



Auckland Recreational Flying Club Inc. (ARFC)

Operations and Safety Manual

Introduction

The Auckland Recreational and Flying Club Inc. (referred to as ARFC) is an incorporated society and is governed by its Constitution.

This document contains policy, rules and procedures of ARFC that are not contained in the Constitution, this document is subordinate to the Constitution.

ARFC and its members shall always abide with CAA and RAANZ Rules and Regulations, which take precedence over this document.

Members are responsible to know the CAA and RAANZ rules – this document is not intended to be the primary resource for any of these rules and information.

This manual may be amended from time to time and shall be in force after approval by the Executive Committee and the changes are presented and noted at a Club Monthly Meeting. The manual version is defined on each page footer by the Date YYYY MM DD and (Draft) or (Approved). The most recent Approved version is the version in force.

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1.0 Committee and Officers

The Committee of the Club consists of all the Officers of the club.

All officers of the Club are required to complete a consent form and this form is entered to the register of officers and retained in accordance with the Incorporated Societies Act.

1.1 Executive Committee Officers

The appointment, responsibilities and authority of the Executive Committee is defined by the ARFC Constitution. The Executive Committee may co-opt members as Officers of the club (to be ratified at the next club meeting).

1.2 Officers

Officers of the club include the Executive Committee any member of the club that is elected or co-opted to the committee with authority or responsibility to act on behalf of the club.

All officers are required to complete the consent form included in this document.

Any person may hold more than one office concurrently.

Committee (Elected at AGM or Special General Meeting)

Executive Committee:

President	Jon Farmer
Vice President	Nick Buxeda
Secretary/Treasurer	Andrew Guyan
Elected Member (3 Req'd.)	Kevin Moir
Elected Member	Mark Stead
Elected Member	Jeff Bonnici

Officers

CFI	Duane Keenan
Instructor	Duane Keenan
Instructor	John Smith
Technical/Maintenance Officer	Jeff Bonnici
Communications Officer	Dino Damini
Safety Officer	Ray Ninow
Elected Officer	Paul Richardson

2.0 Membership

2.1 Application Form

Application for membership is to be made on the Membership Application Form. This information will be maintained in a register as required by the Incorporated Societies Act.

2.2 Communication

Application for membership is to be made on the Membership Application Form. This information will be maintained in a register as required by the Incorporated Societies Act. This information will be used to enable Members to communicate with each other and for the Club to communicate with the Member.

The Club uses WhatsApp for regular communication with and between members. Each Member should join the ARFC Members WhatsApp Group to receive important instant information and to enjoy the fellowship of other Members. Please keep communication on the group to appropriate flying related content.

The Club will also use Email for formal membership notifications, it is the responsibility to ensure that the Committee is kept advised of your valid Email address.

A membership list will be compiled from time to time, and each member should check that their information is valid.

2.3 Privacy

Members agree that the following information will be available to all club members. Member Name, Email Address, Physical Address, Phone Numbers, WhatsApp ID, Membership Type and Paid-up status, Medical Expiry Date, BFR Renewal Date, and Club Aircraft Bookings.

Members may not use any of the above information for any other purpose than club business by other club members. Application for membership is to be made on the Membership Application Form.

This information will be maintained in a register as required by the Incorporated Societies Act.

2.4 Club Monthly Meetings

Monthly Meetings are held on the Second Tuesday of each month.

Committee Meeting starts at 6:30pm

Members Meeting from 7:00pm

Changes to meeting times or cancellation of a meeting is notified on the ARFC WhatsApp Group.

2.5 Annual General Meetings (AGM)

The Annual General Meeting is held annually in accordance with the Club Constitution.

2.6 Membership Fees

Membership fees are determined at each AGM and are payable within one month of invoice.

The Membership year runs from 1 April to 31 March of the following year.

New member's first year runs for 12 months including the month of joining. At the end of the twelfth month, to continue as a member, a pro-rate fee is payable to next 31 March.

3.0 Club Aircraft

3.1 Aircraft Information

Type: Aeroprakt A-22LS Foxbat Serial No 297

Engine: Rotax 912 ULS 100hp

Registration: ZK-CEC

Students and Pilots are required to refer and be familiar with the Aircraft POH and Rotax Technical Information from Aeroprakt and Rotax official websites.

3.2 Aircraft Use

Aircraft can be hired and flown only by current paid up members of ARFC.

For Instruction (only by an instructor authorised by the Club).

For Solo training flight – Instructor authorized where required.

For Hire by the hour. Rules apply.

All use shall be in accordance with the insurance wording.

All pilots that hire or fly a club owned aircraft must first be approved by the CFI. Such approval can be removed at any time by the CFI or the Committee.

3.2 Rules for Aircraft Use

The hiring pilot shall be responsible for the cost of repair of damage caused while pilot in command, to the extent that the damage repair is not paid for by the insurer.

The hiring pilot will pay the insurance excess for any damage to the aircraft, or the actual damage repair cost where this is less than the excess.

The pilot in command shall always operate the aircraft in accordance with the RAANZ and CAA rules and regulations.

The Aircraft shall only be landed at airfields that have been approved for the pilot by the CFI.

Pilots are required to hold a rating for the aircraft flown, have a current medical and BFR.

The Medical expiry date and BFR renewal date are to be advised to the Club and recorded on the Aircraft Booking System – ARFC.AirportSynch.com

All flights are to be entered in the Aircraft Flight Authorization register in the Club Hangar prior to departure enter Hobbs reading, Start Time, intended flight details. Enter Hobbs reading on return.

3.3 Aircraft Bookings

Aircraft Bookings are to be made on <https://ARFC.AirportSync.com>. //2025-12-17

Training by the CFI has priority, please confirm that the CFI will not be using the aircraft at the time of the booking. Bookings are visible to all club members.

Please contact a Committee Member for information on how to join and access the booking system.

4.0 Safety Management System (SMS)

4.1 Safety Policy

It is the policy of the Club that safety is paramount and that it is a priority to identify and take action to mitigate risk.

At all times, the SAANZ and CAA rules and regulations are to be observed to achieve safe operations.

Club Members should be always observant and pro-actively identify any actual or potential risk, immediately take action to mitigate the risk and also advise other Members and the Committee of the risk and suggest action to improve the situation.

Accident and incident prevention techniques and philosophy are ever changing and shall be monitored, reviewed and incorporated as required enabling ARFC to not only meet the minimum regulatory requirements but to excel in safety

4.2 Committee Responsibility

Where a risk has been identified and brought to the attention of the Committee, then the Committee shall take action to communicate the risk to Club Members. The Committee will take action to mitigate the risk as soon and reasonably possible.

4.3 Reporting of Risks / Occurrences / Improvements

The 'Risk / Occurrence / Improvement Form is provided so that the Committee, Club members or Students can report:

- a) An occurrence or incident affecting, or which could affect the Club, Members, the Public, equipment or processes.
- b) Improvement can be made to the Club's systems or processes.
- c) identification of hazards, health and safety issues or any unsafe item or event

After completing the report, forward it to a member of the Club Committee.

Each report shall be numbered sequentially using the format YYYY/NN

Where YYYY is the calendar year e.g. 2024 and NN is the numeric sequence in each year.

A report numbered 2024/03 is the third report in the year 2024.

The report shall be actioned by the Committee as soon as possible and the actions completed on the form.

Each form shall be tabled at the Monthly Meeting following the date of the report and included in the action list of subsequent meetings until the resulting actions have been completed.

5.0 Risk Register

If a risk is identified that cannot be mitigated, then the Risk will be added to the list below with the attention / action Members should take to mitigate the risk.

1. During wet weather the grass in front of the hangar is slippery – take care when pushing aircraft. It is possible to slip and fall onto the airframe.
2. Do not use a long towbar to push on the front wheel of Foxbat – there are shear rivets that will break if stress is applied to turn the wheel against its stops.

**RISK / OCCURRENCE / IMPROVEMENT FORM**

Year / Number

If the incident is reportable to the CAA or RAANZ – this is the responsibility of the Pilot in Command. If such an incident involves a club aircraft, immediately contact the CFI, Safety Officer or a member of the Committee to ensure the incident is correctly reported.

INSTRUCTIONS:

- This form is to be used by the Committee, Club members or Students to report:
 - a) An occurrence or incident affecting, or which could affect the Club, Members, the Public, equipment or processes.
 - b) Improvement can be made to the Club's systems or processes.
 - c) identification of hazards, health and safety issues or any unsafe item or event
 After completing the report, forward it to a member of the Club Committee.
- In the event of an injury or serious incident, you must submit the report immediately.
- Your report should include as much information as possible, any further action taken or outcomes, and any suggestions you may have.

Date:		Subject:
Time:		Location:
Aircraft:	ZK-	Reported By:
Details:		
Suggestions/Outcomes:		
For Committee use: Action Required.		
Action Completed:		Signed and Date:

Record of Changes

Date	Change	Changed By
2024-08-14	Added Serial No for CEC	RayN
2024-08-14	Clarification of Officers to include Executive Committee	RayN
2024-08-14	Corrected Mtg times and Bonnici spelling	RayN
2025-12-17	Corrected Typo SAANZ -> RAANZ; airportsynch -> airportsync	RayN
2026-05-14	Updated Committee and some typos	RayN