary or other member of the committee will be final and without recourse.
- 1.12.3 The decision to liquidate the AMFC will, and can only be made, by the members at an Extraordinary General Meeting.

1.13 SAFETY, RESPONSIBILITY AND DISCIPLINE

- 1.13.1 EVERY member is responsible to the Club to ensure that their behaviour does not jeopardize the use of our flying site for other members.
- 1.13.2 EVERY member has the power to act should they think another member is breaking the rules.
- 1.13.3 Any subsequent action should be reported to the committee as soon as possible. We have the use of our site while good relationships are maintained with local farmers and authorities etc. In order to keep our flying site we expect everyone that uses them to do so sensibly, quietly and safely.
- 1.13.4 The Committee shall have the right to suspend or expel a member of the Club in case of misconduct or intentional breach of the Club Constitution or Flying Rules. Such a decision will be communicated to the member(s) in writing.
- 1.13.5 Exceptionally a Committee Member may immediately suspend a member whose conduct for whatever reason is deemed to necessitate such action. A decision of this nature will not be taken lightly but will be binding and only subject to review by a Committee hearing that the aggrieved member must request within seven days of the suspension commencing.
- 1.13.6 Any member suspended or expelled from the Club will forfeit all subscriptions paid.
- 1.13.7 The responsibility for the actions of a guest lies fully with the host member who will be held fully accountable should anything untoward happen.

1.14 DISMISSAL POLICY

- 1.14.1 The following process will be undertaken to discipline or dismiss a member from the Acle Model Flying Club unless in the opinion of the committee a member's actions demand instant dismissal with no recourse. The terms used herein are in the masculine, but are equally attributable to the feminine as required:-
 - a) The member will be given a verbal warning in a polite and proper manner by an authorised committee member in which the member is made aware of his misdemeanour and what he is reasonably required to do to make amends.

- b) If the member does not respond, he will be given a written warning by the Club Secretary to advise him of the misdemeanour and what he is reasonably required to do to make amends.
 - c) If the member still fails to respond the committee will invite him to meet with them at an agreed place and time to discuss the situation and to advise the member that they are considering withdrawing his membership.
 - d) If he still fails to attend or respond without reasonable cause the committee can, if it wishes, withdraw their membership and give the member the reasons why this decision was made. There will be no reimbursement of Club fees.
- 1.14.2 When the member is advised of the withdrawal of their membership they may ask to appeal to the full committee for a re-examination of the situation. The committee will then meet as soon as possible and the membership withdrawal will either be upheld or reversed.
- 1.14.3 Anyone who is dismissed from the Club cannot re-join in the current or following year without approval of the full committee.
- 1.14.4 Any Person dismissed from the club may not fly as a visiting pilot or visit the field as a visitor until they have re-joined the club.

1.15 JUNIOR RULES AND DEFINITIONS APPLYING TO SUCH

- 1.15.1 These rules are supplementary to all aforementioned rules for Junior members, but Seniors also need a working knowledge of them.
- 1.15.2 A Junior member is defined as being less than 18 years of age.
- 1.15.3 A responsible adult is defined as a Senior member or Parent/Guardian who has the experience commensurate with the type and level of supervision required.
- 1.15.4 Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the Junior members' age, maturity, capabilities and level of experience.
- 1.15.5 Junior members under 14 years of age shall not start an engine or carry a model unless they are supervised by a responsible adult.
- 1.15.6 No Junior member under the age of 14 shall fly a model unless supervised by a responsible adult or the Junior member holds the minimum of a BMFA achievement scheme 'A' certificate.
- 1.15.7 No Senior member is to be expected to assume responsibility for a Junior unless requested to do so by the Parent/Guardian and agrees to do so. In accepting the Senior member accepts full and complete responsibility whilst the Junior member is in their charge.
- 1.15.8 Notwithstanding the requirements of the paragraph immediately above should a Member discover a Junior member is unsupervised he/she must assume responsibility for the Junior members' safety in the first instance. The situation should then be rectified as soon as possible by seeking out the Junior members' Parent/Guardian/Nominated Supervisor. Any instance of such a situation should be reported to the Club Secretary without delay.
- 1.15.9 Whilst supervising Junior members, Senior members should be aware of the requirements of the 1989 Children Act and avoid placing themselves in a position that could be open to misinterpretation or question.

2. FLYING RULES

2.1 WHO CAN FLY?

- 2.1.1 Any club member who holds a BMFA A, B or C certificate for the type of model being flown.
- 2.1.2 Any club member who has passed the club's proficiency test for the type of model being flown.
- 2.1.3 A member's guest who holds a BMFA A, B or C certificate for the type of model being flown. For any one guest, this is permitted on no more than two days in any calendar year. Furthermore, any guest's model being flown must meet the club's noise, weight & size restrictions.
- 2.1.4 The committee reserves the right to refuse a guest pilot
- 2.1.5 A trainee member, under the direct supervision of a club instructor.
- 2.1.6 A visitor for no more than one familiarisation flight under the direct supervision of a club instructor using a club training model.
- 2.1.7 Anyone flying must be covered by BMFA insurance.
- 2.1.8 Anyone flying must hold either:
 - A current CAA Flyer and operator ID.
 - A BMFA Proficiency Certificate.
 - A Registration Competency Certificate issued by the BMFA.

2.2 WHEN TRAINEES ARE FLYING WITH THE BUDDY BOX SYSTEM, THE INSTRUCTOR MUST HOLD ONE OF THE ABOVE THREE QUALIFICATIONS.

- 2.2.1 New members may not fly at the club field until they have attended an introductory talk with a nominated committee member. This is to ensure that they are fully aware of the club rules and etiquette. This requirement applies to ALL new members, whether or not they hold an existing qualification

2.3 WHEN CAN I FLY?

- 2.3.1 Electric models which do not require a noise sticker (see section on Noise Control, below) and other silent flight models (gliders) may be flown at any time during daylight hours up to 9.00pm, or dusk, whichever is the soonest. As an exception, on Sundays, all flying must cease at 3.00pm.
- 2.3.2 i.c. powered models may not be flown on Mondays and Fridays, unless the day happens to be a Bank Holiday – in which case Sunday flying times apply (see below).
- 2.3.3 On Tuesdays, Wednesdays, Thursdays and Saturdays, i.c. powered models may be flown between the hours of 10.00am and 8.00pm, or dusk, whichever is the soonest.
- 2.3.4 On Sundays and Bank Holidays, i.c. models may be flown between the hours of 10.00am and 3.00pm.
- 2.3.5 No i.c. model may be flown unless it carries a valid sound test sticker.
- 2.3.6 Normally, it is expected that pilots will fly in turn without any need for formal organisation. On rare occasions when the field is very busy, it may be necessary to organise a "running order" list. This will be done by any committee member who is at the field at the time.
- 2.3.7 No flying is permitted whilst the field is being mown.
- 2.3.8 For safety reasons, where possible, always fly in company

2.4 WHAT TYPES OF MODELS CAN I FLY?

- 2.4.1 Any type of model (except gas turbine powered) under 7kg weight which has a sound test sticker to show that it has passed a noise test or is silent flight. Silent flight types are gliders and, in general, electric powered models, but see Noise Control section below.
- 2.4.2 The maximum permitted model wingspan is 2.5m. As an exception, gliders (unpowered or with electric power to assist altitude gain) will be permitted with a wingspan up to 3.5m.

(Gliders with a wingspan greater than 3.5m may be authorised by the committee if the model had already been flown at the field prior to November 2013).

- 2.4.3 All models must conform to the “General Model Safety” requirements of the BMFA Handbook.
- 2.4.4 All models over 250gm must carry a valid CAA Operator ID.
- 2.4.5 If the model is over 7kg or gas turbine powered, in addition to having passed a noise test, it must also be approved by the club safety officer and another committee member. Pilots of such models must also hold a BMFA B certificate.
- 2.4.6 If a model is powered by a petrol engine, a suitable fire extinguisher must be to hand. A policy of “No Smoking” should be adopted when refuelling or defueling a petrol aircraft

2.5 HOW MANY MODELS CAN FLY AT THE SAME TIME?

- 2.5.1 Up to three i.c. powered models may be airborne at the same time. At the discretion of a committee member, a fourth model may also fly, provided it is a silent flight type.
- 2.5.2 When a helicopter is being flown with the pilot standing in the centre of the field, no other models may be airborne at the same time.

2.6 WHAT PRECAUTIONS SHOULD I OBSERVE WHILST FLYING?

- 2.6.1 In general, models must be flown at all times in a manner which does not endanger members of the public, visitors and other club members.
- 2.6.2 Models must be built and operated in accordance with the recommendations of the current BMFA Member's Handbook.
- 2.6.3 Pilots must be willing to crash their model if there is imminent danger of it causing injury.
- 2.6.4 No models may be flown within 200m of the boundary of any domestic premises or road (see attached aerial photograph for permitted flying area).
- 2.6.5 To minimise noise disturbance, whenever possible, keep to the recommended flying area (marked with a blue outline on the attached aerial photograph).
- 2.6.6 Once an aircraft is ready to take off, the pilot must either launch it or place it on the ground upwind of the flag-pole marking the pilot box, the take-off process can then begin.
- 2.6.7 If the pilot stands on the field (out of the pilot box) during take-off he/she must return to the pilot box immediately once the aircraft is airborne.
- 2.6.8 Landing should be at a point on the field upwind of the pilot box flag
- 2.6.9 Pilots in the pilot box controlling their aircraft should not be disturbed unless for safety / training reasons
- 2.6.10 Only pilots / instructors are allowed in the pilot box
- 2.6.11 Flying is not permitted towards or over the active pits area, the car park and club shelter.
- 2.6.12 Persons arriving on the field by car should wait if they see an aircraft landing / taking off and is likely to pass close to them.
- 2.6.13 “Low passes” (below 50 feet) over the flying strip by all aircraft may only be made in the upwind (i.e. landing) direction and must be clearly announced in advance. It is the pilot's responsibility to make sure that the field is clear before making a low pass. Pilots should call “Low Pass” before carrying out this manoeuvre.
- 2.6.14 Aerobatics should only be performed over the field opposite and not over the club landing field
- 2.6.15 Always keep a look out for full-sized aircraft, and stay low when these are in the area. (military aircraft have been known to fly very low across the field).
- 2.6.16 If a model appears to be performing abnormally in the air, it must be landed immediately.
- 2.6.17 In the event of a crash or items falling from a model in flight, all debris must be retrieved from wherever it occurs.
- 2.6.18 A committee member may ground a model if, in his/her opinion, it is being flown in an irresponsible manner, sounds excessively noisy or is in any way considered to be dangerous. The member concerned may subsequently appeal to the committee on such a decision.

2.7 NOISE CONTROL

- 2.7.1 Every i.c. powered model must pass the club sound emission test before it may be flown at the club field. After a successful noise test, details of the model configuration (model name, engine, prop, silencer, measured sound levels and max. engine revs) will be recorded and a small circular sticker with a unique number issued. This sticker should be affixed to the outside of the model (e.g. on the fin).
- 2.7.2 In general, "Silent Flight" models (i.e. gliders and electric powered models) do not need to be sound tested and will not be issued with stickers. However, electric powered models of the ducted fan type, or with propeller(s) mounted within the wing structure, must be assessed by at least two committee members before being flown at the field. If such a model is assessed as being too noisy to be flown on silent flight days, it will be treated as an i.c. model, must carry a sound test sticker and only be flown on days when i.c. flying is permitted.
- 2.7.3 If any changes are made to a model which affect the recorded configuration details, the model must be re-tested for sound levels before it may be flown.
- 2.7.4 Checks may be made by a committee member from time to time to ensure that models carry a valid sticker and conform to their recorded details.
- 2.7.5 Sound testing of models will be carried out by the club sound officer or other committee member. Testing will be carried out in accordance with the "Code of Practice for the Minimisation of Noise from Model Aircraft (1982)", published by the Department of the Environment. Basically, this requires that the sound level should be no more than 82dB(A) at 7 meters.
- 2.7.6 Electric powered models of the ducted fan type or with propellers mounted within the wing structure may only be flown on days on which i.c. models are permitted unless they have been assessed by at least two committee members as being quiet enough to fly at "silent flight" times. Other types of electric models will not be subject to routine noise testing but if a member has any doubts about his/her model's suitability to fly at "silent flight" times, he/she must not fly at those times until at least two committee members have carried out an assessment. If any type of electric model is considered by at least two members of the committee to be excessively noisy to fly at "silent flight" times, that model may only be flown at the times permitted for i.c. models.

2.8 PITS OPERATION

- 2.8.1 The operational pits area should be chosen so that the into-wind landing direction is preferably over the pilot's right shoulder.
- 2.8.2 If the wind changes direction, necessitating a change of pits, ALL pilots must move to the new pits and no further flying is permitted until this change is complete.
- 2.8.3 In light wind situations it may be that experienced pilots can operate in any runway direction. However, they must be willing to change pits to suit others who may have less experience or sensitive models.
- 2.8.4 Selection of pits and decisions to change pits should be taken by a committee member or, if none is present, the most experienced member (e.g. highest BMFA qualification) on site.
- 2.8.5 When starting and running up models in the pits, they must be restrained at all times and never left unattended.
- 2.8.6 The flight preparation tables must be oriented so that models are tail-on to the field.
- 2.8.7 Pilots controlling fixed wing or helicopter models (if being flown off field) must stand together at the corner of the pits area marked by a flag-pole, this denotes the pilot box.
- 2.8.8 Pilots using 35MHz transmitters on arrival at the field must check verbally with all other pilots that there is no clash with their operating channel. If there is, it is up to the pilots concerned to co-operate so that only one transmitter on that channel is operative at any time.

2.9 WHAT ARE THE RULES FOR TAKING OFF AND LANDING FIXED WING MODELS?

- 2.9.1 Before taking off, all models should be checked out as detailed in the "Checks before each Flight" section of the BMFA Handbook.
- 2.9.2 Before taking off, pilots may stand on the field behind their model. Once their model is in the air, they must immediately return to the pilot box in the active pits.

- 2.9.3 The starting position for a take-off run or hand launch must be upwind of the pits area upwind of the pilot box pole.
- 2.9.4 The landing direction must always be away from the pits area upwind of the pilot box pole.
- 2.9.5 Before landing, pilots must clearly call "landing" and make sure that the field is clear of any obstructions
- 2.9.6 Models must not be taxied towards the pits.
- 2.9.7 When retrieving models from the field, permission to do so must be obtained from other pilots with airborne models. When retrieval is complete, this should be clearly announced.
- 2.9.8 Pilots must always announce loudly and clearly their intentions. e.g. "taking off", "landing", "dead stick" etc.
- 2.9.9 Landing precedence must be given to any pilot who announces that his/her model is "dead stick".

2.10 WHAT ARE THE ADDITIONAL FLYING RULES FOR TRAINEES?

- 2.10.1 Trainees may only fly under the direct supervision of a club instructor.
- 2.10.2 For fixed wing aircraft, the trainee and instructor must use a "buddy box" system.
- 2.10.3 If the trainee provides his/her own model, it must pass a noise test before being flown and carry a valid noise test sticker and display a CAA operators number.

2.11 WHAT ARE THE PRECAUTIONS WHEN WALKING/DRIVING ONTO THE FLYING FIELD?

- 2.11.1 Approach to the flying field, whether by car or on foot, should be from the southeast corner (adjacent to the club shelter).
- 2.11.2 The central post at the entrance from the road must be removed whenever anyone is present on the field. This is to ensure easy access to emergency vehicles should there be an accident.
- 2.11.3 Never walk or drive onto the field until someone standing in the active pits area indicates by waving that it is safe for you to do so. Such indication should only be given when either no models are in the air or ALL the pilots of those that are airborne have indicated that they are aware that someone is about to cross and that their model(s) are not in any kind of difficulty or about to land.
- 2.11.4 Always walk/drive around the perimeter of the field, not diagonally across.
- 2.11.5 No-one may stand or park at any place on the flying field other than in the active pits area.
- 2.11.6 Whilst crossing the field, keep an active watch of those models that are in the air and be ready to take avoiding action should they get into difficulty.
- 2.11.7 Cars are only allowed onto the flying area to deliver and remove models and equipment. Once this has been done, they must be removed to the currently designated car parking area.
- 2.11.8 No more than two cars may be on the field other than before or after all flying activity.
- 2.11.9 In winter, when the field is soft, no cars may be driven onto the flying area.

2.12 CAN I BRING GUESTS TO THE FLYING FIELD?

- 2.12.1 Basically, yes, but the following rules should be observed:
- 2.12.2 No member should bring more than two guests at any one time.
- 2.12.3 The committee reserve the right to refuse visitors on the flying field
- 2.12.4 A member is responsible for controlling his/her guest(s), making sure that they are aware of the potential dangers of model aircraft, and that they remain in the pits area and do not wander about the site.
- 2.12.5 Child and vulnerable adult guests are only allowed with a parent/guardian. The parent / guardian must remain in attendance while the child / vulnerable adult is on club premises and will be responsible for their welfare.

WHEN MUST ENTRIES BE MADE IN THE SITE LOG?

- 2.12.6 When entering the site, every member must make an entry in the site log which is kept in the site shelter.
- 2.12.7 Each entry should show the members full name (there may be two or more members with the same first name), his/her time of arrival and departure and the type(s) of models flown or just visiting.
- 2.12.8 If the member has brought a guest who has also flown, either on their own or under supervision of an instructor, an entry must be made to show the guest's name, the name of the member introducing him/her to the club and the details of model type(s) flown.
- 2.12.9 If there is any significant incident, such as any injury, lost model, crashes off the field, flying outside the permitted fly zone etc., please put a tick in the "Incident column" and give details overleaf.

2.13 WHAT ARE THE SPECIAL RULES FOR HELICOPTERS?

- 2.13.1 Except where specifically referring to fixed wing models, all the above rules apply equally to helicopters. Additionally, the following rules apply to helicopters:-
- 2.13.2 Helicopters may only be flown when the average wind speed does not exceed 15 m.p.h. The wind speed can be determined by calling the wind monitor on 07704141974.
- 2.13.3 The take-off point for helicopters must be at least 15 meters beyond the centre of the field, in a direction away from the active pits i.e. upwind of the field centre.
- 2.13.4 Helicopter pilots must control their model from the centre of the field (marked by a paving slab let into the field surface) unless they are competent helicopter pilots flying off field, in which case the pilots should stand in the fixed wing pilot box and thus allow other modellers the opportunity to fly
- 2.13.5 Only one helicopter (where the pilot is standing in the centre of the field) may be airborne at a time. However, if the helicopter pilot uses the regular flight box, normal flying restrictions will apply.
- 2.13.6 In flight, helicopters must be flown so that they are never radially closer to the active pits area than the take-off point and always at least 15 meters away from the pilot.
- 2.13.7 When flying 3D manoeuvres, the pilot to model distance should be increased to 50 meters.
- 2.13.8 The rotor head must be restrained at start up and at all times whilst the engine is running prior to placing the model at the take-off point.
- 2.13.9 When releasing the rotor head prior to take-off, make sure hands and loose clothing etc are well clear.
- 2.13.10 If possible, always use the special flight preparation tables for helicopters fitted with restraining bars that pass over the models landing skids.
- 2.13.11 The instructor for trainee helicopter pilots should stand alongside the trainee at the centre of the field.

3. APPENDIX 1 - TRAINING

- 3.1.1 All training in the AMFC is carried out to British Model Flying Association standards. The club offers training to the BMFA "A" certificate level in fixed and rotary wing flying.
- 3.1.2 In order to fly unsupervised, members must, at least, be proficient to the BMFA "A" standard in the disciplines they fly. That is, they must either hold a BMFA achievement scheme certificate or a certificate issued by the club to confirm that they have passed a test to the BMFA "A" standard. As a concession, long standing members (who joined the club before 1997) and who have been assessed as being able to fly but were not issued with a certificate may continue to fly unsupervised.
- 3.1.3 All new members who cannot fly unsupervised will be trained to the BMFA "A" standard and are expected to take the club "A" proficiency test (or pass a BMFA "A" test elsewhere). Testing will be carried out by a club instructor or committee member who has not been directly involved in instructing the trainee.
- 3.1.4 During training, the Instructor's word is final in all decisions, especially during flying, and students are expected to obey commands immediately and without question, with disciplinary consequences if they fail to do so. The Club reserves the right to terminate the membership of a trainee if, in the opinion of the Instructors, a student is not suitable or is not able to 'master' the fundamentals of model flying. They will not receive a refund of their membership fee.
- 3.1.5 Only persons appointed by the committee and registered with the BMFA will conduct training. Students must be expected to train with different Instructors through the course of their training.
- 3.1.6 The rostering of Instructors is, by the very nature of the Club, not possible. Students must therefore make their own arrangements with the Instructors in advance.
- 3.1.7 Although the Club does have a complete package of 'training equipment', this is only to be used in the very initial stages of training. Thereafter, a trainee member will be expected to provide his/her own model and ancillary equipment. Instructors will give guidance on what is suitable. There may be a need for the trainee to provide a second transmitter and 'buddy cable' if suitable club equipment is not available.
- 3.1.8 The weight of all models used for training must be 1kg or greater.
- 3.1.9 Automatic stabilization systems may not be used on aircraft used for training or qualification testing.
- 3.1.10 As well as flying training, it is an essential requirement that trainees have knowledge and understanding of club and BMFA safety rules. Additionally, they will be required to understand the basics of flight and how to handle ancillary equipment, such as starters, batteries, radio etc. The trainee will be required to satisfactorily answer questions on all these matters at the time of his/her proficiency test.
- 3.1.11 Prior to the start of flying training, a trainee will be required to attend an induction meeting at which time, the important club and BMFA rules about conduct on the field etc will be explained. The trainee will be required to show that he/she has a hard-copy version of the Club rules, BMFA Members Handbook and the BMFA publication "Flying Start" The club can provide copies of these documents at a reasonable fee if necessary.

4. APPENDIX 2 - HEALTH AND SAFETY

- 4.1.1 AMFC is committed to providing a safe environment for members to fly model aircraft without harm or injury to themselves, others or the environment.
- 4.1.2 Responsibility for health and safety lies equally with all members. Your safety is your own responsibility and you are responsible for the safety of others at the field, especially when flying your model aircraft.
- 4.1.3 The club rules have been written to minimise all known risks of attending and flying at the field for members and visitors. They provide safe procedures for operating and flying model aircraft to ensure the safe use of the field and facilities and enjoyment of the sport.
- 4.1.4 All members and visitors are required to demonstrate a clear understanding of the rules and safe operating procedures before they are permitted to fly solo notwithstanding the requirement as a minimum to pass the Club A or BMFA A flying proficiency test.
- 4.1.5 The safety officer is the point of contact for raising any issues or concerns with regard to the safe use of the field, for carrying out risk assessment and advising corrective action.

4.2 RISK ASSESSMENT

- 4.2.1 The AMFC has compiled a risk assessment to assess the hazards associated with flying model aircraft at our site. The risk assessment is specific to the site and has been reviewed and accepted by the committee. A hard copy of the risk assessment is posted on the notice board in the field shelter and a pdf copy can also be found on the members page of the website.
- 4.2.2 Members should familiarise themselves with the risk assessment to understand the residual risks incumbent in attending, using and flying model aircraft at the AMFC flying field.
- 4.2.3 The risk assessment will be reviewed annually and may be updated at any time when new hazards arise or alternate/different flying /safety procedures are proposed. This will help guide the committee's decisions to maintain and optimise safety standards.
- 4.2.4 The risk assessment should be reviewed and if necessary revisited whenever there is a change to the rules or infrastructure affecting flying operations or any other safety related aspects of field usage.

5. APPENDIX 3 - PRIVACY NOTICE

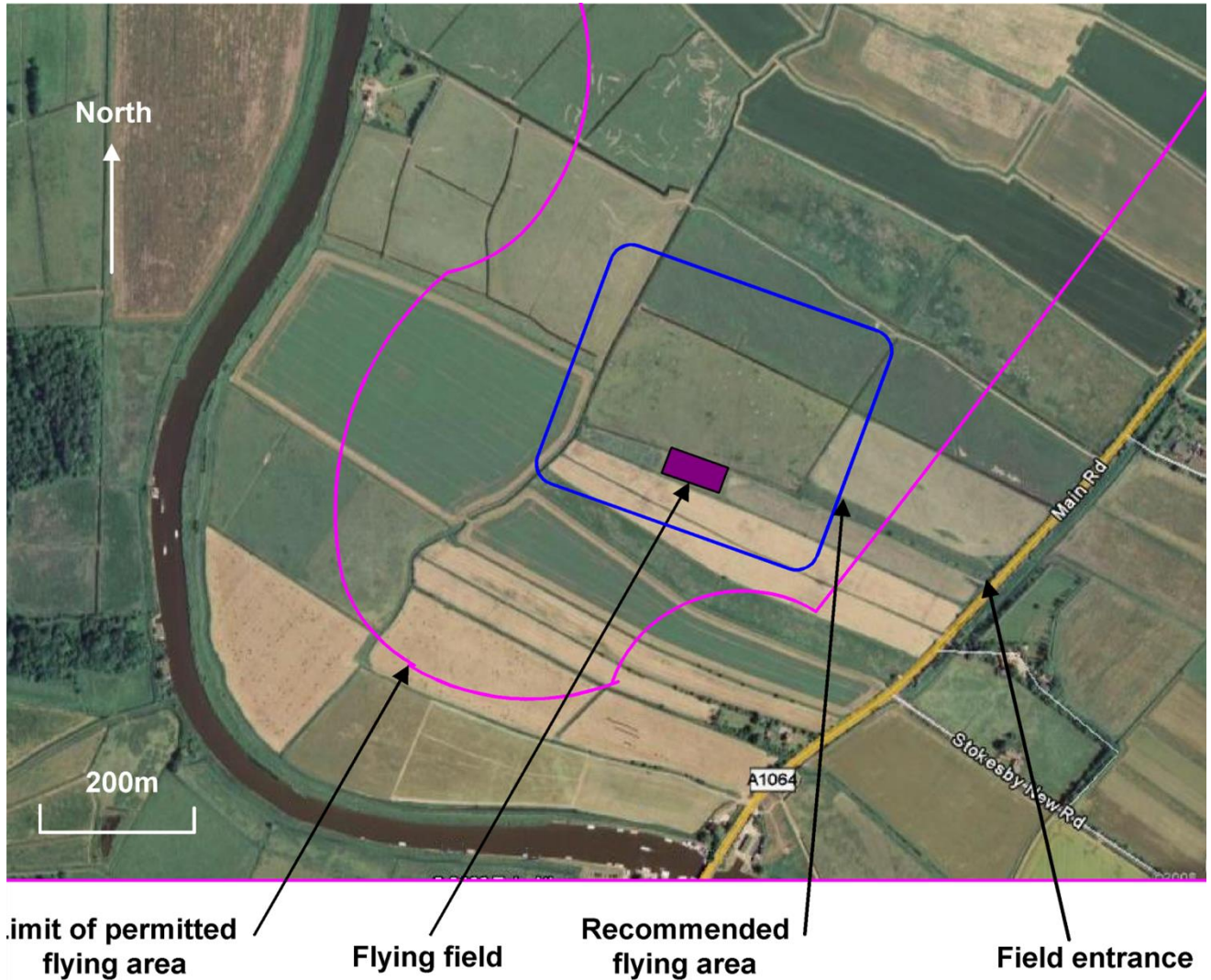
- 5.1.1 At the Acle Model Flying Club, hereafter referred to as "the club", we're committed to protecting and respecting your privacy.
- 5.1.2 We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Data Protection Compliance Manager has overall responsibility for data protection compliance in our club. Contact details are set out in the "Contacting us" section at the end of this privacy notice.
- 5.1.3 This notice explains when and why we collect personal information about people who join the club by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.
- 5.1.4 We may change this notice from time to time. If we do so, you will be notified by email or letter. By becoming a member of the club, you're agreeing to be bound by this notice.
- 5.1.5 How do we collect information about you?
 - We obtain information about you when you apply to become a member of the club. This may be by completion of a membership application form, online with the British Model Flying Association (BMFA), via telephone, or in person.
- 5.1.6 What type of information is collected about you?
 - The personal information we collect include your name, address, email address, telephone number, gender .

- 5.1.7 The legal bases for the processing of your personal data is to enable the club to fulfil our contractual obligations and provide membership services.
- 5.1.8 How is your information used? We may use your information to:
- process your membership;
 - carry out our obligations arising from your membership;
 - seek your views or comments on matters relating to the club and model aircraft flying
 - notify you of changes to our services;
 - send you communications which you have requested and that may be of interest to you. These may include information about club events and contests and other club related matters, also information from the BMFA that may be of interest.
- 5.1.9 How long do we retain your information?
- We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person's club membership lapses your information will be securely kept for a period of 5 years, after which your information will be deleted.
- 5.1.10 Who has access to your information?
- We will not sell or rent your information to third parties.
 - We will not share your information with third parties for marketing purposes.
- 5.1.11 All members of the club must also be members of the BMFA. By joining the club you give consent for your personal data to be shared with the BMFA to enable provision of BMFA membership services. Please see the BMFA privacy policy at <https://www.bmfa.org/Privacy-Policy>
- 5.1.12 Please be reassured that we will not release your information to third parties beyond the club unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.
- 5.1.13 How you can access and update your information?
- The accuracy of your information is important to us. You can check the information we hold is correct on the members dashboard area of the BMFA website. You may request any update of this information by contacting the club's Membership Secretary.
- 5.1.14 What are your rights?
- a) the right to access;
 - You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.
 - b) the right to rectification;
 - You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
 - c) the right to erasure;
 - In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a club member and wish the data not to be held for our standard 5 years. Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the club to fulfil its obligations.
 - d) the right to restrict processing;
 - In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the

verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

- e) the right to object to processing;
 - You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.
- f) the right to data portability;
 - To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- g) the right to complain to a supervisory authority;
 - If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk>
- h) the right to withdraw consent.
 - To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
- i) You may exercise any of your rights in relation to your personal data by written notice the club secretary or by using your BMFA members dashboard when logged into their website

6. APPENDIX 4 - AERIAL VIEW OF FIELD



Aerial Photograph showing permitted flying area