

# Mansfield & District R/C Model Club



## **Constitution, Field and Safety Rules**

V3.80

1st November 2019



Mansfield & District R/C Model Club is affiliated to the British Model Flying Association (Membership Number 146) for the control & administration of the sport of model flying.

# CONSTITUTION

## GENERAL

1. The club shall be called Mansfield & District R/C Model Club and will be affiliated to the British Model Flying Association.
2. The clubs principal aim shall be the promotion of safe and responsible flying of model aircraft.
3. All members, without exception, must obey all club rules. Failure to do so may result in disciplinary action by the club which may include membership being revoked.
4. All members must have current membership of the British Model Flying Association along with current CAA registration. Also see field club rule 23.
5. When guest fliers fly at Mansfield & District R/C Model Club they must be able to provide evidence of adequate insurance cover in advance of flying. Where international fliers visit the club field they must show proof of equivalent insurance to that offered by the BMFA.
6. Members may invite guest fliers to the site on arrangement with a member of the committee but they must be BMFA insured and the club member must assume total responsibility for the actions and safety of the guest and must ensure that they are fully conversant with the club rules. Guests must fly under the supervision of instructors if their ability requires it, and such arrangements must be made in advance of the visit.
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 an AGM.
8. a Any member who attains the age of 80 and who has also been a member for the preceding 5 years will be awarded an honorary membership. The club will provide them with a free membership which also includes the benefits of a membership to the BMFA
9. The committee have the right to decline new membership applications.
10. New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the committee and may have their membership terminated at the discretion of the membership for unsatisfactory conduct.
11. Membership' subscriptions shall be subject to confirmation, as decided at the November club meeting. Membership' subscriptions will run from January 1<sup>st</sup> to December 31<sup>st</sup>.
12. Members who have allowed their subscriptions to lapse for less than one year will be required to pay a full 12 months subscription. Reduced subscriptions will apply from July 1st and October 1st. The committee reserves the right to ask for a formal membership application if it so wishes.

13. Persons letting their membership lapse for 1 year or more will be required to re-apply for membership.
14. All field safety rules and regulations will be reviewed annually at the Annual General Meeting 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.
15. A complaint concerning any member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next club meeting.
16. The membership may impose a flying suspension, of length to be determined by the membership, upon a member in the event of misconduct. Any suspension must be accompanied by a verbal and written warning as deemed appropriate in accordance with article 17. The suspended member has a right of appeal which is to be presented to the membership as soon as possible.
17. Unfortunately, when all else fails, the club has to consider revoking club membership for conduct unbecoming their position as responsible club member. The process and deliberation of revoking club membership must give consideration to the laws of natural justice. To ensure the member is dismissed lawfully as clubs, although private organisations still have to abide with law.  
The BMFA has sought legal advice and recommends the following procedure is undertaken to lawfully dismiss a member.
  - a. The member is to be given a verbal warning by an authorised committee member in which the member is made aware of their misdemeanour and what they are reasonably required to do to make amends.
  - b. If the member does not respond, they are to be given a written warning by an authorised committee member to advise them of their misdemeanour and what they are reasonably required to do to make amends.
  - c. If they still fail to respond, the committee should invite them, in writing, to meet with them at a previously agreed date and time to discuss the situation, advising they are considering withdrawal of their membership.
  - d. If they still fail to respond to reasoning or fail to attend without reasonable cause, the committee can advise them in writing that their membership is withdrawn, stating the reasons why this decision was reached. In this event the remaining portion of their club membership subscription is returned. Note this does not include the BMFA portion of the subscription.

17. (Continued)

- e. When the member is advised of withdrawal of their membership, they must be given the right of appeal. If they opt to appeal, this will be to the club membership at an EGM which the committee would call on their behalf at a previously agreed date and time.

In the case of gross misconduct, elements "a" or "a" and "b" may be omitted but this will only be in exceptional circumstances and further advice would be sought from BMFA HQ in this instance.

18. Any alteration to this Constitution can only be made at an Annual General Meeting. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.

## **FLYING**

1. The committee, officers and instructors, will be responsible for the running of the flying field at all times.
2. An instructor is defined as a club member qualified according to British Model Flying Association safety scheme guidelines and club rules to instruct in the discipline in which instruction is being given.
3. Appointment to the position of club instructor can only be made by a membership decision.
4. All flying members must attain the BMFA 'A' certificate (or international equivalent) before being allowed to fly un-supervised.
5. Any member whose flying standards drop below an acceptable level will be required to undergo further instruction from a club instructor until acceptable standards are attained.

## **COMMITTEE**

1. The committee of the club shall comprise of seven members. A quorum of any committee meeting shall consist of three committee members. If not all the committee positions can be filled, then the number of members in the committee will be reduced accordingly.
2. The committee will be Chairman, Vice Chairman, Secretary, Treasurer, Minutes Secretary and two club members who have no distinct 'portfolio'. If the position of 'Secretary' cannot be filled due to no one volunteering, then this position will be shared by the Chairman, the Vice-Chairman and the Treasurer.
3. It is intended that one senior club member will be appointed annually as the clubs' BMFA delegate who should represent the club at all relevant meetings where possible
4. Any committee member, who is involved in any organisational position within the club, must hold membership of the British Model Flying Association.

5. Committee members shall be elected from written nominations, at the Annual General Meeting, to serve for a period of one year. The committee will be elected by majority vote by a show of hands from eligible members present.
6. 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 club members.
7. 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.
8. The committee reserve the right to carry out negotiations and make decisions on a given topic in the interest of the club or on behalf of the membership where necessary without consulting the other club members. Autonomy to act on this topic must be sought by the committee prior to any action being taken.
9. Each committee member is required to submit a sample of their signature for banking reference purposes.
10. Money may only be withdrawn from the club's account by cheque, signed by not less than two committee members.
11. The Secretary must be informed of any negotiations proposed by club members which may affect the club as a whole and copies of any written correspondence must be submitted to them for record purposes.
12. The committee members are entitled to apply for out of pocket expenses incurred during the execution of their duties. All expense claims must be accompanied by official receipts.
13. No member of the committee may be a committee member or Officer of another model flying club.
14. Any committee member or Officer wishing to resign should do so in writing.
15. The committee may pay recurring 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 their representative capacity on behalf of the club, as opposed to their capacity as a private individual, the club will indemnify the committee member in respect of any fines or damages or costs awarded against the committee member.
16. In the event of a committee member being awarded damages or costs in the course of proceedings taken by them in their representative capacity, such damages or costs will belong to the club and not the committee member personally and upon receipt that committee member will pay them to the club Treasurer.
17. Any full time committee member who has continuously served on the committee for 5 years will be awarded a free membership in recognition of their service. This will include the benefits of a BMFA membership and will only be awarded whilst they are a serving committee member.

## **VOTING AND CONDUCT OF MEETINGS**

1. All meetings will have an agenda and be minuted.
2. Voting will normally be by a show of hands, however a secret ballot may be taken at that meeting should any member request that this be done.
3. All proposals must be seconded and voted upon. A majority vote is required to carry any proposal.
4. Amendments to proposals must be voted upon first.
5. Non-committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non-committee member may be asked to leave the meeting subject to approval from the committee.
6. Non-club members may attend club meetings but are not allowed to vote.
7. Any non- club member may be asked to leave the meeting subject to approval from the committee.
8. 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**

A convenient date for the Annual General Meeting will be decided each year by the committee. At least 28 days' notice of the meeting will be given in writing or e-mail to all club members.

## **COMMITTEE MEETINGS**

The Secretary will convene a committee Meeting within 14 days on request from any member of the committee, stating the business to be discussed.

## **EXTRAORDINARY GENERAL MEETINGS**

1. 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, and 28 days notice will be given to all members in writing or e-mail stating the business to be discussed.
2. The Secretary shall convene an Extraordinary General Meeting of the club on receipt of a request in writing signed by not less than 50% of the members, stating the business to be brought before the meeting, of which 28 days notice has been given to all members in writing or e-mail stating the business to be discussed.

3. When a request for a meeting is made in accordance with Article 2 of Extraordinary General Meetings and it is not called within 28 days, the requestor may themselves convene an Extraordinary General Meeting of the club by giving 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**

1. 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.
2. 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).
3. 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.

## **WELFARE AND CARE OF CHILDREN AND VULNERABLE ADULTS**

*It should be noted that any disclaimer concerning the care of any member, particularly junior members, is not acceptable in law.*

The Welfare and care of junior members is the responsibility of their parents/guardians. This following advice applies to both members and non members and is given for your and their safety: -

### **Children**

1. All junior members, i.e. members under the age of 18, must be supervised at all times. In the case of junior members under the age of 15 the supervisor must be a parent or guardian. For junior members aged 15 and above the supervision may be by either the parent(s) or guardian or a named adult by written agreement with the parent(s) or guardian. The level of supervision can vary depending on the age, experience, and maturity but must be commensurate with the well being of the child. Teaching of junior members less than 15 years of age will be restricted to "approved club instructors" or the junior member's parent or guardian (as long as they hold a minimum BMFA Achievement Scheme "A" certificate). If the parent(s), club members or children have any concerns they should tell one of the committee members who will deal with the concern in the strictest confidence.
2. Junior members must be supervised at all times by a parent/guardian.

3. 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 member who holds a BMFA Achievement Scheme "A" certificate.
4. No junior member under the age of 14 years shall fly a model aircraft unless supervised by a member who holds a BMFA Achievement Scheme "A" certificate *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.
5. Should a member discover a junior member is unsupervised they must assume temporary 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. If this is not possible it is recommended the Police are contacted. This advice applies to young people who are not club members and is given for your and their safety.
6. Any instance of such an occurrence is to be reported to the committee as soon as possible.

## **Adults**

Vulnerable adults are defined as those who require higher than normal supervision due to mental or physical attributes

7. It is felt that the club do not possess the expertise to define "a vulnerable adult". The following is therefore our policy. Should it be brought to our attention, by a suitably qualified person, that one of our members is vulnerable then we will allow that member to attend the club only when accompanied by a qualified carer appointed by an approved organisation.
8. The above statements must take into account the fact that our flying site does not have exclusive use and that non-members of the club may be in the area. Apart from general safety of these people (from flying models) we cannot accept any other responsibility.
9. Every child and vulnerable adult shall be supervised and protected such that they shall be at no greater risk from carrying out or being in the presence of any activity than would an appropriately competent able-bodied adult in the same situation. The child's parent/guardian or vulnerable adult's responsible adult carer shall be the arbiter (as long as advice has been taken from a suitably qualified club member) if there is any doubt of the child's or vulnerable adult's abilities to undertake a specific activity.
10. No club member shall assume full responsibility for a child's or vulnerable adult's welfare unless that club member is also that child's parent/guardian or vulnerable adult's responsible adult carer.
11. Club members shall avoid placing themselves in a position that could be open to misinterpretation or question in accordance with this policy.

12. All club members shall respect the rights and dignity of children and vulnerable adults and shall promote their welfare.

***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. Our activities at the flying site do not finish at a regular time and it is therefore your responsibility to ensure the well being of your child/vulnerable adult.

**CHARITY GUIDELINES**

The current nominated club charities are:-

BRITISH HEART FOUNDATION  
ALZHEIMER'S SOCIETY  
ARTHRITIS FOUNDATION  
PARKINSON'S UK  
LOCAL AIR AMBULANCE

These are the charities referred to in the club's Constitution Article 3, **Dissolution of the club.**

## FIELD / SAFETY RULES

1. All members must observe field discipline and comply with the Air Navigation Order, all relevant BMFA safety codes as contained within the BMFA members' Handbook and Civil Aviation publication (CAP) 658.
2. An "engine" will include I.C. / electric motor / turbine.
3. On matters of field safety needing an immediate decision, the responsibility lies with Safety Officers, Instructors, a member of the committee 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. Any pilot not holding their solo qualification for the type of aircraft they are flying must not fly without the supervision of an instructor or any member holding the minimum BMFA certificate for that type of aircraft. It is recommended that members with limited experience should not provide this supervision.
5. 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.
6. No more than 5 aircraft shall be airborne at any one time.
7. All flying is to be done in the designated areas only as identified on the peg board.
8. 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 officers. Any spectators must remain in a safe area whilst flying is in progress.
- 8a. A model must not be placed on the grass within 5 metres of pilots on the flight line, and then preferably up wind.
  - Aircraft taking off must be to the safe side of area where pilots are flying i.e. must not take off in front of these pilots.
  - Pilots who are flying should position themselves together in relation to wind direction i.e. towards the downwind area of the landing.
  - When an aircraft has landed it must not be taxied back to the area where pilots who are flying are standing but may be taxied back to the edge of the strip pit buffer zone marked by a large orange cone and not across in front of pilots who are flying.
9. Any person wishing to enter or cross the runway area must seek clearance from any pilots flying at the time before doing so.
10. All vehicles must be parked in the designated area only.

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. Before starting an engine the model must be suitably restrained either by a tether or by an assistant.
13. In the interest of safety, assistance should be sought when running up engines and taking models to the runway for take-off.
14. 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.
15. 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.
16. Engines running on the ground must not be left unattended.
17. It is recommended all new or repaired models should be checked out by a competent club member before flying. All models are subject to random safety spot checks which will be carried out by a competent club member. If in their opinion a model is unsafe to fly or does not conform to club rules, it will be grounded until rectified.
18. All operational fail-safe's 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. Fail-safe's are to be checked prior to flight by switching the transmitter off whilst the model is restrained with the engine/motor running.
19. Smoking is not permitted in the vicinity of flammable fuels and materials.
20. Children must be closely supervised at all times and must not be allowed to run around the pit area or runways.
21. No dogs are allowed at the flying field unless kept on a lead or tethered.
22. Any accident involving a third party or another member must be reported to the BMFA within 24 hours as per BMFA handbook: - **Incident Reporting Procedure**. They must then inform the club Secretary as soon as possible.
23. BMFA country members and guest flyers must provide their surname and BMFA registration number so their BMFA membership status may be verified. Their CAA registration details will also be required.
24. BMFA membership cards and CAA registration details or the electronic equivalent should be available for inspection when you are flying at our club. If a member suspects someone is flying at our club without BMFA membership or insurance, they should inform a committee member immediately.

25. The gate must be locked and the number scrambled on entry and exit to the field. Do not leave the gate open for another member following shortly.
26. Guests may fly at the discretion of the committee. Permission must be obtained from one committee member before flying. The club member is solely responsible for the guest & must ensure that they are fully conversant with the club Rules. Proof of current BMFA insurance must be provided to the committee member.
27. Members who knowingly encourage anyone to fly without meeting these conditions will forfeit their club membership.
28. Prospective members with the permission of a committee member and at the discretion of the Senior Training Officer, may be given 3 (three) trial flights as a one off occasion. This is covered by the BMFA insurance scheme, unless the prospective member has proof of BMFA country membership.
29. The flying field is primarily for the use of R/C fixed wing models. Other types of model may be flown, provided that they meet the club flying rules, including safety and noise, and do not interfere with the normal activities of the majority of members.
30. In order to avoid local community problems jet pilots are recommended to fly a pattern minimising their noise footprint. All aircraft must avoid the no fly zone.
31. Members flying jet aircraft must have a suitable fire extinguisher in the pits.
32. Flying is permitted between the following hours: 9.00am-9.00pm.
33. Members who have achieved the "A" certificate should be aware of the dangers of flying alone, and should always try to have a companion (not necessary a club member) to lookout for hazards such as horses, etc. Problems such as personal accidents while unaccompanied need also to be taken into account.
34. When taking off and landing priority must be given to horse riders and public at the field periphery.
35. Where a single frequency transmitter is used the Secretary will allocate a single frequency. Each member will be allocated ONE frequency only. Anyone wishing to change frequencies must obtain permission from the Secretary. Synthesised transmitters or receivers may be used, but the member must not use more than the one frequency allocated.
36. Members who are competing in aerobatics competitions may be required to use a frequency other than their normal one for this competition. In this case the competitor may use the competition frequency in the week before the event.
37. If a member has not renewed membership of the club by March 1<sup>st</sup> then the secretary may allocate the members channel to someone else. Should the member wish to rejoin the club at a later date then the secretary will allocate a new channel.
38. The frequency allocation system in use is the 'PEG ON' system for 35 MHz and 27 MHz. No allocation or 'Peg' is required for 2.4 GHz transmitters.

39. Transmitter frequencies must not be changed at the field.
40. Transmitters (35 MHz) must be checked annually in December. Members who have not had their transmitters checked must not fly until the check has been carried out.
41. All transmitters (35 MHz) will be checked annually and the results recorded in the Frequency Control Officers log. Any transmitters found to be outside the required limits must not be used until repaired and retested.
42. The frequency pegboard must be used at all times for 27 and 35 MHz. If using 27 or 35 MHz, each member must have an identity disc, which exhibits at the front, the full name of the member and the channel number (35 MHz) allocated to that member. In addition the member's transmitter aerial must display a pennant coloured orange, which shows their allocated channel number.  
If a 2.4 GHz transmitter is being used, the member is not required to place a peg on the board or to use a pennant on the transmitter, however, they may do so if they wish. It is strongly recommended that members using 2.4 GHz transmitters have a 'Contact Details Card' in their transmitter box giving information about their name and emergency contact phone number as a minimum. They may wish to include other details such as home address, photograph, blood group etc. and ensure these details can be quickly be found and used in unforeseen circumstances.
43. Frequency allocation to be a maximum of 30 minutes where allocated channel duplication exists, and as a courtesy to others the frequency disc should be removed after each flight.
44. A member about to land has priority over a member about to take off. **FOR THEIR OWN SAFETY**, members walking onto the field, for any reason, must at all times give way to models approaching, for take-off, landing, low pass etc.
45. Models weighing between 7kg and 20kg are allowed, subject to the following conditions.
  - a) The member takes into account the CAA and BMFA recommendations.
  - b) The person flying the model holds a BMFA "B" certificate.
46. Models weighing more than 20kg are allowed subject to the following conditions.
  - a) The member holds a valid CAA exemption certificate, which must be shown before flying.
  - b) The conditions of the exemption certificate are complied with.
  - c) The person flying the model holds a BMFA "B" certificate.
47. Mobile phones are not allowed within 6 metres of the 'Flight Line'. Mobile phones may be taken onto the rear of the 'pits area' but only if they are set to silent and vibrate mode. Voice calls may not be made or received anywhere on the flying field but may be completed from the car park. It is a requirement that you do not place a powered on mobile phone in close proximity (closer than 1 metre) to any RC transmitter (active or not) whilst on the flying field. At all times, you must consider your fellow club member and act with appropriate social etiquette.

48. All models must be effectively silenced and conform to the noise limit set down in the BMFA code of practice Noise control officers, who will be elected annually, may check any model, which they think, does not meet the requirement. Members are encouraged to have their models noise tested at periodic intervals.
49. Members may ask other members to fly their aircraft, for any reason, such as, testing or training purposes. However, the member owning the aircraft must agree that the member providing the assistance will not be responsible should any damage result to the aircraft. This rule does not affect the position with regard to third party damage, as covered by the pilots insurance.
50. Members using petrol or diesel powered generators to charge batteries should place their generators well away from other members who are set up in the pits area. It is suggested they use either far end of the pits area for this activity. Generators (or car engines being run as generators) should not be used in the car parking area directly behind the central pits area but should be positioned at either far end of the car park