

# Blackburn & District Model Aircraft Club (0024)

## Club Constitution and Operating Rules



**This document supersedes all previous versions**

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### Change Log

Nov 2013	Old constitution rewritten following guidance from BMFA.
Dec 2013	Document accepted at EGM with minor typo changes proposed.
Dec 2013	Ratified at AGM minor changes implemented.
Dec 2014	Ratified at AGM rephrased Constitution 10 and 27. Corrected numbering sequence 28.
Dec 2015	Rename Safety Officers as Safety Managers (1)19 22 24 26 (3) 1 3 7 10 22 33 34 Revision of 2.4 GHz operating practices. (3) 10 Mobile phone activation of <b>Flight Mode</b> (3) 10 23

# Section 1 - CONSTITUTION

## GENERAL

1. The club shall be called ***Blackburn & District Model Aircraft Club*** and will be affiliated to the **British Model Flying Association**.
2. The club's principal aim shall be the promotion of safe and responsible model aircraft flying. Fixed wing and rotary wing types are flown.
3. All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.
4. All members must be members of the British Model Flying Association and must be able to provide evidence of such on request.
5. When there is a joint meeting between the *Blackburn and District Model Aircraft Club* and another club, the participating club must be able to provide evidence of adequate BMFA insurance cover well in advance of the event.
6. Visiting guest fliers to the site may be allowed to fly on arrangement with the Committee but they must be BMFA insured and the sponsoring club member must assume total responsibility for the actions and safety of the guest. Temporary BMFA insurance may be arranged via the Club Membership Secretary *at cost (currently £5)*. Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit. The visitor is required to pay a fee of 1 (one) pound per visit up to a maximum of 3 (three) visits in any one year.
7. A "member" means any class of membership.
8. A member may be made a life member for extensive services to the club. Life members can only be created by a majority ballot of club members at a general meeting. Life members are responsible for the BMFA component of the annual club subscription fee.
9. The Committee has the right to refuse membership to applicants.
10. New members (and returning members following a 3 year or greater absence) will be required to serve an initial probationary period of 12 months, during which time, those certificated with the BMFA "A", "B" or "C" achievements will undergo a club flight proficiency assessment conducted by two members of the Safety Team. This is required to give assurance of competence on our site before being able to operate models indirectly supervised. During this probationary period they may have their membership terminated at the discretion of the Committee for unsatisfactory conduct, as laid out in Clause 17.
11. Membership subscriptions shall be subject to status, plus the joining fee as determined at the Annual General Meeting
12. Members who have allowed their subscriptions to lapse for less than one year may be asked to re-apply for membership but in any case will be required to pay a full 12 months subscription. Reduced subscriptions will apply from September at the discretion of the Membership Secretary. The Committee reserves the right to ask for a formal membership application in all cases.
13. Persons letting their membership lapse for 5 years or more, will be required to re-apply for membership and will be required to pay the joining fee on their return to the club.
14. All field safety rules and regulations will be reviewed annually and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the Committee at the next club meeting or at a general meeting. The field safety rules are considered as a supplementary code to those laid out by the British Model Flying Association's Members' Handbook, compliance with which is mandatory within Blackburn and District Model Aircraft Club.
15. Any complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Club Secretary so that the matter can be addressed at the next Committee meeting.
16. The Committee (by a majority agreement) may impose a flying suspension not exceeding 90 days upon any member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Article 17.

17. The Committee may consider dismissal of any member whose conduct on the field or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the following procedure in order to comply with the laws of natural justice:
- a. The member is to be given a verbal warning by an authorised Committee Member in which the member is made aware of his misdemeanor and what he is reasonably required to do to make amends.
  - b. If the member does not respond, he is to be given a written warning by an authorised Committee Member to advise him of his misdemeanor and what he is reasonably required to do to make amends.
  - c. If he still fails to respond, the Committee should invite him in writing to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
  - d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.
  - e. When the member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club Constitution.
  - f. In the event of gross misconduct, immediate dismissal without warnings may be considered but the member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.
  - g. In the event of dismissal the Committee will arrange for the member's current membership fee to be reimbursed in full.

**NOTE Conduct considered to be prejudicial to the club may include (but not be restricted to) :**

- aggressive, threatening, abusive, violent or inconsiderate behavior to any persons
- a failure to follow direct instructions from Committee members' .without good cause.
- repeated failures to follow these club and BMFA rules
- the initiation of legal proceedings against the club or landowner whilst a member of the club.
- excessive use of drugs or alcohol.

18. Alterations to this club constitution can only be made at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose. Any Proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

**FLYING**

19. The Committee, Safety Managers, Instructors, Examiners and members will be responsible for the running of the flying field at all times.
20. Appointment to the position of Instructor or Examiner can only be made by a Committee decision.
21. All flying members wishing to fly indirectly supervised must first attain the minimum standards of flying as described by the BMFA proficiency schemes. Only members achieving the BMFA A, B or C certificate shall be allowed to fly without close supervision.
22. If, in the opinion of the Committee, Safety Manager's, Instructors or Examiners any member's flying standards drop below the minimum requirement solo standard the member will be required to rejoin the training scheme and fly with direct supervision until the desired standards of flying are met. In extreme cases the club examiners may request the proficiency scheme organisers to withdraw certification pending a reassessment.

## **COMMITTEE**

23. The Committee of the Club shall comprise of not more than 9 members. A quorum of any Committee meeting shall consist of not less than 5 Committee Members.
24. The Committee shall consist of 9 officers. These shall be Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, 3 Safety Managers and Web site Manager.
25. One senior club member should be appointed annually as the club's BMFA Delegate who should represent the club at all relevant meetings.
26. The Safety Manager's shall be delegated the responsibility for all club welfare matters.
27. Committee members shall be elected from written nominations at the Annual General Meeting to serve for a period of one year. Nominated members must be current adult members with a full 3 years concurrent membership immediately preceding nomination.
28. The Committee will be elected by majority vote by a show of hands; only Adult current members are eligible to vote.
29. Should a Committee position become vacant, the Committee may co-opt a replacement who will then serve until the following Annual General Meeting. This will be by a majority vote from the Committee Members. Members elected to office will have full voting rights at all meetings. In the event of a tie the Chairman will have a casting vote.
30. True accounts shall be kept of sums of money received and expended by the club and the matters in which receipts and expenditure takes place.
31. The accounts shall be audited annually by not less than 3 (three) members of the Committee and preferably just prior to the AGM.
32. The Committee reserves the right to carry out negotiations and make decisions in the interests of the club or on behalf of the membership, where necessary, without consultation. The decisions of the Committee on any matters arising from or not provided for in these rules shall be final.
33. All Blackburn and District Model Aircraft Club monies shall be vested in the Treasurer. Money may only be withdrawn from the fund by cheque which has been signed by not less than two designated Officers.
34. Each Committee member will receive payment for out of pocket expenses not covered under the normal conditions of withdrawal from club funds, the amounts of which will be submitted to the Committee with appropriate receipts as proof of expenditures. The Secretary may also present a quarterly claim towards telephone costs for consideration by the Committee.
35. No member of the Committee of the Blackburn and District Model Aircraft Club may be a Committee Member or Officer of another model flying club without the agreement of the Blackburn and District Model Aircraft Club ruling Committee.
36. Any Committee Member wishing to resign should do so in writing to the club Secretary.
37. The Committee shall meet at least 6 times a year. Any member of the Committee who is absent from three consecutive Committee meetings without reasonable cause will automatically forfeit their seat on the Committee.
38. The Committee may pay accounts and incur any normal liabilities on behalf of the club. If a Committee Member engages or becomes involved in court proceedings, whether criminal or civil in his representative capacity on behalf of the club, as opposed to his capacity as a private individual, the club, through the BMFA insurers, will indemnify the Committee Member in respect of any fines or damages or costs awarded against the Committee Member, providing the BMFA legal guidance has been followed.
39. In the event of a Committee Member being awarded damages or costs in the course of proceedings taken by him in his representative capacity, such damages or costs will belong to the Club or BMFA and not the Committee Member personally and upon receipt that Committee Member will pay them to the Club Treasurer Note that personal injury claims are exempt from this clause.

## **VOTING AND CONDUCT OF MEETINGS**

40. All meetings will follow an agenda and be minuted. Any other business will only be accepted at general meetings if the Secretary is given at least 14 days notice in writing of the item to be discussed.
41. A quorum of any general meeting is to be at least one quarter of the membership.
42. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy votes will be allowed.
43. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.
44. Amendments to proposals must be voted upon first.
45. Non Committee members may attend Committee meetings as observers by applying to the Secretary before the meeting. Any non-committee member may be asked to leave the meeting subject to approval from the Committee.
46. Non club members may attend Club meetings as observers, as invited guests of the club, by applying to the Secretary at least 14 days before the meeting. Any non-club member may be asked to leave the meeting subject to approval from the Committee. Where hospitality has been arranged for club members at a meeting those non-members present may be required to reimburse the Treasurer with the actual costs of any hospitality taken up.
47. The Committee, through the Chairman has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

## **ANNUAL GENERAL MEETINGS**

48. A convenient date for the Annual General Meeting will be decided each year by the Committee following the BMFA AGM. At least 28 days' notice of the meeting will be given in writing to all Club members.
49. Annual subscriptions and the joining fee will be decided at the Annual General Meeting.
50. Subscriptions are due by 1st January each year. Any member who has not paid the subscriptions for the ensuing year by this date, in whole will not be allowed to fly until they have done so. BMFA membership must be in place before flying.
51. Three auditors shall be elected by the Committee to examine the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities as provided for in Clauses 29 and 30

## **EXTRAORDINARY MEETINGS**

52. The Secretary will convene an Extraordinary Committee Meeting as soon as reasonably practicable upon request from any member of the Committee, stating the business to be discussed.
53. The Secretary shall convene an Extraordinary General Meeting of the club by a resolution of the Committee stating the business to be brought before the meeting, of which not less than 28 days' notice has been given to all members in writing stating the business to be discussed.
54. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than *1/3 of the membership or 30* members of the club whichever is less, stating the business to be brought before the meeting, at least 28 days' notice shall be given to all members in writing stating the business to be discussed.
55. When a request for a meeting is made in accordance with Clause 53 and it is not called within 28 days, the requisitioners may themselves convene an Extraordinary General Meeting of the Club by giving not less than 28 days' notice in writing to all members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

## **DISSOLUTION OF THE CLUB**

56. Should it be considered necessary or desirable to dissolve the Club, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called. The second meeting will proceed even if a quorum is not present and the motion will then be carried by a simple majority vote.
57. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be distributed in equal shares to the Club's charities. (See the Clubs' Charity Guidelines).
58. If the final accounts are less than required to refund the subscriptions to the members, the total money remaining will be donated to the Club's charities. All members will receive a final statement of accounts.

## Section 2 - CHARITY GUIDELINES

1. The aim of these notes is to provide guidance to the Committee of the Club when considering making donations to charity.
2. The Club's charity guidelines are as follows:-
3. The Club should, wherever possible, support local charity events when asked. I.e. school summer fairs, firework displays, etc. whenever it is practicable to provide a relevant display of what we do. Whether or not money changes hands largely depends on the circumstances around which the event is based. These conditions should be finalised well before the day of such an event.
4. In the event of the club being approached to donate money to a local worthy cause, the Committee will make a decision on the amount to be donated. The maximum sum available in this case will be £ 50..
5. In the event that the Club is approached for sponsorship of a member or their close associate who is involved in a charity event, the Committee will make a decision on the amount to be donated. The maximum sum available for sponsorship in this case will be £10.
6. The Club reserves the right to periodically donate funds to charities. The amounts and gaining charities must be agreed by majority vote at a general meeting.
7. The current nominated Club charities are:-

### ***Derian House Hospice***

### ***Help for Heroes***

These are the charities referred to in the Club's Constitution Clause 56.

## Section 3 - FIELD / SAFETY RULES

### Blackburn and District Model Aircraft Club revised version of club operating guidelines.

#### MODEL FLYING CODE

Model flying is not a dangerous sport, but, as with other sporting activities, hazards can arise if common sense rules are not applied. Such rules become second nature to the more experienced flier. However, what appears obvious to the experienced flier must be pointed out to the newcomer.

The BMFA code of practice, issued to every member, is a record of good practice to inform new members and to remind existing members of the various ways in which they are expected to conform to the mutual advantage of both model flyers and the general public. Dangerous flying will not be tolerated. Violation of this code will be brought to the attention of the Committee for the appropriate action. On the flying field the Safety Manager of the day shall have the final decision on all interpretation of this Code of Practice.

1. Due to limited airspace, common sense must be exercised on the loading of this space. The definitive assessment of the safe use of the air space on the day lies with the club Safety Manager or a Committee member in the absence of a Safety Manager.
2. All fliers must observe field discipline and comply with the Air Navigation Orders, all relevant BMFA safety codes as contained within the BMFA Members' Handbook and Civil Aviation Publication (CAP) 658.
3. On matters of field safety needing an immediate decision, the responsibility lies with Safety Manager's , instructors or two Committee members, in that order. Any instructions must be accepted without dissent. However, should a member believe the instructions to be wrong, then he should bring this to the attention of the Committee through Article 15 of the Constitution.
4. Due consideration must be given at all times to trainee or novice pilots in the circuit. In the event that the pleasure or concentration of a pilot is affected by the flying style of another, precedence will be given to the pilot who was airborne first. Intimidating flying of any sort is not permitted.
5. No more than 6 aircraft shall be airborne at any one time excepting organized display events. Aircraft described under the special categories (large; gas turbine) will fly on their own or with like "aircraft's by consent of the safety team and pilots.
6. All flying is to be done in the designated areas only. *Over-flying of the car park, road, pavilion, cemetery, pits, pilots or organized games is not permitted.*
7. All fliers must observe the established flight line and stand in the designated area whilst flying. Any variation to suit daily conditions may be made by the Club's Safety Manager's. Any spectators must remain in the spectators' area whilst flying is in progress.
8. Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
9. All vehicles must be parked in the designated area only
10. Frequency usage and control measures.
  - The use of 27MHz equipment shall not be allowed on any club site for model aircraft use.
  - The use of 35MHz shall be split between fixed and rotary winged aircraft as follows:
    - 35MHz ODD channel numbers are explicitly for FIXED WING MODELS.
    - 35 MHz EVEN channel numbers are explicitly for ROTARY WINGED MODELS.
  - 2.4 GHz Equipment may be used for both FIXED WING MODELS and ROTARY WINGED MODELS.
  - All transmitters shall: be left switched off when not in use. All 35 MHz transmitters must be left in the designated pound when not in use.
  - 35 MHz transmitters must have the aerial retracted when not in flight, the flight is defined from the point of release to when the engine is stopped or the model is restrained.
  - 35 MHz transmitters shall display the correct frequency pennant at all times. For 35 MHz this must be, orange in colour and labelled with the channel number in use.
  - 2.4 GHz Equipment shall not be required to use a black peg.when in use.



- Equipment shall bear the owner's name, or other distinguishing mark, to avoid mistaken identities.
  - 35 MHz transmitters shall never be turned on unless the appropriate frequency peg is prominently attached to the transmitter and the current frequency pennant is being displayed.
  - Transmitters shall be subject to periodic testing using radio frequency detection apparatus to check for correct emission within agreed tolerances.
  - Transmitters shall be operated in close proximity to each other when flying, by use of the pilot's box, to enable verbal communication between pilots and reduce harmonic interference to others.
  - Mobile telephones must be switched off and must never be used anywhere on the flight line or in the pits unless mobile phone Flight Mode has been activated.
  - 35 MHz Frequency control shall be by means of the Peg-Board system. This is a NEGATIVE system where the user removes the peg from the board and places same on his transmitter before operation can begin.
  - Transmitters should not be taken away from the flight line when retrieving an aircraft, unless to do so would aid retrieval of the model. In this instance the matter should be brought to the attention of the Safety Manager's so that this may be carried out without the risk of over-flying the transmitter.
11. Should an aircraft go out of control, the first priority must be the safety of persons with the second being avoidance of damage to property. A warning is to be shouted by the pilot which is to be taken up by other members.
  12. In the event of an unexplained loss of control of a model, all transmitters are to be impounded and checked to ensure they are operating on their declared frequency.
  13. Before starting an engine the model must be suitably restrained either by a tether or by an assistant.
  14. In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off. All helpers must have BMFA membership. The use of an assistant for pilots with IC Helicopters is highly recommended for starting and carrying the model to the flight line.
  15. Appropriate use should be made of all available pit area, and under no circumstances should engines be set up in the immediate vicinity of the pilots who are flying at that time. Where practical, models should face outward from the pit area.
  16. Under no circumstances must an engine be run unless all persons are behind the line of the propeller with the exception of the person starting the engine. When carrying out power checks all persons including the pilot are to be behind the line of the propeller.
  17. For gas turbines no persons should be behind the exhaust.
  18. Models engines being run at the site must be restrained and never left unattended whilst the engine is running.
  19. All new or substantially repaired models should be checked out by a Committee member before being allowed to fly. All models are subject to random safety spot checks which will be carried out by Committee member. If in his/her opinion a model is unsafe to fly or does not conform to Club rules, it will be grounded until rectified.
  20. Members must ensure that they comply with the D of E Noise Code for the Minimisation of Noise from Model Aircraft. "Add on" silencers and "quiet" propellers should be fitted unless the model emits below 82 decibels at 7 metres without them. Notwithstanding if in the opinion of a Committee official any model is excessively noisy in the air, then it is to be grounded until rectified.
  21. All operational failsafes in use on powered models operated from our Club site must set the throttle to tick-over, not hold, (stopped in the case of electric power) regardless of the other control operations governed by the failsafe. Particular care must be taken when operating on Pulse Code Modulation (PCM) or when swapping from normal modulation (PPM) to PCM to ensure that the Failsafe is correctly programmed. Failsafe's are to be checked prior to flight by switching the transmitter off whilst the model is restrained.
  22. No person shall attempt to retrieve a model from any private land adjacent to the flying site without prior consultation with the appointed Safety Manager's for the day, to ensure that the situation is properly assessed and minimal disruption caused. If it is considered by the Safety Manager's that the landowner's permission should be sought before retrieving the model, it will be the owner of the model and one of the Safety Manager's who must approach them for permission.
  23. Mobile telephones should not be kept in close proximity to computerised transmitters and must not be taken onto the flight line, unless operating in mobile phone **Flight Mode**.

24. No smoking is permitted in the vicinity of inflammable fuels and materials.
25. Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
26. No dogs are allowed at the flying field unless kept on a lead or tethered.
27. Any "incident" involving a third party or another member must be reported to the club Secretary as soon as possible, who will then inform the Committee.
28. **Site entry** : Upon entering the playing fields the speed limit of 15mph must be observed. Take care when overtaking pedestrians and animals, especially horses. Cars must be parked in the designated parking bays so as not to cause an obstruction to other users of the site. Current BDMAC membership cards and proof of Insurance must be available for inspection.

### 29. Hours of agreed operation.

All members must observe the hours of operation agreed between Blackburn with Darwen Borough Council and the Club.

The times of operation are as below:

Tuesday	12.00 midday - 20.00 hrs.
Friday	12.00 midday - 20.00 hrs.
Sunday	12.00 midday - 20.00 hrs.
All local, public and bank holidays	12.00 midday - 20.00 hrs.
Quiet Electric models only	12:00 midday - till dusk on any agreed flying day.

### 30. Supervision.

- a. Only those pilots who have achieved a minimum of BMFA "A" certification shall fly radio-controlled models without direct supervision.
- b. Only fixed wing pilots who have attained the BMFA "B" or the BMFA "C" or those Instructors approved by the BMFA or Club Committee shall supervise non-qualified radio-controlled fixed wing pilots.
- c. Unqualified helicopter pilots must be supervised by any "A" or "B" certificate holder who will act as a safety observer. This may be any helicopter pilot if the student is only practicing the hover with no intention of forward flight.
- d. All junior members under 16 years of age or vulnerable adults must have parental / adult supervision at all times. The committee cannot accept responsibility for unaccompanied minors.
- e. Control line pilots should not fly alone.
- f. Control line pilots should have at least one person to act as safety observer whenever flying is in progress.

### 31. Special Categories of Aircraft.

- a. Operation of models in the following categories is controlled by Committee:-
  - I/C Ducted Fan over 10cc or electric equivalent
  - Gas Turbine,
  - Total engine capacity in excess of 10cc (15cc 4 stroke motor) or electric equivalent.
- b. Models with total engine capacity over 60 cc will in addition be subject to the pilot undertaking a club proficiency flight assessment with the model they intend to fly. This proficiency assessment shall be conducted by a member of the Safety Team (Club examiners may undertake this role to make up the team as required.)
- c. For models in these special groups (large, turbine etc.) the flying of aircraft requires completion and acceptance of the Large Model form before operation may take place. Acceptance of which is subject to model integrity and pilot capability.
- d. Initial "proving" test flights may not take place at Pleasington. These proving flights are to be witnessed by a club official or delegate.

- e. BMFA and club restrictions already apply to Gas Turbines where pilots MUST be experienced "B" certificate holders and should make use of experienced helpers and look-outs.

### **32. Legislation covering model flying.**

- a. All legal requirements and club agreements must be honoured at all times as outlined here in the constitution and codes
- b. All standing BMFA rules and local codes of practice shall be adhered to at all times.

### **33. Flying areas.**

- a. Flying may only be on agreed areas of operation. Helicopters, fixed wing and control line models will only operate in their own specific areas unless agreed with the Safety Manager on the day.
- b. The flight envelope shall be such that take-off and landing shall be from the agreed areas.
- c. The flight envelope shall be such that once airborne the flight path shall be within agreed over-fly zones.
- d. The Hon. Secretary shall be informed of :  
Any incident, however small, if a third party is involved  
Any landing of a model outside the designated flying zone
- e. This may be by telephone or email but must be as soon after the incident as possible. Should the Secretary be unavailable, this notification shall be made to the Chairman or Vice-Chairman.

### **34. Organised games.**

- a. Model aircraft must never over-fly organized games.
- b. Blackburn with Darwen Borough Council shall ensure that any organized games are not allocated into areas that conflict with model flying activities.
- c. BDMAC shall ensure that the numbers of model aircraft airborne at any one time are restricted when the site is heavily populated.
- d. The Safety Manager on the day shall be responsible for implementation of any such restrictions as required.

### **35. General consideration.**

- a. Each member shall be responsible for the safe removal of all personal discarded items, litter and debris from the flying site.
- b. Each member shall afford normal courtesy to members of the public as in Clause 17 of the constitution.
- c. The Ignition of any open fire is prohibited.
- d. Each member should carry a first aid kit for use in an emergency.
- e. The nearest public telephone is some distance away; therefore it is advisable to have access to a mobile telephone in order that professional help may be summoned in the event of any emergency. (See item 6:- Frequency Controls).
- f. Respect should be shown to the bereaved, as they pass our site, by reducing engine noise whenever possible each member should know the location of warning signs in order to direct the public to them in the event of any dispute

## Section 4 - GUIDE ON CARING FOR JUNIOR MEMBERS

This guide is not definitive and clubs should be aware it may have to be tailored to meet the club's requirements and possibly the individual needs of junior members. It does, however, provide a starting point for the formulation of club policy and identification of responsibilities. **It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law.**

Responsibility for junior members is shared between the parents/guardians and the club members and should be well publicised to ensure that all are aware of the division of responsibilities. The ideal medium is club rules but for these to be effective it is imperative that a copy of the rules is given to parents/guardians in addition to members and their attention is drawn to them.

Typically club rules concerning juniors could be:

1. A Junior Member is defined as being less than 18 years of age.
2. A responsible adult is defined as a senior member or parent/guardian who has the experience commensurate with the type and degree of supervision required.
3. Junior members must be supervised at all times by a responsible adult. The level of supervision is to be commensurate with the junior member's age, maturity, capabilities and levels of experience.
4. Junior members under the age of 14 years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
5. No junior member under the age of 14 years shall fly a model aircraft unless supervised by a responsible adult **or** the junior member holds the minimum of a BMFA Achievement Scheme "A" certificate **and** has been authorised to do so by the Club Committee.
6. No senior member is to be expected to assume responsibility for a junior member unless he/she has been specifically requested to do so by the junior member's parent/guardian. If required to do so, he/she is to assume complete and total responsibility for the junior member whilst he/she is in their charge.
7. Notwithstanding the requirements of Clause 6, should a member discover a junior member is unsupervised he/she must assume responsibility for the junior member's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the junior member's parent/guardian/nominated supervisor. Any instance of such an occurrence is to be reported to the Committee as soon as possible.
8. Whilst supervising junior members, senior members should be aware of the requirements of The Children Act (1989) and avoid placing themselves in a position that could be open to misinterpretation or question. A leaflet giving advice is available from the BMFA Leicester Office or from the Club Secretary.

It is recommended the club also places the following or a similar statement on the membership application form to ensure the parent/guardian agrees to abide by club policy:

### ***"Note to parents and guardians:***

This Club does not undertake to supervise junior members other than for the actual act of model aircraft flying and associated pre-flight and post-flight procedures, unless specifically arranged. Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the wellbeing of your child over and above arranging a predetermined collection time. Should you wish to leave your child at the flying site, it is your responsibility to arrange for one of the senior members to supervise him/her during your absence.

In addition this Club has specific rules relating to junior members and you are required to study them carefully.

This membership form must be countersigned by the parent/guardian if the applicant is less than 18 years of age, thereby signifying you accept the conditions of junior membership."

Finally, caring for junior members is largely a matter of common sense provided everyone is clear on what is expected of them and a few simple principles are adhered to. It is not a responsibility to be feared but is nevertheless essential if we are to ensure we continue to attract youth into model flying.