

HELDERBERG RADIO FLYERS

CLUB HANDBOOK Club Rules & Constitution

January 2024 Edition

Rules

1) GATES

The entrance gates to the flying field must always be closed.

2) PARKING

All vehicles must be driven along the recognised roadways and parked in the parking area next to, or behind the clubhouse. Care must be taken when driving past the Boys Town buildings to avoid dust. The area on the right (toilet) side of the clubhouse is reserved for vehicles with aircraft trailers. Nobody is allowed to drive on the runway side of the vibro-concrete wall. Special care and a sharp lookout must be kept whilst driving in the vicinity of the flying field for any aircraft.

3) ANIMALS

Owners are responsible for their animals on the club premises.

4) ENGINE STARTING

Ensure that your slipstream does not blow dust or oil onto other aircraft or equipment. Full throttle runs in the pit area are prohibited.

No engines are to be started on the club house side of the pit wall or the braai patio area

No engines are to be started whilst the aircraft is standing on one of the tables

5) PIT AREA

Unauthorized use of another members' field equipment is not permitted.

Any member of the public may only be permitted in the pit area if accompanied by a club member.

Children, except in the case of junior members, are not allowed in the pit area. Taxiing in the pit area is not allowed

6) VISITOR PILOTS

Members who invite visiting pilots to HRF must advise a committee member beforehand.

Visiting pilots are not required to pay a landing fee. However, a maximum of three visits to the club is allowed. Thereafter regular visitors to the flying field must be encouraged to join the club as soon as possible or stop using the facilities.

7) PILOTS

All members/visiting pilots to the Helderberg Radio Flyers facility must have a valid Aviation Recreation Organisation (ARO) and/or HRF membership card. This card must be available to display on request. NO CARD, NO FLY!

All new members must qualify to fly solo by successful completion of an ARO test. Visitors must show proof of the successful completion of the test (ARO membership card). Until such time as this level of competency is reached; an instructor must accompany the trainee/student. Should an instructor not be available, arrangements to assist must be made with another member who has an equivalent rating for the task.

Only members who hold a current ARO Display Pilot Rating may regularly take part in public displays at sites other than the club's official flying facility.

The names of members qualified to judge Proficiency tests as well as a list of Club Instructors will be published from time to time.

8) CLUB HOUSE

a. Only senior members of the club can purchase a set of keys to the clubhouse. The first person to arrive at the flying field is responsible to open the clubhouse and to check the condition of the clubhouse. Please make sure that when you leave the field that somebody else has a key to the clubhouse and make that person responsible for locking the clubhouse. It is the person who opened the clubhouse' responsibility to have it locked.

If you are the last person to leave, please check that all windows are closed, the doors are closed, the roller door is latched in and that all the taps are closed.

b. Keep the field and clubhouse tidy. Remove your refuse and dispose of it at your home.

- c. No aircraft is to be stored in the clubhouse over weekends.
- d. The toilets must always be kept clean and tidy .
- e. No smoking is allowed in the toilets.
- f. Do not dispose of any foreign objects (i.e. cigarette butts, sanitary products, etc.) in the toilets. We have a septic tank system!
- g. The chairs in the clubhouse are personalized and were purchased during a fundraising project. It is for the exclusive use of its owner and you may contact the committee to purchase your own.
- f. No model aircraft will be allowed in the clubhouse or social area.

9) SAFETY RULES

Helderberg Radio Flyers has adopted the SACAA ARO Safety and flying Rules and these rules together with the HRF club rules will be the Rules at all times...

a. TRANSMITTERS

All transmitters must always be kept inside the transmitter pound unless you have clipped your membership card onto the appropriate frequency on the pegboard.

Transmitters may not be left in motorcars or retained in flight boxes in the pit area. Make sure your transmitter is switched off before placing it in the transmitter box.

All transmitters must at all times display correct colour ribbon relative to your frequency.

All new transmitters and transmitters of new members must be checked by a Committee member before they will be allowed on. (Valid frequency, crystal compatible with colour ribbon).

b. FREQUENCY CONTROL

Only SACAA recognised R/C frequencies are allowed. The pegboard will at all times be up to date with the latest legal SACAA frequencies.

Frequency control operates on the system whereby flyers must clip their membership card onto the appropriate frequency on the pegboard ("peg on" system) in order to use his/her transmitter. If the required frequency is occupied by a membership card, you may not remove your transmitter from the transmitter control box until the person using that

frequency has removed his/her membership card. Pilots using 2.4 ghz radios must also put their membership card onto the pegboard in the 2.4 ghz section.

Only valid membership cards (or valid ARO cards) are allowed on the pegboard.

NO CARD, NO FLY!

c. PEG TIME

Maximum peg time is twenty minutes. This includes engine starting, taxiing, hovering, etc. In the event of technical trouble with any part of the aircraft, engine or equipment, the normal peg time still applies.

d. TAKE-OFFS

Take-offs and hand launching are only allowed from the recognised runways, i.e. it is not allowed to take off from the pit area or taxi strips. Taxiing and take-off are not allowed across the pilots' area.

Direction of take-off will be determined by the safety officer on duty. This direction will also apply to landings and will not be deviated from until the safety officer sanctions a new direction.

Before taxiing or stepping onto the runway, the pilot must call 'TAKE-OFF!' He must then make sure that no other aircraft flying are coming in to land. He must also make sure that there are no other people on the runway collecting their aircraft, or for whatever reason. He need not wait for permission to take off, but if any pilot replies to his take-off call by calling 'LANDING!' he must wait until that pilot has landed his aircraft and cleared the runway.

Immediately after take-off, the pilot will move into the pilot's area, a safe distance from the edge of the runway and remain there for the duration of his flight.

e. LOW FLYING

Low passes are not permitted near the pilots' area, but must be done on the far side of the runway.

Touch-and-go manoeuvres are permitted, but only in the normal direction of take-off and landing. This manoeuvre must be announced as for landing.

f. GENERAL FLYING

Pilots are not permitted to fly their aircraft over the pit area, the clubhouse, spectator areas, parking areas or the N2.

Pilots will at all times fly their aircraft in such a manner that the pilot is positioned between his aircraft and the pits. This rule also applies to landings.

No 3D flying is permitted whilst any other aircraft is flying and vice versa.

No 3D flying such that the aircraft is over the pit side of the runway.

g. GLIDING

All forms of gliding are allowed at HRF including launching by winch or bungee.

The bungee/winch must be so laid out that when taking the prevailing wind direction into account the line does not descend onto the runways; taxiways, pit area, entrance road, parking area or clubhouse after release of the glider.

h. HELICOPTERS

Helicopters and fixed wing aircraft may only be flown at the same time off the same runways or in the same air space once the helicopter pilot has passed a proficiency test as approved by the Committee.

Helicopters may not be flown or hovered in the area between the clubhouse and the runways or between the clubhouse and the helicopter pad.

All trainee helicopter pilots shall fly off the helicopter pad.

i. LANDINGS

When a pilot wishes to land his aircraft, he will announce to do so in a loud, clear voice, by calling 'LANDING!'

The safety officer on duty will determine direction of landing. This direction will also apply to take-off and no deviation will be allowed until the safety officer sanctions a new direction.

Pilots must land on the recognised runways. If someone is unable to do so, he must land on the far side, away from the pilot's area and the clubhouse.

Emergency landings of any nature, particularly 'DEAD STICK!' landings, take preference over normal landings and take-offs.

After landing, the pilot will immediately remove his aircraft to the pit area. If required to go

and retrieve the model from the runway, make sure it is safe to do so. If crossing the runway, the pilot must take care and ensure that he notifies the other pilot' s still flying. Once in the pits, the radio must be switched off and the transmitter returned to the Transmitter pound and your membership card removed from the pegboard.

j. SAFETY OFFICERS

A safety officer will be appointed for every competition. On general flying days any member may be appointed by his fellow members present or by a Committee member to perform this duty. Safety officers must point out infringements of these rules. Should a member fail to give his co-operation, the incident must be reported to the committee so that further steps may be considered in accordance with Clause 8 of the Constitution.

10) SAFETY

The safety of pilots and spectators must at all times be considered of primary importance.

Pilots may not drink alcohol and fly.

11) GUESTS

Any guests, including non-flying, are the full responsibility of the hosting club member. The hosting club member will be held liable in full, for all actions at the club by their respective guest. A guest in this context, is defined as any person a club member brings to the flying field, including family, friends and external club members.

Any guests, that will fly, brought to club must first be announced to any committee member by the hosting club member, informing the committee member of the guest ARO number and ARO proficiency. Please point 7 above for additional information.

12) BREAKING OF RULES

A pilot who contravenes the safety rules and who in the opinion of the Safety Officer or a Committee Member constitutes a threat to the safety of members and visitors may be grounded for the remainder of the day. For serious breaches of safety rules that member may face disciplinary action under Clause 8 of the Club's constitution.

Unruly behaviour will not be tolerated. This will lead to a member's immediate suspension from the club as per the Committees mandate and will face disciplinary action under Clause 8 of the Club's constitution.

SAFE FLYING IS EVERYONE'S RESPONSIBILITY!

Written by Administrator

Friday, 25 November 2005 07:04

HELDERBERG RADIO FLYERS CONSTITUTION:

(JANUARY 2022)

1. NAME:

The name of the Club shall be: HELDERBERG RADIO FLYERS

2. OBJECTIVE:

To provide facilities for, and encourage, the flying of RADIO CONTROL MODEL aircraft, and in so doing to foster a spirit of good fellowship amongst members and other modelers. The Club shall be a non-profit making body.

3. PUBLIC LIABILITY INSURANCE:

All flying members of HRF shall at all time hold current membership with a valid Aviation RecreationÂ Organisation (ARO) so that each member shall have valid Public Liability Insurance as supplied by the ARO. This ARO membership will not be administered by the Club. It will be the responsibility of all members to provide the Secretary with valid proof that he/she holds a current ARO membership.

4. ANNUAL GENERAL MEETING:

An annual general meeting shall be held at a suitable time during the month of March each year for the purpose of electing office bearers for the forthcoming year as well as for the discussion of matters pertaining to the management of the Club. Proper notice of the annual general meeting shall be communicated to all members at least one month prior to the date of the annual general meeting. A quorum shall consist of one third (1/3) of the current paid-up members, if a quorum has not been reached within thirty minutes after the advertised starting time, those members present shall be deemed a quorum. A special general meeting may be called by written application of at least one third of paid-up members. Such application must be with the secretary at least one month prior to the date of such meeting and notice of such general meeting shall be given to all members at least twenty-one days prior to the date of the meeting. A quorum shall consist of one third of the paid-up members, if a quorum has not been reached within thirty minutes after the advertised starting time,

those members present shall be deemed a quorum. A general meeting can also be called for via a disciplinary appeal and the same notice procedures are to be followed.

EXECUTIVE COMMITTEE: The members duly elected at an AGM shall be the Executive Committee responsible for the running of the Clubs affairs. The Executive Committee, hereafter referred to as the Committee, shall consist of the following:

- **CHAIRMAN**
- **VICE CHAIRMAN**
- **SECRETARY**
- **TREASURER**
- **SAFETY OFFICER**
- **COMMITTEE MEMBER**

The Committee shall have the right to co-opt as many members as it deems necessary to ensure the efficient functioning of the Club.

5. COMMITTEE MEETING:

For the purpose of committee meetings, three committee members, of whom one shall be either the chairman or the vice-chairman, shall form a quorum. The Committee shall have the power to co-opt additional members as necessary. Abbreviated minutes of meetings will be kept by the Secretary.

6. CLUB MEETING:

Regular club meetings will be held and arranged by the Committee. The purpose of club meetings is to inform and update members on club activities and to obtain member input on issues relevant to the hobby and the running of the Club. Abbreviated minutes of meetings will be kept by the Secretary.

7. AMENDMENTS TO CONSTITUTION:

Amendments to the constitution can only be implemented at the annual general meeting or at a special general meeting. Proposals to amend the constitution must be submitted in writing to the secretary at least two weeks prior to the meeting and be signed by both the proposer and the seconder. The constitution must be approved by the members and signed by the chairman as approved and kept by the secretary in the meetings file.

8. LEGAL LIABILITY:

The legal liability of the Club is vested in its members and not in individuals or office bearers.

The English version of the constitution and club rules will be the official legal document, the Afrikaans copy, if available, will be for reference purposes only.

9. DISCIPLINE:

All members are bound by the club rules as published and amended from time to time as required. The amended rules are to be signed by the chairman or vice chairman and kept safely by the secretary. The Committee shall have the right to suspend membership or to take any other disciplinary action against members guilty of conduct prejudicial to the interest of the Club. An appeal may be lodged with the secretary, in writing, within seven days, and the matter shall be brought before a general meeting within four weeks thereafter. The decision of the general meeting shall be binding.

10. MEMBERSHIP:

A prospective member shall complete the official HRF application form for membership. The Committee shall then consider the application where after a decision will be made as to whether an application is accepted, rejected or pending for a deferred decision. The decision made by the Committee shall be final. All dues become payable on application for membership.

JUNIOR MEMBER

A junior member is an active modeler who is not self-supporting, has no fixed income and is under 18 years of age. Junior members will have no voting power. A junior members parent must give their consent on application for membership.

STUDENT MEMBER

Any member over the age of 18 and not self-supporting due to the fact that such member is a bona fide student, and could produce proof to the Committee, should be treated as a senior member with full voting rights but at a membership fee equal to that of a junior.

COUNTRY MEMBER

Any person residing beyond a radius of one hundred (100) kilometers of the Clubs official flying field may submit an application for country membership.

SOCIAL MEMBER

A social member is a non-flying member and may apply to the Committee to become a social member. Social members will have no voting power.

PENSIONER

A pensioner is accepted as a bona fide pensioner at the beginning of the Clubs financial year or at acceptance as member. Bona fide pensioner status must be approved by the Committee.

HONORARY MEMBER

The spouse of a pensioner, full member and country member are honorary members of the Club. (If such spouse is however an active flying member, normal membership fees shall apply). The Committee may award honorary membership to any member for services to the Club or aero modelling in general for a predetermined time period. Honorary members will have no voting power.

LIFE HONORARY MEMBERSHIP

The Club may at the annual general meeting or special general meeting award honorary life membership to a member for services to the Club or aero modelling in general. Honorary life members will have full voting power.

11. LIMITATION OF MEMBERSHIP:

If at any time the Committee considers that facilities of the Club to be being fully utilized, they may, at their discretion, hold in abeyance any existing applications and further applications. In the event of prospective members having to be placed on a waiting list, preference shall be given to social members and local residents.

12. JOINING FEE:

All new members except for pensioners, students, junior-, honorary-, life honorary, country- and social members are obliged to pay a club joining fee to be determined from time to time by the Committee. This joining fee shall be a once-off payment in addition to the annual subscription. The joining fee may be paid monthly as agreed with the Committee. The Committee shall, on receipt of a written application fully outlining the circumstances, be empowered to waive, suspend, defer or otherwise amend the joining fee. Where the membership of a member lapses without valid notification, the joining fee shall be payable upon re- registration and all conditions outlined in this paragraph will apply.

13. ANNUAL MEMBERSHIP FEES:

The annual membership fees shall be agreed upon at the annual general meeting. Club membership fees for any one calendar year shall become payable on 1st March. Any member failing to pay his/her club membership fees by 1st March without notifying the Committee as to the reasons for non-payment, will automatically cease to be a member. A Member will have to reapply for membership if said membership has lapsed, no joining fee will be applicable. This shall not relieve him/her of their obligation regarding any outstanding balance. Members joining after 1 September will pay 1/2 the annual membership fee or a fee as determined by the Committee.

Type of member Subscription Due

Full member Full annual subscription.

Junior member

Pensioner or bona fide pensioner

1/2(half) of annual subscription.

1/2(half) of annual subscription.

Country member

Social member

Honorary member

1/2 (half) of annual subscription.

1/3 (third) of annual subscription (non-flying).

Free of charge.

Life-Honorary member Free of charge.

Parent and Child

Parent full unless he/she is a social member

- 1st child as per junior member unless he/she is not a junior.

- 2nd child as per social member unless he/she is not a junior.

- 3rd and consecutive children free of charge.

14. RESIGNATION OR SUSPENSION:

On resignation or suspension a member shall not be entitled to a refund of any moneys already paid and such resignation or suspension shall not relieve the member of his/her obligation to pay his/her outstanding balance. A member in financial difficulty or special circumstances may submit a written application to the Committee for his/her outstanding balance to be deferred, reduced, waived or suspended by the Committee as they deem fit.

15. VISITORS FEES:

Visitors or social members who make use of the Club's flying facilities will be required to pay an amount per day as decided upon from time-to-time by the Committee. This charge will not apply on official invitation to other clubs, or at the discretion of the Committee. All visiting flyers must have proof of ARO insurance cover.

16. FINANCIAL:

Annual subscription fees, joining fees and other payments will only be recorded as received once the funds have been registered into the Club's bank account. (All moneys received by Committee members must be paid into the clubs banking account within 10 (ten) days of receipt. All Committee members will be required to hold club receipt books and to record therein funds received on behalf of the Club. All membership fees must be paid directly into HRF bank account and deposit slip faxed or handed to the Club Secretary or Treasurer. All expenses must be approved by a Committee quorum, as per section 5 (five) above, prior to the disbursement of funds. All cheques or withdrawals must be signed by any 2 (two) of the following.

- **CHAIRMAN**

- **SECRETARY**

- **TREASURER**

The Club's financial year will be from 1 March to the last day of February.

A balance sheet and financial report must be presented at the annual general meeting.

17. ASSET REGISTER:

An asset register must be kept and updated by the Secretary at each Committee meeting.

Items can be depreciated, scrapped or reported stolen at the discretion of the Committee.

18. DISBANDMENT:

In the event of the Club being disbanded, all debts shall first be honored and thereafter all property and possessions sold and the income thereof, together with any other assets, shared between the members at the time of disbandment.