

# Stellenbosch Flying Club - Rules and Regulations

## 1. ALL MEMBERS

- 1.1 No Club assets, facilities, aircraft or aircraft hired through the Club may be used unless these regulations are observed.
- 1.2 The rates for hiring any of the assortment of club facilities and assets will be revised from time to time. No exceptions to the rates or deviations from the terms are allowed unless considered and authorized by the club committee.
- 1.3 Any infringement of these rules will be subject to such penalties as may be imposed or decided from time to time by the Committee. Should a waiver to a rule be desired, a written request must be made to the committee for the waiver. A written reply from the committee is required before any deviation from the rules may take place. Failure to follow this procedure may lead to the termination or suspension of membership, or a fine as the Committee sees fit.
- 1.4 Accredited flying instructors and all Stellenbosch Flying Club, Training- and Administration-Centre personnel, whilst in the employ of the Club, are considered members in good standing without having to pay subscriptions. Such members will not have voting rights. On losing accreditation as an instructor or when resigning or being dismissed as an employee so are the 'member privileges' lost. An application may be made to join as a conventional member in the usual manner as soon as desired.
- 1.5 A member in good standing is any person whose Membership the Committee has approved and whose subscriptions and all other commitments are fully paid.
- 1.6 All temporary members will be considered members in good standing with all the privileges of a full member but have no voting rights.
- 1.7 No assets may be based, or remain on the airfield that do not belong to full members of the club. Only full members may own assets based on the airfield.

## 2. MEMBER RESPONSIBILITIES IN RESPECT OF GUESTS AND VISITORS AT SFC.

- 2.1 With the exception of those specifically identified, all visitors and guests are welcome at SFC.
- 2.2 The clubhouse is restricted to members and their guests.
- 2.3 The club liquor license restricts the sale of liquor to members and their signed in guests. The responsibility of signing in guests rests with the member.
- 2.4 Non Fly-in visitors may go airside when accompanied by a member, as a guest of the member. The member is responsible for ensuring their guest is familiar with the relevant rules of the club and that these are adhered to.
- 2.5 Members must ensure that non fly-in guests and social members that make use of aircraft and the club's airside facilities more frequently than once in every sixty days must apply to join the club as appropriate members.

## 3. FLYING AND CLUB MEMBERSHIP

- 3.1 No pilot will be allowed to use any Club aircraft unless he/she is a full member, country member, or a temporary member, and in good standing or authorised by the committee in writing.
- 3.2 Approval of club membership will be subject to the following being met – Committee approval, payment of Membership and if applicable excess insurance fees as well as joining fees paid in full.

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- 3.3 No Pilot will be allowed to use a club aircraft unless such a **pilot** has completed a dual check with an approved SFC instructor in the six months preceding the date of the flight.
- 3.4 The dual check referred to in 2.3 above will be subject to, but not limited to the following and shall be done by a grade I, II or III instructor authorised by the CFI:
- \* Circuits and Landings.
  - \* Stellenbosch Flying Club procedures and rules.
  - \* Emergency procedures specific to the aircraft.
  - \* Knowledge of local airspace and procedures.
  - \* Any other exercise deemed appropriate by the checking Instructor.
  - \* A dual check endorsement in the Pilot's Logbook.

## 4. **BOOKING OF CLUB AIRCRAFT (and Instructors)**

- 4.1 Aircraft must be booked in the Bookings Register (on line "book-a-flight" system), in person, or by arrangement with the Training Centre.
- 4.2 Cancellations of bookings must be made in person, or by arrangement with the Training Centre, giving at least 24 hours notice. Failure to do so will result in the member being charged a non utilization fee of 1/3 of the aircraft's rate for 2/3 of the booked time.
- 4.3 If a booking is not taken up within 15 minutes after the scheduled time, other members can make use of the aircraft.
- 4.4 Aircraft must be returned 15 minutes prior to the next booking commencing time.
- 4.5 Any booked flight must fly for a minimum of two-thirds of the booked time. Failure to do so shall result in the difference being charged to the pilot.

## 5. **PILOT RESPONSIBILITY**

- 5.1 The pilot is responsible for the condition of the aircraft after every flight.
- 5.2 The pilot is responsible for checking that the aircraft is in proper order before flying.
- 5.3 The pilot is responsible for recording any fault found in the REMARKS column in the flight folio.
- 5.4 The pilot-in-command is responsible for ensuring that all flying and flying training is conducted strictly in accordance with the Civil Aviation Regulations and Technical Standards relating to parts 61, 91 and 141, " Notice to Airmen" (NOTAMS) and Aeronautical Information Circulars " (AIC's) published by the South African Civil Aviation (SACAA) and any other legal requirement which may be applicable.
- 5.5 No Pilot shall fly a club aircraft or operate their own aircraft whilst on the club's training license for reward.

## 6. **TRAINING AND STUDENT PILOTS**

- 6.1 No student pilot may fly a Club Aircraft without being authorized to do so by an accredited SFC instructor.
- 6.2 No student may perform solo spins in the Club aircraft unless he/she is authorized to do so by an accredited SFC instructor.
- 6.3 No student pilot may do low flying i.e. flight below 500 ft AGL, in a Club Aircraft unless accompanied by an accredited SFC Instructor, or in the event of an emergency or for the

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purpose of taking off and landing. In all cases the Civil Aviation regulations, Stellenbosch Flying club Manual of procedures and technical standards apply.

- 6.4 Students receiving instruction from SFC accredited instructors will not be billed by SFC for the instruction. The instructors do their own billing and this is to be settled by the student with the instructor directly.

## **7. PROHIBITED MANOEUVRES IN CLUB AIRCRAFT**

- 7.1 The following manoeuvres are prohibited in club aircraft or any aircraft being operated under the ATO approval of the Stellenbosch Flying club:

- 1) Any aerobatic manoeuvres.
- 2) Any manoeuvre outside the limitations of that aircraft's pilot's operating handbook.
- 3) Any form of formation flying.

## **8. LANDINGS IN CLUB AIRCRAFT**

- 8.1 Landings in Club Aircraft are restricted to licensed airfields and recognized landing areas, unless authorized by the Chief Flying Instructor.
- 8.2 It is the responsibility of the pilot to check the serviceability of any landing area beforehand since many airfields in Southern Africa are not maintained regularly.
- 8.3 At least one inspection run over any unfamiliar airfield prior to landing is required.
- 8.4 Any damage or injuries sustained when attempting landings at unlicensed airfields are the responsibility of the pilot in command.

## **9. AWAY LANDINGS AND FLIGHTS**

- 9.1 Members intending an overnight away flight in a club aircraft must submit an 'away flight form' to the CFI who will at his discretion approve or refuse the application.
- 9.2 When Club aircraft are hired by members for an extended period, members are required to fly at least an average of two hours per day.
- 9.3 All "away" landing fees are the responsibility of the pilot for immediate payment, or will be for his/her account.
- 9.4 In the case where fuel or oil has to be purchased, such uplifts shall be paid by the pilot and the relevant slips must be retained and handed to the Club administration personal before credit can be passed. Such a credit shall be based on the SFC Members fuel and oil price at Stellenbosch at the time of purchase and any difference in price shall be for the pilot's account.
- 9.5 Should an aircraft be unable to return to Stellenbosch due to mechanical defect, the pilot shall be liable for the cost to either get an engineer to the site or the ferry cost to get the aircraft back to Stellenbosch.

## **10. INCIDENTS & ACCIDENTS IN CLUB AIRCRAFT**

- 10.1 Every flying member or pilot shall report heavy landings or any Incident which might have resulted in damage or strain to the Club aircraft. Such incidents will be reported to the Chief Flying Instructor or a Flight School Committee Member immediately and noted in the flight folio. The continued fitness for use of the aircraft is to be determined by a qualified inspection.
- 10.2 In the event of any incident or damage to any Club Aircraft, the pilot hiring the aircraft may be responsible for payment of the excess on the insurance claim should negligence be proved.

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- 10.3 All members or pilots must report any hazard or incident that could adversely affect the safety of flight and ground operations at Stellenbosch, to the Flight Safety Officer as soon as possible.
- 10.4 In the event of an accident or incident in a club aircraft, or an aircraft operating under the ATO approval of the Stellenbosch Flying Club, such an incident or accident must be reported and the procedures under the Club's emergency response plan contained in the Training Procedures Manual should be followed.

## 11. NOISE ABATEMENT

- 11.1 The Stellenbosch and Somerset West areas are noise sensitive areas. Noise abatement procedures will be adhered to at all times.
- 11.2 Club members will not overfly the towns of Somerset West and Strand below an altitude of 2000 ft AMSL.
- 11.3 Club members will not overfly the town of Stellenbosch. Members who need to do so for specific commercial purposes must request permission from the Club Chairman in writing.
- 11.4 Flights from Stellenbosch Airport to the False Bay Coast or Sir Lowry's Pass must route west of the Helderberg Village at a minimum height of 1500 ft. AMSL.
- 11.5 Precautionary landings and simulated engine failures after take-off may not be practised at the Stellenbosch Airport unless authorised by the CFI.
- 11.6 The main runway at Stellenbosch is RWY 19. This runway will be used under calm/light wind conditions. However the use of 01 must be considered if safety is likely to be compromised by using 19.
- 11.7 When RWY 19 is used, aircraft will turn 5-10 degrees to the right once airborne in order to pass well west of the La Pineta Restaurant and the Zettler Farm, as well as the Helderberg Village, if applicable.
- 11.8 Departing aircraft may not commence the crosswind turn below an altitude of 1000 ft AMSL.
- 11.9 Pilots of high-powered aircraft (variable pitch/constant speed units) shall apply noise abatement procedures in accordance with the specific aircraft operating procedures. In a further effort to minimize noise pollution, pilots of such aircraft will not select fine pitch until established on final approach when landing. Fine pitch should not be used for take-offs, unless a take-off cannot be safely executed with a reduced setting, or is not recommended by the aircraft manufacturer. In such events, power should be reduced after take-off as soon as it is safe to do so. The CFI is available to assist pilots in becoming proficient with this take off technique.

## 12. JOINING PROCEDURES

- 12.1 Aircraft joining overhead the Airfield shall join at an altitude of 1800 ft AMSL & shall remain clear of Cape Town CTR & TMA unless under Cape Town Control.
- 12.2 All circuits are to be flown to the west of the field at an altitude of 1300 feet. The dead side is always to the East of the airfield. Right Hand circuits for Runway 19 and Left Hand circuits for runway 01.
- 12.2 Aircraft will observe the traffic pattern/wind direction overhead the Airport at an altitude of 1800 feet and then descend on the "dead side" (eastern side of the airfield) so as to join the circuit on a crosswind position at an altitude of 1300 feet.

## 13. GENERAL

- 13.1 Pilots shall not do circuits or circuit training on Sundays or Public Holidays. This includes repeated flights when the aircraft does not shut down on return.

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- 13.2 Pilots shall not do circuit training on weekdays before 07h00
- 13.3 No circuit training after 14h00 on a Saturday

## **14. HELICOPTERS**

- 14.1 Helicopters, when air-taxiing, should follow the taxiways, and not be landed or operated from access ways or between hangars and shall not over fly any Airport buildings below 500 ft. AGL.
- 14.2 The use of Stellenbosch Airport for helicopter operations shall be subject to the Club Committee sanction. Helicopter arrivals shall observe standard joining procedures as they apply to fixed wing aircraft.
- 14.3 No helicopter training shall be allowed at Stellenbosch Airport.
- 14.4 Helicopter departures shall follow the procedures as it applies to fixed wing take-offs and pilots shall be especially careful and avoid over flying livestock and horses in the vicinity of the Airport at low level.

## **15. RADIO**

- 15.1 The frequency of 119.3 MHz shall be used within the confines of the Stellenbosch Aerodrome Traffic Area, and should be monitored for at least 5 minutes before entering the area.
- 15.2 No aircraft shall be flown from the Stellenbosch airfield (FASH) unless it is equipped with at least one serviceable VHF radio.

## **16. AEROBATIC MANOEUVRES, FORMATION FLYING AND FLY PASTS.**

- 16.1 Aerobatic manoeuvres shall not be performed within 5nm of the Stellenbosch airfield (FASH).
- 16.2 Formation flying, including departures and arrivals, are prohibited in the Stellenbosch Flying Club circuit (FASH) without the written permission of the Flight Safety Officer or the Chairman.
- 16.3 Display fly-past's ('beat ups') are prohibited without the written permission of the Flight Safety Officer or the Chairman.

## **17. MICROLIGHT AIRCRAFT**

- 17.1 The use of the Stellenbosch Airport by micro light aircraft shall be restricted to those whose performance characteristics are such that they can comfortably and safely conform to the standard circuit without disruption to the operation of other aircraft, and whose noise pattern is acceptable to the Committee.

## **18. PARACHUTING**

- 18.1 Parachuting operations shall only be permitted over the Stellenbosch airfield with the specific prior approval of the Committee. This condition shall also apply to paragliders and motorized paragliders.

## **19. AIRCRAFT SAFETY**

- 19.1 The Stellenbosch Flying Club shall take all reasonable precautions to ensure the safety of parked aircraft on the Stellenbosch airfield, but will not be held liable in the case of any loss or damage.

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- 19.2 Pilots, in the case of incident or accident, will follow the prescribed emergency operating procedure, which is available in the Clubhouse. No member except the Club Safety Officer shall make any statements about or release details of such occurrence, to the media or any unauthorized person.
- 19.3 Any member wishing to rent an aircraft must submit proof of having attended a minimum of one safety meeting in the preceding 12 months.
- 19.4 Failure to comply with 19.3 above will require such a member to attend a safety briefing with the Safety officer or a person appointed by him/her.

## **20. NIGHT FLYING**

- 20.1 No pilot may land or take-off from Stellenbosch Airport at night unless he/she has a night rating, and has been checked out by an authorized Stellenbosch Flying Club Instructor and his/her logbook is endorsed by such a instructor.
- 20.2 Night take-offs on runway 01 may be performed at the discretion of the pilot in command, but all night landings will be done on runway 19, except in the case of an emergency. All circuits for runway 19 at night should be right hand circuits.
- 20.3 No pilot may land or take off from FASH at night unless such a pilot complies with the night flying recency requirements as contained in the Civil Aviation Regulations Part 91.
- 20.4 Night circuits at Stellenbosch are limited to Tuesday nights or a day approved by the safety officer.
- 20.5 Where possible night flying should be completed before 23:00 local time.
- 20.6 The Night flying check out referred to in section 19.1 shall include, but not be limited to the following:
  - \* A briefing on the local procedures, dangers and club rules relating to night flying at FASH.
  - \* A Dual flight with an SFC accredited grade I or II instructor focusing on circuits and emergency procedures.
  - \* Any other exercise deemed appropriate by the checking Instructor.

## **21. MOORING & PARKING OF AIRCRAFT**

- 21.1 Whenever any aircraft is left outside when no hangars are available, it will always be secured by means of:
  - 1) Wheels chocked.
  - 2) Control locks in place.
  - 3) Covers on.
  - 4) Tied down.
- 21.2 Aircraft engines shall be stopped prior to crossing the PROP CUT LINES painted on the taxiways in front of the Club hangar.
- 21.2 Aircraft must follow the demarcated lines at the fuelling area.
- 21.3 Helicopters shall not land or take off within the demarcated engine safety area at the fuel bay.
- 21.4 No aircraft may be parked within the refuelling area or in such a way as to impair the access to the fuel bay or access to the hangars in the area.
- 21.5 Aircraft may only be parked within the refuelling area for the purpose of refuelling and may under no circumstances be left unattended.

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## **22. PARKING OF CLUB AIRCRAFT**

- 22.1 Club aircraft must AT ALL TIMES be shut down in front of the applicable Club Hangar after flight, and then parked inside with the flight controls locked and the pitot cover in position. This is to avoid the aircraft from being exposed to the elements for a long duration of time, as well as to avoid congestion.
- 22.2 Should it be necessary to park a Club aircraft outside instead of in a hangar, the pilot must ensure that the following is completed:
  - 1) Wheels chocked.
  - 2) Control locks in place.
  - 3) Covers on.
  - 4) Tied down.
  - 5) Sun-shields if provided are in position.
- 22.3 Extreme care must be exercised when the Club aircraft are manoeuvred in the Club hangars. In an effort to eliminate "hangar rash" and other incidents, Club members must not handle aircraft single-handedly, and shall ask for help.
- 22.4 It is the responsibility of the pilot-in-command of the Club Aircraft to ensure that the aircraft is not parked with fuel more than three quarter tanks due to weight and balance procedures, unless requested by this pilot using the aircraft next.

## **23. MODEL AIRCRAFT**

- 23.1 The flying of model aircraft on the Airport shall be subject to the specific approval of the Chief Flying Instructor or Club Safety Officer prior to commencement.
- 23.2 No model aircraft shall over fly any parked aircraft or airfield buildings.

## **24. FIREWORKS, PYROTECHNICS AND DANGEROUS GOODS**

- 24.1 No fireworks, pyrotechnical devices, or any other dangerous goods may be brought into the confines of the Stellenbosch airfield.

## **25 AIRCRAFT OWNERS**

- 25.1 Aircraft owners, before they apply to base their aircraft at Stellenbosch Airfield, must be full members in good standing of the Club.
- 25.2 Should an aircraft have more than one owner, each individual pilot/partner, or close-corporation member or trustee must be full members in good standing of the Club.
- 25.3 Landing Fees as established from time to time per individual landing. These apply to visiting aircraft and club aircraft.
- 25.5 Parking charges as established from time to time will apply to all aircraft not housed in member owned hangars.
- 25.6 No aircraft owner may store fuel; inclusive of motor vehicle fuel and jet fuel at the Airport, unless it is kept in the combustible store under control of the Airfield Manager, authorised by the club safety officer.
- 25.7 Should a member purchase, sell or permanently remove an Aircraft, he/she must inform the Committee in writing if it is to be based, or has been based, at Stellenbosch.
- 25.8 All aircraft to be hangared at the airfield must be registered with the airfield administration centre.

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- 25.9 All aircraft owners wishing to place their own aircraft on the Stellenbosch Flying Club's license shall meet the following requirements:
- 1) Gain approval from the CFI.
  - 2) Submit certified copies of all the documents required by the responsible person aircraft.
  - 3) Load the aircraft onto the booking system.
  - 4) Authorize all training flights.
  - 5) Be subject to an initial administration fee of R500-00 and R150-00 per hour for every hour flown billed on Hobbs or block time.
  - 6) Rate at least two instructors on the aircraft of which one shall be a senior grade II instructor for the aircraft owners own account.

## **26. HANGAR OWNERS**

- 26.1 Only full members in good standing may own hangers.
- 26.2 Hanger owners may only provide or rent surplus space for periods exceeding 30 days to other SFC full members in good standing.
- 26.3 The responsibility rests with the hanger owner to ensure his lessees are members in good standing.
- 26.4 Complete and detailed plans for new proposed fixed structures, including modifications to hangars must be submitted to the Stellenbosch Flying Club Committee for approval. Once approved they will, be submitted to the Municipality for final sanction. This must be done before commencement of any construction. Failure to follow this procedure may lead to the termination or suspension of membership, or a fine as the Committee sees fit.
- 26.5 Hanger owners are responsible for the installation and cost of provision of electricity and water to their hangars. A maximum size circuit breaker of 15A on the main DB leading to each hangar is provided for in the levy, any additional power must be paid for individually. No potable water is provided to the hangars, unless paid for privately. Plans detailing materials to be used and routing of the services must be submitted to the Airfield manager who must first approve the installation prior to commencement.
- 26.6 Only new materials will be permitted to be used for roofing and cladding.
- 26.7 A monthly site rental is levied on hangar owners by the Stellenbosch Flying Club. This amount includes Electricity, Water and municipal Rates and taxes as determined from time to time, and is based on an amount per square metre.
- 26.8 Hanger owners are responsible for the upkeep and maintenance of their hangars, which include keeping neat a three-meter zone surrounding the hangar.
- 26.9 The Club Safety Officer and/or any official Fire Inspector on behalf of the Municipality shall be provided access to hangars by owners at reasonable times by prior appointment, in order to carry out inspections.
- 26.10 Club members and especially hangar and aircraft owners shall at all time co-operate with, and observe any reasonable request by the airfield management.
- 26.11 In the case of a member intending to offer his hangar for sale, such hangar availability may be advertised on the Club notice board and through the Club communication media.
- 26.12 Prior to concluding a sale, approval of the sale must be obtained from the club committee – such approval will not be unreasonably withheld.
- 26.13 The hangars at Stellenbosch Flying Club are purely intended to offer protection to the Club Members aircraft. It is therefore forbidden to utilize the Hangars solely as storage facilities for non-aviation items like vehicles, campers, boats, surplus furniture and other such items of a non-aviation nature unless prior permission for such storage is obtained in writing from the committee. All stored assets must belong to full members.



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- 26.14 Members utilizing their Hangars solely for storage of non-aviation items or Items not belonging to full members, without permission, will be requested to remove such items from their Hangars. After 30 days of non-compliance the hangar owner will be required to pay triple levies until such time as the situation is resolved. The inspecting of the hangar contents will be delegated to the Airfield Manager and every Hangar owner member will agree to assist him or her in this regard, including providing access to the Hangar within 7 days of being requested to do so.
- 26.15 The Stellenbosch Flying Club encourages the members to acquire the right type of Hangar for their respective Aircraft. In the event that a member who has a hangar at Stellenbosch Flying Club acquires a second hangar at Stellenbosch Flying Club in order to move to a more suitable hangar, he or she shall have a period of 60 days to dispose of the first hangar, failing which the first hangar which remains registered to the member shall be penalty levied at a rate of two times the regular levy for the first 60 days after the 60 day grace period. The penalty levy will increase at a rate of one additional regular levy per month at every second month thereafter.
- 26.16 Failure to comply with the club 'hanger owner rules' will permit the club to lock the hanger until the situation is resolved. Failing successful resolution the club may expel the member and settle outstanding debt by selling the hanger by auction to qualifying persons and reassigning the land to the new lessee.

## **27. GENERAL**

- 27.1 No dogs or other animals are allowed on the Airfield, without written committee approval.
- 27.2 The driving of cars on the Airport access ways is not encouraged. Other than essential movements, vehicular traffic on taxiways and runways is strictly forbidden, unless by special authority of the airfield management in conjunction with the Safety Officer.
- 27.3 No commercial operation of whatsoever nature will be permitted, without prior written application being made, and consent received, from the SFC committee. Such consent may only be rescinded by majority vote at an AGM or SGM.

## **28. DAMAGE TO A CLUB AIRCRAFT AND PROPERTY**

- 28.1 Any person, whether a member or not, will be responsible to pay for any damages caused to club aircraft or any other club property; whether caused by himself, his minor, children, friends, family or any other person (s) he/she may have invited or accompanied him or her to the club, or by any other person(s) for whose actions he/she is normally legally responsible for.
- 28.2 The committee may from time to time determine an amount payable by members (including non-members), hereinafter referred to as a 'members excess', payment of which is compulsory for all persons/members while training, flying, handling or making use of any club aircraft in any way.
- 28.3 Notwithstanding the aforesaid, a person/member who paid a members excess will not be required to compensate the club for any excess payable by the club if an insurance claim is lodged by the club with its Insurers for damages referred to in 27.1 above, or any other damages.
- 28.4 Notwithstanding the aforesaid, if any claim lodged by the club to its insurers is repudiated or only partly paid, or a larger than normal excess is required, as a result of any action or non-action on the part of the person causing the damages, or contributing to the damages, then and in such event such person shall be liable to compensate the club in full, or for such portion not paid by the insurers, for all damages suffered by the club, whether a members

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excess was paid or not (excluding any shortfall which may result due to under-insuring by the club of the damaged property)

- 28.5 Notwithstanding that a person/member paid a members excess, he/she must upon lodgement of any claim to the insurers resulting from damages where he/she is involved, immediately pay another members excess if he/she wishes to continue using club aircraft.
- 28.6 The "insurance excess deposit" is not refundable under any circumstances