

# Members Handbook



This handbook contains the terms and conditions of Club Membership and some information necessary for your safety and the safety of others. The Club Committee has the power to create byelaws under paragraph 58 of the Club's Articles of Association ("the Articles") and these terms and conditions should be regarded as having that standing.

The handbook also contains information regarding the safety and security of the premises, which is supported by continually monitored and recorded closed circuit television.

Every club member is bound to comply with these terms and conditions and failure to comply may result in sanctions being imposed on a member or ultimately action taken as set out in paragraph 11 of the Articles relating to expulsion from membership.

## Contents.

### **Membership Terms and Conditions**

#### **Appendices**

- 1. Action to be taken in the event of a fire**
- 2. Conditions of hangarage**
- 3. Hangar waiting list**
- 4. Hot work**

Next review date: August 2021

# Members Handbook



## Membership terms and conditions

### 1. General

- 1.1. The Clubhouse facilities are available for your comfort and convenience but should be treated with respect.
- 1.2. Smoking and vaping are forbidden airside and inside the clubhouse and hangar; the fenced area to the west of the Clubhouse is a designated smoking and vaping area.
- 1.3. Any cutlery or crockery used should be washed, dried and put away after use.
- 1.4. Waste and recyclables should be put in the bins provided. Spills and debris should be cleaned up using the cloths and cleaning products found in the kitchen. A vacuum cleaner is normally available to clear larger deposits of food, grass, mud etc. from the carpets.
- 1.5. Vehicles must be parked in the allocated areas only (to the west of the club or east of the hangar) and consideration given to other users including those requiring access to the storage units. Members must not park on any yellow hatched areas or otherwise block or restrict access.
- 1.6. Children and vulnerable adults must be closely supervised at all times.
- 1.7. Pets must be on a short lead or caged.

### 2. Security

- 2.1. The front door is to be locked at all times, unless a responsible person accepts responsibility to prevent unauthorised access. Door key fobs are available from the office manager on payment of a returnable deposit
- 2.2. When 'airside' and in the hangar, all guests, members of the public and Junior Members must be accompanied and supervised at all times.
- 2.3. The doors into the hangar from the clubhouse remain locked at all times. Access is by key fob and is restricted to hangar users.
- 2.4. Unknown persons should be challenged and asked for proof of membership. Consequently, membership cards should be carried at all times as you may be challenged by another member or Office Manager. Any suspicious activity should be reported immediately to the Office Manager, another responsible person on site or to one of the Emergency Contacts (contact numbers can be found on the clubhouse main door).
- 2.5. Hangar users are responsible for the safety and security of the hangar at all times. Any person taking an aircraft from the hangar, whether the doors were already open or not, is responsible for closing and locking them again unless it is agreed with another person, that they will accept responsibility for security.
- 2.6. If last to leave the clubhouse, it is *your* responsibility to ensure the safety and security of the premises. All external doors, including the hangar doors, and windows should be closed and locked, lights should be turned off and the alarm set. Any issues with setting the alarm or general safety and security should be raised immediately with an Emergency Contact (contact numbers can be found on the outside of the front door). *The clubhouse must not be left unattended until the issue is resolved, or responsibility accepted by a responsible person.*

# Members Handbook



## 3. Fire and other emergencies

- 3.1. Members must familiarise themselves with the procedures to be followed in the event of a fire, including the location of fire alarm call points, fire extinguishers and emergency exits. Specific procedures for what to do in the event of a fire are contained in appendix 1
- 3.2. In the event of an accident causing injury or another medical emergency the emergency services should be called by telephoning 999 in the first instance. Members should not contact SCAA paramedics directly.
- 3.3. Any accidents, personal injury and/or damage to property (excluding aircraft – see 4.3 below) must be reported to the Office Manager or a Committee member within 24 hours. A first aid kit is located in the reception area next to the door into the entrance lobby.

## 4. Flying

- 4.1. All pilots based at and flying from Perth must be Pilot Members but students undergoing ab-initio training with Alba Airsports or Gyrocopter Experience are entitled to Student Membership for their first year.
- 4.2. No aircraft movements - powered or freewheeling - or starting of engines should take place inside the “No Engines” boxes in front of the hangar.
- 4.3. Any damage caused to another aircraft no matter how slight, must be reported to the owner, and to the Club Manager or a Committee member *immediately*. Emergency contact numbers may be found on the clubhouse main entrance door.
- 4.4. In addition to compliance with *all* the relevant UK aviation legislation and ensuring all their personal and aircraft documentation is current, members are also required to familiarise themselves with and adhere to the Perth Airport Standard Operating Procedures available at [www.perthairport.co.uk](http://www.perthairport.co.uk) or at [www.scottishaeroclub.org.uk](http://www.scottishaeroclub.org.uk)
- 4.5. The Airfield Operator requires that all flights from Perth are booked out. This can be done by radio or telephone during operational hours and by using the PPR form available at [www.perthairport.co.uk](http://www.perthairport.co.uk) or at [www.scottishaeroclub.org.uk](http://www.scottishaeroclub.org.uk) out of hours. If returning out of hours, prior arrangements should be made with a responsible person to raise the alarm in the event of your late return.
- 4.6. Members owning or operating aircraft kept in the SAC hangar are required to accept the full Conditions of Hangarage (see appendix 2).

## 5. Maintenance, refuelling and vehicular movements

- 5.1. All tools and equipment brought onto the premises must be safe to use. In the case of electrical equipment, the condition and maintenance standards expected would satisfy the requirements of the Electricity at Work Regulation 1989, especially if available for use by others.
- 5.2. No fuel containers, with or without contents, (except integral aircraft fuel tanks) may be stored anywhere on the club premises.
- 5.3. No fuel transfers, except from the airport fuel pumps, are permitted on the tarmac apron or inside the hangar; such operations are confined to the grass islands.

# Members Handbook



- 5.4. Small items of rubbish and any foreign objects found should be placed in the bins provided. Larger objects, that consume significant bin space, should be removed from site for self-disposal.
- 5.5. No vehicular access to the apron is permitted without the consent of the Airfield Operator. If access is required out of hours, prior permission should be sought.
- 5.6. No vehicular access to the hangars is permitted without prior permission from a Committee member or the Office Manager.

## 6. Children and vulnerable adults

The principles and practices outlined in the Club's Child and Vulnerable Persons' Protection Policy and Young Persons Statement are binding on all members. These documents may be found on the Club's website ([www.scottishaeroclub.org](http://www.scottishaeroclub.org)).

## 7. Changes to these terms and conditions

These rules may be changed at any time by the Committee publicising a proposed amendment by email to members. Members then have two weeks in which to raise any concerns with the Committee following which – unless further amended – the rule shall become binding on members.



## Appendix 1 Action to take in the event of a fire

1. On hearing the fire alarm, (a continuous two-tone siren), leave the building immediately by the nearest exit and make your way to the muster point in the car park to the west of the main entrance door, escorting any guests or visitors to that location.
2. On discovering a fire, raise the alarm immediately by shouting 'FIRE' to alert anyone else in the vicinity. Leave the building by the nearest exit activating a fire alarm call point on your way out (these are small red boxes found adjacent to major exits and are activated by simply pushing the glass panel in
3. Then make your way to the muster point in the car park to the west of the clubhouse door, escorting any guests or visitors, and call the Fire and Rescue Service on 999 and state the location as

Scottish Aero Club, Hangar 1, Perth Airport, PH2 6PL, then call the emergency contact number found on the outside of the building.

4. If you are competent and feel that you can successfully extinguish a small fire with one of the many extinguishers located around the hangar, then do so but if you have the slightest doubt about your ability to fight a fire, then follow the procedure above.
5. The fire alarm is a continuous two-tone siren supplemented by red flashing lights and is loudest inside the premises (the intruder alarm is loudest outside).
6. The enclosed areas of the premises are protected by a fire detection system, so it is possible the fire alarm may activate even if you are the only person on site. In this event, your safety must take priority but if you feel competent enough to investigate and determine the cause of the alarm, then follow this process below.

Go to the fire panel in the reception area. This will display the detector that has triggered the alarm. If it can be ascertained safely that this is a false alarm call one of the emergency contacts, who will assist.

7. A plan containing the location of all the alarm call points and fire detectors is posted above the fire panel located in the reception area next to the door into the entrance lobby.

# Members Handbook



## Appendix 2 Conditions of Hangarage

1. Aircraft and contents are hangared at the owner's sole risk.
2. The Committee reserve the right to use their discretion when allocating or managing hangarage.
3. All aircraft, whether flyable or not must be appropriately insured and the Office Manager or Committee Member responsible for hangarage must have on file, a copy of the 'current' certificate of insurance for the aircraft. Failure to ensure the current document is on file is a breach of these terms and conditions and will also invalidate any out of hours indemnity.
4. Aircraft must be parked in the hangar with the brakes off. Suitable signage should be used to advise others if any specific handling requirements are necessary on a particular aircraft. Help should be requested if unsure or unable to move any aircraft safely.
5. An aircraft moved to gain access to another should be returned to its parking space as soon as possible; no aircraft must be left out of position or causing obstruction unattended.
6. Waste oils, used filters, oily waste and other fluids, their containers and packaging, should be removed from site by the user/owner for suitable disposal at the end of each day.
7. Processes that include the use of naked flames, soldering irons, hot air guns, engine pre-heating devices, space heaters and low energy drilling, grinding and cutting where no hot waste is generated may be carried out if the precautions listed in Appendix 4 Hot Work are followed.
8. All owners/operators, *including all syndicate members*, are required to be Pilot Members.
9. Hangarage rates, which include unlimited landings at Perth, are charged per square metre subject to a minimum of 25sq.m. The rate is applied to the product of the maximum length and the maximum width of the aircraft and must be paid monthly in advance by direct debit or a method agreed with the Club Treasurer.
10. The agreement may be terminated by the giving one calendar month's advance notice in writing. Failure to give such notice will result in a charge of one month's hangarage from the date the space was found to be vacated.
11. An aircraft is initially allocated a dedicated parking space. The Committee reserve the right to move the aircraft to another space if deemed necessary.
12. Members are responsible for keeping the area around and under their aircraft clean and tidy; brushes shovels etc. are available in the hangar.
13. In addition to the space allocated for the aircraft and at no additional cost, one standard size locker may be brought into the hangar for storage of aviation related equipment. Any additional lockers or equipment may only be stored at the discretion of the Committee.
14. Failure to comply with any of the conditions of hangarage may result in termination of the agreement by the Committee and the aircraft will have to be removed from the hangar when notified.
15. Temporary hangarage may be offered to support maintenance activities, visitors etc. If so, prior permission must be obtained from the Committee or Office Manager and proof of insurance to must be provided and the details recorded.
16. There is a daily rate charge which includes Temporary Pilot Membership but excludes landing fees and out of hours privileges. Costs must be paid in advance and as agreed with the Club Treasurer or Office Manager.

# Members Handbook



## Appendix 3 Hangar Waiting List

1. The Office Manager is responsible for managing a formal hangar waiting list in an equitable and transparent way.
2. Only Pilot Members are eligible to be added to the waiting list.
3. In the event of an aircraft or potential aircraft being in group ownership, all members of the group are required to be Pilot Members to become eligible.
4. If there is a lapse in membership, the Committee reserves the right to remove that person, or in the case of a group, the whole group from the waiting list.
5. The Office Manager will require the name(s) of the owner(s), the aircraft type and, if available, insurance and registration to enable addition to the list.
6. Where aircraft details are not yet known, e.g. a pending purchase, the Office Manager requires the name(s) of the proposed aircraft owner(s) and an indication of the type/size of aircraft being considered.
7. If a space is offered but declined by the member, they may remain in position on the waiting list but will lose that position and be placed at the bottom, of the list if they decline the offer of a space more than three times.
8. Where a hangar space becomes available that is not suitable for the aircraft at the top of the list, it will normally be offered to the next suitable one on the list. An explanation will normally be given to those higher on the list whose aircraft could not be accommodated at that time.
9. In the case of a larger aircraft requiring a space that would normally be occupied by more than one aircraft, it would be necessary to charge for each individual space as they become vacant until enough spaces can be amalgamated.
10. The waiting list is confidential to the Office Manager and Committee members. In the interest of fairness and transparency, those on the waiting list can be kept apprised of their position and the likely date of a space becoming available.

## Appendix 4 Hot Work

Maintenance processes involving *soldering, drilling, grinding, cutting, welding, brazing, use of a naked flame etc.* and other processes such as *space heating, engine pre-heating etc.* may all be classed as *hot work*.

The risks associated with the use of a soldering iron or hot air gun, engine pre-heating, space heating, low energy drilling, grinding and cutting etc where no hot waste is generated are usually lower and may be managed to an acceptable level by the user by ensuring

- that the equipment to be used is in good condition
- the user is competent
- combustible materials are removed from the work area
- fire extinguishers are readily available
- the equipment is not left unattended until cool enough to touch after being switched off.

*The use of any naked flame, welding, brazing and drilling, grinding and cutting where hot material waste may be generated are high risk processes and are forbidden anywhere on the*

# Members Handbook



*Club premises without a hot work permit. Permits may be obtained by contacting the Office Manager or a Committee member in the first instance.*