



**The Microlight and Light Sport Aeroplane
Association
Of South Africa**

**MANUAL OF
PROCEDURES**

Original

INTRODUCTION

This Operations & Procedures Manual has been compiled in accordance with the South African Civil Aviation Regulations and Technical Standards Part 149 and sets out the particular aspects relating to the control and regulation of flying of microlights and light sport aeroplanes in South Africa.

It should be read in conjunction with and considered supplementary to the following previously constituted documents:

1. The Civil Aviation Regulations (CARS)
2. The Civil Aviation Technical Standards (CATS) of the Civil Aviation Authority (CAA).
3. The Constitution of the Aero Club of South Africa (AeCSA)
4. The Constitution of the Microlight and Light Sport Aeroplane Association (MISASA)

It confirms MISASA to be an approved body for Microlight and Light Sport Aeroplanes in SOUTH AFRICA under the rules and regulations as set in the SA-CARS, Part 149.

MISASA members will be bound by the provisions of this manual.

The term "MISASA", whenever used herein shall mean The Microlight and Light Sport Aeroplane Association of South Africa, associate member of The Aero Club of South Africa. The term "MISASA Executive Committee" shall mean the duly elected members who form the executive committee of MISASA.

Amendments to this Manual may only be approved by the MISASA Executive Committee, and details of changes shall be notified, as soon as may be practicable, to the Recreation Aviation Administration of South Africa

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CERTIFIED STATEMENT

This is to certify that I, _____, (Chairman) of the **MICROLIGHT AND LIGHT SPORT AEROPLANE ASSOCIATION** know and understand the contents of this manual of procedures compiled in accordance with document SA-CATS Part 149 (South African Civil Aviation Regulations: Part 149).

This **MICROLIGHT AND LIGHT SPORT AEROPLANE ASSOCIATION** manual of procedures contains a true and accurate reflection of our policies and procedures.

Signed at on this day of 2010

SIGNED:

CHAIRMAN

AMENDMENT RECORD SHEET

| Amendment No | Date | Effected by | Status | Amendment No. | Date | Effected by | Status |
|--------------|------|-------------|--------|---------------|------|-------------|--------|
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LIST OF EFFECTIVE PAGES

| <u>Page</u> | <u>Effective</u> | <u>Amendment</u> | <u>Page</u> | <u>Effective</u> | <u>Amendment</u> |
|-------------------------|-------------------------|-------------------------|--------------------|-------------------------|-------------------------|
| Cover | 20 January 2011 | ORIGINAL | | | |
| Introduction | 20 January 2011 | ORIGINAL | | | |
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| Annexure C | 20 January 2011 | ORIGINAL | | | |

MISSION STATEMENT

To act responsibly as the ARO for pilots who fly weight shift controlled microlights, conventionally controlled microlights and light sport aeroplanes in South Africa as the approved organization in accordance with SA-CARS, Part 149.

To monitor safety standards relating to aviation recreation:

Where applicable monitor and propose changes in standards for the operation of or airworthiness of aircraft involved in recreational aviation;

Advise the designated body (RAASA) of such safety standards, or the improvement thereof.

To analyze accident data for the promotion of safety.

To further aviation and related activities within the fields of aviation falling under MISASA.

To play an active part in the regulation of aviation activities through representation by AeCSA, and any other body which may impact on the regulation of the aviation activities which fall under the scope of this ARO.

To promote airmanship and safety awareness.

To co-operate, associate, with any other body of similar nature in fulfilling the objectives of **MISASA**.

To provide members with collective representation in all matters affecting them.

MISASA shall be a non-profit and non-political organization and shall not exercise any sexual, racial or any other discrimination.

To encourage, develop and promote private and sporting Microlight and Light Sport Aviation throughout the Republic of South Africa.

To suggest, advise upon, and oversee the aviation related activities of members and to apply disciplinary procedures where required as per the approved guidelines, regulations, by-laws and or Manual of Procedure.

To carry out such other activities as may be agreed with the Director for Civil Aviation or the body designated in terms of Part 149 as the case may be, from time to time.

To promote and/or participate in microlighting and light sport aeroplane flying sporting events and trials organized by or run under the rules of the FAI, the Aero Club, MISASA and any other such organization.

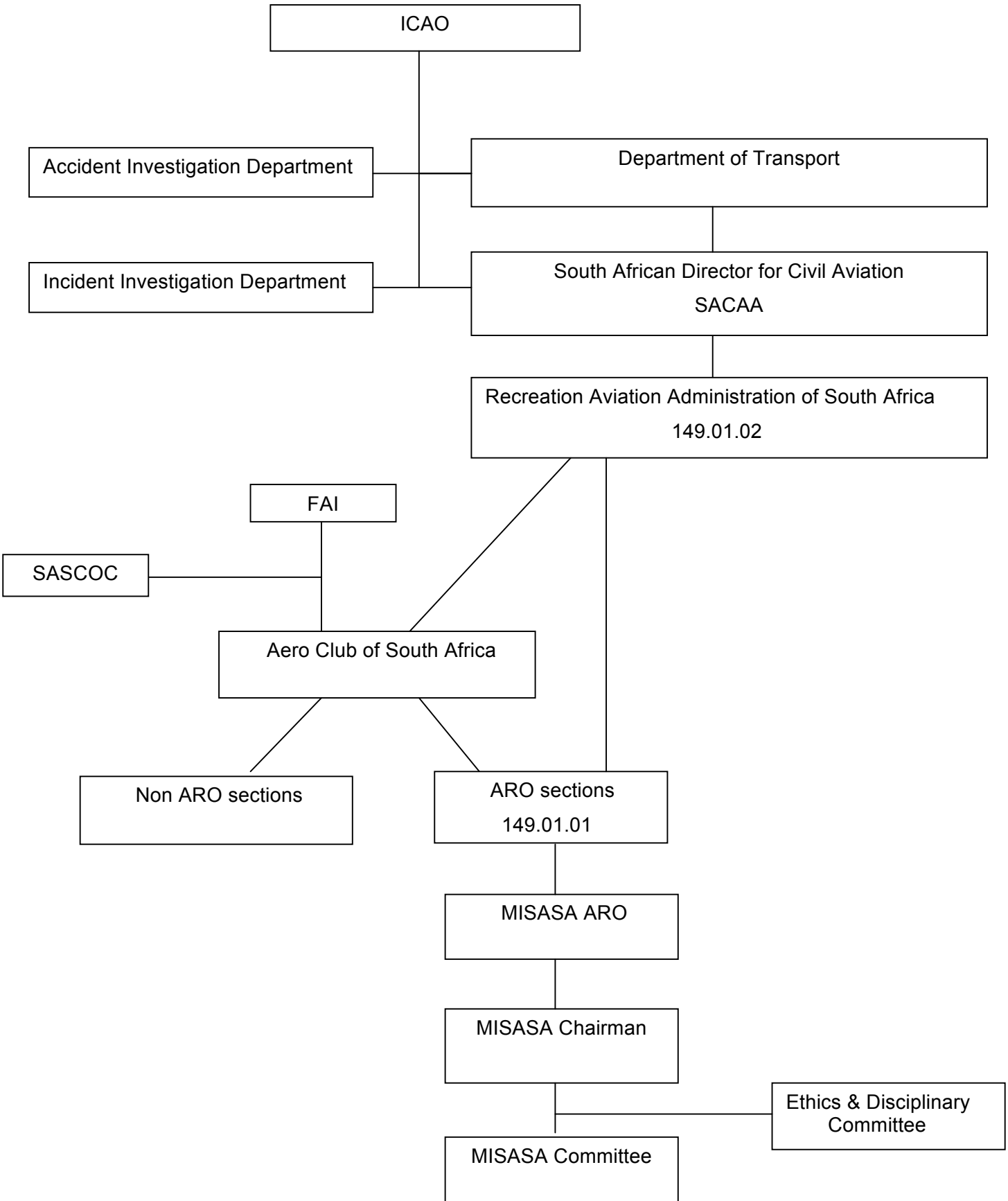
CHAIRMAN

Name:

Signature:

Date:

ORGANOGRAM



SECTION 1

RULES

1.1 Membership

To qualify as a member, the applicant shall complete an application form and forward it to MISASA together with the yearly fees as determined by MISASA from time to time. Membership is renewable annually. Members of MISASA will also have to be members of the Aero Club of South Africa as there is a service agreement between the Aero Club of South Africa and the various subsections. All members will abide by MISASA's Code of Conduct.

1.2 Pilot Qualification

As Per Part 62 of the CARS.

1.3 Flight Authorisation

As per Part 141 of the CARS.

1.4 Helmets

It is recommended that helmets are worn by weight shift controlled microlight pilots for their own safety.

1.5 Airworthiness

As per Parts 24 and 94 of the CARS.

1.6 General Airworthiness

As per Part 24 of the CARS.

1.7 Civil Aviation Regulations

Civil Aviation Regulations shall be observed and complied with at all times by all members.

1.8 Type and Class Rating of weight shift controlled microlights, conventionally controlled microlights and light sport aeroplanes

1.11.1 Definitions

As per Part 1 of the CARS and Parts 24 of the CATS-NTCA.

1.11.2 Type Rating

As per Part 62 of the CARS.

1.11.3 Class Rating

As per Part 62 of the CARS.

1.9 Rules of the Air

As per Part 91 subpart 6 of the CARS.

1.10 Instruction and Introduction

As per Part 62 of the CARS and CATS.

1.11 Use of radio communication

As per Part 91 of the CARS and the current Electronic Communications ACT.

1.12 Equipment

A person shall not operate a weight shift controlled microlight, conventionally controlled microlight and light sport aeroplane unless it is equipped with the basic equipment required by the class of airspace the flight will take place in.

1.13 Conduct

Members shall conduct themselves in a manner that will not bring the sport into disrepute.

Members shall not make a nuisance of themselves to persons or property (property to be understood as to include farm or game animals)

Members shall not cause harm to the sport of aviation in any way.

All Members shall sign and comply with the MISASA code of conduct (Annexure C), when signing the application form.

SECTION 2

LICENCES - GENERAL

As per Part 62 of the CARS.

2.1 Medical Certificate

As per Part 67 of the CARS.

2.2 Age Limitations

As per Part 62 of the CARS.

2.3 New Licence Applications

As per Part 62 of the CARS.

2.4 Fees

As per Part 187 of the CARS.

2.5 Foreign Licence validations

As per Part 62 of the CARS.

SECTION 3

LICENCE REQUIREMENTS

As per Part 62 of the CARS.

SECTION 4

LICENCE RENEWALS

As per Part 62 of the CARS.

SECTION 5:

PERSONNEL

MISASA is run by an executive committee.

5.1 Elected Personnel

The personnel mentioned below are all elected positions which the members vote for at the Annual General Meeting.

- 5.1 Chairman
- 5.2 Safety Officer
- 5.3 Training Officer
- 5.4 Technical Officer
- 5.5 Treasurer
- 5.6 Events Officer
- 5.7 Competitions Officer
- 5.8 Publications and Communications Officer
- 5.9 Development Officer
- 5.10 PRO Officer

5.2 Requirements, duties and responsibilities of the personnel

5.2.1 Chairman

5.2.1.1 Requirements

- (i) Must have a general knowledge of the aviation sector falling under MISASA.
- (ii) Must have a current and valid National Pilots Licence
- (iii) Must have good people's skills
- (iv) Must have good managerial skills
- (v) Must be well read in aviation related topics, and be willing to study, and read more
- (vi) Must be computer literate
- (vii) Must have access to the internet and e-mail

5.2.1.2 Duties and Responsibilities

- (i) In all activities, seek to promote the goals of **MISASA**, and have the interests of **MISASA** and sport flying in general at heart.
- (ii) Has unrestricted access to work performed by the Executive Committee as well as persons performing contractual services to **MISASA**.
- (iii) To maintain and is in charge of communication between RAASA and AeCSA. Deals with all complaints addressed to **MISASA** either in person, or ensures that the correct person has dealt with the complaint satisfactorily.
- (iv) Travel to all necessary events, meetings and locations in South Africa, in line with the aims and goals and to the benefit of the organization and all its members or arrange for a **MISASA** representative to attend in his/her stead.
- (v) Monitors any suspensions or disciplinary procedures.

5.2.2 Safety Officer

5.2.2.1 Requirements

- (i) Seeks to promote the goals of **MISASA**, and have the interests of **MISASA** and sport flying in general at heart.
- (ii) Has a valid National Pilots Licence
- (iii) Has the desire to promote safety amongst all recreation aviation pilots
- (iv) Is computer literate
- (v) Has access to Internet and e-mail
- (vi) Has a cell phone on which he is available at all normal business hours, and after hours for emergencies

5.2.2.2 Duties and Responsibilities

- (i) Stays up to date on all developments in aviation Safety, which falls under the scope of the ARO.
- (ii) Gives appropriate safety feedback to its members.
- (iii) Has direct access to the Chairman.

5.2.3 Training Officer

5.2.3.1 Requirements

- (i) An A grade instructor who is a full time instructor.

5.2.3.2 Duties and Responsibilities

- (i) Monitor the examination system and when necessary, may recommend the addition or removal of questions to RAASA to the database to ensure that the examination question base is covering the syllabus adequately.
- (ii) Improve training standards at schools
- (iii) Hold instructor seminars together with RAASA to discuss the standard of training methods at schools.

5.2.4 Technical Officer

5.2.4.1 Requirements

- (i) Must be an AP for a minimum of 5 years

5.2.4.2 Duties and Responsibilities

- (i) To attend technical committee meetings
- (ii) Communicate technical issues and changes in legislation with the members

5.2.5 Treasurer

5.2.5.1 Requirements

- (i) Must have a good financial background
- (ii) Must have a sound knowledge of bookkeeping
- (iii) Must be able to keep a full set of books and draft financial statements annually

5.2.5.2 Duties and Responsibilities

- (i) Maintain a full set of financial books, showing all transactions that have taken place during the financial year
- (ii) Make payments of necessary accounts as agreed upon by the committee

SECTION 6

ACCIDENT REPORTING

~~As per Part Chapter 4 of the Aviation Act No 13 of 2009. As per Part 12 of the CARS.~~
(remember this is what the member must do not CAA. Chapter 4 refers to CAA.)

SECTION 7

COMMUNICATION WITHIN MISASA

7.1 Membership communication

7.1.1 E-mail

E-mail will be the main form of communication to members.

7.1.2 Internet

MISASA will encourage all members to belong to the Microlighter.co.za forum and official **MISASA** website page, where regular bulletins will be posted.

7.1.3 Microflight Africa magazine

Important issues will also be printed in the Microflight Africa magazine, a quarterly production.

7.2 Instructor, Approved Person and school communication

7.2.1 E-mail or Fax

E-mail is the preferred method of communication with Instructors, Schools and Approved persons, who will be notified of relevant information via e-mail. If the instructor or approved person does not have access to e-mail he may apply to receive information via Fax.

7.2.2 Internet Forum

The Society will have a private forum, where instructors and Approved Persons can communicate about relevant matters, where peer review takes place and where instructors get to know each other. Instructors and Approved Persons are expected to log onto this forum at least once a week. This can be from their private computer or an internet café. The Society Office bearers and the Society Executive and General committee will have full access and moderator abilities on this forum.

7.3 Committee communication

7.3.1 Internet Forum (MISASACOM)

The bulk of committee communication and voting will be through the Committee internet Forum. The forum is an access controlled private forum. The office bearers

will have access to the forum. Committee members are expected to log onto the forum at least 2 times a week. When there are urgent matters to be discussed the Chairman will send a SMS to the committee members, asking them to log onto the forum ASAP.

7.3.2 Committee meetings

Committee meetings will be convened at least 4 times per year. The committee meetings will take place in the boardroom of the Head Office or at a venue to be decided by the committee prior to the meeting. Meetings may also be conducted in part or completely by e-mail, telephone or other electronic/digital etc means provided proper minutes are taken and distributed to the General Committee. After approval the minutes may be published on the MISASA web page, e-mail, newsletter or magazine which publication shall be at the discretion of the Chairman or any two Executive Committee members. The purpose of the meeting is to allow all the committee members to get to know each other better and discuss further matters which have arisen.

The meeting's date, place and agenda will be available on the committee internet forum at least 14 days before the meeting. The meeting's agenda will always include a financial audit, and discussion on how to improve the service provision on the members.

SECTION 8

SCHOOLS AND TRAINING

As per Part 141 of the CARS

SECTION 9

DISCIPLINARY PROCEDURE

It is the responsibility of every MISASA member to adhere to all the rules and regulations as specified in the SA-CARS, SA-CATS, this manual of procedures and the MISASA constitution. All executive committee members of MISASA will use all possible means to oversee and motivate the members. Ultimately all pilots are responsible for themselves, their aircraft, their passengers, other people or property. The role of MISASA is to motivate its member to take responsibility, by means of a communication and information support system.

9.1 Reporting of breach of rules and regulations

The following procedure is to be followed when carrying out disciplinary actions against members of the Association for contravention of the rules and regulations laid down in this Manual of Procedures and/or the MISASA constitution and/or the code of conduct, Annexure C.

MISASA's role is to investigate **and** hold hearings and determine a route of action in the case of Ethical, and Code of Conduct transgressions, i.e. in the event of a suspension this shall be done against the person's membership, RAASA shall be informed of the **decision** including all evidence and minutes of the hearing, RAASA may decide to take further action against a person licence or rating or an **aircraft's** ATF.

Any transgressions against the regulations and or illegal activities shall be reported to RAASA who will deal with the matter and in turn report this to the SACAA or SAP if required.

MISASA may not suspend or revoke any licences or ATF's.

All hearings and disciplinary actions should be done in accordance with PAJA and all correspondence, meetings and hearings minuted.

Members not part of the association and not part of the ARO will be immediately handed over to RAASA for prosecution.

Reporting will occur as follows

- 9.1.1** A written and signed complaint shall be received by the Executive Committee of MISASA within three months of the alleged infringement having taken place for MISASA to investigate and decide whether disciplinary proceedings should be implemented.
- 9.1.2** Clubs taking action against a member for continuous breach of rules should provide documentation to back up the allegations and detail the warnings issued to the member and show that MISASA was notified.
- 9.1.3** The Chairman, after consultation with the executive committee shall determine the meetings, appoint members to serve on an *ad hoc* disciplinary committee, (should one be required), to investigate the matter and be convinced by the evidence available that an infringement of the rules and regulations did take place.
- 9.1.4** For any violation, at the discretion of the MISASA executive committee, a verbal warning can be given followed by a written warning if necessary or if the infringement warrants, hand them immediately over to RAASA. If there is continued infringement then written notification of a Formal Disciplinary Hearing shall be sent to the alleged offender via email or registered letter, giving at least 14 days notice of the time, date, venue of the hearing and the charge.

- 9.1.5** The MISASA executive committee will appoint a person to chair the disciplinary hearing.
- 9.1.6** A formal disciplinary hearing is to be held where the charges are described and the defendant is given the opportunity to offer a defence. The defendant is responsible for their own cost to attend the hearing.
- 9.1.7** All meetings shall keep records of proceedings.
- 9.1.8** If, after weighing up all the evidence and considering mitigating factors, the chairman of the disciplinary hearing shall pass its findings to the General Committee for ratification and if the defendant is found guilty, then an appropriate penalty will be applied.
- 9.1.9** The General Committee shall hand its final decision on the matter to the relevant authority for record and/or further action.
- 9.1.10** Should the defendant wish to take the matter further then, upon receipt of a written request from the defendant, within 7 days of the hearing, the MISASA Executive Committee will review the case and make a final decision. The defendant may further appeal to RAASA for review of the decision.
- 9.1.11** The severity of the disciplinary action taken should take into account the seriousness of the offence, the consequences of the action, the defendant's past offences and the circumstances under which the offence took place.
- 9.1.12** Should the defendant not attend the formal hearing and not offer a valid excuse for his failure to appear, a decision will be handed down by the Chairman of the hearing, after review by the MISASA Executive Committee, in the absence of the defendant, which will be binding.

9.2 Governing regulations

The procedures are governed by the CARS, CATS and MISASA MOP and the penalties and regulation infringements will be as per Part 185 of the Civil Aviation Regulations.

9.3 Record keeping

MISASA will keep record of all infringements and rulings for a period of 2 years unless a gross violation or a part 185 prosecution has taken place, wherein this will remain upon the pilots record for a period of 10 years.

9.4 Examples of offences that can be handed over to RAASA for immediate action

Inter alia, a person;

- Hindering any inspection by an authorised person.
- Providing false information to an authorised person.
- Preventing any person from performing his duty or enjoying his privileges.
- Operates or authorises the operation of any aircraft which is not airworthy, does **not** have a valid ATF, without a licence or without a valid medical.
- Acts in any way to affect the airworthiness of an aircraft.

- Acts in any way to affect the safety of any person.
- Operates an aircraft without the necessary licence or who has obtained a licence in a fraudulent manner.
- Ignores or does not adhere to a decision made by an authorised person or body, such as MISASA, also during a process of appeal or arbitration.
- A person who wilfully does damage to 3rd party property or ignores rules pertaining to 3rd party property.

9.5 Disciplinary action

Disciplinary action by MISASA should be consistent and follow the following format:

- First offence:** verbal warning.
- Second offence or non compliance with the verbal warning:** written warning via email or in the case that a member/ non member has no email address a posted letter.
- Third offence or a Gross Violation:** final written warning with immediate handover to RAASA for application of part 185 regulations with up to one year suspension of pilot's or instructor's licence or rating, or permanent withdrawal of pilot's licence or rating or instructor's licence or rating.

9.6 Continuing violations

Should any member or non-member continue to contravene the rules and regulations and fail to respond to disciplinary action, then the executive committee shall report the matter to RAASA for further action.

9.7 Penalties

Should any member or non-member commit offences as detailed in 9.4 of this MOP, MISASA will hand over the member or non member to RAASA immediately to be dealt with under part 185 of the CIVIL aviation regulations.

SECTION 10

COMPETITIVE FLYING

10.1 General

The purpose of this section is to provide hosts of Provincial, National and International competitions with the necessary regulations and authority to carry out the task.

10.2 Validity

Only competitions sanctioned by MISASA and run according to this Section will be recognised by MISASA.

10.3 Bids for staging competitions

10.3.1 National and International Competitions

Any Club or person wishing to stage a National or Provincial Championship, must submit a bid to do so to the MISASA executive committee at least six months in advance of the planned date of the competition. The MISASA executive committee reserves the right to lessen the time required to hold a national or provincial competition.

All National championships will follow the rules and regulations laid down by the FAI sporting code.

All bids for national or international championships must be sanctioned by the MISASA executive committee.

The bid must include details such as proposed dates, airfield to be used, maximum number of competitors, competition format, organisers, cost and available sponsors.

The MISASA executive committee will appoint a club or person to stage the competition after evaluation of the bids received, if any, and inform the members of the decision.

Crew / director requirements:

| Designation | Requirement minima |
|-----------------------|--|
| Competitions Director | One National Championship as overall winner NPL licence - WCM and CCM or LSA |
| Assistant Director | NPL licence |
| Jury members(3) | NPL licence – WCM and CCM or LSA |
| Crew – P.I.C. | Applicable NPL (Precedence to P.I.C's with Provincial or higher competition experience in the case of entry over-prescription) |
| Navigator | None (Age – as per FAI rules) |

10.3.2 Provincial Competitions

Any Club or person wishing to stage a Provincial competition must submit a bid to do so to the MISASA executive committee by at least six months in advance of the planned date of the competition. The MISASA executive committee reserves the right to lessen the time required to hold a national or provincial competition.

All provincial championships will follow the rules and regulations laid down by MISASA.

All bids for provincial competitions must be sanctioned by the MISASA executive committee.

The bid must include details such as proposed dates, airfield to be used, maximum number of competitors, competition format, organisers, cost and available sponsors.

The MISASA executive committee will appoint a club or person to stage the competition after evaluation of the bids received, if any, and inform the members of the decision.

Crew / director requirements:

| Designation | Requirement minima |
|-----------------------|---|
| Competitions Director | One Provincial Championship as P.I.C. NPL licence - WCM and CCM or LSA |
| Assistant Director | NPL licence |
| Jury members (3) | NPL licence – WCM and CCM or LSA |
| Crew – P.I.C. | Applicable NPL (Precedence to P.I.C.'s with previous competition experience in the case of entry over-prescription) |
| Navigator | 13yrs of age or older |

10.4 Notification of competitions

MISASA will compile a competition calendar and publish it in the Microflight Africa magazine and/or official website.

The organisers will be responsible for sending out notification and/or entry forms prior to the event.

A Special Air Event Permit shall be applied for to RAASA for all MISASA related events

10.5 Results

The official results of competitions must be submitted to MISASA immediately after the competition.

The results will be published in the magazine and on the website.

10.6 Entry

- a) Notification must be distributed to the members at least two months before the competition.

- b) Entry into the competition will be by means of the attached Competition Flying Entry Form, attached hereto marked "Annexure A".
- c) A copy of the competition regulations, Annexure B hereto, must be available for all those requesting it.

10.7 Licence requirements

- a) Minimum licence requirements for Provincial and National and International Competitions are a National Pilot Licence with the applicable rating.
- b) Organisers may give preferential entry to higher graded pilots.
- c) Minimum age for competitors is seventeen years old except navigators where the minimum is 13 years.
- d) All competitors must have FAI sporting licences.

10.8 Competition regulations

The aim of any MISASA-sanctioned competition is for recreational activity only. Any claim for commercial loss due to a competition or task being cancelled or being invalid or due to a decision by the task committee or organisers will not be tolerated.

The competition rules or regulations must be submitted to MISASA at the time of bidding to host the championship for approval.

Competition regulations must be available to all competitors at the start of the competition.

Certain mandatory regulations regarding format, safety, etc, are stipulated in Annexure B to this section, and must be adhered to. The annexure also contains suggested rules, which should be included in the competition regulations.

10.9 Accident emergency arrangements

The organisers of a National or International or Provincial competition shall provide on-site medics and ambulance facilities during the competition.

10.10 Selection of national teams

The selection of National Teams to compete in World Championships and other International events will be made by the MISASA executive committee after consultation with the competitions officer. The minimum criterion for being selected for the national team is that the competitor must obtain at least 70% at a National Championships.

10.11 Criteria for national colours

A competitor must participate at a World Championship to be eligible for national colours.

As per the requirements from AeCSA and SACOC

ANNEXURE "A"

Page 1 of 2

ENTRY FORM

SOUTH AFRICAN MICROLIGHT COMPETITION FLYING EVENTS

Completed form to be faxed to

Name of Competitor

Name of Club/Airfield

Mobile Tel. No E-mail

Age Aero Club Number

Name of next of kin Relationship

Contact Tel. Number of next of kin

Medical Aid Insurer Membership Number.....

Blood group Allergies.....

Class (Tick if applicable):

Three axis – Solo Three axis - Dual pic. Three axis navigator

Weight-Shift Solo Weight-Shift Dual pic. Weight-Shift Dual navigator

Aircraft RegistrationType

Estimated tank endurance(hrs)

Estimated fuel consumption (for max. Range)(l/hr)

Estimated Cruise TAS(km/hr)

Estimated Min. Straight and level TAS(km/hr)

Estimated Max. Straight and level TAS(km/hr)

Total engine time(hrs)

Engine Horse-Power rating(hp)

I wish to enter as a competitor and qualify under the FAI Rules (GS 3.7);

viz: am a holder of a valid National Pilot's Licence if acting as Pilot in Command,

am a paid-up member of MISASA if acting as Pilot in Command,

my aircraft has a valid Authority to Fly, my aircraft has a valid Third Party Insurance to the value of no less than R500,000, my entry fee of R..... has been paid on

...../...../.....

I declare that the above information is true and correct:

Signed :

Print Name Date

FEES/REGISTRATION (For office use)

| | Fee | Paid(Date) | Method of payment |
|-------|-----|------------|-------------------|
| Entry | R | | |
| | | | |
| | | | |
| | | | |

Remittance to: MISASA
Standard Bank
Acc. No: 421952326
SPRINGS
Branch code: 012142

(Fax proof of payment to))

PLEASE USE YOUR NAME FOLLOWED BY *comp* AS A REFERENCE UPON REMITTANCE!!

Note : The closing date for the receipt of the entry fees is

Late entries will not be accepted.

Competition Director:Tel:

Assistant Director:Tel:

Email:

ANNEXURE “B”

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SOUTH AFRICAN MICROLIGHT COMPETITION LOCAL RULES

Place:

Date:

Organiser: MISASA

Authority: These rules are to be applied in conjunction with the General Section and **Section 10 of the FAI** (Federation Aeronautique Internationale – www.fai.org) Sporting Code, which shall take precedence in the case of ambiguity.

Partners:

Sponsors:

Classes: Solo Conventional Microlights – MTOW 300Kg (**sCCM**)

Dual Conventional Microlights – MTOW 450Kg (**dCCM**)

Solo Weight-Shift Microlights – MTOW 300Kg (**sWCM**)

Dual Weight-Shift Microlights – MTOW 450Kg (**dWCM**)

1. Officials: Event Director -
Assistant Director -
RAASA approved Safety Officer -
Jury -
Marshals –

2. Entry: To be made as per entry form.
Entry fees include –

3. Awards and Prizes: Award, Prize and Certificate to first place in each Class.
Prize and Certificate to second and third place in each class.
Certificate of Merit to all competitors.
Floating Trophy to overall winner.

4. Class and event viability: For a champion to be recognized there must be at least 4 competitors per class and the winning competitor must have completed at least 80% of the tasks flown.

- 5. Registration upon arrival:**(Date and time)
- Documentation to be validated as per entry form.
 - Weighing of AC (Empty mass).
 - Technical inspection and quarantine
- 6. Crew Qualification and substitution:** Competitors shall be regarded as competent unless deemed otherwise, at any stage during events, by the ED. Participants shall not be substituted.
- 7. AC and Equipment:** Competing AC and associated equipment shall be regarded as airworthy unless deemed otherwise, at any stage during events, by the ED. Removal or the adding of any equipment will not be allowed after the registration quarantine process. AC may not be substituted.
- 8. Complaints and Protests:** Dissatisfaction will be heard without delay. Objections to provisional score sheets are to be lodged **within 120 minutes after time of score presentation**. Further appeal is to adjudicated by the appointed Jury, with the subsequent judgment deemed as final.
- 9. Briefings:** WX information, law compliance and time & place of briefings will be posted on the designated notice board, with WX information updates made prior to each task handout. All flying operations will take place in accordance to SACAA Regulation.
- 10. Test Flying:** Test flying is prohibited without the consent of the ED and the deck is out of bounds unless a task is in progress.
- 11. Airmanship:** Hazardous non-compliance will be subjected to a **5% overall score penalty** as deemed necessary by the ED, without grounds for appeal. Thermal-sharing shall be conducted in the same direction as that of the initial AC.
Any non-scheduled out-landing will warrant a zero task score.
Any form of dishonest conduct, as deemed so by the ED, will warrant disqualification, dismissal and subsequent banning.
- 12. Task Periods:** Take-off times, take-off windows and last landing times will be displayed on the notice board. Task suspensions or cancellations shall be conducted with consideration to unfair benefit as deemed by the ED.
- 13. Task Disciplines:**
- Navigation** Flight planning from Geometric, True or Magnetic presented information.
- Accuracy of flying a straight or curved course/s in prevailing conditions.

Maintaining a predicted Ground Speed (GS)

Expected Time of Arrivals prediction (ETA)

In-flight deviation.

Observation Accurate ground feature recognition and locating.

Fuel Economy Flying for Range
Flying for Endurance
Consumption prediction

Precision Flight Short-field take-off and landing.
Precision landing without power.
Obstacle clearance during take-off and landing.
Precision timed circuits.
Flying at low and high speeds

14. Emergencies: Competitors landing to assist others in the event of a legitimate emergency shall be exempt of penalty.

15. Quarantine: An AC in quarantine may only be accessed with the ED's permission. Communication between different AC crew members in the quarantine area is prohibited.

16. Timing: All times are local time presented in hours, minutes and seconds.

17. Fuelling: Fuel will be measured by weight, with pre and post flight fuel-cap seal validation.

18. Flight Recording: All AC shall carry an approved Flight Recorder (FR) as a primary record, recording at two second intervals. A secondary FR or sealed GPS may be used in the event of primary FR failure and is to be supplied by the Crew with it's necessary data transfer cables and software. It remains the Crew/s responsibility to ensure function and capability of all FR's.

19. Score Zone: The score zone is within a 200m radius cylinder of infinite height, centred on a fix or on a line connecting two sequential course fixes. Complaints about the miss-positioning of a score zone will not be accepted unless it can be shown that the actual fix is more than 100m off position. Score zone times are taken immediately before the crossing thereof.

20. Scoring: Scores are computed to the nearest whole number. All distances measured with the aid of a map shall be rounded to the nearest 0,5Km. All distances measured within the deck shall be rounded to nearest 0.1m.

Short field take-off: $\frac{\text{Winner's distance}}{\text{Competitor's distance}} \times 250$

Short field landing: $\frac{\text{Winner's distance}}{\text{Competitor's distance}} \times 250$

Turn point timing: Less one point per second error greater than a five second deviation from the competitor's calculated time.

Photographs: To be marked/identified correctly on map template within 2mm of the exact location with a 10mm long permanent thin pen line perpendicular to the track.

Spot landings: Scored as per weighted zone within the deck.
Nil score for any wheel 'out of deck'.

Negative scores will not be carried forward.

21. Definitions: Adjusted score:
$$\frac{(\text{Competitor's score} \times 1000)}{\text{Winners score}} - \text{penalties}$$

Deck: Designated and graduated take-off and landing strip as per appended drawings.

Deck take-off: A/C main wheels to be placed on deck threshold line as start of rolling point.

DNF Did not finish.

DSP Dispute pending.

DSQ Disqualified.

F.P: Finish point. Turn point at which timed navigation and photograph/locator observation ends.

G.S: Ground speed as nominated by competitor prior to take-off and specified in kilometres per hour.

Map template: Scaled carbon copy of task map upon which photographs/locators are to be marked. This template is to be handed to an official within 10 minutes after having completed the task landing.

'Out of deck': Any A/C wheel completely outside of the deck boundary lines is considered out of the deck.

Overhead: 1000ft AGL directly overhead the centre of the graduated zone of the deck.

S.P: Starting Point. Turn point at which timed navigation begins after which no 90 degree track deviation will be accepted and observation of photographs/locators begin.

Short field landing: Landing to clear a 1m high barrier tape obstacle placed at a distance of six meters in front of the deck approach threshold and to stop in the shortest distance possible within the deck.

Short field take off: Deck take-off to clear a 1m high barrier tape obstacle placed at a distance nominated by competitor.

Spot landing: Precision **engine-off landing** to touch down within the graduated zone of the deck with both main landing wheels grounded and to come to a halt within the deck.

22. Penalties:

Grounds for disqualification – Hostility of any form,
Use of banned substances,
Unauthorised AC or equipment interference,
Dangerous flying,
Flight attempted, or otherwise, with prohibited equipment,
Unauthorised task assistance,
Any form of activity, as so deemed by the ED and Jury that may jeopardise the event.

Short field take-off: Nil score for making contact with barrier tape.

'Out of deck' take-off: Nil score for take-off.

Photographs: Less 100 points marking a photograph/locator within a margin of error greater than 5mm.

'Out of deck' landing: Nil score for landing.

Spot landing: Less 20% of landing score for 'power on' approach once overhead the deck or beyond.

Late starts: More than 60 seconds will warrant a **10% task score penalty and A/C is to take-off at the rear of the queue.**

23. Technical:

Range – An AC range of > 200Km (Still air) is required.

AC unable to taxi out of the deck unassisted after a landing shall be penalized with zero score for that landing, unless the task is of an endurance nature.

Take-off weight – AC empty weight, fuel, crew and supplementary equipment.

Ground features – Photographs depict ground objects captured in the direction of the task course, from approx. 300ft AGL, 45 degrees ahead and within a 200m radius of the route.

Markers, capital letters of the English alphabet, consist of 4 x 0.8m white vinyl sections.

The wearing of helmets during flight is mandatory.

Fuel tanks and excessive fuel lines/systems (fuel lines/systems as so deemed by the ED) are to be drained completely prior to re-fuelling for all fuel endurance tasks.

Score sheets shall indicate the following:

Date, Task Name, Task number, Time of issue, Class,
Crew/s name and number, Score, objections (Lodge time,
Details of complaint, Resolution time, Details of resolution,
Adjudicators, Provisional/Final)

Errors on behalf of the ED's flight analysis equipment, software, methodology or
officers will be rectified regardless of time limits for protests.

24. Event layout: As per appended AD AIP.

Annexure C

Code of Conduct

MISASA expects its officials and members to subscribe to an ethical code of conduct based upon the three tenets of beneficence (the duty to do good), non-maleficence (the duty to do no harm) and justice (offenders to be treated fairly and required to make good their wrongs and face the same sanctions for the same transgressions).

A code cannot cover every conceivable contingency and although it can be reasonably prescriptive in so far as the behaviour of officials is concerned, in the case of individual pilots one can only provide a guideline as to the type of behaviour that they should aspire to. All members are to act in MISASA's best interest.

1. Application

The code should apply equally to all levels of the organisation from employed staff, committee members (both elected and co-opted), occasionally appointed officials such as Meet Directors and competition administrators such as those appointed *ad hoc* to the Task, Safety and Appeals Committees, as well as, School Staff, Instructors, Club Committee Members, Pilots and family members.

2. MISASA Officials.

MISASA Officials are expected to execute their respective portfolio responsibilities with alacrity, integrity and in accordance with the above principles by adhering to the following at all times:

- a) Maintain exemplary standards of personal, professional and ethical conduct in fulfilling all aspects of the position of MISASA Committee Member and/or Officer, including while interacting with MISASA Members and all external organizations and individuals.
- b) Act in the best interest of MISASA while avoiding actions or decisions that could either bring the sport into disrepute or be construed as unethical, illegal or contrary to the public interest.
- c) Communicate openly, honestly and in a timely fashion, while respecting confidentiality and individual rights, with MISASA members and any other individuals or organizations having a relationship with MISASA.
- d) Ensure that all regulations, guidelines and licensing requirements are made freely available, vigorously applied and regularly reviewed and amended.
- e) Investigate, evaluate, act and report on any safety, technical, procedural or disciplinary matters brought to their attention timeously, scrupulously in accordance with current regulations and devoid of favouritism and unencumbered by any external influences.
- f) Exercise proper, legal and appropriate financial responsibility in all dealings with or on behalf of MISASA through maintaining accurate accounts and asset registers as well as being proactive in pursuing debtors.
- g) Disclose any potential conflict of interest situation resulting from involvement in MISASA activities, and where appropriate, exclude themselves from involvement in such activities.
- h) Keep privileged information confidential, except in circumstances when doing so would result in a breach of regulations or ethical conduct.
- i) Actively encourage diversity throughout the activities of the Society. Refuse to engage in or sanction discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability.

3. Pilots

Pilots are the most visible of all MISASA members as regards exposure to public scrutiny and should therefore:

- a) Ensure that they are appropriately licensed;
- b) Maintain their logbooks accurately and up to date;
- c) Comply with all regulations with regards to airspace restrictions, access controls, payment of fees and the avoidance of littering and smoking;
- d) Treat members of the public and other pilots with respect and common courtesy;
- e) Behave at all times in a manner that reflects credit to the sport;
- f) Report any safety related event accurately and timeously;
- g) Follow the correct protocol when either addressing the media or raising issues which require to be addressed by the sport's national or international authorities.

4. Instructors

Instructors also have additional responsibilities in introducing new members to the sport and must therefore ensure that they:

- a) Emphasize safety at every opportunity;
- b) Only progress students who have comfortably achieved the required skills and knowledge taught in the earlier stages of instruction;
- c) Ensure that the training curriculum is fully covered as a minimum and to extend this whenever a student's ability and flying conditions are conducive to such;
- d) Maintain their personal training qualifications and strive to advance their own proficiency, knowledge and teaching skills.

Special note

Becoming a member of MISASA is upon the proviso that the pilot will abide and actively live up to this code of conduct. The pilot accepts that they will be held accountable for any deed or action that does not comply and this may result in eviction. Eviction from the organisation automatically results in the immediate suspension of utilising the privileges of a license or rating.

It may also constitute handing over such cases to RAASA for investigation of applying Part 185 legislation as per South Africa's Civil Aviation Regulations.