

# MEMBERSHIP MANUAL



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## Preface

Welcome to the Keilor and Districts Model Aircraft Society Inc. This manual is designed to give you an overview of our club, its activities, management, and how you fit into the club.

As is the case with all organisations comprising people from different backgrounds but sharing a common interest, rules are set and applied to ensure good management and a 'fair go' for all. Most rules are common sense, some are required by government statute (Civil Aviation Safety Authority), some by our controlling bodies (Model Aircraft Association of Australia and Victorian Model Aircraft Association), along with local rules applied specifically to our club by the Committee. Rules will be set out under a subsequent heading in this manual. Being a member of our club has many benefits. Flight tuition is given to novice members free of charge, advice from highly experienced modellers is happily given to help new people to the sport overcome issues with selecting/setting up models etc. With a few rare exceptions people require substantial assistance when beginning, and in particular the skills involved in flying safely/competently need to be taught.

## Emergency Information

The nearest Public Telephone is located at the Keilor Public Golf Course clubhouse.

Ambulance/Fire brigade .....	000
Police (Urgent) .....	000
Police (Non-urgent) .....	131 444
State Emergency Service .....	9696 6111
Brimbank Council .....	9249 4000
Doctor (Taylors Lakes Medical Centre) corner of Keilor/Melton Rd and Sunshine Ave, Taylors Lakes .....	9390 8222

If a serious injury occurs and is clearly a Hospital Emergency Department issue CALL the Ambulance, NOT the Doctors Surgery. The Ambulance Service will convey to the nearest appropriate hospital.

There is a First aid kit and a Snake Bite kit in the clubhouse.

A defibrillator is located in the clubhouse.

## Flying Field Location

Farr Parkway, Keilor North. Located in Sydenham Park (Melways Map 3 J7). Access via the Keilor Public Golf Course entrance at Kings Rd extension and then follow model club signs.

Google Maps Location: <https://goo.gl/maps/EuXv8nd1KE77yD576>

## Club Committee Meetings/Venues

Committee meetings are held once a month generally at the flying field after the monthly working bee. All members are welcome to attend the Committee meetings.

## Working Bees

Every month a working bee is held (usually the 3<sup>rd</sup> Sunday of the month) commencing at 9.00am, whereby the field and equipment is maintained. A light BBQ is supplied for the working bee participants. Members also get \$10 off their annual subs for each working bee they attend (up to \$40) Exemptions if unable to attend may be agreed to on application to the committee.

## Club Committee

The club committee consists of persons elected by ballot at the Annual General Meeting. It is made up of the following positions.

President, Vice President, Treasurer, Secretary, Registrar, Field Officer and Newsletter editor.

## Fees and Subscriptions

Annual Fees fall due on the 30<sup>th</sup> of June each year. For new members there is a once only joining fee. The annual fees are reviewed each year by the Committee, assessing the various components that comprise the total fee amount. These components are Insurance, VMAA, Club subscription and Working Bee Levy. Members who are unfinancial CANNOT fly as they are NOT INSURED.

A half year fee is available for NEW MEMBERS joining after January 1<sup>st</sup>.

Prospective members who wish to join the club after May 1st can sign into the visitor book as Provisional Members and make multiple visits, provided they have submitted a Membership Application Form for the new financial year.

## Legal Position/Insurance

When conducting aeromodelling activities as a member at an Approved Flying Site you are covered by \$20 million Public Liability and 3rd Party Insurance through the MAAA and you are protected from litigation by the Incorporation Act.

You are covered under an additional policy for medical expenses arising from injury to yourself whilst aeromodelling, and there is some loss of income insurance included in this policy. For further details contact the Secretary.

## General Club Expenses.

Your Club Fees are used to cover the following expenses;

- Flying field rental
- Affiliation to VMAA
- Flying field maintenance and equipment
- Club newsletter
- Property & Contents Insurance
- Sundry costs

## Entry Road Speed Limits/Entry Gates/End of the Day Checks

Please abide by the entry road speed limit of 15 kph, and exercise caution when approaching and crossing the pedestrian crossing at the golf course driving range.

The entry gates to the field are shared with the council and power company. There are consequently several locks per gate. When securing the gates at the end of the day's flying MAKE CERTAIN that you interlock the shackles of each lock (daisy chain) don't bypass the other locks. Do not preclude the other parties needing access. If you are not sure ASK.

At the end of the flying day make sure the windsock is put in the clubhouse, gas bottle is turned off, beacon/charging station/ATC monitor radio all turned off and all sheds and clubhouse are locked. Last person out of the gates to make sure that the locks are applied as described above.

Remember to clean up any rubbish. Don't litter or expect others to clean up after you. It is a condition of our lease that the site is kept tidy.

## First Aid

The club has installed an AED defibrillator, a snake bit kit and a first aid kit in the clubhouse. Please report use of these items so that anything used can be replaced or serviced

## Information Sources

Your prime sources of information are the monthly newsletter, and the club Facebook page.

Logging on to the VMAA website gives you access to information and minutes of the monthly VMAA meetings

If you require any further information, please contact a committee member who will endeavour to assist you.

## Safety Issues/Reporting

It is the responsibility of every member to monitor safety whilst they are at the field. Sometimes an occurrence may take place as a result of a member having a momentary lapse, or it may be ignorance, or just total disregard. In any event the safety issue rests evenly with all members, and as such if you see something unsafe being done any member can politely have a word with the transgressor to prevent same. If the offending party is not amenable to being corrected, or the matter is of a serious nature please report the matter to a committee member. It is advisable that any such reports have corroboration from another member witnessing the behaviour. We are all responsible to ensure our time at the field is enjoyable and most importantly safe. Remember that your model is NOT A TOY it is capable of inflicting serious bodily harm and considerable property damage.

## Accident Reporting

As stated on page 2 of this document all members are covered by insurance at an approved flying site. Not at your local park, football oval, street/back yard (drones/helicopters), etc. The correct procedure must be followed if an incident or accident occurs that could result in a claim being made. An example would be a model hitting a parked car. It is important to note date, time, location, names of parties directly involved including any witnesses, and take photos where possible (most mobile phones have that capability). Do not give any details to the News Media. Don't discuss the matter with other people. Don't admit liability, and DON'T put anything on Facebook or similar information source. You must complete a MAAA Accident Report Form (found in locker in the clubhouse) and

the accident is to be reported to the President or Secretary at the earliest opportunity.

## Public Display Day

The club holds a Public Display Day each year. The aim of this event is to show the community at large what the sport of R/C modelling is all about. To make this event a success a lot of assistance is needed from members in setting up the field, directing car parking, etc. A special working bee is normally held the day before the event to get the field area ready.

The club appreciates members presenting as broad an array of their models possible to the public in an endeavour to show off the wide range of model types available to participants in our sport.

## Flight Training

It is not possible to learn to fly a radio control aircraft in five minutes, and basically impossible to teach yourself. The proven method to achieve success with little or no damage to your model is to be trained by a competent experienced pilot. The club has experienced pilots/qualified instructors. These members provide their services free of charge, however it is the responsibility of the student to arrange mutually suitable times for training lessons with his /her Trainer. You can be trained by any competent member at the club, however before you are granted solo status it is necessary to pass flight assessment by a qualified instructor.

The best way to get involved and achieve your goal is to attend the club (open 7 days per week weather permitting) and speak with the members. This can have a two-fold benefit in that you can seek out someone to teach you, also you will get advice about the most appropriate model type and equipment needed to begin training. If you are already set up with plane and equipment, everything will be checked out for proper operation and model airworthiness. It is unfortunate that some people suffer disappointment when they arrive at the field with a model that is far too advanced to complete the role of a trainer and are informed of that fact. You will not be ridiculed, but exactly the reverse, you will be given the guidance and information previously mentioned. Don't be discouraged by a small set back. If your own enquiries are un-successful you can contact a committee member who will seek out a suitable person for your training regime.

The club basically follows the Approved Training methods laid out by the MAAA.

It is essential that the trainee has complete faith in the instructor and complies with directions.

It is desirable that trainees have at least one training session per week comprising of 3 or 4 flights per session. This is particularly important in the early stages of training. It is worth remembering that your instructor may have other students at the field at the same time as yourself, so it is helpful if you have your model fuelled up and ready to go as soon as your turn comes around.

Your instructor will not only teach you the skills involved in flying your model, but equally important safe flying behaviour. Flying Operation Rules are listed further into this document, read them and if you have questions ask.

The time taken to achieve solo status is dependent on a person aptitude, coordination, but most of all the frequency of flying lessons. You will find that the biggest handicap faced by instructors and students alike is the weather. It is most important that you verify dates and times that you will meet with your instructor for lessons.

## Keyboard System

Any person flying on 36 MHz frequency range must use the field keyboard.

The predominant frequency used now being 2.4 GHz range does not require the use of the keyboard.

## 2.4 GHz Equipment and Frequencies

Only 2.4 GHz equipment that conforms to specific technologies is accepted and permitted by the MAAA. MAAA manual of procedures MOP058 sets out the requirements in full and also contains a list of the manufacturers and technologies permitted and therefore covered under the MAAA insurance policy.

## Visitors

Visitors and members guests are welcome to fly providing it is in the presence of the inviting club member. There is a limit of 2 visits to KDMAS per visitor, after which that person is required to join KDMAS in order to use the club facilities. The exception to this rule is VMAA Inc. sanctioned events or open competitions, and pilots must be VMAA registered.

Club members inviting guests, especially children, are responsible for guest safety and conduct. Children must not be left unsupervised in the pit area or flight-line, they should be kept behind the fence.



## Flying (Pilot Responsibilities) and Local Rules

1. Visiting pilots must produce current VMAA registration card (and be signed into visitor book)
2. Non VMAA registered pilots must be signed into the visitor book and must fly under supervision. All visitors must wear a KDMAS "visitor" tag (located with visitor book in the clubhouse).
3. All pilots must fly from the pilot box in use.
4. Flying over the pilot boxes, pits, clubhouse, car park or sheds is strictly prohibited.
5. No flying over 300ft above ground level (this is a CASA requirement and visitors are to be made clear of this).
6. Circuits are to be carried out away from the pit area, example. Right hand for north wind and left hand for south wind.
7. When other pilots are flying, everyone must fly in the same direction (collision reduction strategy). Pilots can change direction by agreement.
8. Dead stick (emergency) landings have priority over all other aircraft. Aircraft will be cleared from the runway when safe to do so.
9. Equipment is not to be left on the runways.
10. Before moving onto the runway to take off check with pilots in the air, call out "clear for take-off?" Wait until you get an affirmative acknowledgement from those pilots.
11. Call out "landing" when you are ready to land, you then have priority over all other aircraft except dead stick/emergency landings.
12. Call out "on the runway" when walking out to retrieve a model from the runway.
13. Remember to communicate with each other.
14. Student pilots must use the 'buddy box system' and be accompanied by an instructor at all times. This system allows the instructor to take over control of the aircraft with his transmitter when required.
15. Don't taxi in the pit area.
16. Land immediately any full-size aircraft encroaches towards our sphere of flight. If there are too many models in the air to safely land pilots should maintain a low level circuit (e.g. 50ft) or follow the instructions of the designated Control Officer (CASA Area Approval Document/operation).
17. Aircraft operating in the helicopter zone of the field must not encroach on flying activities taking place on the North/South runway, and similarly aircraft operating on the North/South runway must not encroach on flying activities in the helicopter zone.
18. All models must comply with local noise level requirements.
19. All members and visitors must have mobile phones turned off when in the pit area, pilot boxes, taxi way, or on runways due to the possibility of radio interference.

20. Turbine pilots must have obtained GOLD WINGS accreditation, the model must be certified by an accredited inspector and the pilot must be certified to fly the model. The pilot must have a mobile phone with them. Turbines are not to be flown during designated high fire danger periods.
21. No flying of powered models is allowed on total fire ban days.
22. An Observer MUST be present during all times flying is taking place. The observer must not be flying whilst carrying out that duty. (see CASA Area Approval Document/operation).
23. Aircraft are not permitted to produce smoke trails by means of 'smoke production' equipment fitted to models.
24. No radio controlled model cars are permitted

ON CONTEST/DISPLAY DAYS, SOME OF THESE RULES MAY BE VARIED AT THE DISCRETION OF THE CONTEST DIRECTOR

## CASA Area Approval Document/Operation

KDMAS is permitted to operate under a document issued by CASA called an Area Approval Document. When at the field and flying it is essential that all members and visitors abide by the conditions of the Area Approval Document. Should we be detected flying outside of the restrictions/conditions there is a high probability that our Area Approval would be revoked, and it is not improbable that penalties at law could be imposed. In any event the chance of getting a new approval to fly at our field would not be very good. You can see a copy of the official Area Approval Document (instrument) posted in the clubhouse at the field for perusal, but the following procedures are the important matters that apply to daily flight operations.

1. Before any flying activity commences, the warning beacon must be turned on. If the beacon fails to operate you can't fly. If the beacon fails at any time during flying operations all flying is to cease until the beacon is made operative again. At the end of the days flying session the beacon is turned off.
2. Pilots must not operate their aircraft more than 300ft above ground level (AGL) and must not exceed a distance of 500 metres laterally (away) from themselves.
3. Pilots must not operate over major roads, persons, or populous places (not a problem unless the council is doing works in the paddocks under our flight paths).
4. Pilots must not fly into cloud or fog.
5. Operations must cease if instructed to do so by Melbourne Air Traffic Control (ATC).
6. All flying activities must be overseen by a designated observer, who, watches for incursions of manned aircraft into KDMAS sphere of operation,

and actively monitors ATC on the radio. If an incursion of a manned aircraft occurs the designated observer will give instructions to R/C pilots flying at the time to diffuse the situation. Pilots must immediately comply with the observer's instructions.

We obviously can no longer go to the field and fly alone. A minimum of two members are required for any flying to commence. While one member flies the other member acts as an observer, and vice-versa. If numbers of members are at the field the duty can be shared by all the members during the days flying session.

KDMAS has adopted the name description of Designated Control Officer (DCO) to identify the person carrying out the Observer duties. The CASA Area Approval uses the term dedicated person to act as safety officer, which is indicative of one person alone being responsible for safe flying operations. It is not possible for the same person to be available 7 days per week, and for that reason the task is being addressed by using the Designated Control Officer (DCO) method. Any issues should be addressed to the club committee.

This system is simple. When you get to the field a decision is made by the members present as to who is going to act as DCO first shift. Once decided that person then carries out the duties (as per 6. above), ensuring all conditions for operational requirements are met (as per 1. to 5. above). The DCO will wear a HiViz vest (stored in clubhouse at the field) whilst carrying out DCO duties, and when swapping DCO role with another member, hand over the vest to the next member.

Equipment supplied by the club to enable DCO to complete task,

1. A warning-horn.
2. Radio to monitor Melbourne ATC.
3. Warning Beacon

It is expected that members take their turn at carrying out the DCO duties and be prepared to swap over to enable everyone to have a pleasant day at the field.

REMEMBER. BEFORE FLYING MAKE SURE THAT A DCO HAS BEEN AGREED TO AMONGST THOSE PRESENT. DON'T FLY BEFORE THAT IS SORTED.

## Working with Children (Junior Members – under 18 years of age)

KDMAS Inc. endorses the MAAA Member Protection Policy MOP 041 which contains requirements and guidance on the safety/welfare of members and visitors including children.

All clubs are required by the MAAA policy to address this within their club rules. describing how they intend to address certain specific situations (e.g. Juniors at the field without parents/guardians being present).

KDMAS acknowledges the very important contribution of members who work with juniors training and encouraging them and also being the key to the juniors early positive experience of the sport. The committee are keen for this continue, but also need to protect both senior and junior members as far as possible. The KDMAS member protection rules applicable to juniors are as follows.

Senior members occupying positions that involve regular, direct and unsupervised contact with juniors must consent to a Victorian Dept. of Justice 'Working with Children Check' (WWC Check). The check is mandatory for all commercial instructors. Club members who do not comply with the WWC legislative requirements (eg. Fail or refuse the check) are NOT to hold a position within the club that may involve regular, direct or unsupervised contact with children.

CLARIFICATION. Assisting a junior member or prospective junior member with their model, or even giving regular flying lessons does not necessarily require a WWC check, **provided the child's parent/guardian remains at the field, or at least two senior members remain at the field while the parent/guardian is absent.**

Full responsibility for the junior lies with the parent/guardian. Senior members are only responsible to instruct and protect junior members as far as possible in matters relating to model aircraft such as observing club rules, runway and pit safety, propeller safety etc.

No senior member is expected to assume full responsibility for a junior – **unless** their parent/guardian makes a clear request for the senior member to do so (e.g. dropping off a child for a flying lesson). In this case, the senior member is **free to decline** and insist that the parent/guardian remain at the field with the junior member. However, should a senior member choose to accept that responsibility, the following rules apply.

1. Arrange for the parent/guardian to return at least 10 minutes before the expected end of the flying session. Obtain a contact name and phone number for the parent/guardian for emergency use.
2. Avoid being placed in a situation that could be open to misrepresentation or question. For example, an instructor should never be left alone with a child at the end of a flying session. If this situation appears likely to develop at least two senior members should remain at the field until the child is collected.
3. Note. Persons holding a current WWC card will not breach the legislation by working unsupervised with a junior member, but it is preferable that this be avoided wherever possible.
4. Regardless of the above, any senior member discovering a child unaccompanied or unsupervised at the field for any reason should assume responsibility for the child's safety until the parents can be located.
5. Despite the WWC card not being required in most situations when following the club rules, KDMAS senior members who are willing to assist juniors with

their model aircraft activities are actively encouraged to apply for WWC card (the check is free for unpaid volunteers). Details can be found at [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

6. Please remember to provide a copy of your WWC card to the KDMAS registrar when received.
7. Instructors should also make themselves aware of the contents of Annex D of MOP 041 – Instructor Code of Conduct which details specific guidelines for the training of young students.

## Member Protection Policy – General Provisions

MOP 041 also covers the following;

- Anti-discrimination.
- Gender identity.
- Social networking and bullying.

KDMAS requires all members to observe the requirements set out in this MAAA Policy Document. Please review the full MOP details, available on the MAAA web site [maaa.asn.au](http://maaa.asn.au)

# Plan View of Flying Field Layout

