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# ROYAL AIR FORCE GLIDING AND SOARING ASSOCIATION

## HANDBOOK

Version 14.3

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**References**

The charity is a company limited by guarantee and registered in England & Wales (number 7033180), it is a registered charity (number 1140665).

Supporting Reference documents:

Memorandum and Articles of Association for the Royal Air Force Gliding and Soaring Association.

RAFGSA Operations Manual

GAI (General Air Instruction) 1048 (Revised Jan 2021).

RAF Sport

British Gliding Association Manuals

JSP 850 (specifically Section 4-9:2)

## Chapter 1 – Constitution of the Association

**1. Title.** The Association shall be known as the ROYAL AIR FORCE GLIDING AND SOARING ASSOCIATION (RAFGSA).

**2. The Aim of the Association.** The aim of the Association is to promote the efficiency of the Royal Air Force by providing an opportunity to indulge in the healthy sport of Gliding and Soaring, thereby encouraging physical fitness and airmanship among all its members. In achieving this aim special regard is to be paid to bringing gliding and soaring within reach of all members of the RAF with priority to those normally employed on the ground.

**3. Methods of Achieving the Aim.** The Association is the strategic director and advisor to regional clubs who provide the membership. The national governing body is the British Gliding Association under which all RAFGSA activity is conducted. The RAFGSA is responsible to the Ministry of Defence for the conduct of all non-publicly financed gliding and soaring in the RAF. The Association will achieve its aim by:

- a. Advising, assisting and controlling the formation and conduct of gliding and soaring clubs within the RAF.
- b. Encouraging the development of gliding and soaring facilities throughout the RAF.
- c. Encouraging participation in gliding and soaring activities and membership of regional clubs by all members of the RAF.
- d. Encouraging the participation of RAF individuals and teams in national and international contests, meteorological investigations, and fostering any other activity calculated to be of value to gliding and soaring in the RAF.
- e. Encouraging representation of member clubs at meetings of the British Gliding Association (BGA) or other such bodies.
- f. Owning, renting or leasing land and property necessary to achieve the Association's aims subject to the committee's approval and provide suitable safeguards regarding agreements, deed, covenants and liabilities are in force.
- g. In the event of the Association being dissolved, surplus assets will be returned to the RAF Central Fund.

**4. Membership of the Association.** Membership of the Association is as follows:

- a. **Full Membership.** All RAF Gliding and Soaring Clubs.
- b. **Individual Membership.** Individual membership of the RAFGSA may be allowed by the Executive Committee. Such membership includes Honorary Vice Presidents, Life Membership for individuals who have given long and distinguished service to the Association and, exceptionally, other individuals. The names of these persons will be listed in the RAFGSA Master Address List. Individual membership of the Association gives an entitlement to Associate Membership of clubs whilst still being required to pay the appropriate membership subscription.

## Chapter 2 – Governance of the Association

**4. The Board of Trustees of the RAFGSA.** The Board of Trustees & Committee of the Association is responsible for RAFGSA policy. The trustees of the Charity are also the directors of the company; there must be at least 3 but no more than 9 in accordance with Reference A. It is to meet at least twice per year. The composition of the Board of Trustees Committee of the Association is centred around the membership of the Executive Committee (i.e. not every member of the Exec Committee needs to be a trustee). The trustees will be appointed by the Chairman and registered with the Charities Commission as trustees of the Company, and with Companies House as directors of the company. That Board of Trustees will hold an Annual General Meeting.

**5. Annual General Meeting.** An Annual General Meeting of the RAFGSA will be held at the end of the Bicester Cup scoring season to enable Regional Clubs to present their views and to allow the Trustees to communicate the 5-year plan and to give an overview of the health of the association to the Regional Gliding Clubs. This will also be the opportunity for the giving of awards and prizes. However, it should be clear that under the rules of transfer of the RAFGSA to Company status, only the trustees will have voting powers. The Annual General Meeting will also be used to report to the Malcolm Club Trust Trustees on the awards made in the preceding year and the forecast of activity for the forthcoming year. The forecast activity will include the likely number of individual scholarships to be requested, proposed club events that will align with the objectives of the Fund and detail support requested for Association capital projects that will align to the objectives of the MCF.

**6. The Executive Committee.** Routine management of the Association is delegated to the Executive Committee, which consists of the following Full Members.

a. **President.** The President represents the interests of the RAFGSA to the Executive levels of the RAF, provides leadership and direction to the RAFGSA Executive Committee and the membership of the RAFGSA.

b. **Chairman.** The Chairman should normally be of Air rank and is responsible to the President for the proper conduct of the affairs of the Association.

c. **Vice Chairman.** The Vice-Chairman supports and stands in for the Chairman as and when required across the full spectrum of the Chairman's role. The Vice-Chairman is to ensure that all direction is consistent with the vision of the President and Chairman and be a focal point for communication for the Directorate of RAF Sport and other interested or parenting organisations.

d. **Team Manager.** The Team Manager is responsible to the Chairman for the selection, coaching, development and encouragement of present and future participants for the RAF Gliding Team. The Team Manager is to coordinate and ensure the Fixtures List for RAF Sport is submitted and correct for each forthcoming season.

e. **Treasurer.** The Treasurer is responsible to the Chairman for the finances and accounting arrangements for the Association. The Treasurer is responsible for the auditing and submission to Companies House of the annual statement of accounts.

f. **Operations Member.** The Operations Member is responsible to the Chairman for all flying policy, the management of flying operations and the RAFGSA Operations Manual.

g. **Safety Member.** The Safety Member is responsible to the Chairman for matters of safety. The Safety Member is to produce a Safety & Security Management Plan and an annual statistical report on incidents (which maybe an RAFGSA interpretation of the BGA Annual incident and accident statistics report). The Safety Member is to represent the RAFGSA when engaging with the BGA and the RAF on matters of safety.

- h. **Support Member.** The Support Member is responsible to the Chairman for all membership, insurance and RAFGSA equipment matters less aircraft. He is also responsible for public equipment used by the Association.
- i. **Fleet Manager.** The Fleet Manager is responsible to the Chairman for the control of all aircraft both powered and gliders. He is to receive all bids and offers from clubs and authorise reallocations subject to confirmation by the Executive Committee.
- j. **Membership Member.** The Membership Member is responsible to the Chairman for the management of all membership activity, including public relations, recruitment, gliding scholarship schemes and personnel matters.
- k. **RAFGSA Deputy Membership Member Scholarships (RAFGSA DMM(S)).** RAFGSA Deputy Membership Member Scholarships (RAFGSA DMM(S)) is responsible for the administration and management of the Malcolm Club Trust awards in accordance with the Constitution – Refer to Page 42-45 (inc).
- l. **Information Manager.** The Information Manager is responsible to the Chairman for the appropriate storage and access of information. The Information Manager is to ensure that all documentation for the coordination and running of the RAFGSA is appropriately stored, managed and made available to all users.
- m. **Publicity Member.** The Publicity Member is responsible to the Chairman for all RAFGSA publicity, in coordination with the regional clubs. The Publicity Member is responsible for the RAFGSA website, Facebook page, Twitter feed and all other social media.
- n. **Secretary.** The Secretary is responsible to the Chairman for the records and correspondence of the Association. The Secretary is responsible for, in coordination with the solicitors, ensuring the Companies House and Charities Commission records are correct and up to date.

Members of the Executive Committee may form sub-committees of the Executive Committee to assist them in discharging their responsibilities.

**7. Executive Committee Meetings.** Executive Committee Meetings are normally to be held at least every quarter. Minutes of the Executive Committee are to be circulated via the RAFGSA distribution list and published on the RAFGSA SharePoint page on MODNET.

**8. Relations with the British Gliding Association (BGA).** The Association will be a full member of the BGA. Under the BGA proportional representation system, the Secretary is to propose and vote for an RAFGSA member as a representative on the BGA Executive Committee. They should normally be a member of the RAFGSA Executive Committee.

**9. The RAFGSA Handbook.** The orders, rules and procedures given in this Handbook are to be followed by all member clubs. The Handbook is designed for the use of Executive Committee members and their deputies, and officials of regional clubs and associated bodies. Selected sections may be reproduced as components of local club constitutions or flying orders. The RAFGSA Handbook shall be made available via the RAFGSA website and SharePoint. The Executive Committee has power to issue any regulations which may be necessary for the general good of the Association. These will include rules governing flying, instructor categorisation, allocation and deployment of equipment, etc. They will be promulgated as letters under the signature of the appropriate Committee member. All flying operations are to be conducted in accordance with the Operations Manual. This Handbook is to be stored electronically in pdf format on the RAFGSA website for easy access to all members and clubs ([www.rafgsa.org](http://www.rafgsa.org)).

**10. Handbook Amendments.** Regulations issued by the RAFGSA Executive Committee will be later incorporated into the RAFGSA Handbook. These amendments are to be ratified by the Board of Trustees of the Association. Some changes may result as directives from higher authority and although these can be the subject of debate, the power of the RAFGSA is limited to making representations.

**Chapter 3 – Regional Clubs**

**11. Formation and Location.** Guidelines for the formation and location of RAFGSA regional clubs are as follows:

- a. The RAFGSA is an association of regional clubs, and it has the power to control the formation, location and conduct of new clubs. Subject to airspace restrictions and site availability, they will be deployed evenly in relation to RAF population distribution.
- b. Gliding and soaring present factors not existing in other sports. In particular, flying discipline must be maintained, and aircraft maintained in accordance with standards appropriate to recreational flying within the RAF and the BGA Continuing Airworthiness Management Organisation. The RAFGSA is a small but complete flying organisation within the RAF, with its own specialists in Flying, Engineering and Administrative matters. Other specialists cover the fields of Training, Flight Safety, and indeed all the facets involved in running a complex air operation. The power to control regional clubs is also exercised because the cost and complexity of equipment is such that it cannot be supplied or controlled in the same manner as that of other sports.
- c. The proposal for the formation of a new club is to be presented to the Executive Committee for consideration. The Executive Committee is to continually consider the validity and viability of all clubs.

**12. Management.** The management of each regional club is delegated by the Association to the club committee, provided that the following is observed:

- a. The Constitution of the RAFGSA.
- b. Any other regulations issued by the RAFGSA. These will include rules for flying, maintenance of equipment, and administrative procedures.
- c. Local orders (both ground and flying) regarding the Safe to Operate framework (Operating Safely is led by the BGA construct).
- d. The relevant BGA rules, including maintenance orders.

**13. Constitution and Orders.** Each club is to have local orders. Copies are to be sent to the Operations Member for reference. Flying orders are to be permanently and prominently displayed on a notice board for the benefit of members and visitors. All pilots are to sign as having read these orders annually and before flying solo from the club.

**14. Club Annual General Meeting.** These should be held at intervals not exceeding one year. Rules regarding a quorum, and procedures for calling ordinary meetings, are to be in the club's constitution.

**15. The Club Committee.** Each club is to have a General Committee. Clubs may also (at their discretion) have a smaller Executive Committee, which should be detailed in their individual Constitutions. Club Committees should meet at least once every three months, and copies of minutes are to be sent to the RAFGSA Secretary and Information Manager for storage and distribution via Sharepoint. All principal members of club committees are to be Full Members of the club. In the absence of a suitable full member, an Associate Member may act as a deputy for the post. Each regional club is to appoint a Malcolm Club member to provide activity reporting to

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RAFGSA and ensure that new Scholars are properly invested in, brought into the core of the club membership and that the raison d'être of their award is achieved.<sup>1</sup>

**16. RAFGSA Master Address List and BGA Site Questionnaire.** The Secretary of the RAFGSA is periodically to issue a master address list. Club secretaries are to notify the Association Secretary annually by 15 Sep of the names, units and email addresses of club officials. Club membership forms are to be in the same format as laid out in the BGA Policies and Guidelines Pack, with additional information to identify the membership type if required.

**17. Full Membership.** Full membership is open to:

- a. All serving personnel of HM Forces (including reserves).
- b. Personnel of Commonwealth and Allied Forces during any period they are serving under UK command.

**18. Entitled User Membership.** In accordance JSP 850, entitled user membership is open to:

- a. Service dependents.
- b. MOD civil servants.
- c. Members of the RAF Volunteer Reserves, University Air Squadrons, the Air Training Corps, the Combined Cadet Force and other cadet forces.
- d. Employees of civilian contractors working permanently on the Defence Estate.
- e. HM Forces veterans.

**19. Associate Membership.** Associate membership is open to Civilians who offer their services as instructors or who provide genuine specialist expertise and equipment for general use by Full members.

**20. Privileges of Membership.** Full Membership is by right for personnel in Category 17(a); they can be suspended or expelled solely on disciplinary grounds. Only Full and Entitled Members may have voting rights or control of funds in clubs.

**21. Encroachment and use of the Defence Estate.** All regional clubs should have at least 50% of their membership comprising either Full Members or Entitled User Members to comply with Defence Infrastructure Organisation encroachment requirements whereby groups using the Defence Estate are comprised of a majority of entitled users. Service veterans are not automatically entitled users of the Defence Estate. All Service Members in Paragraph 17(a) can be considered as reciprocal members of a Regional Club, recognising that Service personnel join the Association, whilst typically flying at specific club due to posting location (a membership application will need to be made to fly at each Regional Club and Club membership statistics must reflect those members that have joined the Club in any given year). It is recommended that a Regional Club establishes a Memorandum of Understanding (MoU) between the Club, signed by the RAFGSA Chairman and the Unit Head of Establishment. This is to clearly define the roles and responsibilities of the Association and the club's relationship with the club parent unit. The RAFGSA Executive Committee has produced a generic MoU that can be used by each club.

**22. Limitation of Civilian Membership.** The Inland Revenue and the Charity Commission recognise that civilians may be allowed to benefit from service non-public recreational activities

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<sup>1</sup> Scholarships are a fundamental part of generating the seed corn for the RAFGSA and the management of the scholarships is not an insignificant task.

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under certain conditions. The following guidelines set out how clubs can meet those conditions, retaining the essential Service ethos of the club's activities:

a. Subject to the Club Chairman's approval and the capability of the club to absorb the numbers, there need be no limit on the numbers of regular or reserve Service personnel. However, the Charity Commissioners have agreed that civilians can become associate members of the Association. Club Chairmen should continue to exercise caution when enlisting non-Service members and note that they are free to charge them more for facilities than the Servicemen to ensure the clubs' membership reflects unmistakably the Aims of the Association.

b. Associate Members are expected to contribute to club activities in one or more of the following ways. They may be instructors, they may own gliders, which they allow to be flown by club members, or they may provide services essential to the operations of the club (in allowing Associate Membership, recognition should be given to past full membership of the RAFGSA).

**23. Restricted Associate Membership.** Where Associate Membership is gained by virtue of owning or part-owning an aircraft which is made available to the club, this does not allow the owners to fly RAFGSA aircraft as captain. They are, however, required to fly in two-seat gliders for checks of competence. These persons are to be known as Restricted Associate Members.

**24. Temporary Associate Members.** At the discretion of clubs, visitors may be made Temporary Associate Members and may fly in two-seaters or be launched in their own gliders. Temporary Members are not permitted to extend their status for longer than one month. This rule is designed to enable members' personal friends or relatives, and local figures, to have occasional flights with clubs. Members of other RAFGSA clubs, the RNGSA or AGA may be given reciprocal membership without restriction.

**25. Membership Forms and Annual Census.** The membership year is to run from 31 Oct, which is in phase with the BGA accounting year. All members are to complete both an application form and statistical return form annually. Examples are contained in the BGA Policies and Guidelines Pack. Clubs may modify the form to include local requirements, but the essential format is to be retained. At time of writing the RAFGSA is in the process of adopting the Glidex software package to standardise and simplify the management and production of statistics for both the RAFGSA and BGA. It is recommended that Club Rules allow the Duty Instructor (on the field) to accept Full Members and Temporary Members, but that the applications of prospective Associate Members be approved by the Club Committee before Membership fees are accepted.

**26. Non-members.** For reasons of safety, non-members present at, or associated with, gliding activities are under the authority of the Duty Instructor and are to comply with RAFGSA operating regulations and local rules.

**27. Withdrawal of Membership.** Withdrawal of membership, either temporary or permanent, should only be considered as a last resort and may only be undertaken with the agreement of the Club Chairman. Possible reasons for withdrawal of membership include antisocial activities, reckless flying practices or, in the case of civilian members, insufficient contributions to a Club's activities. Whenever possible, offenders should be given progressive verbal and written warnings before membership is withdrawn.

**28. Disputes and Appeals.** Should a Member have a grievance, this should be put in the first case to the Club Chairman. If the complainant is dissatisfied with the ruling of the Club Chairman, all the papers, together with a statement by the complainant, are to be forwarded to the Secretary RAFGSA for consideration by the Executive Committee. Following adjudication by the Executive Committee, the complainant has a final right of appeal to the President, who may refer the case to the RAF Sports Federation for advice.

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**29. Collocated Civilian Gliding Clubs.** When an RAFGSA club is collocated with a civilian gliding club, a letter of agreement is to be drawn up recording the arrangements between the clubs. A copy of this letter is to be held by the Chairman RAFGSA. When the club is sited on MOD land, the RAFGSA Chief Flying Instructor (CFI) is to be overall CFI of the two clubs. The RAFGSA is responsible for control of flying but should not be concerned with the administrative and financial relations of the civilian club with the MOD.

**30. Collocated Air Cadet Volunteer Gliding Squadrons.** When an RAFGSA club is collocated with Air Cadets, an officer is to be appointed by the parent station to provide overall control. Copies of local orders are to be sent to the Operations Member. Air Cadet flying instructors from the school may become Entitled User Members of the RAFGSA Club and may instruct in RAFGSA aircraft provided they comply with the BGA regulations regarding conversion of Instructor Ratings.

**31. Relations of Regional Clubs with Other Organisations.** Relations with other organisations or clubs on anything but minor and routine matters must be cleared by the appropriate member of the Executive Committee. This is especially important regarding dealings with civilian gliding clubs, suppliers of equipment, and the organisation of Regional Contests and soaring projects. All these matters require a coordinated RAFGSA policy, and should be approved by the Executive Committee. This list is not exhaustive, and if in doubt, a Committee Member should be informed of the proposed project or transaction.

**Chapter 4 – Equipment**

**32. Supply.** All gliders and equipment purchased by the Association or clubs are to be used solely for the benefit of service gliding and are to be accounted in the Association's balance sheet at audit (including depreciation). Non-public property purchased by clubs and registered in the appropriate property book for that club, may be disposed or, sold or transferred at the discretion of the club. Non-public equipment purchased centrally by the RAFGSA is not to be sold between clubs or to outside bodies without the permission of the RAFGSA Trustees. Should a club feel that it can no longer use a particular piece of equipment, it is to apply to the appropriate Committee Member for instructions. The maintenance of equipment is a club responsibility, under the guidance of the RAFGSA Fleet Manager. Nothing in this constitution, however, is to inhibit a club from purchasing or acquiring property, as long as it is then managed and accounted for via the Club property book. Such property, and also funds, are available for reallocation should a club be closed or suffer a reduced level of activity.

**33. Affiliated Clubs and Groups.** RAFGSA equipment is not to be allocated to affiliated clubs or groups.

**34. Nuffield Trust Purchases.** Equipment purchased by the Nuffield Trust is to be clearly marked and recorded in the Club Property Book. Nuffield Trust equipment cannot be sold without the agreement of the Trust.

**35. Aircraft Identification.** RAFGSA aircraft are allocated an identification consisting either of R and up to two digits, or a number with no letter prefix. This identification system is accepted by the BGA for competition entry at all levels, but a competition number registration fee is payable in respect of such numbers used in any competitions. It is the responsibility of the RAFGSA Fleet Manager to agree with the BGA those aircraft in the fleet requiring registration for competition use. It is a mandatory requirement of the BGA that all BGA registered gliders display the BGA number on the fin or rear fuselage. For consistency, this should be done in letters not more than 2" high. The aircraft is also to display its EASA registration in accordance with EASA regulations.

**36. Maintenance.** Each RAFGSA club is responsible for the maintenance and upkeep of the aircraft, in line with the BGA CAMO requirements and the self-declared maintenance programmes for each glider type in their fleet. The RAFGSA has secured a limited amount of funding to assist with glider maintenance and repair training. This is to enable both Service and civilian club members to develop their experience and to help with maintenance authorisations and formal maintenance qualifications that are critical for club sustainability. Applications for this support are to be made to the Fleet Manager by the parent Club OICs; to recognise the RAFGSA's investment, applicants are expected to pre-pay a further year's club membership within three months of making the application for support. This will be administered by the club directly with no involvement of the Association. Each club is also responsible for the maintenance of its MT, ground equipment and other ancillary equipment in line with the clubs local operating and maintenance procedures. Where vehicles are used solely on the airfield it is not necessary for them to hold MOT test certificates, but they must be maintained in an otherwise safe condition. The RAFGSA Executive Committee will audit and inspect clubs on a regular basis as determined by the Ops member. The RAFGSA Executive Committee also reserves the right to charge clubs for arrears of maintenance work found necessary on transfer of equipment between clubs. Clubs should note that any assets that are returned to the RAFGSA central ownership are to be returned with a current valid ARC and Annual Maintenance completed. Similarly, all other equipment (e.g. winches) being returned are to be returned in an agreed condition. Where it is found necessary to carry out maintenance work, the procedure detailed below will be followed. Specifically, the agreement of the club concerned will be obtained to either:

- a. Make good, within specified time, the damage found using their own resources.

- b. Make the agreed arrangements, within a specified time, to have the glider repaired at a facility acceptable to the RAFGSA Fleet Manager.
- c. Agree to pay the invoice following repair. Clubs having difficulties in servicing their equipment are to make early notification to the Executive Committee so that further costly deterioration can be avoided.

**37. Aircraft Maintenance Records.** All RAFGSA Clubs are to use the BGA approved airframe, engines and DI log books. Detailed instructions on the compilation of aircraft log books are contained on the BGA website. All maintenance work carried out on RAFGSA gliders, motor gliders and tugs is to be fully documented in the individual aircraft's log books in accordance with the requirements of the BGA CAMO or CAA regulations.

**38. Privately-Owned Gliders.** It is the policy of the RAFGSA to encourage regular service personnel owning or part-owning gliders to operate them at RAFGSA clubs. All privately-owned gliders and motor gliders operating from RAFGSA-controlled sites are to comply with the rules in the RAFGSA Handbook, local club rules and operate under the authority of the CFI. Clubs are to include all flying by private gliders in their statistical returns. Privately-owned aircraft are to bear tail identification, either BGA-approved competition numbers or tri-graphs. Privately-owned gliders are to be maintained under regulations issued by the BGA CAMO or CAA. Syndicates are to nominate a senior member with whom the club will conduct all negotiations. Demonstrator aircraft owned by the manufacturer or their agent may be evaluated at RAFGSA sites under the authority of the Ops Member. RAFGSA clubs are often categorised as an encroachment. JSP 850 Section 4-9:2 details who is entitled to use an encroachment and that for and RAFGSA club, the entitled group must be in excess of 50% of the membership. Entitled individuals are considered to be Armed Forces personnel, civilians employed by MOD (Including MOD contractor's staff), dependant family members (spouse/civil partner and/or child in that household) of the preceding entitled individual and HM Forces Veterans.<sup>2</sup>

**39. Privately-Owned Two-Seater Gliders.** When a privately-owned two-seater glider is operated from an RAFGSA Club, two members of the same family may constitute a common syndicate member to meet the requirement. All individuals flying in private owned gliders are to be members of the respective RAFGSA club from where they are flying. All individuals flown are to complete a club membership application form and hold a minimum of Temporary Membership. Proficiency checks of syndicate members are to be carried out in their own aircraft, and there is no requirement to fly RAFGSA aircraft.

**40. Gliders Owned by Service Personnel.** When a glider is owned by a serving member of the Regular Armed Forces or a syndicate wholly composed of service personnel, and suitable accommodation is available, the owners are entitled to keep their aircraft on service premises. The authority of the Club Chairman is required for the aircraft to be kept in hangarage allocated to the Gliding Club or launched using club facilities. If other pilots fly the aircraft, soaring charges are normally to accrue to the club. Owners are to make written application when first obtaining the aircraft, and on 1 Nov annually, to the Club, using an application form provided at Enclosure 2.

**41. Other Gliders.** In circumstances where it is to the clear advantage of the RAFGSA, the Executive Committee may permit gliders or motor gliders owned by a single non-service owner, or by syndicates made up of Full Members, Entitled User Members and Associate members, to be operated from RAFGSA clubs. Not more than four civilians may gain the privilege of operating from an RAFGSA site from each aircraft provided, and for aircraft in multiple ownership, at least 20% of the equity is to be held by serving personnel. When not being flown by the owner(s), the aircraft is to be made available to be flown by other RAFGSA members under the same rules as for comparable RAFGSA aircraft. Owner(s) are to make written application when first obtaining the

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<sup>2</sup> Further detail is at Enclosure 8.

aircraft and on an annual basis they are to revalidate their 'Deposit' Agreement with the hosting club by, completing the application form at Enclosure 2.

**42. Insurance of Privately-Owned Gliders.** All private gliders are to be insured for third party and crown indemnity in line with the current RAFGSA fleet service regulations. Two-seater aircraft must carry the same second seat cover as is obtained for the RAFGSA. In the case of gliders wholly owned by regular service personnel the requirement for pilot qualifications is at the discretion of the owners and subject to the CFI's approval. The insurance of private gliders not wholly owned by regular service personnel is to be agreed between the CFI and private owner; whilst the Association aspiration is for private gliders to be insured at a level comparable to association aircraft, the high cost of insurance and any complexity/differences of the glider in question must be taken into account. If a private glider is damaged, in circumstances when being flown by a club member who is not a full or part owner, then any cost and excesses are the responsibility of the club member to cover in agreement with the respective owner. The club is not liable for a lost no-claims bonus or subsequent additional premiums.

**43. Loan of Public Equipment to Clubs.** The RAFGSA is authorised to use public equipment. This equipment is to be held on official inventories raised by the parent stations of clubs. Public equipment is not to be transferred between clubs

**44. Statistics.** Clubs are required to make an annual return to the BGA as the national governing body for the sport. This is to include flying by all gliders, motor gliders and powered tugs, privately owned aircraft and visitors launched from the site. Quarterly usage statistics for each tug and motorglider are to be provided on request to the Treasurer for calculation of maintenance levies for the central Engine and Propeller replacement funds. An annual return of all the flying by each RAFGSA glider is to be made to the RAFGSA Safety Member, when requested. Furthermore, the Treasurer will bid for a contribution towards instructor, inspector and BGA Levy costs (for Service members) that fall to Clubs. If this bid is successful, Regional Clubs will receive a grant, pro-rata from their membership statistics provided to the Secretary, to contribute to these costs. Clubs are then to determine how best to allocate their proportion of this grant to the costs incurred.<sup>3</sup>

**45. Motorglider loans.** If an Association Motorglider is used to support the Interservice Regional Gliding Competition or loaned to another RAFGSA club the reimbursement to the parent club is £75/tacho hour (Turbo Falke) and £65/tacho hour (non-Turbo Falke). All hires outside the RAFGSA must be agreed by the RAFGSA Ops Member and Fleet Manager; the RAFGSA club and the hirer are to agree the hire charge; and the hirer will be responsible for arranging and paying for insurance cover during the hire.

**46. Glider Hire.** When gliders are loaned to RAFGSA expeditions or to another RAFGSA club (outside of a formal Fleet reallocation) the hire charge will be £20/seat/day. Separate rules apply to use in competitions; found at Chap 8. A request for a loan is to be made to the RAFGSA Ops Member. A critical decision to be made by the Ops Member, Fleet Manager and the Chair (as required and for a determining vote), in deciding whether to agree the loan is whether any such loan meets the charitable objectives of the Association. The same criteria as for a proposed Exped is to be submitted to the RAFGSA ops Member (refer to Enclosure 7). If the loan is supported, the RAFGSA club and the hirer are to agree the hire charge. Costs to use gliders with self-sustainer engines for Service-led competitions and expeditions remain the same for pure gliders however, any fuel/oil consumed is to be replenished at individual pilot or expedition cost prior to return to the glider's operating club. Costs for operating self-sustainer gliders during private/individual hire arrangements for non-Service/non-RAFGSA activity are to be negotiated with the operating club and hirer prior to use.

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<sup>3</sup> For example, in 2022 £4000 was made available to support the cost of inspector and instructor costs and the BGA Levy cost (for Service members) and will be allocated to Clubs pro-rata against their membership return.

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**Chapter 5 – Finance**

**47. Financial Overview.** The RAFGSA is company limited by guarantee registered in England and Wales (Company Number 7033180), it is a registered charity (1140665). The Association is registered for VAT.

**48. Association Finance.** Treasurer is to prepare and maintain a 5-year Financial Plan in concert with the Fleet Manager, including an in-year annual budget. This will form the basis of annual bids for financial support. The Treasurer is to present the annual iterations of both the in-year and 5-year plan financial plan to the Exec Committee for approval prior to submission to the Sports Federation. This is to ensure the Exec Committee and all Trustees have the opportunity to appropriately govern the capital expenditure decisions of the Association. Whenever possible, the Fleet Manager is to present three quotes for any significant expenditure in support of the in-year Financial plan (refurbishments, engine overhauls etc, although it is recognised that because of the size of the market some purchases will be single-source.). This is to ensure the relative performance, time and cost aspects of a significant capital investment decision is able to be evaluated by the Exec Committee and Trustees prior to inclusion in a grant application.

**49. Funding.** The funds of the Association are derived from the following sources:

- a. Grants (RAF Central Fund, Nuffield Trust, Malcolm Club Trust).
- b. Regional Club Levies (Capital, winch, engine).
- c. Miscellaneous Income (asset disposal, investment income, training courses etc.).

**50. Association Accounting.** The Association's day to day banking activity is managed by the RAF Sports Federation. Independent financial oversight is provided by an external auditor, who prepares the annual statement of accounts, which are submitted to the Charities Commission, Companies House and HMRC in the form of VAT returns due to the status of the Association. The Annual accounts are finalised by 31 Dec each year and are presented to the Trustees at the first available committee meeting.

**51. Regional Club Finance.** Club Treasurers are responsible for managing club finances to ensure that operations are self-supporting and that adequate funds accumulate for maintenance of aircraft and support equipment. Club funds are derived from annual subscriptions and flying fees. It is the responsibility of each club to set its own fees. It is RAFGSA policy that subscriptions of service members are at a flat-rate regardless of rank. Club monies are non-public funds and are to be banked and audited in accordance with current Service regulations. Clubs are not obliged to use their parent unit Service Funds processes and may choose to use a commercially available banking solution, as per the wishes of Club Committees but any such banking practices will still be subject to auditing in accordance with current Service regulations.

**52. Regional Club Responsibilities.** Each club is to produce a Financial Plan for the forthcoming year. The Financial plan should be realistic and will enable clubs to identify deficiencies which may be mitigated by grant applications. Regional club treasurers are to submit their club Financial plan to the RAFGSA Treasurer by 31 Mar each year. Club Treasurers are to liaise with The RAFGSA Treasurer as frequently as is required to ensure that any issues are identified and mitigated as soon as is practicable to ensure the longevity of the Association.

**53. RAFGSA Finance.** The accounts of the RAFGSA are to be administered in accordance with RAF regulations for non-public funds.

**54. Club Property.** All equipment is to be recorded in a club Property Book in accordance with current service regulations without valuation or depreciation. Where valuations are necessary for inclusion in insurance, the valuation will be made by the Fleet Manager.

**55. Closing Down of Clubs or the Association.** In the event of a club being wound up, all the assets, both in property and money are to be returned to the Association for the use of gliding elsewhere.

**56. Non-Public Grants.** Clubs are encouraged to seek local grants from non-public funds for minor items of equipment. Clubs may make arrangements with local SIF funds to pay a block membership for junior ranks from that station. Applications to other than local funds, such as the RAF Sports Federation, are to be forwarded to the RAFGSA Treasurer for action. This will ensure that such bids can be considered as part of the annual RAFGSA request for funding from Central Funds.

**57. Unique Funds.** The Association has access to three unique funds bequeathed to the Association, all with the unifying purpose of supporting Service personnel in the pursuit of gliding. All three funds have unique criteria and independent oversight. Regional club Members are able to apply for funds from the respective funds, on an informal basis by liaising with their Club OIC and the RAFGSA Treasurer.

**58. Paddy Hogg Fund.** During his career in the RAF, Paddy Hogg spent much of his time introducing servicemen and women to the sport of gliding, giving encouragement to all those who came into contact with him. With his practical and humorous approach, he was instrumental in enriching not only the RAFGSA but British gliding. To provide a lasting memory of Paddy, the Associations' insurers, Sedgwick James Aviation Ltd, made a magnificent and generous donation to found the Paddy Hogg Memorial Fund. Further donations from many sources have seen the fund continue to increase. The aims of the Paddy Hogg Fund are as follows:

- a. To give financial support each year, as and when so deserving, to a member or members of the RAFGSA, RAF members of the AGA or RAF members of the RNGSA engaged in any gliding endeavour considered by the Exec Committee of the Association to be worthy of the memory of Paddy Hogg.
- b. The award should not be granted to any particular individual more than once every 5 years and is to be biased towards the younger or more inexperienced members of the Association who deserve encouragement in the sport. Applications should be submitted to the Executive Committee using the form at Enclosure 3.

**59. Andy Gough Fund.** A driving force in the gliding movement, Andy Gough devoted much time and effort into the establishment of the sport within the Service and the founding of the RAFGSA Centre in particular. He was renowned throughout the gliding world and following his tragic death in a gliding accident at Brize Norton, a fund was established to help preserve his memory. The aim of the Andy Gough Fund, created by donations from the gliding movement, has been to provide an engraved tankard to the individual nominated as 'RAFGSA Member of the Year'.

**60. Fund Management.** The Trustees of the Fund are to be the Executive Committee of the Association. The Fund is to be managed by the Honorary Treasurer of the Association and invested as directed by the Trustees. Awards will be made using the interest from the sum invested. Applications for grants from the Paddy Hogg element of the fund are to be made to the RAFGSA Secretary using the form at Enclosure 3.

**61. Special Grants.** Exceptionally, when a club has met with unforeseen expenditure, or when strict application of the rules would result in unfairness, a club may make application to the RAFGSA for a special grant. Should the Association fund become overspent the Association may seek support from the regional clubs.

**62. Maintenance Levy Funds.** The RAFGSA operates a system of compulsory Funds to ensure that the money is available to carry out specified repair and replacement tasks. Any changes to the amount charged by each individual Levy Fund is normally set by the membership at the Board of Trustees Meeting. The Maintenance Levy Funds operated by the Association and the constraints covering access to such funds are:

- a. **Winch Engine Fund.** The Winch Engine Fund covers all Skylaunch winches operated by the RAFGSA. This Fund covers major component replacement. Items here include the engine core along with gearbox and associated transmission. It does not cover ancillary items such as the starter motor.
- b. **Engine Fund.** The Engine Fund covers the Motor Gliders (SLMG Turbo and non-Turbo) and tug aircraft owned by the Association. The function of this fund is to provide a replacement when the engine (and/or components) is removed for overhaul and to cover significant unforeseen expenses (not routine, scheduled maintenance). The hourly rate for the Engine Fund will be reviewed at least annually by the Fleet Manager and the Treasurer, not later than 31 Mar. The rate of the Engine Levy is £17/tacho hr (Mar 26).
- c. **Capital Levy.** The Capital Levy is a charge to cover the ongoing cost of managing the depreciation of the RAFGSA fleet to ensure the Association is financially able to meet future commitments. The calculation of the Levy is determined by the respective club's fleet proportion of the overall Association's hull and trailer values as determined by the insurance policy. The Executive Committee may vary the Capital Levy depending on the broader strategic requirement to sustain the Association or to provide Clubs financial relief against the cost of operation. The Capital Levy is set by the Executive Committee and ratified at an AGM.

**Chapter 6 – Insurance**

**63. Association Cover.** The Fleet Manager is the RAFGSA's official insurance liaison officer. He/She will arrange annual insurance cover with an appropriate broker to assure the best cover is afforded to the RAFGSA. The broad outline of cover provided is as follows:

- a. Aircraft hull and equipment for "all risks" to agreed values. In the case of a total write-off, the hull is deemed to include the ASI and Altimeter; therefore, just the ASI and Altimeter would be sold with the wreckage, the remainder of the instruments and equipment being recoverable by the club.
- b. Third Party single seat liability of £4 million and two seat liability of £7.5 million for any one accident.
- c. Premises, Hangar-keepers and Products Liability covering operations at and/or from any airfield controlled or used by the RAFGSA.
- d. Crown Indemnity cover is provided for all activities on MOD property.
- e. In respect to any glider/motor glider, in which a member has an interest, and to automatically include all visiting gliders/motor gliders/tug aircraft, for Crown Indemnity only, to pay the difference between £7.5 million any one accident, and the underlying policy value of not less than £250,000.
- f. RAFGSA trailers.

Following insurance renewal, in Nov each year, the Fleet Manager is to circulate a letter giving details of the policies, and provide copies of the schedule and certificates to each club. The schedule contains the agreed glider values and the location of all RAFGSA aircraft. The letters will also give the initial claims procedure. The premiums on the policies mentioned will be paid by the RAFGSA Treasurer. The Insurance Broker will issue policies in the name of the Association. These policies will be held by the Fleet Manager.

**64. Policies.** Communication with the Broker concerning policy terms, conditions, values and premium rates, is to be undertaken only by the Fleet Manager. All money payable by the Broker in settlement of total or constructive total loss claims will be paid to the Association. Money payable on claims for repair will be paid direct to the repairer by the insurers, less the excess which is the responsibility of the Club. The insurers will normally pay the VAT element of the bill; however, if a Club is VAT registered, the Club should pay the VAT element and reclaim. The effective date of all aircraft transfers, including additions and deletions from the policy, will be notified to the Fleet Manager. The Fleet Manager is the official of the Association responsible for the purchase of the salvage in the event of a total or constructive total loss claim. Each Club is to ensure it contacts the Fleet Manager in respect of any appropriate advice and guidance for insurance claim purposes.

**65. Aircraft Insurance Cover.** Insurance cover is only valid if all occupants of the aircraft are members of the RAFGSA (including any Temporary Members). Duty Instructors and Authorisers are to ensure that all pilots and students have signed the RAFGSA Club membership application. Visiting pilots from other RAFGSA clubs must be prepared to provide evidence of their RAFGSA membership status.

**66. Club Cover.** Each club committee is responsible for ensuring that no aircraft is flown unless covered by insurance. Cover against loss or damage of the following equipment is not mandatory, but is left to individual club committees to decide:

- a. Winches, tractors and other ground equipment.

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b. Aircraft spares, including instruments other than ASI and Altimeter, Radio, Oxygen Equipment, Parachutes.

**67. Claims.** Accident reporting procedures and insurance claims are to be carried out in accordance with the guidance set out in the Operations Manual. All accidents, however minimal the damage and whether or not a claim is intended, are to be reported using the DASOR form. Examples have occurred of extensive hidden damage being discovered at a later date or clubs being unable to complete a repair locally. Any incident requiring an insurance claim is to be notified to the fleet manager within 24 hours of the claim. Failure to make a claim can result on the whole cost falling on the club, but a claim once made can always be withdrawn.

**68. Insurance Excess.** The cost of an insurance excess is to be borne by the club operating the aircraft including the VAT element. Where loss has been caused by the fault of an individual, the whole excess still remains the responsibility of the club to pay. It is the decision of the club concerned to determine whether the individual(s) involved in the claim is liable for all or a proportion of the cost. The Excess will be calculated at 1% of the aircraft hull value (excl VAT) as per the insurance schedule.

**Chapter 7 – Medical**

**69. Medical Standards.** Service personnel completing recreational sports gliding are to be medically fit in line with National Governing Body, the British Gliding Association (BGA). Details are available on the [BGA website](#). A variety of methods are available to demonstrate medical fitness, and their applicability depends on the licence or pilot certificate privileges to be exercised (and the age of the pilot). Therefore, each RAFGSA Club is to retain evidence of each member's medical fitness, specific and applicable to the privileges exercised by that pilot. When completing gliding under the JSAT scheme there may be additional requirements particularly if the activity is deemed High Risk and Remote that will be specified on the expeditions' clearance or joining instructions.

**70. Injury or Death in Gliding.** RAFGSA activities are recognised as organised sport, other than certain expeditions that are specifically classed as adventurous training within the admin order. Service personnel taking part in gliding and whose names are recorded in the appropriate RAFGSA flying log sheet should be eligible for an award under the pensions scheme administered by the Department of Health and Social Security. Exceptionally when RAFGSA members are flying other aircraft for RAFGSA purposes away from RAFGSA sites, e.g. manufacturer's gliders for assessment before purchase, such flights should be specifically authorised in writing. Civilians flying RAFGSA gliders should be advised to take out personal accident insurance.

**71. Duty Status.** Full Members taking part in properly organised RAFGSA competition teams, expeditions or continuous periods of training are to be on duty.

**72. Safety Equipment – Advisory Code of Practice.** The RAFGSA Executive Committee strongly endorses the use of energy absorbent foam cushions. Energy absorbent foam cushions are to be used, wherever practicable to do so, in all glider, motor gliders and tug pilots.

**73. Health and Safety Policy Statement and Risk Assessment.** The RAFGSA has a responsibility to ensure that its operations are conducted in a safe and proper manner. The RAFGSA centrally produces a generic risk assessment both in table format and Bowtie to cover flying risks; this risk is owned by the Responsible Person, Chairman of the RAFGSA. The individual RAFGSA clubs should engage with local Head of Establishment staff to capture any other risks associated with their activity in line with that stations' local procedures. RAFGSA clubs should display both the RAFGSA generic and local risk documents to their members and visitors.

## Chapter 8 – Competitions

**74. Competition Policy.** The competition policy of the Association has two aims, first for uniformed full-time RAF and PMRAFNS personnel to win Regional, National and International Championships in all classes; and secondly, for all Members to develop competitive cross-country gliding skills. These aims are achieved by:

- a. Sponsoring RAF teams and individuals in Inter-Service, National and International contests.
- b. The support of any Member selected for the British National Team.
- c. In conjunction with the RENGSA and the AGA, organising the annual Inter-Services Regional Gliding competition.
- d. Encouraging and sponsoring uniformed RAF members to enter RAFGSA aircraft in other regional gliding contests.
- e. Encouraging other members to enter contests in privately-owned aircraft.
- f. Organising task weeks and competition training for all members.

**75. Selection of Pilots for Competitions.** Applications for competitions are made online at the RAFGSA website although the details required for an application is at Enclosure 4. Selection of pilots to represent the RAFGSA in Inter-Service, Regional and National Competitions is carried out by the Operations Member and Team Manager. The selection will be based on qualifications and experience detailed individually by pilots. The competition application form is to be submitted on the RAFGSA website. A pilot who wishes to be considered for the next year's competitions must complete a Competition Application Form and return it to their CFI who should submit completed forms to the Competitions Member not later than 30 Nov of the preceding year. The selectors are to meet as appropriate to nominate RAFGSA representatives for the forthcoming season's competitions and to recommend to the Executive Committee the competition arrangements for the year. The RAFGSA will sponsor only RAF and PMRAFNS personnel for competitions. Entitled User and Associate Members, personnel of the Army, Navy or allied services are not eligible for sponsorship but may be allocated RAFGSA gliders in national or regional contests if their contribution to the association merits it.

**76. Selection Procedure.** Potential competitors will be placed in one of 4 groups to help the Competitions Member compile an entry list for the Inter-Services Regional Gliding Competition (ISRGC) and other contests. These are:

- |           |  |
|-----------|--|
| Group I   | RAF and PMRAFNS members of the RAFGSA who have been sponsored by their CFI on a Competition Application Form (Enclosure 4). If selected, they are normally allocated an RAFGSA aircraft. |
| Group II  | Other Full Members of the RAFGSA who own or are able to borrow an aircraft and wish to compete.  |
| Group III | Associate Members of the RAFGSA who wish to fly a private aircraft in the ISRGC.   |
| Group IV  | Civilians from non-RAFGSA clubs who apply direct to the Competitions Member to compete in the ISRGC.   |

**77. Applications.** Priority of application is given in group order. Places from Group IV will be allocated as they apply up to the competition limit.

**78. Competition Aircraft.** Certain aircraft are purchased by the RAFGSA with the intention that they are to be entered in National and Regional contests; these are known as competition aircraft. To ensure success in contests these aircraft are to be equipped with instruments and trailers to a prescribed scale. Competition pilots are not to modify or alter aircraft allocated without authority from the Operations Member. Aircraft will not normally be allocated for more than 2 contests in any single year but if they are, the RAFGSA will reimburse the club for the insurance premium payable for the period of the third or any further contest detachments. When aircraft are allocated for competitions, they are the responsibility of the Association.

**79. Overseas Competition.** Participation in international events is subject to Ministry of Defence approval. Applications are to be submitted through the Competitions Member and are to include:

- a. Originators of invitation.
- b. Country.
- c. Inclusive dates of event.
- d. Details of competition.
- e. Composition of party.
- f. Method of travel.

Except for contests organised by other NATO Air Forces, application should be received by the RAF Sports Federation at least 3 months in advance.

**80. Money Prizes.** RAFGSA-sponsored entrants who win money prizes may be invited by the Executive Committee to repay their winnings up to the cost of the sponsorship.

**81. RAFGSA Trophies.** These are presented at the ISRG Championships or the Annual General Meeting. A list of trophies is at Enclosure 5.

**82. Personal Standards.** Personnel/Members of the RAFGSA are to maintain standards of dress, personal appearance and behaviour that are a credit to the RAF at all times when engaged in RAFGSA activity. The Team Leader or senior member present has the responsibility of enforcing these standards and, if necessary, is to make an adverse report on an offender to the Exec Cmttee.

**83. Travel Claims.** Certain travel at public expense is admissible under the terms of QR 2484. This includes:

- a. Attendance at National or Regional competitions where the entry has been sponsored by the RAFGSA. The reference of the Operation Order or Administrative Instruction should be quoted in support of the claim (QR 2484(6)).
- b. Attendance at Annual General Meetings, Board of Trustees Meetings or Executive Committee Meetings which have been approved by the RAF Sports Federation. The reference of the DCI or RAF Sports Federation letter should be quoted in support of such claims (QR 2484(2)).
- c. Travel between the parent unit and the regional club where the participants are eligible to compete in the Bicester Cup (QR 2484(5)).

## ACCOUNTING FOR PROPERTY AT RAFGSA CLUBS NON-PUBLIC EQUIPMENT

1. **General.** Property is subject to the rules set out in AP 3223 Leaflet 209. Each member club of the Association and the RAFGSA Centre is to maintain a property book in which a record is to be kept of all property received from non-public sources. When items bear a serial or manufacturer's number, this is to be recorded together with a description of the property.
2. **Aircraft.** Each aircraft is to have an inventory which records the details and manufacture of the airframe, together with details and numbers of installed instrument and equipment (the A5 landscape format BGA EASA compliant log book meets this requirement). For competition aircraft, the trailer should be included on the aircraft inventory. This is to be kept with the aircraft servicing record. Items fitted to aircraft are not to be removed if the aircraft is transferred.
3. **Ground Equipment.** All vehicles, winches, ground equipment and general-purpose trailers are to be recorded.
4. **Aircraft Spares.** Those items which at the time of acquisition are not fitted to an aircraft. When installed or exchanged they are to be transferred to the aircraft inventory. The Support Member will conduct an annual census of major spares.
5. **Sources of Property.** When items are recorded in the property book, the source of the item, whether allocated by the RAFGSA purchased or obtained by the club is to be recorded. Property purchased using a Nuffield Trust grant is to be labelled accordingly.
6. **Depreciation.** Property purchased is to be recorded at cost prices. Depreciation of gliding equipment does not follow any standard pattern; valuations for insurance are to be made following advice from the RAFGSA Fleet Manager.
7. **Control.** The RAFGSA Executive Council has the power to transfer aircraft and ground equipment between clubs in the overall interests of service gliding. An annual copy (photocopy is acceptable) is to be made of the club property book and returned to the RAFGSA Fleet Manager before 30 October in each year. This forms the annual census of RAFGSA property. In addition, the Fleet Manager is entitled to obtain copies of club property books on request. The Fleet Manager may propose, in the overall interests of gliding, the transfer of locally-obtained items between clubs, and where appropriate negotiate a cash adjustment. If a club is closed, all gliding equipment is to be available for reallocation within the RAFGSA.
8. **Bids for Aircraft.** When a club considers that an aircraft is required, the bid is to be made in the form of Appendix 1 and forwarded to the Fleet Manager with a copy to the Secretary. Bids will be considered at 6 monthly intervals by the Executive Committee for ratification by the Board of Trustees. They should therefore reach the Fleet Manager no later than one month in advance of a Board of Trustees Meeting.

## PUBLIC EQUIPMENT

9. **Public Equipment Census.** The RAFGSA, including affiliated overseas clubs, is permitted under current GAIs to hold public equipment to a total limited value. In order that this financial limit is not exceeded, clubs are to review their holdings of public equipment annually to ensure that only essential items required for gliding operations are held on inventory. Clubs are to carry out a review in Jul/Aug of each year and reduce their holdings where necessary. It is the policy of the Executive Council that clubs should not rely on holding items of public equipment, but should, whenever possible, procure such items themselves.

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**10. Public Equipment Holdings.** Clubs are not permitted to add items of public equipment to their inventories without prior written approval from the Fleet Manager. Written bids for additional items are to be forwarded to the Fleet Manager in the following format:

- a. Name of club.
- b. Section/Reference No of item.
- c. Description of item.
- d. Quantity.
- e. Cost of each item (if known).
- f. Reason for requirement - as much detail as possible is to be given.
- g. Voucher Number (Returns Only).

**11. Public Equipment Returns.** When equipment is returned off inventory, the Fleet Manager is to be notified, using the format detailed at para 10. The information at sub-para (g) is necessary. The importance of notifying the Fleet Manager of returned equipment cannot be over emphasised, because once the financial limit has been reached no further issues will be authorised.

**12. Public Equipment Loans.** Whenever equipment that is commonly available is required for a short period, it should be obtained on temporary loan from the section concerned and not actioned to the Club inventory.

### TRANSFER OF EQUIPMENT

**13. Compensation of Transfer.** Whenever equipment, usually trailers or instruments, which have been obtained at Club expense are transferred to another club by the RAFGSA Executive Council, compensation is to be paid by the receiving club to the donor club. The amount is to be based on the cost of material (not labour) expended by the donor club and either supported by receipts or assessed by the Fleet Manager. The sum will be amortised at the following rate:

After 1 yr 75%

2 yrs 50%

3 yrs 25%

4 yrs Zero

### BIDS FOR RAFGSA AIRCRAFT

14. A bid for a RAFGSA aircraft is to be to the Fleet Manager in the first instance and it to include the following information as a minimum:

Name of club:

Type of aircraft required:

Type of aircraft offered in exchange (if any):

Earliest date for transaction:

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No of club pilots qualified to fly new type:

Appropriate insurance premium which the club expects to pay for new type:

Detailed reasons for the new requirement:

That the bid has been agreed by the club committee, and their decision is recorded in the minutes of a Club Committee meeting held on (date), copies of which were sent to the RAFGSA Secretary.

Signed:

Date:

Club Chairman:

Signed:

Date:

# AGREEMENT FOR DEPOSIT OF A PRIVATE GLIDER AT A ROYAL AIR FORCE STATION

**Part 1**

I (full names in block capitals) .....

of (club name in block capitals) .....

am the owner/authorised agent to the owner of (type of aircraft) .....

(identification mark) ..... which is the property of:

NAME	RANK OR TITLE	UNIT OR HOME ADDRESS	% OWNED

In consideration of the Secretary of State for Defence permitting the aircraft to be housed at:  
 ..... Gliding Club at (establishment name) .....

I hereby state that the aircraft is properly covered by insurance, including cover for third party claims with:

Insurer's name: .....

Insurer's address: .....

.....

.....

Insurer's telephone number: .....

The pilot's qualifications required to fly the aircraft are:

I hereby agree personally (and also on behalf of the owners of the aircraft):

- a. To comply with the conditions set out in Chapter 5 of JSP 360.
- b. To comply with the conditions set out in Chapter 5 of JSP360 of the RAFGSA Handbook.

Signed ..... Date .....

Address .....

.....

**Part 2** (To be signed when the aircraft is not wholly owned by serving member(s) of the Regular Armed Forces).

I hereby agree that when the aircraft is not being flown by the owners, it may be operated by the RAFGSA under the same conditions and rules as other club aircraft. Except as is provided in para 42 – 43 (inc) of the RAFGSA Handbook, neither the RAFGSA nor the Crown will be held responsible for any damage suffered by the glider while it is being operated from MOD property.

Date ..... Signed ..... for owners

Date ..... Signed ..... Club Chairman

**THE PADDY HOGG MEMORIAL FUND – APPLICATION FORM**

1. I/We (name(s) of individuals) .....,  
being qualified to do so, apply for the Grant of £ ..... (usually not more than £500)  
from the Paddy Hogg Memorial Fund.

2. The reasons for this application are as follows:

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signed ..... Date .....

Remarks of CFI:

.....  
.....  
.....  
.....

Signed ..... CFI Date .....

Executive Committee Decision:

.....  
.....  
.....

**APPLICATION TO REPRESENT THE RAFGSA IN GLIDING COMPETITIONS**

Personal Details	
Service No:	
Surname:	
Initials:	
Rank:	
Station (include full postal address):	
Command:	
Home Tel No:	
Work Tel Ext (inc Station GPTN Code):	
Present RAFGSA Club (include full postal address):	
Other Clubs within last 5 years:	

Gliding Experience	
Total Hours:	
Solo Hours:	
Instructor Hours:	
Instructor Category:	
Year of Completion: Silver C:	
Diamond Goal:	
Gold Height:	
Gold Distance:	
Gold Height:	
Diamond Distance:	
Diamond Height:	
Diamond Height:	
Total Cross-Country Distance Flown (km):	
Total No of Cross-Country Field Landings (Aerodromes excluded):	
Best Completed Closed-Circuit Cross-Country Flights, (KM): Last Year:	
Best Completed Closed-Circuit Cross-Country Flights, (KM): Ever:	
Main Types of Competition Gliders flown Cross-Country:	
Details of any gliding Accidents in last 5 years:	
Summary of Powered Flying (as pilot):	

Previous Competition Experience in last 5 years				
Contest:	Site:	Year:	Glider:	Total in Class:

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Contest and Class in which you would next like to represent the RAFGSA, State preference for type of glider and RAFGSA No if known, State glider no. if privately owned.			
First Choice			
Contest:	Glider:	Class:	
Second Choice			
Contest:	Glider:	Class:	
Other remarks; include any special circumstances which may influence your CFI and the Comps Committee.			
First Competition	Yes/No	First Nationals	Yes/No
Do you wish to be considered for an overseas competition, these competitions may involve some extra personal expense.		Yes/No	

<b>SERVICES TO RAFGSA (Give full details with dates)</b>	
Club and/or Council Appointments:	
Contest Organisation:	
Crewing:	
Other Work:	
<b>DECLARATION</b>	
I certify that Sections 1-4 as completed are a true record	
Applicants signature:	
Date:	
<b>CFI RECOMMENDATION:</b> (See enclosed guide sheet for numerical assessment and comment in detail on applicant's performance).	
Work done for the RAFGSA	9 8 7 6 5 4 3 2 1
Flying Ability and Airmanship:	9 8 7 6 5 4 3 2 1
Contest Flying Potential:	9 8 7 6 5 4 3 2 1
Other Comments:	
CFI's Signature	
Rank:	
Work tel no (include Station GPTN No):	
Home tel no:	
<b>APPLICATION AND SELECTION PROCEDURE</b>	
Selection of pilots to represent the RAFGSA in the forthcoming season's Nationals and Regionals is carried out in December by the Executive Committee.	
Applicants should complete Sections 1-5 inclusive of this form and then pass it to their CFI. After completing Section 6, the CFI should send the forms (no later than 15 November) to the RAFGSA Competitions Member.	

**GUIDE TO NUMERICAL ASSESSMENTS FOR COMPETITION SELECTION FORMS**

As with most numerical assessment systems the potential for “Assessment Creep” is obvious and if all pilots are to be given a fair chance of an aircraft a fair assessment is vital. This revised taxonomy seeks to avoid the pitfalls of the previous version when assessments of three nines and comments such as “the entrant has been given a nine for regionals potential” were common. Note that an assessment of three fives would cover the “average” GSA stalwart so please do not over assess.

Work Done for Club

Consider the time and effort the entrant puts into your club/The RAFGSA

The entrant is vital to club/GSA operations and to replace him in the short term would be impossible.	The entrant comes to the club regularly and while not vital does his fair share of the work.	A poor attender the entrant has a mainly selfish attitude and does work for the club.
---	--	---

Flying Ability and Airmanship

Is he/she a natural pilot, does he/she think ahead, is he/she mature?

Completely at home in a glider Cockpit, sets an example to less experienced pilots, sets excellent standards of airmanship and safety and xxxxx gets caught out by conditions or circumstances.	A Competent glider pilot who xxxxx requires supervision.  Standard of airmanship and safety is: xxxxx	A glider pilot who is xxxxx over or under confident, fails to take changing conditions into account and needs supervision.
---	---	--

Contest Flying Potential

Does he have the incentive, dynamism and ability to succeed in competition?

Aggressive cross-country pilot who always takes the opportunity to task fly at good speeds and has the potential or has demonstrated the ability to fly at the following levels.	Competent cross-country pilot who normally completes the set task and has the potential or has demonstrated the ability to fly at the following level:	Limited cross-country pilot, seldom completes the task, potential for competition flying is:
--	--	--

**INTER-SERVICE REGIONAL GLIDING COMPETITION (ISRGC) ENTRY FORM FOR NON-RAF PERSONNEL**

<b>PILOT</b>			
Surname		Christian Names	
Address			
Comp Licence No		Valid to	
Tel No (Work)		(Home)	
<b>SAILPLANE</b>			
Type		H'cap (as per latest BGA Comp Handbook)	
Comp No.			
Max AUW (inc Water Ballast)			
Annual/ARC valid to			
Insurance due:			
<b>CREW</b>			
Name of Crew Chief			
Address			
Tel No (Home)		(Work)	

**Declaration**

In consideration of my/our entry being accepted, I/we agree:

- a. To be bound and to abide by all the Rules and Regulations and Conditions governing the Competition as issued by the British Gliding Association and the Royal Air Force Gliding and Soaring Association.
- b. To indemnify the Organisers against any claims and demands of whatsoever nature arising out of or in connection with my/our participation in the above competition.

Signed (applicant) ..... Date .....

Signed (CFI approving entry) ..... Date .....

Comments by CFI:

Entries to be sent to RAFGSA Competitions Member.

### **Selection Criteria**

1. RAFGSA gliders may only be flown in competitions by Full members of the RAFGSA, who are serving members of the RAF or PMRAFNS. In the instance of two seaters, an associate member will be permitted to act as P1, for the purpose of providing competition experience/instruction, provided the other cockpit is filled by a serving member of the RAF or PMRAFNS. Non-service CFI's of RAFGSA clubs may also be considered for allocation of an RAFGSA Glider.
2. Gliders will not normally be allocated to more than 2 competitions (or 4 weekends away from its club) but the Competition Selection Committee may increase this to 3 competitions (6 weekends) with the prior agreement of the CFI concerned. Allocating in excess of 3 competitions require the prior agreement of the RAFGSA Executive Committee, as well as endorsement by the management committee of the club concerned.
3. Pilots will be selected for one competition per year in a RAFGSA glider, except for those RAFGSA members in the British Team Squad for whom there is no limit.
4. Where competitions are overbid, preference is to be given to RAFGSA members on the basis of:
  - a. Their past competition performance and the predictions of their potential to achieve National ratings in the forthcoming season.
  - b. Their work done for their Club/GSA.
  - c. Their Flying ability and airmanship.
6. The CFI's recommendations at para 6 of the application form are to be used as the basis of an objective scoring process with emphasis on competition performance for nationally rated competitions. Work done for the Club/GSA should be an important consideration in allocating club gliders for the Inter Service Regional Gliding Competition. Paragraph 2 of the application form records details of gliding accidents during the last 5 years. In the case of an accident in a previous competition involving an error of judgement, the Competitions Selection Committee may recommend that the Executive approve the allocation of an RAFGSA glider. However, any accident where there has been negligence, will automatically preclude the provision of an RAFGSA glider.

**SERVICE GLIDING AWARDS AND TROPHIES**

**COMPETITION TROPHIES – GENERAL**

1. The award of most Inter-Service and RAF competition trophies is based on pilots' "Inter-Service Score", which is determined by the formula:

$$\text{Inter-Service Score} = \frac{\text{Pilot's Points}}{\text{Maximum Possible Points}} \times \text{Contest Factor}$$

2. Handicapped Points are used in preference, when available. The Contest Factor is 1.0 for all classes of the British National Championships. The Contest Factor for Regionals is 0.7.
3. The principal contest for determining Inter-Service competition awards is the British National Championships. A pilot flying in 2 or more contests in a season may count his highest Inter-Service Score towards RAF trophies, but for Inter-Service awards, a pilot's National Championship result must take precedence.
4. Novices are defined as pilots flying in their first BGA-rated contest.
5. Trophies are insured by the RAFGSA but should be kept either in a secure Unit Trophies Cabinet or the private house of the holder. All trophies are to be returned to the Secretary of the RAFGSA a clear 14 days before the date of the next awarding or at a date and time agreed by the Secretary. They are to be cleaned, polished and engraved before return.

**COMPETITION TROPHIES**

6. **TINSLEY CUP.** Presented in 1964 by Mr Frank Tinsley on his retirement from the MOD Public Relations Branch, this trophy is presented to the winner of the Inter-Services Open Class.
7. **JOHN MARTIN MEMORIAL TROPHY.** This trophy was originally presented to Moonrakers Club by the parents of SAC John Martin, who was killed in a gliding accident in 1965. It is in the form of a tall silver cup with Martin's badge set at the top. It is awarded to the winner of the Inter-Services Sports Class.
8. **GOODBODY TROPHY.** Presented in 1966 by Group Captain R R Goodbody, this trophy is an unusual spiral design, in copper, which symbolises the turbulence of a thermal. It is awarded to the winner of the Inter-Services Club Class or, in the absence of a third class, to the winner of the Inter-Command Competition.
9. **EMMOT TROPHY.** Presented in 1959 by Mr J B Emmott of Armstrong Whitworth Aircraft Co, this trophy is a model sailplane mounted on a perspex stand. It is awarded to the serviceman with the highest Inter-Service Score.
10. **RODERICK SALMON MEMORIAL TROPHY (Inter-Service Team Champions).** Presented in 1960 by Air Commodore and Mrs Salmon in memory of their son Roderick who, as a disabled boy of 15, was leaning to glide with the RAFGSA. This trophy is a silver eagle with spread wings surmounting a wooden plinth. It is awarded to the Service who's top three pilots amass the highest combined Inter-Service Scores.

11. **KINGSHURST GOLD TROPHY (Most Meritorious Flight).** Presented by Mr H O Jones of Kingshurst Financial Trust Ltd, this trophy has helical design and is awarded to the serviceman competing in any contest qualifying for Inter-Service awards, who completes the best closed-circuit race according to the following formula:

$$\text{Kingshurst Financial Index} = \frac{\text{Full Distance (km)}}{\text{Glider Speed Index}} + \frac{\text{Actual (unhandicapped) Speed} \times 10}{\text{Glider Speed Index}}$$

12. **STANBRIDGE TROPHY.** Awarded annually to the best-placed RAF novice in the Inter-Services Regional Championships, this trophy was presented by Air Vice-Marshal Sir Brian Stanbridge KCVO CBE AFC, former Chairman and Vice-President of the Association.

13. **GEORGE LEE TROPHY.** This trophy was presented in 1983 by Squadron Leader George Lee MBE on his retirement from the RAF. George Lee started gliding at Halton and while a member of the RAFGSA won the Open Class World Championship on three successive occasions. His trophy is awarded to the pilot achieving the highest place in any class in his or her first ever National Championship.

14. **MCEVOY CUP (RAFGSA Ladder Champion).** Presented in 1958 by Air Chief Marshal Sir Theodore McEvoy, past President of the RAFGSA, this trophy is awarded to the winner of the RAFGSA Ladder Competition.

#### OTHER TROPHIES

15. **BICESTER CUP.** Awarded annually to the UK RAF station which amasses most points for gliding achievements, the Bicester Cup was presented by Sqn Ldr H Daniels (Retd) to the Windrushers Gliding Club which existed at RAF Bicester before the Centre. The rules are at Enclosure 6 to the RAFGSA Handbook.

16. **FOUNDERS TROPHY.** The Founders Trophy is awarded annually to the RAFGSA club achieving the greatest number of ab-initio first solos by RAFGSA members in the year per thousand launches by the club. The trophy was presented to the RAFGSA by its Founder and First Chairman, Air Commodore G J C 'Chris' Paul. The trophy is an eagle mounted on a tall wooden plinth, with a plaque engraved with the story of the founding of the RAFGSA on one side.

17. **PADDY KEARON TROPHY.** Awarded annually for the best flight utilising wave lift, this trophy was presented in 1982 by Mrs Patricia Kearon to commemorate Air Commodore N W Kearon CMG CBE who was a Deputy Chairman, a leader of the RAFGSA team and who pioneered wave soaring in the Carlisle area.

18. **ANDY GOUGH MEMORIAL TROPHY.** Awarded annually to the RAFGSA Member of the Year, this trophy was subscribed by the gliding movement in memory of Warrant Officer A W Gough BEM who founded and for twenty years ran the RAFGSA Centre at Bicester. He was killed whilst giving an aerobatic display in a Blanik at RAF Brize Norton on 12 June 1982. The subscription allows for the purchase of an engraved tankard annually for retention by the Member of the Year.

19. **TOPHAM GILL TROPHY.** Awarded annually to the youngest RAFGSA member who successfully completes an Assistant Instructors course. This trophy was presented by the friends of two young instructor members who were killed in a collision between their Blanik and a light aircraft at Cranwell in 1981.

20. **BROWNLOW TROPHY.** This trophy was presented in 1983 by Air Vice-Marshal B Brownlow CB OBE AFC FRAeS RAF on his retirement from the RAF. John Brownlow was a member of the

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RAFGSA throughout his long and distinguished service career and held almost every post from Club CFI to Chairman of the Association. His trophy is awarded by the Executive Committee for 'The Most Meritorious Flight of the Year'.

21. **LYNE TROPHY.** The Lyne Trophy is awarded to the woman pilot who achieves the most in the air during the past year and was presented by Mrs Joy Lyne, wife of Air Vice-Marshal Lyne, a Vice-President.

22. **MALCOLM CLUBS TROPHY.** The Malcolm Clubs Trophy is awarded to the junior rank (cpl or below) who made the most progress in the air during the previous calendar year. It was presented in 1998 by the Malcolm Clubs, who wished to perpetuate the memory of their Founders, Lord and Lady Tedder, after the closure of their scheme which awarded junior airmen scholarships for gliding. The subscription also allows for the presentation of a prize to each year's winner.<sup>4</sup>

23. **BALDWIN CUP.** The Baldwin Cup was presented by Air Mshl Sir John Baldwin in Sep 67 to the Four Counties Gliding Club. It was awarded to the club pilot who completed the best flight in the year. This trophy is awarded to the highest placed RAFGSA Associate Member at the Inter-Services Regional Gliding Competition.

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<sup>4</sup> As of January 2021, the Prize is £300, to be spent on gliding related equipment and activities.

**BICESTER CUP RULES – REVISED 2018**

1. The Bicester Cup is a contest between RAFGSA clubs. Achievements of any RAFGSA club member can be credited providing the individual is a member of the club on 31 Oct of the gliding year. To qualify for points, flights must be conducted by RAFGSA club members under RAFGSA control or sponsorship. Except for the hours flown, a flight may only be counted for points under one heading.
2. The scoring system is detailed in the Bicester Cup Nomination Form below. To recognise the different club sizes, the final points awarded will be divided by the club total strength. Points accrued by Service personnel will be doubled and additional points will be given for Service membership and Service trial flights.
3. Club OICs should maintain a record throughout the year of the gliding achievements of club members and the table below should be submitted to the RAFGSA (Competitions Member) by 21 Nov each year. The Competitions Member may conduct random audits of submissions to ensure compliance with the Bicester Cup rules.

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RAFGSA – BICESTER CUP NOMINATION FORM

RAFGSA Club	Total club membership	Service membership
Name of official submitting	Signature	Date

QUALIFYING PERIOD – 1 NOV TO 31 OCT

Ser	Qualifying Accomplishment (must have been achieved in qualifying period)	Number Claimed Non-Service	Number Claimed Service (double points)	Total Points Claimed
1	A and B Certificate (2,000pts)	<i>Example 4 8000</i>	<i>Example 6 12000</i>	<i>Example 20000</i>
2	Bronze Badge (1,000pts)			
3	Any Silver Badge Leg (1,000pts)			
4	Silver Badge completed (1,000pts)			
5	100km Diploma - any part (2,000pts)			
6	Any Gold Leg (3,000pts)			
7	Gold Badge completed (1,000pts)			
8	Any Diamond Leg (5,000pts)			
9	All 3 Diamonds completed (1,000pts)			
10	Any British or UK record (10,000pts)			
11	750 Km Diploma (10,000pts)			
12	Competition entries Inter-Services (1,000pts)			

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Ser	Qualifying Accomplishment (must have been achieved in qualifying period)	Number Claimed Non-Service	Number Claimed Service (double points)	Total Points Claimed
13	Competition entries Nationals level (5,000pts)			
14	Competition – representing GB (10,000pts)			
15	Basic Instructor qualified (1000pts)			
16	Asst Instructor qualified (2500pts)			
17	Full Cat Instructor Qualified (5000pts)			
18	SLMG Instructor qualified (5000pts)			
19	Inspector qualified (2500pts)			
20	Completed and Verified Tasks (1pt/Km)			
21	Hours Flown (10pts/hr)			
22	Service Trial Flights (100pts/flight) <b>(Note 2)</b>	N/A	Do not double pts	
23	Number of Service members (1,000pts/member) <b>(Note 2)</b>	N/A	Do not double pts	
Total points Claimed by RAFGSA Club:				
RAFGSA Official use only				
Total Points will be divided by number of Club members			Points allocated	
			Placing	

Note 1: Accomplishments achieved whilst participating in RAFGSA Expeditions may be claimed.

Note 2: Do not double points for Ser 22 and 23.

Note 3: Completed form should be submitted to the RAFGSA (Competitions Member) by 21 Nov each year.

**RAFGSA EXPEDITIONS AND GLIDER LOANS**

1. **Introduction.** It has always been the policy of the RAFGSA to encourage expeditions to hill and wave sites. Unfortunately, in the past there have been a series of accidents on expeditions and consequently, all glider operations away from home sites are now under the control of the RAFGSA Operations Member. This Enclosure specifies the levels of supervision, pilot experience, training, equipment and eligibility of personnel to conduct safe expeditions.

2. **Authorisation.** The Operations Member has control of expeditions. All matters concerning expeditions, including aircraft allocation, equipment, personal insurance, deposits, fees, personnel and administration are to be referred initially to the Operations Member, disputed decisions should then be referred to the Deputy Chairman or Chairman.

3. **All applications for operating away from home.** All applications for operating away from home sites are to be submitted through the club CFI and approved by the Operations Member. Expeditions fall into one of 3 categories which dictate whether unit/HQ 22 Gp approval is or is not required, but all expeditions, other than those exceptions listed under 'Delegated Authority' require the prior approval of the Operations Member. The categories are:

a. **Association Expeditions.** Association expeditions are formal expeditions requiring the approval of unit and HQ Air Cmd staff. These are to include serving military personnel only; unless specific authorization from HQ 22 Gp, TPEd staff has been received **no civilians are to take part in any aspect of the expedition.**

b. **Formal Club Expeditions.** Formal Club expeditions require unit approval and are to include only serving military personnel. Unless specific authorisation from HQ 22 Gp, TPEd staff has been received **no civilians are to take part in any aspect of the expedition.**

c. **Gliding Club Expeditions.** Club expeditions may consist of **service and/or civilian club members** and other than the approval of the Operations Member and the Club CFI, taking into consideration all safety and operational matters there are no major restrictions. However, this type of expedition does not attract Public support in respect of AT grants, CILOR and F1771 etc.

4. **Applications.** Applications are to be submitted to the Ops Member in good time to allow the application to be appropriately considered. These considerations are also applicable to the loan of RAFGSA assets to other Service Associations and individuals (refer to Para 46). The detail below allows the RAFGSA Executive to fully consider the proposed Exped and, whether it aligns with the charitable objectives of the Association. Operations away from the usual club site can incur more risk, with reduced levels of supervision and higher likelihood of incidents (for example, ground handling incidents linked to less-prepared operating surfaces compared to a home club at a well-founded RAF unit). The RAFGSA effectively holds a higher degree of risk (and its insurance profit/loss balance) by agreeing to Expeds and Loans and therefore has a responsibility on behalf of the Association and RAF Sport) to evaluate each Exped or loan:

- a. Who is attending?
- b. What is the expedition seeking to achieve (objectives)?
- c. When is it scheduled?
- d. How will the objectives be achieved?
- e. How does the proposed expedition align with Association aim (Handbook Para 2 & 3)?
- f. What are the membership categories of those attending (Handbook Para 17-19 (inc.) & 22)?

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- g. Are the attendees considered SQEP by home club CFI and supported by Club OIC?
- h. What will the RAFGSA and parent Club benefit from the loan? (pilot/instructor development, Hire charges etc.)
- i. Are there wider aspects that would support the Association's approval (e.g. instructor development, development of juniors etc).
- j. Ops Member agreement and, for club-to-club loans, Fleet Manager agreement (Handbook Para 46)). If contentious, Chair agreement as Responsible Person.
- k. Proposed arrangements for launching and the provision of consumables and services (oxygen, food, accommodation, radios and survival equipment).

5. **Joint Expeditions.** Where two or more clubs intend to visit the same site over the same period the expedition is to be organised as a single expedition, under the control of one expedition leader and must fall into one and one only of the categories listed at para 3 a, b or c above. No other RAFGSA expeditions are to be organised at the same site and at the same time, hence the importance of seeking early authorisation from the Operations Member. Civilian members of the RAFGSA are not to operate RAFGSA gliders from the same expedition site when an expedition is in progress. Additionally, should a civilian member of the RAFGSA wish to take his/her own private glider away on expedition, to a site at which an expedition is already operating, then the civilian is to take no part in any expedition activity including; transport, accommodation, use of equipment and receiving supervision from expedition members. In such circumstances the civilian member will be supervised by the local club CFI.

- a. **Overseas Expeditions.** Overseas expeditions require HQ air Comd approval, Diplomatic clearance and sometimes clearance from the F&C Office. All applications are to be submitted to the Operations Member at least 6 months in advance.

6. **Training.** Before operating away from base, training is to be given to all expedition personnel in the following areas:

- a. Strong wind and Cross wind operations.
- b. Wave and hill/ridge soaring techniques, if applicable to the site to be visited.
- c. Meteorology, applicable to the area and time of year.
- d. Use of oxygen, GPs and radio equipment, including fallback and emergency procedures.
- e. Towing of loaded and unloaded glider trailers.
- f. Decompression sickness and hypoxia.
- g. Launch technique to be used at the expedition site.
- h. It is also strongly recommended that medical and survival advice be sought with due regard for the site, geographical area and climatic conditions expected.

7. **Supervision.** The key to safe operations away from base is close supervision by experienced instructors. The expedition leader is to liaise with the local CFI of the expedition site, taking into consideration the local rules, procedures and hazards. The expedition CFI is to provide adequate briefing, site checks and in-flight supervision according to the experience of the expedition members. An authorised expedition leader may only hand over his/her responsibility to a person agreed by the Operations Member. The date and time of any such hand over is to be recorded on the expedition flying log sheets. As a minimum requirement, at least one Full Rated

instructor is to be included in all expeditions, unless prior dispensation has been granted by the Ops Member.

8. **Security of Aircraft and Equipment.** The expedition leader is responsible for the security of all RAFGSA aircraft and equipment used on the expedition. Aircraft are not to remain rigged and picketed at sites where they would be vulnerable to damage by animals, vandals, strong winds, poor weather or any other hazard.

9. **Delegated Authority.** Authority is delegated to Club CFIs' to permit expeditions to RAFGSA sites or flat civilian sites without references to the Operations Member. In addition, the following dispensation exists subject to the provisions of para 4: Operations by the RAFGSA Centre on local ridges.

10. **Competitions.** All competition entries are to be sanctioned by the Competitions Member and are outside the scope of this Enclosure to the RAFGSA Handbook.

11. **Meteorological.** It is unlikely that the expedition CFI will have to rely on radio or television meteorological forecasts as the only means of determining the weather and flying conditions during the period of the expedition. However, all expedition personnel are to be encouraged to take note of such broadcasts and take any appropriate actions. It is likely that the expedition will deploy to either an established civilian or military gliding site and consequently the expedition CFI should have access to good quality meteorological information. The expedition CFI is to ensure that all expedition pilots are fully briefed on the weather conditions expected before daily flying commences. **NOTE: What was forecast is often very different to what occurs and the level of supervision should reflect the weather conditions at the time.**

12. **Individual Expedition Application Forms.** Applications are to be made online via [www.rafgsa.org/expedition-application](http://www.rafgsa.org/expedition-application). Alternatively, an example expedition application form is included in this Enclosure which is to be completed in full, by the individual concerned and authorised by the respective CFI before any expedition commences.

13. **Accident Reporting.** Accident and Incidents are to be reported in accordance with BGA procedures and RAFGSA Operations Manual (available on the RAFGSA website).

14. **GPS / Loggers.** Many Clubs have GPS and Logger equipment available for use; whenever gliders are operated away from their home airfield and such equipment is available, it is strongly recommended that they are carried and used on each flight. Should an accident occur, then the GPS/Logger is to be impounded to provide factual information to assist in the post-accident investigation.

15. **Allocation.** It is important that clubs are not disadvantaged by over allocation of gliders to association expeditions. Allocation for association expeditions is to be co-ordinated with competition and display allocation. Due account is to be taken of all RAFGSA commitments and the burden of aircraft allocation is to be distributed between clubs. In particular, care is to be taken in the allocation of high performance two seat gliders. Clubs are to receive £20/seat/day from the expedition account to recompense the Club for the loss of revenue whilst that glider is away on the expedition. This fee is only applicable to formal 'Association level' expeditions.

16. **Deposits.** The Support Member is to set an appropriate level of deposit, levied to each expedition member on association expeditions, to cover pre-expedition expenses such as booking fees and accommodation deposits. Usually, this deposit will be non-returnable on withdrawal from the expedition.

17. **Insurance.** All association expedition participants are to ensure they have adequate insurance to cover last minute withdrawal from the expedition. An increase in the personal contributions of expedition personnel because of withdrawal by another is unacceptable. There are specific policies to cover adventurous training, costs of these policies are included in initial expedition costing, and grants are allocated accordingly.

18. **Expedition Reporting.** Reports on all RAFGSA expeditions are to be sent to the Operations Member within 4 weeks of completion. For major expeditions the report must be approved by the Expedition Leader before being submitted to HQ 22 Gp (TPEd2) or the RAFGSA Executive Committee.

**RAFGSA INDIVIDUAL EXPEDITION APPLICATION FORM**

Name: Rank:

Service Number: Unit:

Work tel: Mobile:

Work Location (Section/Flt/etc):

P1 Solo Hours: P2 Hours:

P1 Instructor Hours:

Glider types on which you are current:

Experience of site to be visited Yes / No / Other:

Experience of towing glider trailers Yes / No

Experience of driving overseas (RHS of road) Yes / No

Your vehicle type (including engine cc):

Has your car got a towing hook? Yes / No Will you tow if required? Yes / No

CFI Comments: Approval Recommended / Not Recommended

Work carried out for Service Gliding Association

Work carried out for Club

Additional comments

## **MALCOLM CLUBS GLIDING SCHOLARSHIP SCHEME – CONSTITUTION**

Reference:

A. Deed of Gift from Malcolm Clubs Ltd to the Trustees of the Royal Air Force Gliding and Soaring Association, dated 2 August 99 – 08213/00672/A1/EJS/SAR/JRHK.

### **Introduction**

1. The Malcolm Clubs (MC) was formed in May 1943 to benefit junior airmen in the North African Campaign. The Malcolm Clubs Gliding Scholarship Scheme (MCGSS) was inaugurated in 1986 to provide junior ranks of the RAF with an award of £200 towards achieving first solo in a glider at a Service gliding club. The Scheme assisted over 600 successful scholars until the closure of the Malcolm Clubs brought an end to the Scheme in 1998. In 1999 the Malcolm Clubs Committee donated sufficient funds for the MCGSS to continue and keep alive the aims of the Malcolm Clubs established in Algiers in 1943. The new Scheme is administered by the RAFGSA Deputy Membership Member Scholarships (RAFGSA DMM(S)) under the authority of the appointed Trustees: AM P O Sturley and Wg Cdr M G Salter.

### **Aims**

2. The aim of the Malcolm Clubs Gliding Scholarship Scheme is to promote the aims of the RAFGSA by providing gliding scholarships to eligible RAF personnel.

### **Organization**

3. The MC Trust is managed by the Board comprising: the 2 appointed trustees, the RAFGSA DMM(S) and the RAFGSA Treasurer.

### **Finance**

4. Annual funding for the MCGSS is determined between the RAFGSA Treasurer and the scheme administrator and ratified by the trustees. MC Trust assets for the MCGSS are to be identified separately from the RAFGSA accounts and are to be invested in accordance with a strategy agreed annually with advice from the Services Investment Fund. Sufficient capital will be maintained as an endowment with the annual income providing the Scholarships funding. Any unspent money will be carried forward to the next financial year to allow some scholars to spread the award over more than one year. In addition, capital growth in line with inflation is to be agreed annually. In accordance with paragraph 1.2 of the Deed of Gift, the Trust is to be managed as two separate funds. Firstly, the original grant included £100k to provide an endowment with the annual income to provide the funds to continue the MCGSS. Secondly, the Trustees could originally grant up to £150k towards a suitable project agreed by the MCGSS Board in the spirit of the original purpose of the Malcolm Clubs.

5. The MC Trust capital has grown over time and in June 2021, due to increasing flying costs the Trustees agreed to raise the endowment to £200k to support the MCGSS.

Furthermore, at the same time, the Trustees directed that the capital set aside to fund suitable projects agreed by the Trustees was increased to £250k.<sup>5</sup>

## Management

6. The Malcolm Clubs Trust (MCT) account is to be audited annually with the main RAFGSA accounts. The MCT Board is to meet after the audit to ratify the accounts and agree any changes to the MCGSS annual expenditure budget deemed necessary; this meeting can be coincidental with the governance and reporting discussion held prior to the AGM.

a. Management of the MCGSS. The RAFGSA DMM(S) is responsible for the administration of the Scheme including selection of applications, granting of awards, publicity and producing the MCT Annual Report for presentation to the Trustees. Awards will be granted for each complete stage of the BGA badge system and, on successful completion, sufficient funds will be transferred to the scholar's RAFGSA club to cover the cost of flights up to a maximum of £300 (as at June 2021). A scholar may apply for more than one award but the selection for second and subsequent awards will be more heavily dependent on the candidate's contribution to the aims of the RAFGSA. The MCGSS is open to all Cpls and below of the RAF. In addition, all RAF ranks may apply for an award for advanced training such as motor glider or instructor rating where there would be a benefit to the RAFGSA by the successful candidate providing training to junior ranks.

b. Management of MC Capital Grants. Requests for grants from the capital set aside to be a lasting memorial in the spirit of the original purpose of the Malcolm Clubs are to be raised by the RAFGSA Committee annually and supported by a Business Case for presentation to the MC Trustees. The Business Case is to identify where other funds have been sought and how the project meets the spirit of the MC.

## MALCOLM CLUBS TROPHY

7. As a tangible mechanism to preserve the legacy and spirit of the Malcolm Clubs, a trophy is to be presented annually to the junior service scholar who has made the most progress in the gliding year. The recipient is also provided with a voucher for £300 (as of June 2021) to purchase gliding equipment for him/herself.

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<sup>5</sup> The value of the endowment may need to be increased by transfer from the Projects capital when the interest raised per year is insufficient to finance the MCGSS.

## **RAFGSA REPORTING RESPONSIBILITY TO MALCOLM CLUB TRUST AND INTEGRATION WITH THE RAFGSA AGM**

1. **Timing of the RAFGSA AGM.** At a discussion with the Malcolm Club Trust Trustees in April 2022 it was agreed that the RAFGSA would move the AGM to end-March/early April each year. Since the merger of all financial management within DRS, it has been found that accounts are not typically available until early autumn, so the AGM has been moved to **Sep/Oct**. This would be to align the AGM with a period of stability in the Association's financial year. Specifically, it would allow the following criteria to be met:

- a. All grants for the forthcoming year already confirmed and/or received.
- b. Audited accounts from the previous FY to be available.
- c. Treasurers report from the previous FY to be available.
- d. The Association's five-year plan agreed by the Exec and to be available for presentation at the AGM.
- e. Mature view of the activity/potential spending for the forthcoming FY, agreed by the Exec and to be presented at the AGM.
- f. Allow consolidated reporting on the MCT activity for the previous year and provide an estimate of the forthcoming years activity. This is to be a standing agenda item for the AGM.

3. **Reporting to the MCT Trustees and AGM.** In order to allow the MCT Trustees to meet their governance requirements the RAFGSA must provide appropriate and auditable evidence of the day-to-day management of Fund, the award of Scholarships and capital expenditure (typically to support aircraft refurbishments, initial purchases or projects that align to the objectives of the Trust). The annual '**RAFGSA to MCT Trustees Report**' is to be presented to the MCT Trustees **prior** to each AGM, as soon as practicable after the issue of the audited accounts. This report should reflect on the previous years' activities and provide sufficient time for the Trustees to consider any grant requests for subsequent years prior to the forthcoming AGM.<sup>6</sup> To highlight the contribution of MCT and the support it provides the RAFGSA, the salient points from these following elements are also to be presented at the AGM.

- a. **Financial Report.** Details of the MCT funds' income/output and investment performance, clearly differentiated within the overall audited RAFGSA general accounts is to be provided. The MCT account must be shown in two parts to identify the Scholarship Trust and the Capital Trust. The Scholarship Trust should identify the Endowment and annual interest accrued that provides for a sustainable Scholarship scheme. The Capital Trust is identified to provide for major projects in the spirit of the Malcolm Clubs' Charter.
- b. **Scholarship Report.** A comprehensive report on the MCT Scholarship scheme, covering the names and ranks of Scholars against their achievements and flying hrs/ launches during the year is to be provided. Scholars should be listed against their respective badge progression - for instance, solo, 100km, Silver C, Gold and Diamond badges. The instructor rating candidates should be listed separately as

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<sup>6</sup> This will drive the report to fall in the middle of the year, once the Accounts have been audited and are available.

these would not necessarily be Cpls and below. In-year expenditure against each Scholar with a running total carried from previous years should be shown. This would allow unexpended grants to be allocated to additional scholars.

c. **Malcolm Clubs Trophy.** The name of the Malcolm Clubs Trophy winner and a short narrative of their achievement is to be provided.

d. **Capital Expenditure.** Details of expenditure and outcomes of capital projects that have been agreed for MCT support is to be provided. The business cases that we used to justify such expenditure in the first instance should be attached to the Report as enclosures for governance purposes.