



Club Flying Rules

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

At all times, these aircraft shall be flown in accordance with all CAA Rules and the Motueka Memorandum of Understanding.

Motueka Aero Club rules are:

1. Aircraft/Instructor Hire

- 1.1 The Club's aircraft, ZK-VBM, ZK-EFF, and ZK-PAF may only be flown by financial Pilot Members and Affiliate Members of the Club (except student pilots prior to first solo).
- 1.2 No person shall fly as Pilot in Command unless that person meets the medical requirements of Part 61.35 of the CAA Rules.
- 1.3 No person shall fly as Pilot in Command of an aircraft carrying passengers unless current on aircraft type (three take-off and landings within the preceding 90-days).
- 1.4 No person shall fly as Pilot in Command unless that person has successfully completed a flight review (BFR) within two years immediately preceding and that person's logbook has been endorsed accordingly.
- 1.5 Instruction at the Club may only be carried out by a CAA qualified Instructor appointed by the Chief Flying Instructor as a Club Instructor.
- 1.6 Every pilot must be checked out or approved by an appointed Club Instructor. This approval can be withdrawn at any time.
- 1.7 Any pilot may be required to have a dual check at any time at the discretion of the Chief Flying Instructor.
- 1.8 The Club reserves the right to charge a cancellation fee to student pilots who fail to cancel a booking at least 24 hours in advance. *(Not applicable for weather, maintenance or other unforeseen circumstances at the discretion of the Committee).*

2. Flight Authorisation

- 2.1 Club aircraft may only be flown after receiving specific authorisation 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 should be given about the intended route.

3. Flight Booking

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

4. Flight Following

- 4.1 Flight following is required for all flights utilising Club aircraft.
- 4.2 Acceptable means of flight following include an Airways flight plan or a nominated person who has been briefed about the intended route and time of intended landing.
- 4.3 The Club strongly recommends that a flight plan be filed with Airways when flying more than 25 nm from Motueka aerodrome.

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.
- 5.2 Credit cards may be used subject to an additional fee of 2%.
- 5.3 All flying accounts must be settled no later than three (3) working days after receiving an invoice.
- 5.4 Pilots should pay for away landing fees either at the aerodrome or online whenever possible. Unpaid landing fees will be invoiced when these are received by the Club and may include service fees.
- 5.5 Pilots with overdue accounts may not fly until their accounts are paid in full. If accounts remain unpaid for longer than one month then the Club, at the discretion of the Committee, may charge interest on such accounts and take other measures to recover the debt.

6. Daily Flight Records

- 6.1 Pilots must accurately record the flight time and Hobbs meter reading for every flight. Hobbs readings part way between two numbers shall be rounded up to the higher number.
- 6.2 A separate log entry is required for each flight (defined as engine start to engine shut down).
- 6.3 Fuel uplift and engine oil added and airfield(s) where landing(s) have been made must be recorded.

7. Occurrences:

- 7.1 Motueka Aero Club operates under the “Just Culture Policy” (see notice in clubrooms or Club website).
- 7.2 Pilots are to report to a Club Instructor, or a Committee Member, any circumstances relevant to the safety or airworthiness of Club aircraft *e.g. heavy landings, bird strikes, near misses etc.*
- 7.3 Any aircraft defects affecting airworthiness should be advised immediately to a Club instructor, the CFI, or Club Committee member. The affected aircraft should remain grounded until the defect has been resolved (repaired or deemed safe to fly).
- 7.4 For any incident involving aircraft damage or contravention of CAA Rules or Club Rules, the pilot should notify a Club instructor or the CFI by phone, as soon as practicable after the end of the flight.
- 7.5 For any safety concerns, potential hazards, or occurrences at the Club, an initial Confidential Hazard Report (CHR, available in the clubrooms or on the Club website) should be submitted.
- 7.6 The CHR should be filed as soon as practicable or within 24 hours of the occurrence taking place.
- 7.7 Any damage caused to any aircraft through the breaking of Club Rules, CAA Rules, or 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, the Club President/Vice President and CFI may invoke the Club Disciplinary Procedures.

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 A full aircraft preflight and engine run-up checks must be completed prior to every flight.

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. Avoid blowing prop-wash 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 Return aircraft to their designated position in the hangar.
- 9.5 When leaving the hangar, ensure hanger doors are locked, aircraft is secure (*e.g. masters and magnetos OFF*) and hangar lights are turned off.

- 9.6 All fuel containers in the hangar must be labelled with the owner's name and contents.

10. Flying General

- 10.1 All pilots must adhere to the local flying rules of the Nelson/Tasman area including a thorough understanding of the Memorandum of Understanding (MOU, see Club or Tasman District Council websites) formulated to promote safe flight activities and a harmonious relationship between aviation activities and aerodrome neighbours.
- 10.2 Pilots should familiarise themselves with the layout of the local designated training areas. These are identified in a chart posted in the clubrooms and on the Club website.
- 10.3 The PIC is responsible for researching any applicable Local Rules at other Aerodromes intended to be visited.
- 10.4 No person shall hand start an engine of the Club aircraft unless permission has been obtained from a Club Instructor.
- 10.5 No aircraft shall be left running without a pilot at the controls. No person shall enter or leave the aircraft with the engine running other than an Instructor.
- 10.6 Solo low flying is not permitted unless authorised by a Club Instructor.
- 10.7 No formation flying or flying close to another aircraft is permitted unless authorised by the CFI.
- 10.8 Pilots must wear suitable footwear while flying: Jandals or bare feet are not acceptable.
- 10.9 Pilots should 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.
- 10.10 Club aircraft must be flown with the transponder transmitting in ALT mode at all times.
- 10.11 Pilots must adhere to all CAA rules regarding consumption of alcohol or other intoxicating substances.
- 10.12 No smoking or vaping is permitted in any Club aircraft, airside, or in and around the Club facilities.

11. Flight Planning

- 11.1 No pilot shall fly into a controlled airport until they have satisfied a Club instructor of their competence to do so.
- 11.2 Pilots should obtain a procedures and airspace briefing before 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 Club aircraft may only land at aerodromes listed in the current AIP Vol 4 or other places approved by the Committee.
- 11.5 Life jackets must be worn by pilots and passengers operated at any distance over water beyond gliding 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 from the New Zealand Meteorological Service. If minimum VFR conditions cannot be maintained then 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 (electronic versions acceptable).
- 11.8 Pickets and an aircraft cover (where available) must be carried on all flights where an overnight landing is planned.
- 11.9 All Club equipment (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 must be acknowledged on the sign out sheet prior to taking a Club aircraft.
 - Pilots will then be deemed to understand and be bound by the rules. Non-compliance may lead to grounding or other restrictive penalty imposed by the Club Committee and/or Chief Flying Instructor. Failure to read and understand the rules will not be accepted as an excuse.
 - Any changes to these rules will be advised through the Club newsletter and on the notice board.