



## KAPITI AEROMODELLERS' CLUB INCORPORATED

### CLUB OPERATIONAL RULES AND PROCEDURES - May 2022

These Kapiti Aeromodellers Club Inc. (KAMCI) **Operational Rules and Procedures** are supplementary to those published by NZ Civil Aviation Authority (CAA), Model Flying New Zealand (MFNZ) and Greater Wellington Regional Council (GWRC)

The **Safety Manual** is available on the MFNZ website:

[https://www.modelflyingnz.org/docs/general/MFNZ\\_Members\\_Manual\\_2018\\_Rev\\_0.pdf](https://www.modelflyingnz.org/docs/general/MFNZ_Members_Manual_2018_Rev_0.pdf)

The **Risk Assessment** and **Safety Plan** are available on the KAMCI website:

<https://kapitiaeromodellersclub.wordpress.com>

***Model Flying at Queen Elizabeth Park is a privilege; not a right.***  
*The club cannot allow anything to prejudice that privilege as it may result in termination of our right to occupy.*

## GENERAL RULES

1. All members, visitors (flying) and guests (non-flying) associated with KAMCI must:
  - a.) *Maintain good relations with GWRC Park Management and all other park users.*
  - b.) *Respect the natural environment and not damage any park facility or equipment.*
  - c.) *Take no action that would bring the club into disrepute or prejudice our tenure in the park.*
2. It is everyone's responsibility to speak up if anyone is contravening or about to contravene any of the rules outlined in this document.

## FLIGHT RULES

***Flight Rules apply to all Pilots regardless of the model type being flown.***

### *Pits & Preflight*

1. All models, new or repaired, must be inspected by a MFNZ Wings Badge holder with requisite endorsement prior to being flown for the first time.
2. All models must be restrained prior to engine/motor starting either by an assistant, some form of tether or restraining poles in front of the wings.
3. Mufflers must be fitted to all engines that are designed to be so fitted.
4. All models must conform to MFNZ noise restriction requirements (<95 dB at 7m) and must seek to operate at minimum noise level.

5. Engines must not be run at high revs in the Pits area.
6. Models must not be taxied in the Pits area.
7. A Pilot using non-2.4 GHz radio equipment must establish the safety of the frequency they intend to use.

### *Flightline*

8. No more than 5 (five) models are to be airborne at any one time.
9. A Pilot without appropriate MFNZ Wings Badge certification must have a dedicated Observer capable of flying the model in an emergency.
10. A Pilot must ensure all requirements for the use of Observers will be met prior to becoming airborne (Refer Observer Procedure below).
11. A Pilot must request clearance from those in the Pilots Box before entering onto the runway in person or taxiing their model onto the runway.
12. Pilots must not commence take-off to the North if there is activity on the track opposite the end of the runway.
13. All pilots must fly from the Pilots Box. (see notes)
14. All Pilots must conform to the height restrictions as directed by CAA. (Refer Boundaries Diagram below).
  - North of the Whareroa stream - 500 ft. AGL
  - South of the Whareroa stream - 650 ft. AGL
15. Models must not be intentionally flown in the area designated OUT OF BOUNDS (Refer Boundaries Diagram below).
16. Only lightly loaded, slow flying models are permitted in the RESTRICTED AREA. (Refer Boundaries Diagram below)
17. In the RESTRICTED AREA low flying below the ridgeline is not permitted.
18. Aerobatics must be flown to the East of the eastern runway fence line.
19. Pilots flying models in the Normal Flying Area must adhere to the established circuit direction unless flying alone.
  - Right hand on the Northerly vector and
  - Left hand on the Southerly vector.
20. The Pilot of a model that experiences any unusual characteristics during flight, e.g. control flutter, erratic response etc., must land as soon as possible.
21. A Pilot must announce their intentions with respect to the runway to others in the Pilot's Box. (e.g. Landing, Dead Stick, Going Around, Low Pass, Approaching from Restricted Area).
22. All Pilots must give priority to any model making a 'Dead Stick' or emergency landing.
23. A Pilot must request clearance from those in the Pilots Box before entering onto the runway in person to retrieve a model and advise when the runway is clear.
24. Pilots utilising First Person View (FPV) must have a dedicated Observer capable of flying the model in an emergency and must not fly outside the visual range of the Observer.
25. Models utilising 'Autonomous flight' are not permitted.

### *General*

26. Children must be kept under close supervision.

27. No animals are allowed.

### **EXEMPTIONS**

Vintage models and One-design competitions, such as Tomboys, provide a lot of fun and enjoyment to those taking part. However, for all to enjoy, certain additional rules must be observed and, where explicitly stated below, exemptions to standing rules are granted.

- A westerly take-off is permitted providing the northern parking area is not in use and must be executed from the northern end of the runway well clear of the clubhouse.
- When a westerly take-off is used; a right turn must be initiated such that the model does not cross the boundary fence. (Refer Boundaries Diagram below)

Tomboy and similar events take little elapsed time so the airspace should be the preserve of the Pilots for the 5 or so minutes the flight takes.

- Other Pilots must be made aware that the flight is about to happen (so that they do not attempt a flight themselves).
- Simultaneously hand launching by all Pilots from within the field is allowed.
- Pilots, once launched, must clear the runway to the Pilots Box.
- For the purposes of the competition and the nature of the flight, normal circuit rules do not apply.
- Given the nature of the event and how it is flown, it is deemed acceptable to have the timekeeper and only one other observer.
- Another 'flight' should not immediately take place unless other Pilots agree.
- From time to time other special flying events may take place and rules for such will be promulgated as necessary. Helicopters and drones
- Can be flown to the north of the clubhouse when the area is not in use for car parking.
- Models must remain within the western and northern boundary fences (same as used for Westerly take-offs), the western side of the runway and must be well north of the clubhouse.
- Pilots using the dedicated area, specified above, or with sole occupancy of the runway are exempt from using the Pilots Box.

**Note:** Pilots operating under these exemptions are not exempt from any other flight boundary rules.

## PROCEDURES

### Discipline Procedure

**The committee will sanction any member who deliberately or frequently flouts these rules. Authority for such action is in the Discipline procedure within the Constitution.**

### Observer Procedure

#### Role of the Observer

To ensure at all times the safety of the Public, air traffic and other members by:-

- Actively scanning the aerial area (visually/audibly) for full size aircraft.
- Advising pilots what is happening in the sky and on the periphery.
- Relaying to pilots other pilot's calls (landing/dead-stick etc.).
- Advising of other hazards that may appear (people on the runway or adjacent walking track etc.)
- Assisting pilots to not exceed height restrictions and appropriate model separation.

#### Qualified Observers

- All MFNZ Wings Badge holders are qualified Observers.

#### Minimum Observers Requirement

##### Below 400 ft.:

ALL models MUST remain below 400ft.

Number of airborne Models	1	2	3	4	5
<u>Minimum</u> number of Observers	0	0	0	1	2

##### Above 400 ft.

ANY model OVER 400ft.

Number of airborne Models	1	2	3	4	5
<u>Minimum</u> number of Observers	1	1	1	2	3

#### Additional Observers

- If a pilot would like to be accompanied by their own personal Observer then they are encouraged to ask that person to join them in the Pilots box.

## Pilot Providing Instruction

- Pilots operating as an Instructor cannot act as an Observer for another Pilot in the air at the same time as the trainee Pilot. The Instructor has specific responsibilities for the trainee Pilot they are coaching.

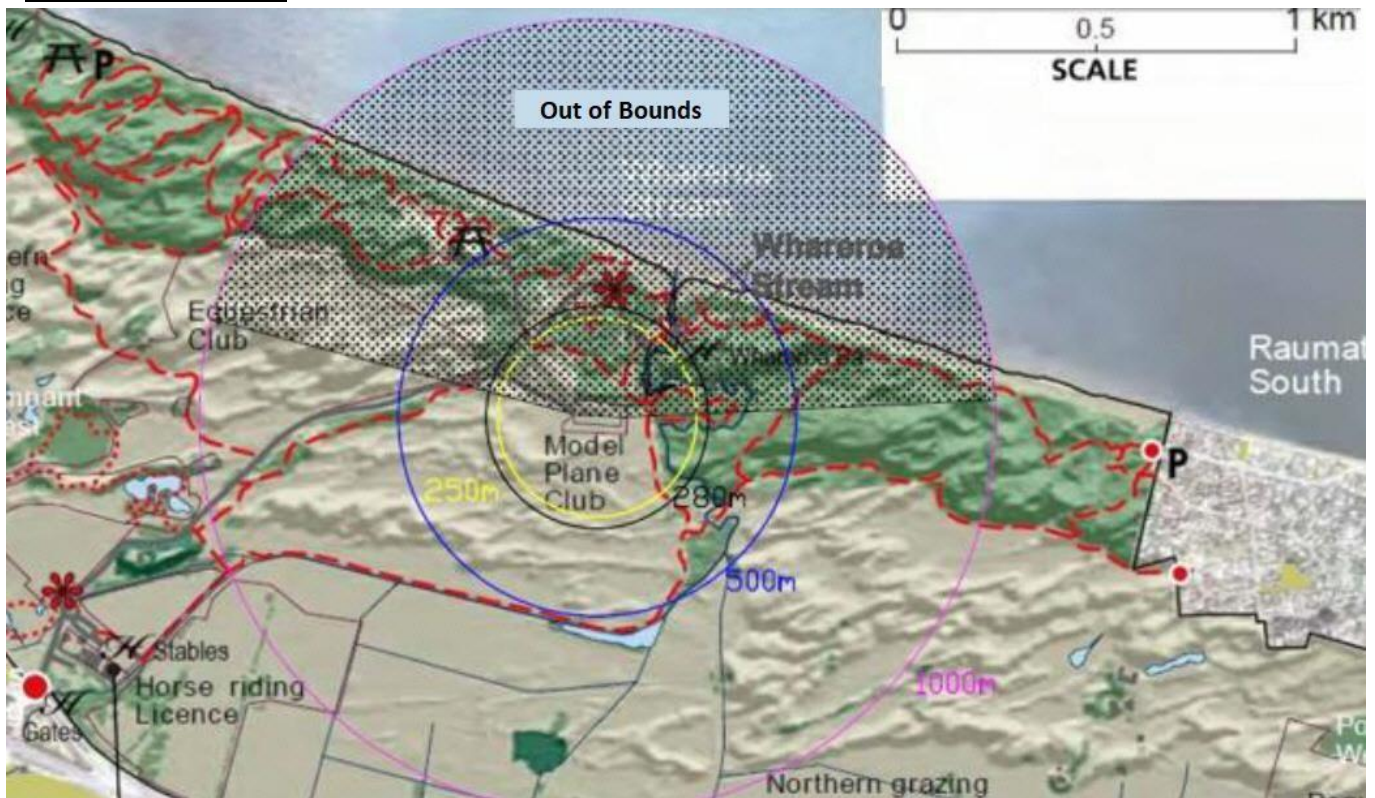
## Visitor Procedure

The public and visitors from other clubs are always welcome on a casual basis.

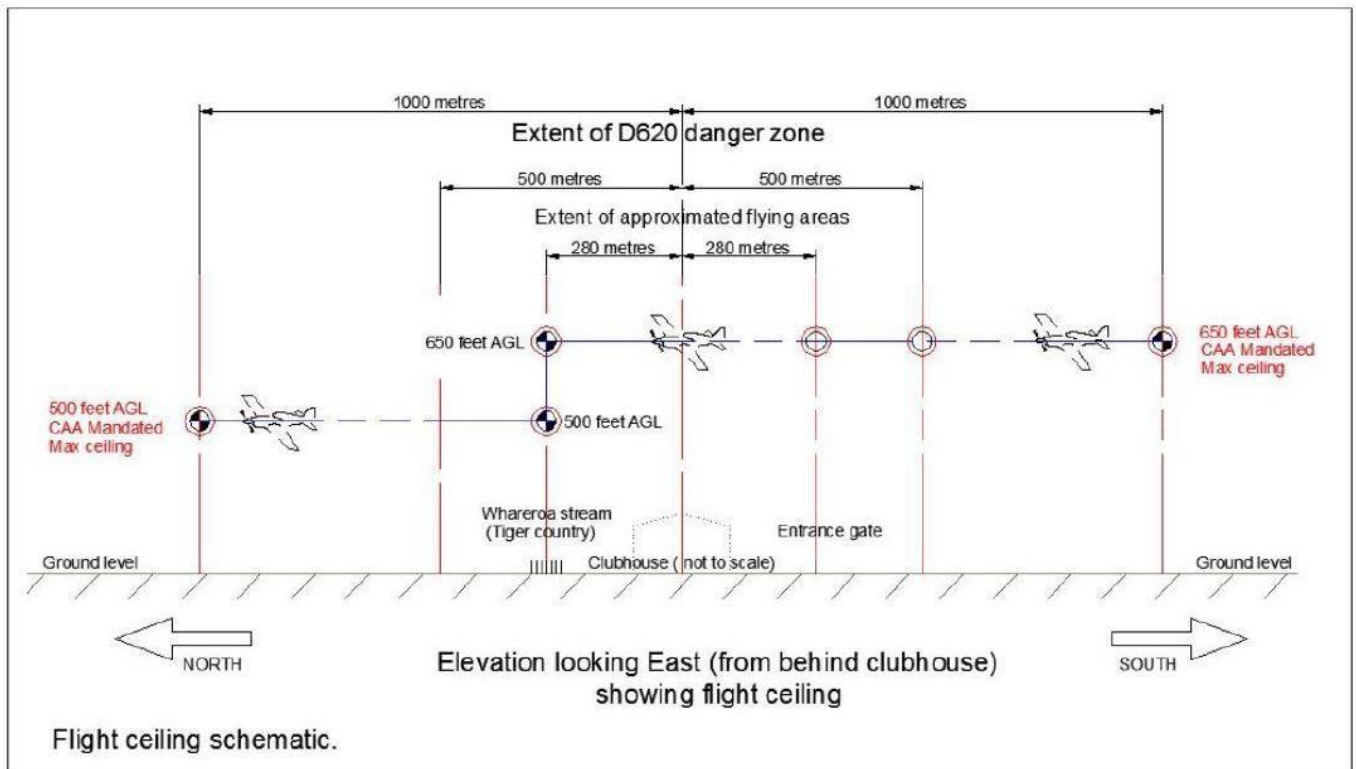
- a) If a visitor from another club arrives and wishes to fly, they are to be introduced to a MFNZ Wings Badge qualified KAMCI club member present at the time. The club member must sight the visitor's MFNZ membership card and MFNZ Wings Badge competency before explaining local rules etc., and before the visitor can fly. If the visitor has MFNZ membership but not an appropriate Wings competency they may still fly but must have an Observer and, for the first flight, an Instructor observing.
- b) Any member of the visiting public who wishes to 'have a go' should be introduced to a MFNZ Wings Badge qualified KAMCI club member present so appropriate arrangements can be made.
- c) Members who bring along a visitor are responsible for ensuring all rules and protocols are followed.
- d) It is expected that if a member of another club wishes to fly regularly with KAMCI they take out Associate membership.
- e) It is expected that any visitor who has flown more than 3 times with the club will take out full KAMCI membership.

**Note:** The Membership requirement identified in (d) and (e) are a guideline only and each case will be judged on its merits by the committee.

## NZD620 Diagram



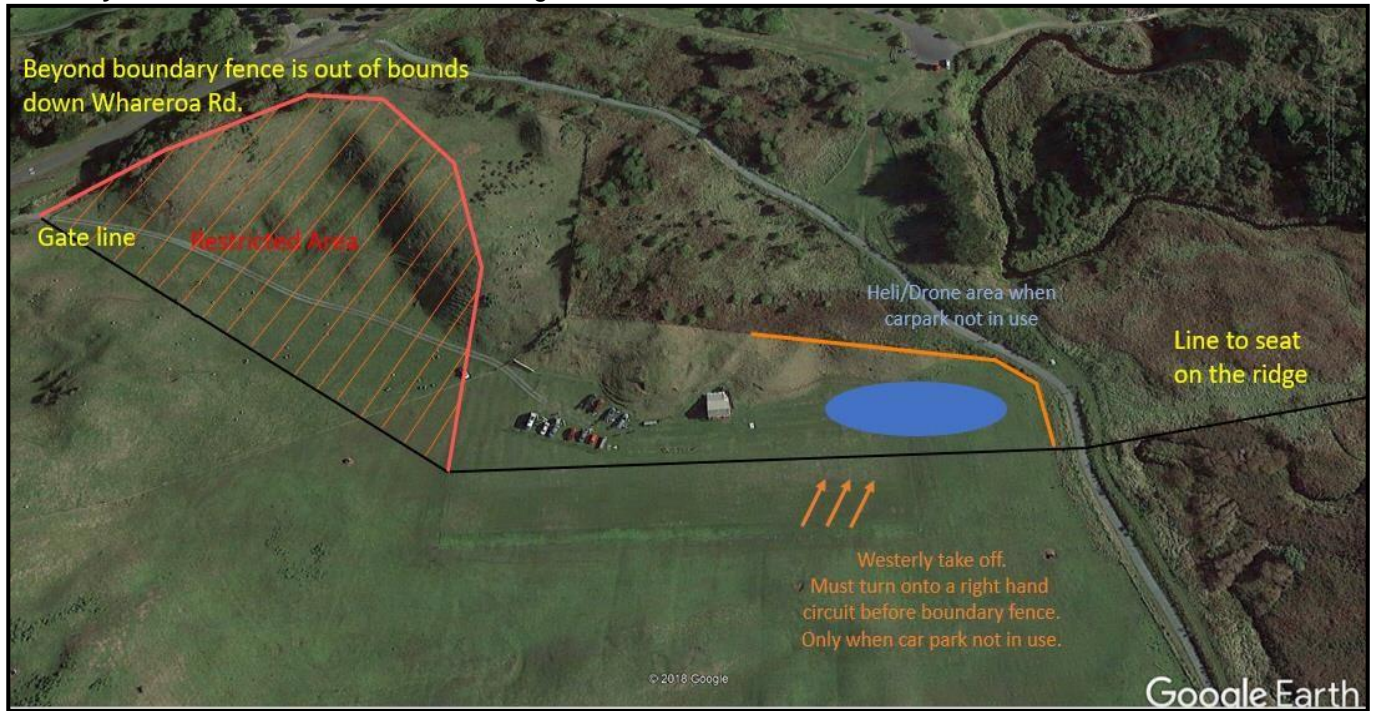
## Boundaries Diagram



**Out of bounds.** WEST of the black demarcation line. Line is from the South end of the runway to the gate and continues down Whareroa Rd. To the North, follows the line of the runway edge across the cycleway and bridle track and angles slightly west to the seat on the ridge.



**Restricted area.** The red shaded area from South West corner of strip around the inside of the ridge.  
**Westerly take-off.** SOUTHEAST of the orange line at Northern end.



## Operational Rules Supplementary Information

A simple justification of 'Common Sense and to Mitigate Risk' applies to all KAMCI rules but has not been stated.

The information provided below are not Rules ... only supplementary information to the rules as numbered and often state the obvious.

Rule	Explanation
1	<p>Inspection by another set of eyes may just pick up on something that has been missed. Better to save the model on the ground than go home with a bag of bits. Besides, a model that fails in the air presents a risk to everyone.</p> <p>Inspections are guided by the KAMCI Club Aircraft Inspection Form available on the website under: Club Stuff/Documents</p>
3 4	<p>Noise levels not exceeding 95 dB at 7 m radius anywhere around the model are regarded as acceptable. Noise in excess of this is liable to bring complaints from the public and put at risk our continued occupancy. Prop tip speeds can contribute to excessive and unpleasant noise. In such cases, re-propping options should be examined.</p>
5	<p>If it is necessary to run an engine at high revs for a period, this should be done away from the pit area and preferably North of the clubhouse.</p> <p><i>Ensure that no one is standing in line with the propeller or in front of the model during run up.</i></p> <p>Propellers or propeller blades do sometimes become dislodged and can cause considerable harm.</p>
6	<p>If, for any reason, a taxiing model were to 'get away' in the pit area there is a high probability of personal injury to other members, the public and/or property e.g. cars and other models.</p>
7	<p>Non-2.4Ghz radio equipment while still legal is largely redundant.</p> <p><i>The use of a Frequency Management Board at KAMCI has been discontinued.</i></p> <p>Pilots can and still do use this equipment however the onus of responsibility rests entirely with the Pilot to ascertain the frequency they are using is not in conflict with another pilot.</p>
10	<p>The Observer Procedure sets out the <u>minimum</u> number of Observers for the number of models airborne at the time. This <u>does not</u> preclude you from requesting an Observer accompany you when you fly.</p>
11	<p>Do not be offended if permission is denied.</p> <p>Circumstances may mean that those already airborne are uncomfortable with another model in the circuit or may be under pressure to land.</p> <p>Keep the time on the runway to the minimum possible - you never know when an emergency landing may be needed.</p>



12	<p>Take-off toward people is a high risk activity.</p> <p>If during the take-off run anything should go wrong there are few options except to continue straight ahead placing anyone on the path in danger.</p> <p>The rule does however recognise that once committed to a take-off there is little that can be done should someone subsequently move into the danger area. This is especially so for cyclists who can move quite quickly.</p>
13	<p>This facilitates communication between pilots and observers.</p> <p>It is accepted that when landing a pilot may wish to improve their field of vision by moving to one end or another bay. To accommodate this, the pilot's box has been designed with larger bays at both ends.</p> <p>Pilots using the Heli/Drone area are exempt from this rule.</p>
14	<p>Model flying at KAMCI takes place within CAA Gazetted Danger Area D620. The Area has a 1km radius and 800ft ceiling. Under normal practice model flying would be permitted to 600ft however, due to proximity to PPM airport special conditions have been imposed by CAA. The Whareroa stream (approx. 280 m North of the clubhouse) forms the landmark reference for the height restrictions.</p> <p style="text-align: center;"><b>North of the Whareroa stream - 500 ft. AGL</b></p> <p style="text-align: center;"><b>South of the Whareroa stream - 650 ft. AGL</b></p> <p>Under most circumstances the Northern 500ft ceiling presents little limitation on activities.</p> <p><i>However, the KAMCI Observer Procedures dictate that when operating without an Observer pilots must not exceed 400 ft. AGL. This provides for even greater separation from full-size aircraft.</i></p>
15	<p>Much of the area to the west of the club house is open to the public. The area is crossed by many roads, footpaths and cycle-ways and there are several car parks, picnic areas and public facilities. For this reason the area is strictly OUT OF BOUNDS.</p> <p><i>No model may be intentionally flown in this area.</i></p>
16	<p>Small light models do not coexist easily with larger faster and heavier models.</p> <p>The Restricted Area allows these models to vacate the established circuit thus reducing the risk of mid-air collision.</p>
17	<p>Vehicles and people transit the Restricted Area to access the general flying area. Low flying elevates the potential risk and must be avoided.</p>
18	<p>Aerobatics place additional stresses on the model airframe and in some attitudes contribute to the possibility for disorientation. The area to the east of the runway is open land where personal and/or property damage is unlikely should an accident occur.</p> <p><i>Absolutely no aerobatics are to be performed above the runway or pits area.</i></p>

19	<p><i>At no time when over the runway should a pilot turn toward the pit/club house area.</i></p> <p>This means, for example, if flying a circuit whereby you are flying from South to North (clockwise circuit) you should not turn left towards the Pits.</p> <p>Lookout and listen for calls from Pilots re-joining the circuit from the Restricted Area. Landings from the South will be 'straight in' while a landing from the North will require joining down-wind to the east of the runway.</p>
20	<p>Unusual flight characteristics e.g. control flutter, erratic response etc., may be the forewarning of a more serious failure which in turn presents a risk to all members, public and property in the vicinity. Further, immediate attention to the problem may mean the model can be saved for an ignominious end.</p> <p><i>A thorough check must be made before attempting to fly again.</i></p>
21	<p>Flying and associated activities must be carried out in a safe and considerate manner. ALWAYS advise other pilots when you are going to land, and, if you need to "go around" advise other pilots. Once you have landed, taxi or remove your model from the runway as soon as possible and notify any pilots still flying that the runway is clear. If intending to make a low pass check that the runway is clear and make your intentions known to other pilots. If flying with others, avoid making repeated low passes as this is distracting to other pilots.</p> <p><i>As with full-size aviation, one of the cornerstones is 'Communication'</i></p>
22	<p>If a model has engine failure and a "Dead stick" call is made, then the pilot has no option other than to land. On such occasions other pilots MUST give landing priority to the affected model.</p>
23	<p>You never know who may be landing after you. Please consider your own safety and that of others at all times.</p>
24	<p>Flying FPV utilises a lot of technology and while it is very reliable it is not infallible. NZ CAA have assessed the risk and legislated that models must remain within line-of-sight.</p> <p>The field of view provided by FPV is often limited and the Observer in this instance should provide the pilot with information about what is happening in the vicinity. The ability of the Observer to fly the model is regarded as prudent should the Pilot need to deal with a loss of vision situation.</p>
25	<p>Requirement as set out by CAA</p>
26 27	<p>Because we are flying on farmland and within a wildlife area GWRC have imposed a restriction on Domestic pets (e.g. Dogs).</p> <p>Leave the dog at home and put the leash on the kids ....</p>