



## Club Flying Rules

The Motueka Aero Club owns and/or operates a Piper Tomahawk II (ZK-PAF) and Cessna 172N (ZK-EFF).

At all times, these aircraft shall be flown in accordance with all CAA Rules<sup>1</sup> and the Motueka Memorandum of Understanding.<sup>2</sup>

*Motueka Aero Club rules are:*

### **1. Aircraft/Instructor Hire**

- 1.1 The Club's aircraft, ZK-PAF and ZK-EFF, may only be flown solo by Club Members.
- 1.2 No person shall fly as Pilot in Command unless that person holds an appropriate current Medical Certificate issued under Part 67 of the CAA Rules.
- 1.3 No person shall act as Pilot in Command of an aircraft carrying passengers unless current on aircraft type (3 take-off and landings within the preceding 90-days).
- 1.4 The privileges of any Pilot Licence shall not be exercised unless that person has successfully completed a flight review in the 2 years immediately preceding and that person's logbook is duly endorsed to that review.
- 1.5 Instruction at the Club must only be carried out by a CAA qualified Instructor approved by the Chief Flying Instructor as a Motueka Aero Club Instructor.
- 1.6 The pilot must have been checked out or approved by an appointed Club Instructor. This approval can be withdrawn at any time. All pilots will not be allowed to fly solo or carry passengers before a valid licence, logbook and medical are produced.
- 1.7 All pilots may be required to have a dual check at the CFI and Instructor's discretion.
- 1.8 Club Instructors reserve the right to charge a cancellation fee to Members who cancel a booking for tuition within 24 hours of the training occurring.  
*(Not applicable for weather, maintenance or any unforeseen circumstances. This is at the discretion of the Club Instructor).*

### **2. Flight Authorisation**

- 2.1 The Club aircraft must only be flown with specific authority from a Club Instructor.
- 2.2 All flights are to be recorded on the Club Sign Out Sheet prior to take-off – this sheet must be filled out completely. As much information as possible must be given about route to be flown.

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<sup>1</sup> NZCAA Website

<sup>2</sup> Tasman District Council Website

### **3. Flight Booking**

- 3.1 All flights must be booked through the Club flight booking system: *GOBOKO*.
- 3.2 The aircraft may be booked for a specific time period. If the pilot fails to be ready at the specified start time plus 20 minutes, the aircraft may then be taken by another pilot without reference to the first pilot.
- 3.3 The pilots contact details (cell phone number) and initials of the authorising Instructor must be added to the notes section of *GOBOKO*.

### **4. Flight Following**

- 4.1 Flight following is the responsibility of the Pilot in Command. All flights must have the Motueka Aero Club flight following procedures in place.<sup>3</sup> Club flight following procedure is located on the website, Notice Board and Pilot's Briefing Room.
- 4.2 Acceptable means of flight following include an Airways Flight Plan, or a nominated flight follower who has been provided information about route flown/purpose of flight, and time of intended landing.
- 4.3 The Club strongly recommends flight plans to be filed with Airways when Club aircraft travel greater than 25nm from the departure aerodrome. Pilots will be liable for any costs associated with overdue Search and Rescue (SAR) times.

### **5. Accounts**

- 5.1 All flights are to be paid via EFTPOS on the day of flight, if a Club Instructor is present. (otherwise, an invoice will be sent based on the information on the daily flight record)
- 5.2 The Club accepts credit cards as payment for flights, however the Club will charge a 2% surcharge.
- 5.3 All flying accounts must be settled no later than three (3) working days after receiving the invoice.
- 5.4 Unpaid landing fees will be invoiced when these are received by the Club and must be settled promptly.
- 5.5 Pilots with overdue accounts may be refused permission to fly until such time as their accounts are paid. If accounts remain unpaid for a period greater than one month, the Club, at the discretion of the Committee, may charge interest on such accounts.

### **6. Daily Flight Records**

- 6.1 It is the responsibility of the pilot flying to accurately record the flight and Tacho/Hobbs time.
- 6.2 Start fuel, flight endurance and legal reserve times must be calculated.
- 6.3 Oil and fuel uplift, and airfield(s) where a landing has been made must be recorded.

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<sup>3</sup> Club flight following procedure

## **7. Occurrences:**

- 7.1 Club Members understand that Motueka Aero Club operates under the 'Just Culture Policy'.<sup>4</sup>
- 7.2 Pilots are to report to a Club Instructor, or a Committee Member, any circumstances that may affect the safety or airworthiness of the aircraft *e.g. heavy landings, bird strikes etc.*
- 7.3 In this respect pilots are reminded that CAA Rules require that pilots notify the Club of any defects.<sup>5</sup> If the defect is sufficiently serious, the Aircraft Maintenance Release is invalid until the defect is rectified. If uncertain about the defect, contact a Club Instructor.
- 7.4 For any safety concerns, potential hazards or occurrences at the Club, an initial Confidential Hazard Report (CHR) must be submitted.
- 7.5 For any incident involving damage, contravention of CAA Rules or Club Rules, the pilot must notify the CFI or a Club Instructor by phone, as soon as practicable after the end of the flight.
- 7.6 The CHR must be filed as soon as practicable or within 24 hours of the occurrence taking place. The pilot may be required by the Safety Committee to furnish them with further details via an in person meeting and/or submission of the online Confidential Safety Report.
- 7.7 Should damage be caused to any aircraft through the breaking of Club Rules, CAA Rules, malicious, or reckless behaviour, the pilot may be held responsible for the total cost or portion of repairs to the aircraft as the Committee decides.
- 7.8 For cases involving malicious intent/acts or reckless behaviour,<sup>6</sup> the Club President/Vice President and CFI will follow the Club Disciplinary Procedures.<sup>7</sup>

## **8. Aircraft Care**

- 8.1 If an aircraft returns from a flight in a dirty condition, it is the responsibility of the pilot to clean the aircraft. This applies to the inside and outside of the aircraft.
- 8.2 An aircraft preflight, and full run-up checks must be completed prior to every flight. Windscreens must be adequately cleaned and where possible, AVGAS fuel drains must be emptied into the red fuel containers in the hangar.
- 8.3 Club aircraft should be left in the hangar with the fuel tanks at least half full. Reasonable effort must be made by the Club member flying to ensure the fuel requirement is met for the next person flying. The tanks should not be left full as this may compromise the next flight as far as Maximum All Up Weight is concerned.
- 8.4 Club aircraft are to be cleaned inside and out, at a minimum, once a month. It is recommended this cleaning takes place on Club days.

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<sup>4</sup> Motueka Aero Club: *Safety Management System Overview*

<sup>5</sup> NZCAA Advisory Circular 12-1

<sup>6</sup> 'Just Culture' Flowchart

<sup>7</sup> Motueka Aero Club: *Safety Manual: In Response to an Occurrence*

## 9. Hangar Operations

- 9.1 Care must be taken when removing and returning the aircraft to the Hangar. The hangar doors must be opened fully before moving the aircraft.
- 9.2 Position the aircraft parallel to the hangar prior to starting to avoid blowing grass and debris into the hangar. Prop wash must not be blown towards the 'Hang-a-round' Café.
- 9.3 If remaining in the circuit the hangar doors should be closed. If leaving the circuit, the hangar doors must be locked.
- 9.4 When the aircraft is returned it must be placed at its designated spot. The pilot must make sure all unnecessary passenger movement inside the hangar is kept to a minimum and passengers are briefed to stay clear of other aircraft in the vicinity.
- 9.5 When leaving the hangar, ensure hangar doors are locked, aircraft is secure (e.g. *masters and magnetos OFF*) and lights are turned off.
- 9.6 All fuel containers in the Hangar must be labelled with the owners name and contents.

## 10. Flying General

- 10.1 All pilots must adhere to the local flying rules of the Nelson/Tasman. This includes the flying neighbourly policy, FLWOP practice, use of the Low Flying Zone, and Training Areas.<sup>8</sup>
- 10.2 No person shall hand start an engine of the Club's aircraft until contact and advice has been obtained by a Club Instructor.
- 10.3 No aircraft shall be left running without a pilot at the controls. No one shall enter or leave the aircraft, other than an Instructor, while the engine is running.
- 10.4 Low flying may only be carried out solo with the authority of a Club Instructor.
- 10.5 No formation flying, or flying in close proximity to another aircraft is permitted unless authorised by the Club Chief Flying Instructor.
- 10.6 All Members are requested to have a reasonable standard of dress about the club. When flying pilots must wear suitable footwear. Jandals or bare feet are not acceptable.
- 10.7 Club Members are to follow the aircraft checklist for the appropriate phase of flight e.g. *runup/pre take-off and shutdown*, to ensure standard procedures are adhered to.
- 10.8 In addition to Civil Aviation Rules, pilots may not fly Club aircraft if they have consumed any amount of alcohol less than twelve (12) hours earlier.<sup>9</sup> The use of illegal drugs or substances is totally prohibited.<sup>10</sup>
- 10.9 No smoking or vaping in any Club aircraft, airside or in and around the Club facilities.

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<sup>8</sup> Motueka Aero Club: *Motueka Aerodrome and Region Information*

<sup>9</sup> CAA MIS 014 – Alcohol consumption and medical aviation safety

<sup>10</sup> *Onsite Drug and Alcohol Policy – Motueka Aero Club*

## 11. Flight Planning

- 11.1 No pilot shall fly into any controlled airport until they has received instruction from a Club Instructor on procedures and documentation, and has satisfied the Instructor of their competence.
- 11.2 Pilots should seek a procedures and airspace briefing if flying to the following airports for the first time: Nelson, Hamilton, Palmerston North, Wellington, Christchurch, Dunedin and Queenstown.
- 11.3 Club aircraft must be landed at least 30 minutes prior to Evening Civil Twilight (ECT). If taking off from NZMK for night flying you must be airborne prior to ECT.
- 11.4 No pilot will be permitted to land at any place other than those licenced places promulgated in the current AIP Vol 4; Malibu Park; or any other place approved by the Committee.
- 11.5 Life jackets must be worn by pilots and passengers operated at any distance over water beyond gliding/autorotation range of a suitable landing area. Life jackets are stored in the Hangar (EFF locker) and must be returned after use.
- 11.6 All flights must be planned using the latest meteorological information which has been obtained from the New Zealand Meteorological Service. If minimum VFR conditions cannot be maintained the flight must be terminated at a suitable alternate aerodrome until conditions improve.
- 11.7 Current navigation charts covering the route being flown, and relevant AIP aerodrome plates must be carried.
- 11.8 Pickets must be carried on all flights where an overnight landing is planned.
- 11.9 All Club equipment (ground and flight i.e. life jackets, pickets etc) must be signed out/in and must be returned after use.
- 11.10 Student Pilots (*pilots undergoing designated flight training to achieve higher licence*) must land with a minimum of 45 min fuel endurance, unless authorised by the CFI.

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- Acceptance of these rules will be acknowledged when booking and/or flying Club aircraft or whilst present on Club premises.
  - Members will then be deemed to be bound by the rules. Non-compliance may lead to grounding or other restrictive penalty imposed on the offender by the Executive Committee and/or Chief Flying Instructor. Failure to observe the rules through not reading them will at no time be accepted as an excuse.
  - Should it be necessary or desirable that any of the Flying Rules or procedures be changed by the Committee, a notice will be placed on the clubs notice board. Members will also be informed by newsletter and/or email.