

Hobart Model Aero Club (Inc.)

Kelly Field

Operations Manual

March 2021

Disclaimer

These are the operating procedures that apply to all models operating at Hobart Model Aero Club (HMAC) - Kelly Field. Modified procedures permitted for specific model types are detailed below.

This manual does not cover Air Navigation Regulations (ANRs) enforced by the Civil Aviation Safety Authority (CASA), the Model Aeronautical Association of Australia (MAAA), or any other governing body.

Within the general category of “model aircraft” there have been extensive and rapidly changing developments and for this reason all pilots are expected to be familiar with and adhere to current ANRs relating to their modelling interests. These regulations are legal requirements laid down by CASA and circulated by the MAAA. MAAA Manual of Procedures (MOP) referred to in this manual can be accessed via the MAAA website at <http://www.maaa.asn.au/documents-manual-of-procedures>

HMAC reserves the right to add their own Operations Manual as long as the procedures within the manual do not breach ANRs or MOPs (which always take precedence) and third party insurance requirements.

Common sense should be used to interpret this manual.

If you do not understand these procedures, **please ask**.

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1. General administrative procedures

- 1) Kelly Field is for restricted use by financial HMAAC members and other individuals and/or groups according to the lease agreements with Clarence City Council and permission by the HMAAC committee.
- 2) Other financial MAAA members may be permitted to fly subject to presenting their MAAA membership card and signing the Visitor's book.
- 3) All visitors, before flying, must sign the Visitor's Book.
- 4) Visitors flying at Kelly Field (other than in competitions) on more than three occasions within a financial year, must take up HMAAC membership.
- 5) Associate membership to HMAAC is available if the applicant is a current member of another MAAA affiliate.
- 6) No alcohol is permitted at Kelly Field unless specifically authorised by the committee.
- 7) Smoking in the pits area, and within 20 metres of any building or shelter is not permitted.
- 8) All vehicles must use the parking area behind the clubhouse.
- 9) Mobile phones will not be used in the pits or flight-line area.
- 10) Club owned UHF radios may be used for communication between spotters.

2. General flight and operational procedures

The following general flight and operational procedures apply to HMAK Kelly Field:

- 1) A Safety Officer will be appointed by the Committee from time to time.
- 2) In the absence of a Safety Officer any Instructor or Committee member, holding Gold Wings, may serve as a safety officer.
- 3) HMAK permits flights by all model aircraft including powered fixed wing, turbine, helicopters, gliders powered or not, control line, and multi-rotors or any other flying contraption subject to meeting conditions below:
 - a) Any model considered not airworthy by the Safety Officer, an Instructor, or a Heavy Model Inspector, will not be permitted to fly.
 - b) Any Committee Member or Safety Officer may restrict or limit any operations on the day if in his opinion safety or public convenience dictates.
 - c) On days of advertised special events the event director has the right to vary and/or interrupt club operations provided it is consistent with safe operations contained within this Operations Manual.
 - d) General flying may be limited on advertised club event days, as directed by the Contest Director.
 - e) No flying may take place before 9 a.m. on Sundays, nor after 8 p.m. on any day.
 - f) Any model with a mass greater than seven (7) kilograms must have a valid Heavy Model permit before being allowed to fly.
 - g) Only Gold Wings pilots may fly a heavy model at HMAK.
 - h) Any member causing damage to or loss of another's aircraft and/or equipment due to non-compliance with the operations manual is liable for full cost of restitution. Any dispute will be settled by a member of the Committee or Safety Officer and is binding.
 - i) If a total fire ban is current, no flying is permitted. Also no field maintenance equipment may be used.
 - j) If a serious fire risk is perceived, the Safety Officer and/or Committee may limit or ban operations.

Limited operations, if permitted, may continue if the winds remain below 10 knots (18km/h) and the temp below 25C (a sensible estimate is acceptable)
 - k) It is the responsibility of members to know fire status before flying.
 - l) All members are responsible for ensuring that their flying is carried out in a safe manner.
 - m) HMAK members have an obligation to report any safety issue they observe.

3. Kelly Field pit procedures

The following pit procedures are to be observed at all times.

- 1) All models armed or started in the pits area must be restrained to prevent unintentional movement.
- 2) All motor arming, starting or re-starting is to be conducted in a safe area, including extended motor runs at high power, where other operators will not be impacted.
- 3) Full power run-ups must not be carried out near other aircraft or pilots.
- 4) After starting the model, it must be moved out of the pits area without undue delay.
- 5) If the pits are clear, taxiing from the South Eastern side of the pits only, directly onto the East/West runway is permissible (as shown in diagram 1 – Layout of Kelly Field) and taxied in a manner and position that poses no possible risk to other operators. If the fight line is in use, large models should be held and “walked” to the East/West runway.
- 6) Pilots are urged to use extreme care if they decide to carry a model either armed or with the motor running and a helper should be briefed and used when possible.
- 7) Aircraft are not to be taxied into the pit area after landing and motors must be stopped clear of the pits. Models may be carried by the pilot or a helper.
- 8) Models must comply with MAAA guidelines for the type, especially with respect to weight limits, range checking and the programming of fail-safe before flying.
- 9) Fail safe programming, if available, must include throttle closure. Guidelines from radio manufacturers should be followed.
- 10) If available, electric models must have the motor disarmed or locked (motor arming switch and/or transmitter programming) prior to connecting the battery.
- 11) If available, glow, petrol and diesel engine, powered models, must have the “Throttle lock / Throttle low” feature enabled on their transmitter during starting and pit operations, otherwise idle setting should be selected on the throttle stick.
- 12) Before the first flight and after modifications or repairs, a range, fail-safe and a correct throttle lock / throttle low position check must be made with engine running and model restrained by a helper.
- 13) Before take-off a full control check will be made for each flight.
- 14) All pilots operate on the undertaking they have an understanding of, and will comply with, the ANRs relating to their modelling interests.
- 15) Pilots may be asked to provide documentation or demonstrate an understanding of the regulations affecting their model type before flight.
- 16) No member of the public is allowed to enter into the pits area. This rule will only be relaxed if the member(s) of the public are escorted by a HMAAC member and permission to do so has been granted by the Safety Officer or Committee member. It is the duty of all HMAAC members to advise members of the public of this rule if necessary.

- 17) If an emergency arises in the pits, pilots should be advised to land and vacate the flight line and pits until the incident has been resolved

4. Frequency control

- 1) 2.4 GHz radio equipment does not require a key system and may be used without the use of the pound unless mandated by the safety officer.
- 2) All frequencies other than 2.4GHz must have the correct key in the board before the transmitter is turned on. The key should indicate the owner and frequency.
- 3) Models using the control line circles or other remote locations requiring the use of radio control, must use 2.4GHz frequencies unless specific approval is obtained from a safety officer at the time.
- 4) Frequencies in the 5GHZ frequency band are a special case in limited use. When equipment is used on the 5GHz frequency no transmitter will be turned on before ensuring the channel selected is not in current use by another operator. The options are to wait until the channel is available or move to another channel not being used.
- 5) No transmitter is to be on unless the pilot is with his model

5. Airborne operations in general

Diagram 1 - Layout of Kelly field



- 1) Flight over the pits, clubhouse and parking area or any area being used for non-flying pursuits is prohibited.
- 2) Models must not be flown above 400' AGL unless clearance is obtained from Hobart Operations at Hobart Airport.
- 3) Model aircraft must give way to, and stay well clear of, any full size aircraft traversing the air space over and near Kelly Field.
- 4) Flying outside the boundaries of Kelly Field is not permitted, except, if the East-West strip is in use, overflying properties on the eastern side of Kelly Field is permitted, provided disturbance to neighbours is minimised.
- 5) Models must be within good visual range at all times. Spotters may be used to assist.
- 6) Pilots who have not achieved a minimum of Bronze or Silver Wings status, may not fly solo. An Instructor or Gold Wings pilot must stand alongside such pilots when the motor is running. This supervisory pilot is in command.
- 7) Before solo flights new members or visitors to HMAAC must comply with the following:
 - a) Undergo an assessment of experience by an Instructor or Gold Wings pilot. If thought necessary, undergo and pass a flying test as part of the assessment.
 - b) Present their MAAA card or provide proof of membership of an associate club
 - c) If assessed as inexperienced, undergo and pass a ground and flight check by an Instructor as per bronze/silver wings requirements.
 - d) If trial flights are granted on club trainers the student, in the event of a crash, is expected to contribute to the cost of replacing the model as determined by the Instructor.
 - e) If a model is thought to be excessively noisy an effective silencer or other rectification will be required before further flights. Any dispute will be settled by a Committee member or Instructor normally by use of the club sound meter.
 - f) Any club member instructing a junior MUST ensure that a parent or guardian are in attendance with the junior whilst the junior is flying/learning.

Otherwise the instructor MUST have a "working with children check" or a national police check.

Refer MAAA MOP 041 (Member Protection Policy) in 2016. Annex B and Section 9.1 deal with child protection.

6. Kelly Field circuit operations - see diagrams.

- 1) Circuits will be rectangular below a nominal 100' altitude.
- 2) Wind direction will dictate the duty runway. In calm conditions the duty runway will be to the North with a left-hand circuit.
- 3) Other runways may be used as well, however, where different runways are in use, pilots using the non-duty runway are responsible for safe integration and must liaise with other pilots.
- 4) Special operations such as low passes, retrievals etc. must be called and agreement from others pilots obtained. It is encouraged to use a spotter when available.
- 5) The first aircraft on finals has priority subject to override for emergencies.
- 6) Pilots wishing to do aerobatics or manoeuvres intersecting with the runway in use are responsible for liaising with, and maintaining clearance from circuit traffic.
- 7) Pilots will make an appropriate call:
 - a) upon entering the runway; e.g. "On the strip";
 - b) upon clearing the runway after placing or retrieving a model; e.g. "Strip is clear";
 - c) taking off; e.g. "taking off" or "launching";
 - d) starting a landing approach; e.g. "Landing";
 - e) commencing a missed approach; e.g. "Going around";
 - f) engine stops; e.g. "Dead Stick"
 - g) whenever clarity is required.

The following diagrams graphically illustrate the flight circuit envelope to be observed by all pilots:

Diagram 2 – Take-offs to the North – Left hand circuits

All pilots should initiate turns at the end of a North bound leg, such that the turn is completed well before the power lines on Kelly Field.

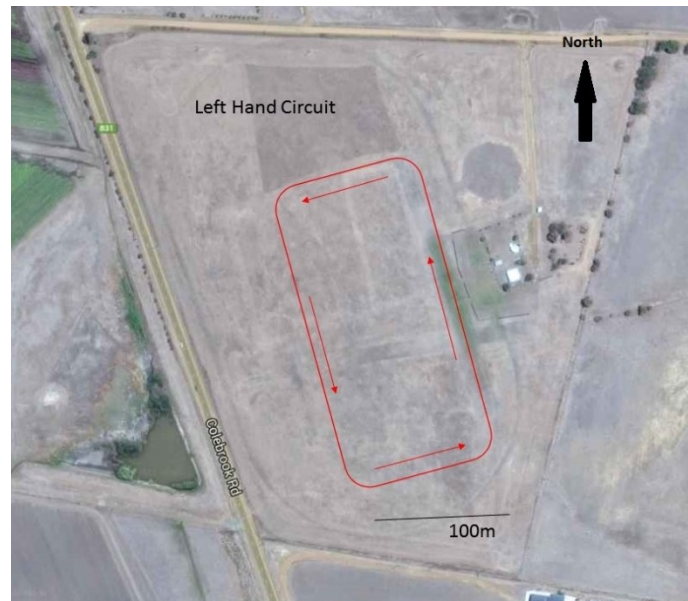


Diagram 3 - Take-offs to the west - Left hand circuits.

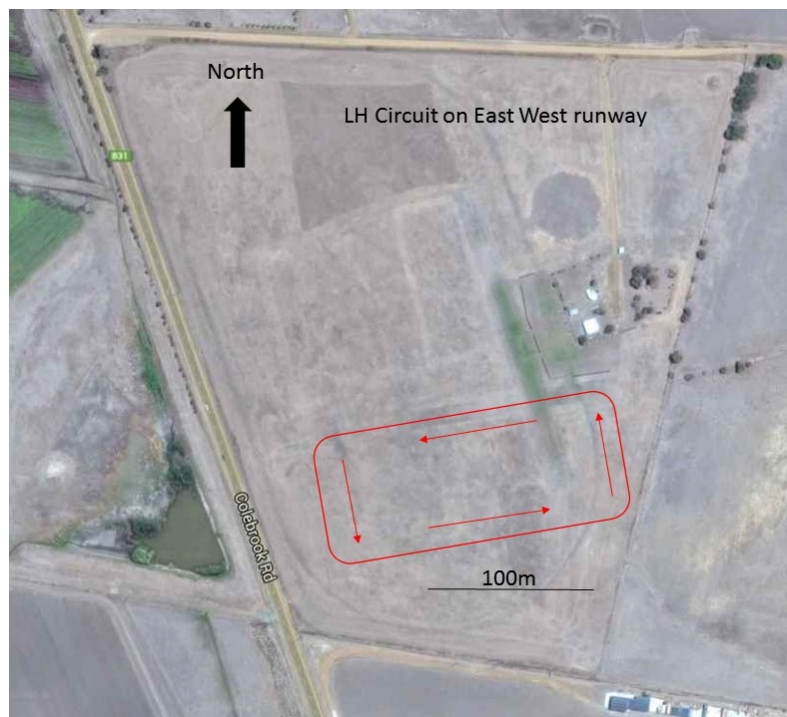


Diagram 4 - Take-offs to the East – Right hand circuits

Cross wind turns to be made as early as possible.

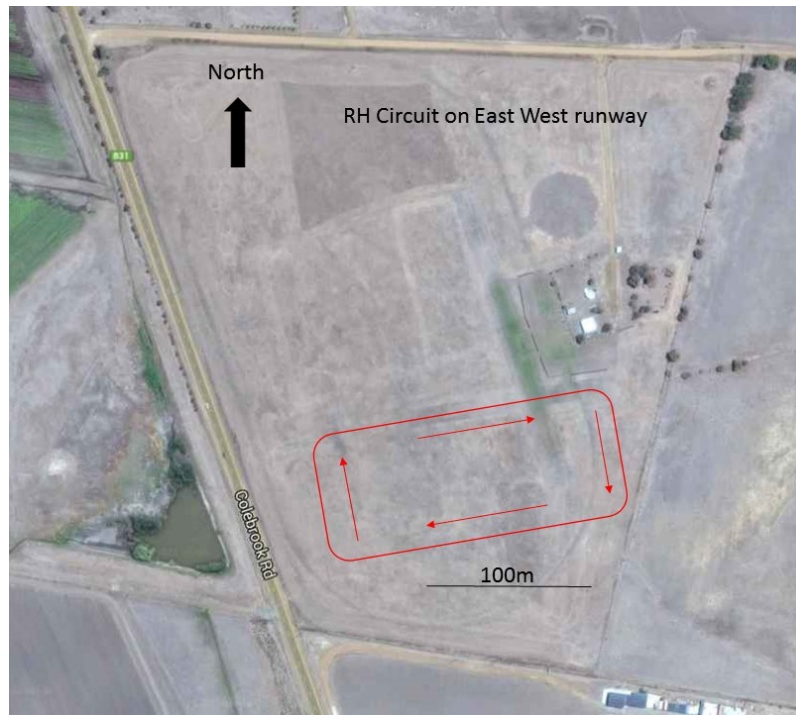


Diagram 5 - Take-offs to the South – Right hand circuits

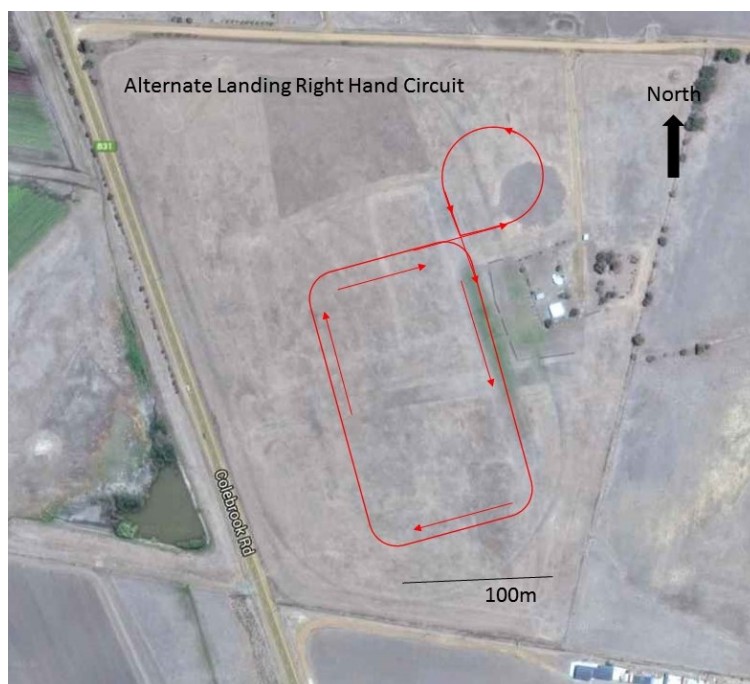
North bound legs must be kept as short as possible, especially on landing approaches in the Right Hand circuit.



Diagram 6 – Take offs to the south – Alternative landing

To avoid conflict with neighbours an alternative landing for approaches and landings from North (to the south) is suggested and should be used if practicable.

To use the procedure turn approach for landing from North (diagram 5), pilots may track downwind as required but not over the runway in use.



7. Specific procedures for specialist models

7.1 First Person View (FPV) operations

- 1) Normal club procedures also apply to FPV flights, including integration with other operations at Kf
- 2) FPV pilots are deemed to know, understand and adhere to FPV procedures as detailed in the MAAA MOP 066. These can be modified as required, so it is necessary to stay abreast of any changes.
- 3) All FPV flights require two pilots. The PIC (pilot in command) is the non FPV pilot, and be qualified and trained to fly the model. He is fully responsible for the flight and safety.
- 4) Subject to P5 below, the PIC must have a buddy link to the FPV transmitter and be able to take control of the flight at any time he considers it necessary. He must maintain good visual contact with the model at all times which in turn determines the maximum distance the FPV pilot can fly.
- 5) If the FPV model is equipped with working RTH (return to home) the requirement for the buddy box connection is waived and only one transmitter required but the responsibilities of the PIC remain unchanged.
- 4) FPV racing is not permitted at Kf unless prior permission has been granted and all regulations can be met. The committee or safety officer must be supplied with all relevant information before the event can be sanctioned.
- 5) FPV flights are not permitted on heavy (7+Kg) or turbine powered models.

7.2 Helicopter and multi rotor operations.

- 1) 36MHz transmitters are not permitted unless specific permission is granted by a safety officer on the day and keys are used.
- 2) The prepared circle can be shared with control line flying without special requirements provided the operations are conducted clear of normal fixed wing operations.
- 3) Helicopter and multi rotor pilots may request exclusive use of the runway or circle for short periods but must advise and integrate with fixed wing and control line operations.
- 4) Pilots must liaise between themselves on the day to reach a suitable sharing arrangement. If a dispute arises a committee member will decide.

7.3 Gliders and powered launch assisted models (includes bungee, winch and hand launches)

- 1) Gliders using motors are classed as powered models and subject to normal operating procedures.
- 2) All launches, are to be made from the runway or close alongside the runway in use as dictated by the wind direction. Glider and bungee launches must be made in the same direction.
- 3) A pilot must call launches, landings and retrievals from the strip.
- 4) Any pilot entering the strip is responsible for his own safety and for making sure the runway is clear.
- 5) Gliders, must operate and integrate with power model operations.
- 6) Glider winches or catapults must be set out parallel to the runway in use.
- 7) The glider winch or catapult, shall set up as close as possible to the landing area.
- 8) Ensure all launch mechanisms are securely anchored before arming. Do not arm the launch equipment until ready for flight.
- 9) Prior to releasing a winch, catapult or hand launching, you must confirm with other pilots that the model is clear to launch. Make the "launching" call then wait for the OK from the other pilots.
- 10) It is the responsibility of pilots to ensure that the launch corridor is clear of other aircraft before commencing launch.
- 11) Members must ensure that their model vacates the air space over the launch corridor as soon as practicable.
- 12) After launch - All pilots must return to and operate from the flight line.
- 13) Gliders have the right of way over powered models except if the powered aircraft has a problem or is "dead stick".
- 14) All glider landings must conform to the power circuit and landing direction, unless not practical
- 15) Discus gliders (hand launched gliders) are permitted to use the prepared circles without special requirements provided the operations are conducted clear of normal fixed wing operations.
- 16) Pilots must liaise between themselves on the day to reach a suitable sharing arrangement. If a dispute arises a committee member will decide.

7.4 Electric models

- 1) Before connecting power batteries. Pilots must ensure that the transmitter is on, the correct model selected, secured, and the throttle closed.
- 2) The pilot must remain beside his model when the battery is armed.
- 3) At the end of flying, ensure that the transmitter remains on until model is restrained and disarmed. This should be done as soon as practicable after flight.
- 4) No model will be in the pits unattended with power connected.
- 5) Because there is a risk of serious injury, it is strongly recommended that electric models with power in excess of 200W have another member present at the field before connecting battery(s), arming aircraft and commencing flying.

7.5 Control Line Flying

- 1) Control line models are to be flown only within the designated control line/helicopter/multi rotor circle.
- 2) Control line models are only to be operated/flown with lines and equipment suitable for the model concerned.
- 3) At no times may a member of the public enter the control line circuit.
- 4) It may be necessary to liaise with helicopter and multi rotor models before operations.

7.6 Gas Turbine Model Flying

- 1) The pilot must hold a current MAAA permit to fly a gas turbine powered model and may then only fly provided that they comply with MAAA rules relating to gas turbine models.
- 2) Gas turbine models will obey all operational requirements but may ask for exclusive use of the field for a short flight of approximately 10 minutes.
- 3) Pilots must liaise between themselves on the day to reach a suitable sharing arrangement. If a dispute arises a committee member will decide.
- 4) If any safety or fire-hazard is perceived turbine models will not fly.
- 5) Turbine operators must supply their own, and have ready, CO2 fire extinguisher for all ground operations.
- 6) The turbine powered model must comply with club imposed noise limits and all MAAA turbine requirements.

8. Safety breaches and considerations

- 1) Safety Officer(s) have the right to ground any pilot who operates in breach of these rules. This grounding is at the discretion of a Safety Officer who may require further training, counselling or any other action including a recommendation that the Committee terminate membership.
- 2) Any person involved in a reportable incident (i.e. an event where damage to property or injury to a person occurs, shall immediately land, remain grounded and once the situation is stabilised as outlined below, contact a Committee member with details. That person shall then, in conjunction with the committee member/s complete the requisite Accident/Incident Report form to be lodged with the MAAA secretary.

9. Emergencies

- 1) Conduct - Common sense is important and members are expected to do what they can to assist without putting themselves a risk.
- 2) If any person is injured or otherwise in trouble the following should be observed:
 - a) Carry out basic first aid.
 - b) Calm patient and limit movement.
 - c) Call an Ambulance (000). Kelly Field is 3Km N of Richmond on Colebrook road.
 - d) If power lines are involved do not attempt to recover the model. Stay clear and contact Transend or 000.
- 3) If an unlawful act occurs involving the possibility of assault or other risks call Police at Richmond 13 14 44 or 000. Do not become involved.
- 4) Advise one of the Committee members or Safety Officer as soon as possible after stabilising the situation.
- 5) Use your phone to get pictures if they may be relevant.