



Standard Operating Procedures

Revised November 2019

PREAMBLE

These Standard Operating Procedures have been developed to ensure that all members are able to gain the maximum enjoyment from model aerosport while ensuring that appropriate safety requirements are observed. As a member this is your Club and your field. It is asked that all members will treat Club property and their fellow modellers with respect.

1. SAFETY

- a) **All AMA Inc. members are responsible for contributing to a strong safety culture within the Club.**
- b) The Responsible Person as approved by CASA is responsible for the oversight and appointment of all Safety Officers within the Club.
- c) **Operations between 400 feet and 2000 feet AGL**

The Club has approval from CASA for model aircraft operations between 400 feet AGL and 2000 feet AGL subject to a number of conditions as stated in the approval document (available on the Club website and the club notice board).

The approval requires that model aircraft are **NOT** to be operated: -

- By individuals who are not members of the MAAA
- More than 1000 metres laterally from the pilot
- Over major roads, persons or populous areas
- Into cloud or fog
- Above 2000 feet AGL

Further, the approval requires that a Safety Officer/s be appointed for any event that plans to operate above 400 feet AGL. The Safety Officer/s can only be appointed by the "Responsible Person" listed in the approval document.

For the purposes of this approval, the role of the Safety Officer is to ensure that if any manned aircraft is observed to be transiting the area all model aircraft are to be flown below 400 feet AGL or are required to land until the manned aircraft is safely away from the vicinity of the field.

No operations above 400 feet AGL are permitted if the member is the only person at the field.

All enquiries pertaining to the appointment of Safety Officers are to be directed to the Club Secretary at secretary@ama.org.au in the first instance.

- d) If you observe a safety related issue that causes you concern you are encouraged to discuss the matter, in private, with the person(s) concerned in the first instance. In the event the person(s) concerned takes no action to remedy the safety issue, then a written complaint should be made to the Responsible Person who will investigate the matter in conjunction with the Committee.
- e) The organiser/s of any event approved by the Club will be required to nominate an approved Safety Officer for the duration of the event. The Safety Officers role is to ensure that all safety issues are

monitored and complied with throughout the duration of the event. This requirement applies to all events/competitions even if model flying operations are conducted entirely below 400 feet AGL.

2. WORKING WITH CHILDREN (ANYONE UNDER 18 YEARS OF AGE)

- a) A parent or guardian is required to supervise children at all times (this includes anyone who is under instruction).
- a) All members who are involved in instructing a minor or will be in regular contact with a minor as part of their Club role, must have completed a Working with Children Check (WWCC) which shows that they are NOT PROHIBITED from working with children. A copy of this document must be provided to the Secretary who will keep a register of members who have completed WWCC's.

3. FIELD PRIVILEGES:

Flyers using the AMA flying field must be:

- a) Financial members of AMA Inc.
- b) Financial Members of other Clubs - **Visitors must sign the Visitor's Book** and be signed in by an AMA Inc. Club Member. The AMA Inc. Club Member shall be responsible for the visitor(s) being aware of and following the club standard operating procedures.
- c) Visiting flyers may fly on general flying days up to three **(3) times** in a financial year.
- d) After the third visit, should a visitor wish to continue flying at the field on a regular basis, he/she shall be required to join AMA Inc.
- e) New flyers may have three **(3) free visits** to the flying field and fly under the control of one of the AMA Inc. Club nominated instructors before being required to join AMA Inc.

4. VEHICLE CONTROL

- a) Parking of vehicles must only take place immediately West of the pit area or on the Western side of the entrance roadway.
- b) No vehicles are to be driven on the field or strip unless expressly approved by a member of the Executive Management Committee.

5. FLYING AND STANDING AREAS

- a) General flying is to be conducted in front of (East) of the flight line marked by pavers approximately 20 metres in front of the pit area. **Flying over the pits, parking areas or other persons is prohibited.**
- b) All flying activity is to be conducted at least 30 metres away from spectators. This does not include other pilots on the flight line or in the pit area. (See MAAA MOP 014 for further detail)
- c) **The pits are not a spectator area.** Guests invited into the pit area by an AMA member are to abide by the safety rules and it is that member's responsibility to ensure that the guest does not come closer than 30 metres to flying models.

6. FLIGHT RULES

6.1 Landing and returning aircraft

- a) Landing Aircraft shall have right of way and pilots shall call out "**Landing**" to obtain this right.
 - In the event of an engine/motor failure, the pilot shall call out "**Dead Stick**". Dead Stick aircraft shall have priority over all other aircraft.
- b) All engines are to be stopped or in the case of electric powered aircraft, disarmed before entering the pit area.

6.2 Starting and departing aircraft

- a) All model aircraft are to be range checked prior to each day's flying. (See MAAA MOP 056)
- b) Models **must** be securely restrained at least 2 metres in front (East) of the pit area when starting
- c) An engine should not be started in a way that interferes with other models.
- d) Aircraft with an engine capacity of 50cc or more must be mechanically restrained.
- e) Turbine starting areas are provided North and South of pit area.
- f) During start-up of all turbine powered aircraft, operators are required to maintain a clear distance of 8 metres from any other personnel not associated with turbine start-ups and they are to advise others that no smoking is permitted within 8 metres of a turbine start-up area.
- g) Multiple turbine start-ups are permitted in the designated start-up area provided that there is a 2 metre separation between aircraft and that the 8 metre separation requirement is maintained from non-associated parties.
- h) All jet turbine aircraft are to taxi to the sealed runway via the Northern and Southern edges of the grass landing strip and perpendicular to the sealed runway until west of the flight line.
- i) **Models should be carried or restrained** while taxiing to the flight line from the pit area whenever the flight line is occupied by an active pilot.
- j) Pilots when carrying or taxiing an aircraft to the grass strip must give way to landing aircraft.
- k) All model aircraft must be flown below 400 feet AGL unless the requirements of **Clause 1(c) Operations between 400 feet and 2000 feet AGL** are met.

6.3 Helicopters

- a) Helicopters and Multi-Rotor aircraft must only practice hovering over the take-off area in front of the flight line.
- b) Helicopters and Multi-Rotor aircraft are permitted to fly circuits from the flight line in the same manner as fixed wing model aircraft.

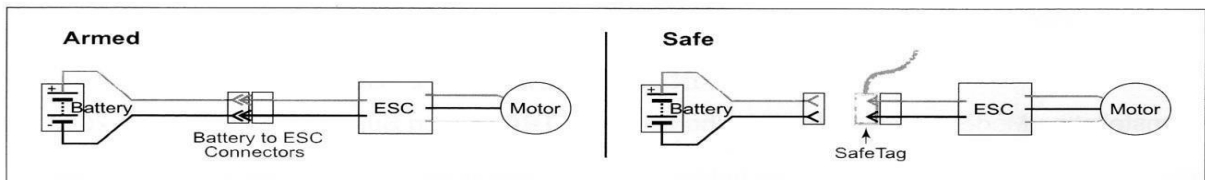
6.4 Control Line Flying

A dedicated area is available for this purpose in the South Eastern corner of the field.

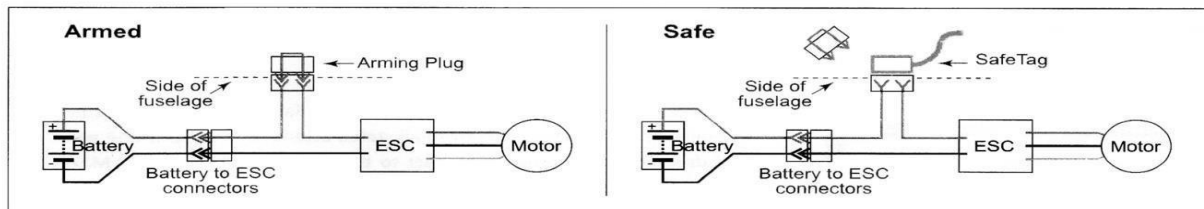
6.5 Electric Model Aircraft Safety Procedure

- a) All wheeled electric model aircraft must not be armed until they are a distance of 2 metres in front of the pit area and are to be restrained as per internal combustion powered models. Other Electric craft (helicopters, multi-rotors and other vertical take-off & landing aircraft) must similarly not be armed until they are a distance of 2 metres in front of the pit area.
- b) While electric model aircraft are behind a line of 2 metres from the front of the pit area they must be dis-armed and display a visible green indicator of some variety to indicate that they are in fact dis-armed. It is highly recommended that an arming/disarming device be employed as shown below.
- c) In the case of micro or foam aircraft where it is not possible to incorporate these devices a visible green indicator must still be displayed on the aircraft in some manner to indicate a safe state. Micro and foam aircraft may only be armed (battery connected) on the flight line as above.
- d) Use of kill/stop switches incorporated into transmitters will not be acceptable as an arming/disarming device, although pilots are encouraged to use these as a secondary safety measure.

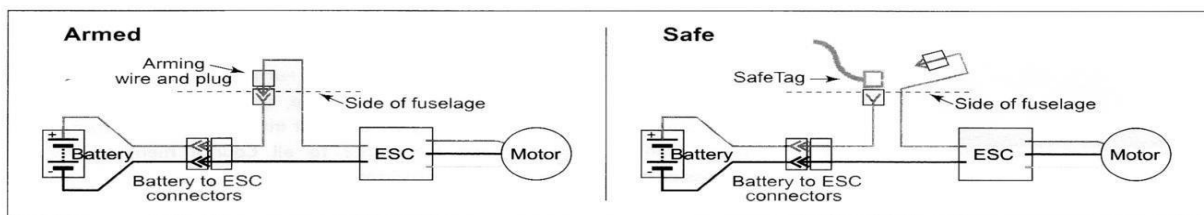
Without external arming device



External Arming Systems



External bridging arming plug



External arming wire and plug

6.6 First Person View (FPV) Operations

- AMA Members are permitted to conduct First Person View (FPV) Operations in strict accordance with MAAA MOP 066 First Person View (FPV) & Self-Guided Model Aircraft Policy.
- Members intending to fly FPV models must familiarise themselves with this policy prior to any such operations.
- All FPV operations require an observer who must maintain visual contact with the model aircraft at all times. Solo operation is not permitted.
- The observer must be familiar with the model aircraft and be capable of flying it safely if required.

7. RADIO FREQUENCY CONTROL - KEY BOARD (36 MHz equipment only)

- a) BEFORE switching on any radio equipment an appropriate key shall be inserted into the correct frequency slot of the keyboard. Keys for 36 MHz shall be 20 kHz in width in accordance with the MAAA Inc. regulations.
- b) **Pilots shall switch off all 36 MHz radio equipment upon completion of their flight and remove their key from the keyboard.**
- c) The pilot shall be the only person to insert or remove their frequency key. (If a key is left in the board and it is believed the pilot has left the field and after consultation with remaining pilots the key may be removed)
- d) Frequency keys **must have the pilot's name**
- e) As a courtesy to other pilots, a twenty (20) minute time limit should be observed for the use of a particular frequency. This rule only applies if more than one (1) pilot is using a specific frequency on a given day.
- f) Only radio frequencies approved by MAAA Inc. for use with model aircraft are permitted.

8. COMPETITIONS

The Club Executive shall nominate a Contest Director for each competition or display. The Contest Director shall be responsible for the safe and harmonious running of the competition or display.

9. FIRE CONTROL

- a) The field is CLOSED to all flying operations on days when a TOTAL FIRE BAN (Fire danger ratings of severe, extreme or catastrophic) has been declared in the Murraylands District.
- b) For all flying activity on hot days and during the entire declared Summer Fire Restriction period, all pilots are to take appropriate precautions. This includes that the first member at the field during these periods must unlock and open the storage unit (located in the centre of the pit area) containing the hand truck with firefighting equipment. The last member to leave must re-secure the hand truck and firefighting equipment in the storage unit. A list of emergency contact telephone numbers and location details are posted on a sign in the pits and on the meeting shed.
- c) An extinguisher must be kept in a secure location adjacent to the Control Line area. Consistent with the above arrangements, the first member onsite must ensure that the extinguisher is unlocked from its secure location so that it is immediately available if required.
- d) Gas turbine operators must have a permit to operate during the Summer Fire Restriction Period issued by MASA or a single day permit issued by the CFS/Murray Bridge Council.
- e) During the Summer Fire Restriction Period Gas turbine powered aircraft must land and take-off on the sealed runway. Gas turbine powered aircraft must not taxi past the cones placed four metres in from the northern and southern end of the sealed runway.

10. FUEL RECOVERY

- a) All pilots operating gas turbine, petrol or glow fuelled aircraft are required to use a fuel recovery system when fuelling and de-fuelling.
- b) Fuel must not be poured or spilt, on the ground, anywhere within the AMA Inc property.

11. GENERAL RULES

- b) At least one person must have a mobile telephone in case of personal accident or fire to contact the appropriate authorities.
- c) Smoking is banned in the pits, on the flight line, in the chicken shed and club rooms.
- d) Open fires are not permitted outside designated areas and is strictly prohibited at all times during the declared Summer Fire Restriction Period.
- e) The consumption of alcohol by any pilot, during or prior to flying, is absolutely prohibited. Pilots of model aircraft are subject to the same C.A.S.A. regulations as full-sized aircraft pilots in respect to alcohol consumption, i.e.. **Zero blood alcohol**;
- f) In the event of an incident or injury the modeller responsible shall meet any excess payment required in respect to MAAA INC. Third Party Insurance claims;
- g) Models are only permitted onto the club property if the owner accepts that at all times the owner assumes all risk regarding any damage caused to the model(s) in any way whatsoever;
- h) Members (including members of other Clubs) may be asked by the club officers or any other member of the club to produce evidence of their current membership. A **no card no fly** policy will be observed;
- i) Club members are not permitted to enter the Gun Club property to retrieve models. A formal approach to the gun club is required and protocols must be followed;
- j) All complaints shall be made, to AMA Inc. Executive via the Secretary, for deliberation

REFERENCES

1. MAAA MOP 001 – Accident Reporting – July 2008
2. MAAA MOP 002 – Exemptions from CASR 101 – July 2014
3. MAAA MOP 014 – General Model Rules – October 2017
4. MAAA MOP 015 – Heavy Model Inspection and Operation – January 2015
5. MAAA MOP 018 – Night Flying
6. MAAA MOP 030 – Gas Turbine Rules – May 2015
7. MAAA MOP 055 – Alcohol, Drugs & Medical Condition Policy – October 2019
8. MAAA MOP 056 – Safe Flying Code – July 2016
9. MAAA MOP 061 - Policy for Flying Models Near Full Size Aerodromes – October 2017
10. MAAA MOP 066 – First Person View (FPV) & Self-Guided Model Aircraft Policy – August 2018
11. CASA – Directive 96/17 – October 2017
12. CASA – Advisory Circular AC101-03v1.1 – August 2018
13. MAAA/CASA – Deed of Agreement
14. CASA – EX52/18 – April 2018
15. CASA – Area Approval 0175 FPV Operation (MAAA) Instrument – August 2019