



HIGHBROOK AERO MODELLERS INC

(Est. Sept. 1954)

CLUB OPERATING RULES AND PROCEDURES

Amended March 2022

Please note that these operating rules and procedures are additional to rules and regulations as published by Model Flying New Zealand & CAA

Autonomous control of flight of any aircraft is not permitted.

Your MFNZ member card or Highbrook member card for Associate members **MUST** be carried at all times when flying, and if asked you must present this along with any other required documents (Large model)

- Flying of any UAV at Highbrook Park is expressly forbidden unless the person is a current financial member of Highbrook Aero Modellers INC,(or invited guest, who is a current member of MFNZ and holder of a current wings badge for the aircraft type they are flying) and agrees to follow ALL rules. **A Wings badge is not required for Park Flyer aircraft that qualify under Auckland Council Park Flyer rules**
- [Drones and UAVs you can fly in public or private property \(aucklandcouncil.govt.nz\)](https://aucklandcouncil.govt.nz)

- Access to the Flying field from the sealed road is by a metal track that is gated at the top. **Only current members of Highbrook aero Modellers are permitted access.** All rules regarding the use of the gate and the facility must be observed. Combination #'s or keys must not be shared with anyone. Keys are property of Highbrook Aero Modellers, and must be returned upon request. Any key cost charged to members is a rental fee. Members do not own the key.
- **The gate MUST be closed at ALL times. When entering or exiting, ensure no other vehicles have access and that the gate is locked behind you each entry and exit.**
- **AIRWORTHINESS INSPECTION:** The ultimate responsibility for the safety and airworthiness of the aircraft rests solely with the owner and/or pilot. Should any piece of equipment related to the flight of an aircraft, including aspects of that aircraft, have repetitive failures or cause safety concerns for the committee or its appointed officers, the equipment user will be required to prove to the satisfaction of the committee that it is safe. It is expected that all radio systems have failsafe enabled.
Large models are excluded from this rule (see below)
- All Large Models deemed Large by MFNZ specifications are required to meet the MFNZ Large Scale Model Certification and inspection requirements. It is the pilot's sole responsibility to ensure this has been completed before flying at Highbrook. Any member flying a large model **MUST** hold a large model Wings qualification. The Large model certificate must be available on request and the number marked on the aircraft.
- From March 1st 2021 all radio equipment **MUST** be 2.4 Ghz or 915mHz.
- 27, 32, 40 and 72 mhz equipment is no longer permitted to be used at Highbrook
- 2.4GHz and 915mHz operators should ensure their systems are adequately "bound" and not experiencing any interference. While manufacturers make claims that their systems cannot be interfered with, this is not always the case
- Prior to starting. All models, including electric, **MUST** be restrained either by an assistant or some substantial form of tether. Models must be facing away from the pitted, at the edge facing the runway, perpendicular to the taxiway. Tethering to the fence is NOT permitted! Taxiing in the Pitted is not permitted.
- If it is necessary to run an engine at high revs, this should be done away from the pit area. Ensure that no one is standing in the propeller plane or in front of the model.
- Before attempting to fly, check the number of models that are airborne. The maximum number which may be in the air at one time is 5 (FIVE).
- Mufflers must be fitted to all engines that are designed to be fitted.
- When there are more than TWO aircraft operating, then each subsequent pilot (up to a maximum of 5) must have an Observer EACH
- All aircraft shall conform to MFNZ and local council noise restriction requirements and **must be operated at minimum noise.**

- **The Auckland Council noise requirements are Open Space – Sport and Active Recreation Zone**

E25.6.17. Open Space – Sport and Active Recreation Zone interface

(1) The noise (rating) level and maximum noise level arising from any recreational activity in the Open Space – Sport and Active Recreation Zone measured within the boundary of a site in a residential zone or notional boundary of a site in a rural zone must not exceed the levels in Table E25.6.17.1 Noise levels at the Open Space – Sport and Active Recreation Zone interface below:

Table E25.6.17.1 Noise levels at the Open Space – Sport and Active Recreation Zone interface

Time	Noise level
Monday to Saturday 7am-10pm	55dB L _{Aeq} Except that for a cumulative period of: (i) 3 hours per day between 7am and 9.30pm Monday to Friday; and (ii) 6 hours between 7am and 10pm on Saturdays. the noise level must not exceed 60dB L _{Aeq}
Sundays and Public Holidays 9am to 6pm outside the daylight saving period	55dB L _{Aeq} Except that for a cumulative period of 3 hours between 10am and 3pm on Sundays the noise level must not exceed 60dB L _{Aeq}
Sundays and Public Holidays 8am to 7pm during the daylight saving period	55dB L _{Aeq} Except that for a cumulative period of 3 hours between 10am and 3pm Sundays the noise level must not exceed 60dB L _{Aeq}
All other times	40dB L _{Aeq} 55dB L _{eq} at 63 Hz 50dB L _{eq} at 125 Hz 75dB L _{Afmax}

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- No aircraft may be intentionally flown outside the specified flight envelope. Failure to do so could result in disciplinary action.

For flight zone envelope, please refer to the two topographical photos of our area and distances from Pilots' box to nearest Hazards.

- *Pilots must not fly closer than the inside line at the edge of the runway. There is a specific gap between the pilot boxes and runway.*

This means that we can maintain safety by keeping much of the traffic back behind the runway edge, but pilots have the discretion to take a bit more space, e.g.: to cope with cross winds during takeoff and landing.

- The maximum altitude within the DNZ120 Hazard Zone for model aircraft is restricted to 900ft.

Observers

Observers are required at Highbrook Model Airpark when more than two models are airborne.

- (a) Up to two models airborne no observer required.
- (b) Three (3) aircraft are airborne - 1 (one) observer
- (c) Four (4) aircraft are airborne - 2 (two) observers
- (d) Five (5) aircraft are airborne - 3 (three) observers.

When more than one aircraft is being flown, it is mandatory that "circuit flying" be strictly

observed. (See requirements for an authorised Observer)

EVERY pilot of a radio controlled model aircraft operating within 4km of an operational airfield is required by the Civil Aviation Regulations to have their own competent OBSERVER with them in the PILOT'S BOX while their model is in the air. Members are urged to make themselves familiar with the excerpt from the Civil Aviation Regulations printed in the NZMAA Members Handbook (page 26, CAR 101.205(a)(1)(iii)).

Please understand that this is not a requirement invented by the NZMAA nor the Club Committees – it is a requirement under the Civil Aviation Regulations and we have no input on the matter. Non-compliance with these regulations could easily cost a Club use of a site.

Primary Functions of an Observer

Ensuring the safety of the public, air traffic and other Club members is the paramount role of the OBSERVER. This is achieved by keeping the pilot fully informed of:

- Other aircraft movements, both full size and other models, so that proper aircraft separation is always maintained.
- Other pilot's calls and flight intentions (take-off, landing, dead stick, low pass, loop above the field, down wind for landing etc.)
- When a pilot calls out landing, raise your hand to let everyone know that a pilot wishes to land. This is useful for any aircraft wanting to take off. Landing has priority over take-off.
- Any other hazards that may appear during the flight (pedestrians on the strip, dogs, etc.)

Note: Being an OBSERVER is not a social engagement in the PILOT'S BOX. While the duties are neither difficult nor onerous, full attention is required.

Secondary Functions

Additional input from an OBSERVER could be to:

- Assist with safe engine start up and aircraft handling in the pit area and to the flight line
- Ensure that all other pilots and OBSERVERS are aware of the pilot's flight plans (take-off, landing, dead stick, etc.).
- Any Club member noted by a Committee member as not complying with the rules on OBSERVERS, will have their name referred to the Club Secretary who will take the appropriate action in conjunction with the committee to ensure the member is fully conversant with the CAA requirements.

General Safety

- Flying and associated activities must be carried out in a safe and considerate manner. If intending to make a low pass, check that the runway is clear and make sure other pilots know intentions. If flying with others, avoid making repeated low passes, as this is distracting to other pilots.
- If flying aerobatics, please be considerate of any other aircraft in the circuit with no aerobatics to be performed anywhere near the pit area or above the strip.
- Circuit directions are determined by the wind direction. They are Clockwise on the 235°SW vector and Anti clockwise on the 55°NE vector. If you do not feel confident in your ability to fly the circuit pattern being flown at the time, then you should not fly until you enlist the help of an experienced pilot.
- Should you experience any unusual characteristics during flight, e.g. control flutter, erratic response etc, the model must be landed as soon as possible and checked out before attempting to fly again.
- If your model has engine failure, call "Dead stick". On such occasions other pilots **must** give landing priority to the affected model.
- Prior to landing, ALWAYS advise other pilots and move out of the pilot's box to have clear sight of the runway. If you need to "go around" advise other pilots. Once you have landed, remove your model from the strip as soon as possible and notify any pilots still flying that the strip is clear.
- DO **NOT** taxi into the pit area. Shut your engine off prior to entering the Pitt area after a flight. Clear your aircraft from the taxi way as soon as possible.
- All new members MUST obtain their wings badge (This is a MFNZ Requirement from 2015)
- When flying, any non-wings badge holder is to be supervised by a current financial member holding a wings badge of the same type as being flown. Park Flyer aircraft (Electric powered that qualify as Council Park Flyers

Auckland Council Park Flying rules are below for reference

[Drones and UAVs you can fly in public or private property \(aucklandcouncil.govt.nz\)](https://aucklandcouncil.govt.nz)

- Only One Flight box is to be used at any one time. The flight box will be determined by the wind direction. If the wind direction is from the West or South, then the right hand Flight box (when facing the runway) will be used. If the wind direction is North or North East then the left Flight box will be used.
- All Pilots must conduct their flights from the designated Flight box, not the taxiway or runway or any other such place.

- If absolutely necessary, a pilot can stand behind their model for takeoff, and then move immediately behind the safety of the flight box. Permission from others flying at the time must be sought.
- Accidents or incidents where there is, damage to property or person, lost models etc, must be reported to a committee member and an incident report form completed
- Animals are allowed within the fenced area of the flying field but must be under control at all times.
- Children must be kept under close supervision at all times. Children must not be in the pilot box, runways or Taxiways unless they are club members undertaking flying training.
- When retrieving downed models from the mangroves you must advise somebody where you are going and preferably have an assistant to help. The mud can be treacherous and you would be advised to have a long rope tied to you for safety. When collecting models while planes are flying best wait until coast is clear and advise pilots of your intentions.
- Helicopters must be flown in the designated area, and not cross the runway or operate outside the flying area. If Helicopters wish to fly off the main runway, then they must be flown in accordance with the rule and etiquette of Fixed Wing aircraft. (e.g. Fly circuits with up to five other aircraft, and have an observer per pilot if more than TWO aircraft are operating)
- Flying from the Pitts area is considered reckless and dangerous, and grounds for immediate termination of membership.
- A copy of the Certificate of Incorporation, Annual Financial Statements, Club Constitution and rules may be obtained free of charge from "The New Zealand Companies Website" at [http://www.societies.govt.nz / HAM\(Inc\)](http://www.societies.govt.nz / HAM(Inc))

Visitors

- Visitors who are current members of MFNZ wishing to use the Club's flying facilities must be invited by a Current club member and that member is fully responsible for their visitor, and must be at the field at the time. Visitors can also attend on event days such as Open days, Have a Go Days, or other special events. Such visitors must agree to abide by all the club rules and safety requirements.
- Any visitor wishing to fly solo must provide evidence of current NZMAA affiliation and hold a Wings badge for the specific aircraft type they are flying.
- Any member or visitor not holding a current wings badge, must be supervised by a current club financial member and follow any instructions given by that person. (Park

Flyer Aircraft which are electric powered and qualify under the Auckland Council Park Flyer rules are exempt from supervision unless the visitor is not proficient)

- [Drones and UAVs you can fly in public or private property \(aucklandcouncil.govt.nz\)](http://aucklandcouncil.govt.nz)
- Visitors can fly up to a maximum of three times in one calendar year, in accordance with the conditions above
- Any person wishing to join that is not a current MFNZ member, can fly for THREE times as long as they are connected to a buddy box with a current approved Highbrook Instructor.

Multi Rotor Aircraft Rules.

Multi rotor aircraft can be flown at Highbrook Aero Modellers based on the following requirements.

Any person flying a multi rotor MUST be a HAM Club member, guest of a club member(who must be present) or a prospective member being supervised or trained by a club instructor.

Under the wings program, there is the specific qualification of Multirotor (MR).

<https://www.modelflyingnz.org/wingsscheme/multi.html>

Like all aircraft at Highbrook, pilots can fly under the direct supervision of a qualified HAM club instructor, or solo if they obtain the above wings badge endorsement.

Part 102 commercially qualified multi rotor pilots are deemed to have the same level of qualification as the MR endorsement upon showing proof of their 102 Certification, which must be current.

The flight envelope is the same as for helicopter, being able to operate in pattern with other pilots on the main runway course, or from the helicopter position next to the pits. All pilots are to remain within the designated flight envelope for the area.

While operation from the main runway is available to all pilots, the ability to have very small multirotor aircraft in pattern with other aircraft may provide the addition risk of not being seen.

The multi rotor pilot is to consider if their aircraft may be hard for other pilots to see and if so, wait for an opportunity to fly on the main strip, either with similar aircraft or separately.

Please be courteous and check with your fellow pilots.

POV flight may only occur when the POV pilot has an observer. The observer must be able to retain visual contact with the multirotor aircraft at all time without the use of telescopic or magnifying aides.

Any use of multirotor aircraft for commercial purposes is not permitted and would revert to flight operation under CAA Part 102.

Autonomous flight is not permitted at any time.

Operating Jets at Highbrook Model Airpark

Small to medium size turbine aircraft can be accommodated subject to conditions listed below.

Electric and IC ducted fans types of models are generally lighter and as a consequence have a lower wing loading. They are generally regarded as being much less demanding technically.

Gas turbine powered models will only be permitted if prior approval is made to the club captain or president who may in turn seek guidance from the HAM (Inc) committee.

If approved to fly a Model Jet, the pilot must have:

- JT (Jet Turbine) rating and a good track record elsewhere
- Have an experienced assistant / observer at their shoulder
- Not fly with any other models

FLIGHT-LINE ETIQUETTE

When more than one pilot is present, the following matters must be discussed and agreed: -

Runway and Flight Box: (only one Flightbox is to be used at once)

- In Use
- Circuit Direction
- Entry
- Exit
- Queuing

Startup Area

- Positioning
- Jets - fire extinguishers present

Take Off

- If not already in the pilot box , Once airborne move to Pilots' Box
- Aircraft not to be at full speed going past the pilots' box

Circuit:

- Limitations 900 ft AGL, 300m laterally
- All flying to the North, East and West of the runway
- No direct turns or maneuvers directly towards any occupied areas
- No over-flying of residential properties
- No aerobatic maneuvers towards the taxiway or Pitt area

Emergencies:

- Jet turbine pilots – personal fire extinguishers on hand
- Anyone going to recover aircraft **MUST** have approval of active pilots
- And when in mangroves **elicit help from a colleague**
- No one on the active runway unless specifically cleared by active pilots

Engine outs:

- Verbally communicate immediately
- Control aircraft to runway, or if not possible, to the Eastern side as close as possible to the runway (semi-cleared area)

We operate within strict bounds set by Model Flying NZ, our Insurers, Occupational Health and Safety, and by Civil Aviation.

FLYING FIELD ETIQUETTE

We aim to have a friendly club, where members enjoy their flying experience and get every opportunity to develop their skills. Some ways in which you can support this culture are:

- Hours of operation – 7:00am to sunset
- When arriving at the flying site before setting up, introduce yourself to other flyers
- Obey the club flying rules
- Don't "hog" the flight line – give others a turn
- Volunteer to act as an observer for others
- Help other members
- Help look for downed models in the mangroves
- Participate in airfield maintenance activities

Dangerous / Reckless / Violent Behaviour

Dangerous Flying or Reckless behaviour, or violence will not be tolerated, Any person repeatedly and intentionally breaching the rules, or behaving in a reckless or dangerous manner will be asked to leave the field immediately. The committee will consider the events and may issue a trespass order if required.

Safety Management and Near Misses.

Safety concerns and near misses can arise with new equipment, loss of confidence after an incident or other factors. Any member can experience these, from time to time. The club encourages all pilots seeking out an instructor if you feel you need help with flying a more challenging model safely, setting up new equipment, or even dealing with new technology; this is one of the key benefits of a club like ours.

While not limited to these, significant safety issues such as the three key following ones are more problematic for the safety of the pilot, safety of the public, safety of other club members & the club safety reputation and tenure.

1. Flying outside of the flight boundary Zones (accidentally or otherwise)
2. Not adhering to pit safety requirements (pre-flight, start up, taxi, tethering)
3. Over flying the pilot box area outside of the flight line

Process for raising concerns by HAM members

Where safety concerns and near misses are observed those present should,

1. Assist the pilot and point out the shortfall in the first instance (this must be done in a respectful and courteous manner as we all have moments)
2. If this is a repetitive observation or serious safety concern, notify the HAM committee by email of a Safety Incident, concern or near miss via incident@ham.org.nz. The email should state:
 - a. The Pilots name.
 - b. The incident date and safety concern observed.
 - c. Action taken by the reporter.
 - d. Whether this action was accepted by the pilot or not.

This record will be added to and maintained on the Incidents register.

Repetitive observed Safety Concerns and Near Misses

Where there is a safety incident or near miss reported for the same pilot in a membership year, or where the initial safety issue appears not to be accepted by the pilot, then the Club Captain will undertake the following process;

1. In a courteous way, contact the pilot and discuss the reported incident. Ideally this will establish agreement with the observations, and any remedial action required. This process should be constructive, supportive, practical and appropriate with agreed remedial actions that will deliver the best outcomes for all.
2. If the pilot disputes the events of the safety report filed, further investigation will be required with the person(s) who lodged the report. If the Club Captain believes the reports are accurate in accordance with witness details, the Club Captain will report the matter to the committee who will decide if the matter is elevated to formal disciplinary status.

Remedial actions may include (but not be limited to)

- ❖ commitment that this was not deliberate,
- ❖ understanding & acceptance of what went wrong and commitment that it will be avoided in future,
- ❖ Further training as directed by the club captain. A pilot for example may feel that they need assistance with a particular aircraft through the use of a buddy box or to regain skill(s) lost. If the safety incident is considered to be caused by a change in skills, the test used to determine capability with is the Wings Test procedure for the appropriate aircraft.
- ❖ The conversation and outcome will be recorded on the “incident register”.

DISCIPLINARY PROCEDURES

The best discipline is self-discipline. This means accepting and following the club rules by understanding that they have been carefully designed to ensure that club operations are firstly safe both for club members and the public and conform to the various legal frameworks within which the club is required to operate.

Highbrook Aero Modellers, (HAM), disciplinary procedures are designed around a four-level system supported by a three-stage formal process, the first of which is informal.

Informal Process (L1)

The informal process should occur when a financial member sees a minor transgression of the club rules and steps in to remind the other pilot of the correct rules environment, or expected behaviour, within which he/she should be operating. If the error is corrected in good grace, then the incident is concluded. It is not expected, nor is it desirable that club members act as “police officers”.

Should an informal approach be ignored, met with abuse, or reported as repetitive behaviour, the matter becomes a second stage (L2) situation whereby the financial member who has sought to correct someone not following the rule(s) reports the matter to the committee.

Formal Process (L2, L3, L4)

L2. The Committee approves a verbal warning from the Club Captain.

L3. The Committee approves a written warning from the Club Captain.

L4. The Committee approves a temporary or permanent membership cancellation.

Any such cancellation will prohibit the member from attending the club flying premises for the duration of the ban.

Natural justice principles shall prevail and no sanction imposed unless the issue is beyond a reasonable level of doubt.

These processes apply beyond the flying and include all levels of conduct deemed to be outside of good order. Examples might include, among other things, intoxication, drug usage, abusive behaviour, or other matter the Committee deems appropriate.

The three formal levels of the process can be initiated by any HAM financial member. The process may also be initiated by a complaint from a non-club member (e.g. Park visitor or staff). Any club member receiving a complaint from outside the club must forward the details, by email, to the Club Captain as soon as possible.

Any current HAM financial member wishing to instigate this formal disciplinary process must email the Club Captain with full details of the alleged incident, including other witness information if available, as soon as possible after the event.

The Club Captain (CC) will liaise with the Club President (CP) and decide on the necessity, or otherwise, for a formal Committee hearing. The CC and the CP may decide that the complaint is minor, spurious, or trivial and leave it for the CC to deal with informally. A complaint will be dropped if insufficient evidence is found to support the complaint.

A decision to proceed informally counts as a final Committee decision.

If the CC and CP decide the matter requires a formal Committee hearing, the complainee must be presented with the details of the matter in writing and be given a reasonable period of time to prepare a response for consideration. The complainee has the right to be heard in writing or at an oral hearing if one is held.

An oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing. The decision maker is the committee.

In this context, a reasonable period of time is considered to be two weeks. This may be extended at the Committee's discretion if extenuating circumstances can be demonstrated (e.g. away on leave, sickness etc.)

1. Committee Hearing

The Club Executive must be present to hear the matter and the complainant must not be a member of the hearing group. (Committee or sub-committee as appointed) No action will be taken against the complainee before the Committee process is finalised.

The outcome of the meeting must be communicated to the complainee within one week of the decisions made.

Disciplinary Sanctions

The Committee will determine the level of disciplinary sanction to be applied under the particular circumstance of the offence.

To escalate between levels requires investigation to ensure fair process occurs. It is assumed that escalation is the result of continued non-compliance for a same or substantially similar matter. The same burden of proof is required at each level.

If however the matter is of a significantly serious nature, and the investigation supports the complaint, the committee may choose if it is more appropriate to issue a verbal (L2) or written (L3) warning.

This may be:

Direct a formal verbal warning from the Committee via the CC with details recorded in the club records. (L2).

Direct a formal written warning from the Committee via the CC with details included in the club records. (L3).

Confirm the member's temporary or permanent membership cancellation in writing from the CP. (L4).

With the exception of a decision of dismissal, the Committee's decision will be final.

A dismissal finding may be appealed within one week of that finding and will not be actioned within that time.

In the event of serious misconduct, the Committee may elect to go directly to the highest level of sanction (i.e. dismissal).

Any appeal against dismissal shall be heard by an appeal panel of five HAM financial members chosen conjointly by the complainee and the CC. There will be two panel members from the committee provided there is no conflict of interest. There will not be more than two committee members on the panel.

The primary panel determinants should be fairness and neutrality. The decision of this panel will be final.

The Club Captain has the ultimate responsibility for carriage of the disciplinary process through the three levels of the formal process. All HAM Financial members have the responsibility to convene the first (informal) level of the process.

If you are threatened by anyone at the field or see any criminal behavior, please Call 111 and ask for POLICE.

Links

MFNZ member Manual

http://www.modelflyingnz.org/docs/general/MFNZ_Members_Manual_2018_Rev_0.pdf

MFNZ Insurance

<http://www.modelflyingnz.org/insurance.html>

MFNZ Wings Scheme

<http://www.modelflyingnz.org/wingsscheme/home.html>

Approved Club Instructor (a list of approved instructors is on the Club Website)

<https://highbrookaeromodellers.wordpress.com/contacts/>

Wings Certification

5.1. The proficiency qualification gained will be issued by MFNZ in the form of an endorsement on the membership card. Applications should be made through Club Secretaries on the official form, signed by the examiner. Annual membership cards will show the details of all qualifications held, including 'Instructor' and 'Examiner'. Members attaining a new qualification within the membership year may request the issue of a replacement membership card.

5.2. A pilot must be a current financial member of MFNZ to be the holder of a 'Wings' qualification and issue / retention of a 'Wings' qualification is at the discretion of the MFNZ

Council.

5.3. Any qualification may be withdrawn by a club if the pilot is considered to be no longer able to satisfactorily meet the required standard. The 'Wings' qualification will be reissued upon the satisfactory passing of a full wings test. You can have your 'Wings' certification taken away if you become incapable of flying safely due to an ongoing medical condition such as failing eyesight. If you do not renew your MFNZ membership for 3 consecutive years you will be required to retake your qualification upon re-joining

Wings TESTs MUST be conducted by a HAM Current approved Club Instructor or Examiner

The MFNZ official paperwork must be completed and signed by Candidate and Examiner
Once a pass has been obtained, the signed paperwork, MUST be scanned and emailed to the HAM club secretary info@HAM.org.nz If a physical badge is requested, there is a \$15 fee payable.

