

## General Club Rules

1. Accounts are expected to be in credit at all times. Any member whose account stands in arrears shall forfeit the privileges of membership, including flying privileges, until the account is settled. The standing of any member whose account is persistently in arrears may be reviewed by the committee.
2. The Duty Instructor is in charge of flying operations with the Duty Pilot as their deputy. The Instructor shall oversee and regulate ground operations. The Tug Pilot is responsible for the tug aircraft under all circumstances.
3. The starting time for a flying day is 09h00. Gliders and support equipment should be prepared promptly so as not to delay flying.
4. Before flying commences on a flying day, the Club glider must undergo a Daily Inspection (D.I) and the appropriate D.I. book must be signed by the individual carrying out the D.I. and countersigned by the Instructor in the case of the training gliders.
5. Before flying commences, the Duty Instructor should call a pre-flight briefing with the Tug Pilot, Duty Pilot, Instructors and students to discuss the conditions and procedures for the day.
6. If insufficient assistance is available for the safe ground handling of gliders, the Duty Pilot or Instructor will STOP all flying to avoid damage to gliders and equipment.
7. A minimum of two people are required to move club aircraft into and out of the club hangar.
8. All students and pilots are expected to remain at the airfield until all club gliders and equipment are hangered and stowed. No member should leave the site of operations without advising the Duty Pilot of their intentions.
9. Instructors, Duty and Tug Pilots shall arrange a stand-in if unable to carry out their rostered duties and to inform the CFI / CTP / CDP, as appropriate, of such arrangements well in advance of their day of duty.
10. Cars, motorcycles, vehicles and dogs are not allowed on the runways. The only exception is a vehicle towing a glider. All vehicles are to drive on the town side of the taxiway and stop before crossing RNY 12- 30 (the cross-runway).
11. It is mandatory for all pilots to maintain an up-to-date Glider Pilot Logbook and pupils must carry an up-to-date Pupil's Logbook at all times. Pupil logbooks are to remain at the airfield in the student file and all flights and exercises must be uploaded to myGlidingClub.
12. Flight plan and retrieve arrangements for cross country flights must be given to the Duty Instructor for approval before launch if flying a Club glider.
13. Pilots over 70 years of age require a bi-annual check-flight.

## Pilot Rules and Requirements

### General

1. Only GPL holders may fly in the absence of the Instructor in Charge of Training.
2. Instructor in Charge of Training: Either a Full Brevet Instructor or an Assistant Instructor under active supervision of a nominated Full Brevet Instructor.
3. Duty Pilot: In charge of ground operations, under the supervision of the Instructor in Charge of Training.
4. Instructors: Full Brevet Instructor or an Assistant Instructor, as per SSSA and CAA requirements, CFI approval and completion of a SSSA Instructors Course.
5. Aerobatic Rating: Flight training by a fully qualified and rated instructor for each individual manoeuvre, as permitted in the aircraft operating manual, signed off in your logbook and written clearance for each manoeuvre.
6. Tug Pilot on the Sling: Holder of a PPL with a tug-pilot rating or higher license, minimum of 120hours as 'Pilot in Command'.
7. Tug Pilot on the Rotax Falke: Touring Motor Glider Endorsement and five check flights, either with Ari Cotton or Paul Bailey.

8. Radio License: Every pilot must hold at least a Restricted RT License (Aeronautical) or alternate requirements, as per current legislation and regulations.

### **Medical Requirements**

1. All glider pilots with the exception of pre-solo students shall have a valid Class 4 (or higher) medical.
2. A valid Class 4 Medical (or higher) is compulsory before first solo and must be kept valid thereafter, or alternate requirements as per current legislation and regulations. Tug pilots with a PPL require a Class 2 Medical.

### **Ratings Rules and Requirements**

#### **Student Pilot License**

The SPL must be obtained from RAASA. The requirements to obtain your SPL are:

1. A valid Class 4 medical certificate;
2. Certified copy of passport or identity document;
3. Two passport-sized photographs; and
4. Passed and signed-off basic knowledge of flying test (includes aircraft general technical questionnaire, air law (appropriate to student pilots) and local rules (appropriate to the airfield in use)).

#### **First Solo requirements**

1. Valid Student Pilot License;
2. Valid Class 4 (or higher) certificate evidence on the prescribed SSSA Medical Form to the C.F.I.;
3. Radio use proficiency;
4. 75% PASS for Airlaw and Solo Exam (Aircraft Technical Test), or alternate requirements, as per current legislation and regulations;
5. Demonstrated proficiency in exercises 1 to 14 in your Student Training Manual.

Any Full Brevet Instructor may sanction a first solo after a satisfactory flight test and obtained a second opinion from another instructor.

The student will remain "ON CHECKS" for at least 10 solo flights following the first solo flight. This entails a check flight with an instructor for any given flying day and clearance to continue flying solo - the clearance is valid for that day, or weekend, if flying on consecutive days, provided that the weather conditions do not change significantly. These checks should be used to increase knowledge and experience in a variety of flying conditions.

#### **Cleared for Solo "OFF-CHECKS" (Aerotow)**

1. Safe completion of at least 10 solo launches, over a number of flying days covering different weather conditions, with approval and sign-off by a Full Brevet Instructor.
2. A pilot who has a GPL and has not flown a glider for three months or more must have at least one flight test with an Instructor, and their log book must be endorsed.
3. A non-GPL pilot who has not flown for one month needs to have a check flight. Once the flight test(s) has been satisfactorily completed the pilot may again fly solo.

#### **Cleared for Solo "OFF-CHECKS" (winch)**

1. Safe completion at least 10 solo launches, over a number of flying days covering different weather conditions, with approval and sign-off by a Full Brevet Instructor.

## **Cleared for Ridge / Wave Flying**

1. Instructor approval for weather conditions on active ridge or wave system.

## **Glider Pilot License (GPL) Requirements**

In addition to current legislation and regulations, club specific requirements are:

1. Have a valid Student Pilot License and Class 4 Medical;
2. A minimum of 40 flights;
3. A minimum of 20 solo flights, at least 6 hours solo flight time with at least one 2 hour duration flight;
4. A minimum of 10 flights per launch method;
5. Restricted Radio License;
6. All theoretical GPL exams completed and passed; and
7. Successful completion of flight test by CFI / Flying Panel Member or authorised Full Brevet Instructor.

## **Restricted Cross-Country Clearance**

Initially, one may only fly within gliding range of the airfield<sup>1</sup> and only with the Jeans Astir. To obtain a cross country rating or to fly cross country in a club glider the following conditions have to be met:

1. Total experience of a least five flights on the glider type;
2. Full Brevet Instructor approval;
3. Successful outlanding simulation training in the Motor Falke and signed off by a designated instructor;
4. Performed three pin-point "spot landings" in the current year, observed and signed by an instructor. A pin-point "spot landing" is defined as a controlled landing in a predefined 200m strip on the airfield.

## **Unrestricted Cross-Country Rating**

As above, plus a Silver C badge (distance of 50km, duration of 5hrs and height gain of 1,000m).

## **Local PAX Flight Rating (friends and family)**

Applies to club gliders. GPL + Silver C + CFI approval. Back seat rating requires a satisfactory check flight and CFI approval, otherwise ONLY allowed to fly from the front seat.

## **Training Introductory Flight Rating (TIF)**

These flights are intended to introduce newcomers to gliding and may only be conducted by an instructor.

## **Dual cross country introduction flight**

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<sup>1</sup> Within gliding range of the airfield means:

- Upwind/crosswind of the airfield, in glass single seaters (except in wave weather) apply 1000ft for every 10km, plus 1000ft circuit allowance .
- Upwind/crosswind of the airfield, in wave weather and in wooden/fabric gliders apply 1000ft for every 5 km, plus 1000ft circuit allowance.
- In other circumstances apply 1000ft for every 3km, plus 1000ft circuit allowance.
- In strong wind conditions do not be downwind of the airfield.

Instructor with Gold C badge or equivalent experience, plus extensive cross country experience, a minimum of 3 out-landings and Flying Panel approval.

### **Conversion to new types**

Pilot must read the flight manual of the glider onto which the conversion is to be done. A type conversion test has to be completed and submitted to the Flying Panel prior to conversion. No conversion is allowed without a signed-off conversion test form.

### **Winch Driver Rating**

1. At least 10 launches under supervision of a Winch Driver Instructor on a number of flying days, covering different weather conditions. Winch Driver Instructor to sign off.
2. Driver should be solo winch pilot, but not necessarily current.

### **Student Mentorship**

Flight training and instruction is typically given whilst airborne. A pre-flight briefing is given on the flight line before the flight takes off, the post flight de-briefing may be done immediately after the flight or in the club house at the end of the flying day. At the end of the day each student must ensure that the Instructor completes the student log book. It is the student's responsibility to enter the flight in the electronic flight training file via the myGlidingClub software. The student's green logbook must be stored in the student file in the clubhouse. The logbooks may only be removed for the days flying activity, and must be replaced in their student file prior to leaving. The Instructor will acknowledge and sign off the flight(s) on myGlidingClub.

The log books with training sheets, Cloudbase, and our post solo training program provide information but further reading is also recommended. Students and others are encouraged to engage with Instructors and other pilots, much information is shared and learnt this way.

### **Flying Rules**

1. Flying (at any time) involving Club equipment may only take place when an Instructor, or a member appointed as O/C Flying is present on the airfield. Pilots with a GPL may fly without an Instructor or O/C present, but must have authorisation from the CFI or Chairman to use club equipment on a non-club flying day.
2. Gliders are to be ready for take-off and kept at the holding point until the tug has landed after the previous launch. Delay whilst preparing for take-off is at the glider pilot's expense unless such delay is caused by a crowded circuit. Duty pilot to exercise his / her discretion.
3. Aircraft may not take off unless the runway ahead is clear of other aircraft, people, cars, or any other obstruction.
4. No flights may be made over 10 000 ft (MSL) without oxygen.
5. The use of parachutes is compulsory in all aircraft operating under the Club's control, with the exception of the tug and motorised gliders. Parachutes must be packed annually. Expired parachutes over 20 years old, or as per manufacturer specification, must be replaced.
6. When flying is on RNY 33 Gliders do RH circuits and Power A/C LH circuits. When operating from RNY 15 Gliders do LH circuits and Power A/C RH circuits. This is intended to keep power traffic from flying over the town. Motor Gliders are to do a "glider" circuit. Safety considerations will override the rule when necessary.
7. Thermalling below 800 ft AGL is DANGEROUS and is PROHIBITED.
8. Pilots must acquaint themselves with all Airspace and ATC requirements applicable to FAWC and surrounding areas.
9. Flying at Worcester airfield is permitted to below FL 80 without contact with Cape Town Approach. No flight may proceed above FL 85 without a valid flight plan or ATC permission.
10. Blind calls on 124,8 MHz must be made as follows: -

- a) Prior to a winch launch. - *“Worcester Traffic- GHB about to winch launch -runway 33 Worcester”*,
- b) Entering the runway for an aerotow-*“Worcester Traffic this is glider ZS-GHB pushing on and lining up on Runway 33”*,
- c) When approaching the Circuit Area- *“joining downwind in approx. 2 minutes”*,
- d) Downwind, Base and Final Approach - include *“Wheel/Gear down and locked”*,
- e) On joining traffic on Victoria Peak and other ridges - *“Traffic in the Vic Peak area - Glider Golf Hotel Bravo joining at 4000”*.

11. Passengers are not permitted in the Tug aircraft during an aerotow.

12. Tug pilots must complete flight folios and fuel books.

### Right of Way Rules

General Order	Balloons, Gliders, Tow-plane, Power Aircraft
Take-off	Aircraft on the ground must yield to landing aircraft
Landing	Lower aircraft has right of way. No under cutting.
Converging	The aircraft which has the other on it's right must give way.
Head on	Both aircraft turn right except on the ridge when the glider with the ridge on it's right has right of way.
Overtaking	The aircraft to be overtaken must be passed on the right except in ridge soaring overtake on the downwind side (i.e. between the glider and the ridge).
Thermalling	The glider first in the thermal governs the direction of turn.

### Club Glider Usage Rules & Requirements

#### Club Gliders Usage and Booking

1. ASK13's: ZS-GHB and ZS-GHV: Pre-solo or ab-initio students will have preference over solo students or any other club members. Flight duration for solo or normal club members will be a maximum of 1 hour if there are other students who also want to fly. If no other students, then no limit.
2. Jeans Astir ZS- GUC: Cleared solo and satisfactory conversion flights and written Aircraft Technical assessment. Based on MyGlidingClub bookings which will open on a Monday for the upcoming weekend and close at midnight on Thursday. If there are multiple bookings, then a maximum 2hour flight duration will apply. The flying order must be agreed to by the parties involved. If there are no booking by Friday then the “first-come, first-served” principle will apply on the day, subject to a 2-hour flight duration if more than one pilot wished to fly on the day, provided names are placed on the flying list in the start wagon by 11am. If there are no bookings on a Friday or if there are no other members wanting to fly the glider by 11am, including “no show” for booked flights, then the glider may be used for cross country or badge flights on a “first-come, first-served” basis. First cross-country flights to be flown in Jeans Astir only.
3. Astir CS ZS-GYX: 10 Flights in Astir jeans, approval from Senior Instructor required. Based on MyGlidingClub bookings which will open on a Monday for the upcoming weekend and close at midnight on Thursday. If there are multiple bookings, then a maximum 2hour flight duration will apply. The flying order must be agreed to by the parties involved. If there are no booking by Friday then the “first-come, first-served” principle will apply on the day, subject to a 2-hour flight duration if more than one pilot wished to fly on the day, provided names are placed on the flying list in the start wagon by 11am. If there are no bookings on a Friday or if there are no other members wanting to fly the glider by 11am (name placed on flying list) then the glider may be used for cross country or badge flights (Note: first cross-country flights to be flown in Jeans Astir only). This glider can be booked for the day to allow cross country flights or badge flights. If there are multiple bookings, then the above rules will apply.

4. Janus ZS-GVK: GPL + Silver C required or CFI Approval + written Aircraft Technical assessment + satisfactory check flight and signed-off in logbook. For Cross Country: GPL + Gold C / equivalent or CFI Approval. Same condition as ZS-GUC for all members. This glider is to be used mainly for advanced post-solo and cross country training or cross country.
5. Twin Astir ZS-GOK: GPL + Silver C required or CFI Approval + written Aircraft Technical assessment. Pilots/students converting onto the single Astir gliders will have preference over PAX flights. PAX flights will have preference over normal members. Member flights in ZS-GOK will be limited to 2 hours per flight, unless the glider is pre-booked for cross country flights. Bookings open on a Monday for the upcoming weekend and close on a Thursday at midnight. If there are multiple bookings, then a maximum 2hour flight duration will apply. The flying order must be agreed to by the parties involved. If there are no booking by Friday then the "first-come, first-served" principle will apply on the day, subject to a 2-hour flight duration if more than one pilot wished to fly on the day, provided names are placed on the flying list in the start wagon by 11am. PAX flights are limited to 30 min duration.

### Camps and Competition Specific Rules

1. Club gliders may be taken to camps or competitions subject to Committee and Flying Panel approval. A written request must be sent to the Committee and Flying Panel at least one month prior to the camp or competition. The Committee and Flying Panel will review all requests and inform the applicants of its decision if there are multiple applications to use club gliders.
2. Members on the prepaid billing option may use club gliders at competitions or camps at no additional cost. Members on the post-paid per-minute billing will be charged per minute of flying time, subject to a maximum charge equal to 2 hours' flight time per day.
3. A deposit of R5000 will be applicable to any glider, payable into the Cape Gliding Club account with a reference to your name and clearly indicating "Comp/Camp Deposit). This deposit will be non-refundable should a member decide to cancel the booking within 14 days prior to a camp or competition, or in case there is any damage to the glider, trailer or associated equipment (covers, dollies, etc.). In case of damage the club member will be liable for insurance excess. The deposit will be returned to the member once the glider is returned to the club in airworthiness condition and subject to an inspection by an instructor.

### Safety Policy

#### General

1. We share airspace with other gliders, power aircraft, balloons, helicopters and the big jets. It is essential to be fully aware of the rules regarding airspace and the rights of way.
2. **All Pilots intending to fly must sign the daily authorization sheet to acknowledge compliance with the Rules and Regulations.**
3. A Daily Inspection must be performed and signed off in a book provided in each club glider.
4. The following documents, or certified true copies thereof, must be carried on board each glider:
  - a) Certificate of Registration issued by CAA (47.00.2)
  - b) Certificate of Airworthiness OR Authority To Fly (documents are valid for 1 year)
  - c) Aircraft Radio Station License OR proof of payment
  - d) Mass and Balance report (document valid for 5 years)
  - e) Aeronautical Chart valid for the flight area
  - f) Sealed First Aid Kit
5. All pilots should expect to undergo flight checks from time to time. Ongoing safety education is a vital part of club activities. After the first solo the pilot remains a student until the Glider Pilots license (GPL) is completed.

6. A check flight is required if a solo student has not flown for 4 weeks. A GPL pilot is required to have a check if he/she has not flown for 3 months.
7. The club organises Safety Seminars from time to time. The Safety Officer will also issue Safety Bulletins on a regular basis. This is found to be more effective in keeping club members up to date on applicable safety issues through the year.

## **Accidents & Incidents**

An accident results in damage or injury, while an incident has the potential to do so but no damage occurs. It is obligatory to report ALL accidents and incidents regardless of how trivial they may seem. A reported incident may prevent a similar event becoming an accident.

In the event of an accident or incident the Safety Officer or CFI should be notified immediately who will arrange all the necessary details and guide one through the reporting process. All members are encouraged to report any event that may be of concern from a safety standpoint including mechanical problems or safety issues in the air or on the ground. Reports may be submitted anonymously. The inexperienced pilot is advised to discuss this with a senior member before reporting but this is not obligatory. The safety officer will investigate the incident and take the necessary follow up action.

Accident and incident forms are available from the SACAA, SSSA website or on My Gliding Club. Reports are also available in the Safety File located in the filing cabinet in the CGC club house. Incident reports may be submitted via email.

The CAA duty officer should be notified by telephone and will send the appropriate forms to the reporting person in case of an ACCIDENT. The event MUST be reported to SACAA within 24 hours of the occurrence (failure to do this could result in a heavy fine). If the incident is of a very serious nature involving more than one party, then an official incident report might need to be submitted and sent to SACAA.

## **Emergencies**

Emergencies may occur and we all need to be aware of the correct actions to be taken in such circumstances. Typically, the instructor on duty will take charge of the situation and take appropriate actions. Everybody is expected to assist to the best of their ability. The club has a very comprehensive First Aid kit kept in the clubhouse.

Fire extinguishers are provided at the launch point in the start wagon, inside the winch, in the club and winch hangars, the clubhouse and the fuel bay. Be aware of where they are kept and how to use them. The telephone numbers of the Fire services, Ambulance and Police are prominently displayed in the clubhouse windows, start wagon and in the club hangar.

## **Tugging and Winching**

It is essential for all tug pilots and winch drivers to be fully conversant with emergency signals, emergency actions and all safety aspects of the respective launching methods.

## **Fuel Management Policy**

All tug aircraft and training flights on the Motor Falke are to comply with the Civil Aviation Regulations. Refuelling of aircraft are to be completed according to the club's refuelling policy. No pilot shall commence a flight unless he or she is satisfied that the aircraft carries at least the planned amount of fuel to complete the flight safely, taking into account operating and meteorological conditions and the expected delays PLUS 45 minutes' final fuel reserves for VFR flights.

## **Runway Policy**

Worcester airfield has 2 runways: main RNY 15/33, cross runway 12/30. The airfield also has a parallel winch runway 15/33. Only the main RNY 15/33 will be used for take-off involving aerotow operations. Under EXCEPTIONAL circumstances and with permission from the CFI and the Chief Tug Pilot, may the cross RNY 12/30 be used for aerotow take-offs.

In order to protect the propellers of the Tug aircraft, there usage is restricted primarily to the tarred surfaces on the runways. In addition, this minimises airborne dust created from the gravel areas which does improve the glider pilot's visibility behind the tug.

The most favourable main runway will be chosen to ensure a headwind component during take-off. Should the tug not be airborne before the cross runway, or halfway down the runway, the glider pilot must release immediately and land straight ahead. The most favourable runway in terms of wind may be chosen for landing, this includes the cross runways as well, consideration must also be given to other traffic. Tug pilots are to consider stone damage to the propeller and will attempt to limit all operations to tarred surfaces, unless cross winds dictate otherwise for landing.

The glider may land on the winch RNY 15/33 should the main runway be occupied. Consideration will be given to wing tip clearances from the bushes during the flare and landing roll.

### **Domestic Facilities Policy**

The "Domestic facilities" are those club facilities provided for the comfort and enjoyment of all members on the ground and include the club house with its braai area, the swimming pool, and the ablution block. These facilities are funded by all the members through subscriptions and should be available to all the members to use and enjoy in a fair and equitable way. The club house should provide a warm and friendly environment for both members and their visitors.

The following policy guidelines should govern how the facilities are used by all members.

- A strict no-smoking policy applies to these facilities at all times.
- NO pets allowed in the club house at any time (Even if very "sweet".)
- No personal equipment or other goods may be stored in any of these facilities. All storage space is for club use only, including the club fridge / freezer. Any private goods or materials left in the club house will be removed and dumped after 2 weeks.
- Club facilities should be kept clean and neat. A person should be employed to do cleaning work at club expense but members are expected to assist by keeping the facilities clean and tidy and removing all their personal items after use.
- The bar facility operates on an "Honour" system with an account book. Members are asked to ensure that drinks and snacks are either paid for in cash or recorded in the book to be charged to the members account.

### **Club computer facility**

The club has purchased a computer for club use. This is not a personal computer for any one individual but a club computer for the use of all members. A copy of "See You" has been purchased and loaded onto the computer for the member's use. ALL technical work - including loading new software etc. on the computer - must ONLY be done by the person or persons appointed by the committee to care for the computer. Any unauthorized "work" leading to damage will be charged to those responsible.

### **Swimming pool**

NO children under the age of 16 are allowed in the pool area without adult supervision.  
NO animals allowed in the pool area.

## **Huts and Caravans**

The intention of the huts and caravans at the airfield is to encourage members to stay at the airfield over weekends and holidays thereby encouraging more flying. The intention is that pilots with their families will socialise and foster a positive club spirit. However, having huts and caravans that remain unoccupied creates a very negative impression. Therefore, members who occupy (or wish to occupy) huts or caravan sites on the Airfield at Worcester, shall be FULL MEMBERS in good standing with the club and are expected to actively use their caravans or huts.

Huts and caravans should be well maintained by the owners and areas around the huts kept neat and tidy. Should the owners fail to adequately maintain their properties, the committee can, at its discretion, arrange for maintenance to be carried out for the owners account.

Should a hut not be used for an extended period, the owner will be encouraged to sell the hut.

Should a caravan be sold to a non-member or an inactive member, the caravan should be removed within fourteen days of the sale.

Caravans that have not been used for their intended purpose described above for more than six months should be removed from the airfield forthwith.

## **CGC Code of Conduct**

### **General**

Club members shall commit to being honest, trustworthy, truthful, consistent, fair and open in all actions by:

- Avoiding any action that may be viewed as dishonest, deceptive or misleading.
- Treating others in a manner that is consistent with the set behavioural standards.
- Not discriminating against fellow members (in word or deed) for any reason, including on the basis of race, gender, language, religion, sexual orientation or disability.
- Not offending, suppressing, intimidating or diminishing the inherent worth of any member.
- Not making false accusations against fellow members.
- Constantly improving our collective understanding and knowledge of the sport
- Showing respect towards all members

Support, foster and promoting the Art of Soaring and all associated aspects of the pursuit by:

- Using resources effectively and in a proper manner.
- Protecting proprietary and confidential information.
- Complying with all applicable laws and regulations.
- Seeking advice and counsel where necessary.
- Encouraging safety in all aspects of the sport

### **Disciplinary Action**

Disciplinary matters, applying to all matters of Cape Gliding Club. (Further referred to as the Club), will be dealt with by the Elected Officers of the Club in the first instance and if necessary subsequently by the Full Executive Committee and if appointed a Disciplinary Committee.

All members of the Club agree to fully comply with this code of conduct and specific codes of conduct for their role and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of club's rules. However, it is recognized and accepted that every member:

- Has the right to expect fair and consistent treatment;
- Has the right to adequate notice from the Club;
- Has the right to appeal against the Club Secretary's judgment or Disciplinary Committee's decision in all disciplinary matters; and
- Has the right to representation.

No member will be expelled for the first breach of Club's rules except in cases of "gross misconduct". However, all disciplinary actions taken by the Club will be duly recorded and placed on file for reference at a future date.

### **Offences Leading to Disciplinary Action**

The under noted actions by members may be interpreted by the Executive Committee to fall within this Code. However, the lists are not to be considered as fully inclusive or covering all possible offences.

"Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Elected Officers together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include: -

- Discourteous, crude or offensive behaviour at the Club or at an organized Club event;
- Conduct of an unsafe nature;
- Offensive disregard for equipment or property;
- Refusal to carry out reasonable instructions issued by event officials or organizers
- Failure to attend or participate in events or meetings organized by the Club;
- Failure to comply with or adhere to the relevant code of conduct for their position within the club; and
- Any other actions of similar gravity to the above, at the discretion of the Elected Officers.

Repetition of the above offences or failure to comply with any demands made in writing by the Elected Officers may result in further action by the Elected Officers involving a disciplinary hearing.

"Serious Misconduct" is the carrying out of an offence of such gravity that in the opinion of the Elected Officers it warrants a Club disciplinary hearing. Examples of offences, which may be considered as serious misconduct include: -

- Misconduct offences above if especially grave or repeated
- Deliberate or consistent breaches of club rules;
- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means - Theft or misappropriation;
- Use of threatening or abusive behaviour;
- Participating in the sport whilst under the influence of drugs or alcohol;
- Malicious interference with equipment or property;
- Disregard for one's own or other people's safety; and
- Any other action, which in the opinion of the Club Officers may bring the sport or Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

"Gross Misconduct" is action of such seriousness that the Elected Officers will require the immediate expulsion of the offender from the association. The Elected Officers may by means

of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision. Examples of gross misconduct are: -

- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour;
- Reckless disregard of safety and basic safety rules;
- Being convicted of criminal offences involving physical violence or abuse; and
- Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.

### **Disciplinary Procedure**

On receipt of a written complaint from a member, or any other party, the Elected Officers with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code. If in their opinion it does, then the Elected Officers will decide as to the type of offence as per (section 1) above.

If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Elected Officers may deem appropriate. The Elected Officers will also attempt to obtain approval for their action from the complainant.

A disciplinary file will be opened by the Elected Officers in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence.

The action outlined above will normally finalize the process unless any of the parties involved object strongly to the Elected Officers decision in which case they may appeal directly to the Executive Committee for a final decision.

Should the complaint be considered by the Elected Officers as one of serious misconduct, then the following procedure will be implemented: -

- The Elected Officers will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.;
- If necessary, the Investigating Officer will consult all relevant witnesses for supportive evidence;
- Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Nonattendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc.). In such circumstances/instances a sworn declaration must be submitted to the Executive Committee;
- Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events;
- In cases of disputes of a personal nature, the Elected Officers will attempt to resolve the situation amicably if this is deemed appropriate and to the mutual satisfaction of the parties concerned;
- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible;
- Contact the Club's Legal Advisor if required and supply copies of all evidence; and
- Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery.

## **Disciplinary Hearing**

The Clubs Secretary shall take charge of the hearing and all questions will be addressed through the Secretary. A disciplinary committee will be appointed which will consist of the club chairperson and two members of the Executive Committee.

The club will appoint a case presenter, who will normally be the Investigating Officer. All witnesses to be interviewed and all written evidence to be reviewed at the hearing. No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties. The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.

After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

## **Penalties**

Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender from the club, such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 5) under noted. Offences of those involving threats of physical violence, will carry automatic expulsion from the club and will preclude the offender from taking part in any Club organized activity in an official capacity.

## **Appeals**

If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to: -

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Executive Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote). New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.