



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

**MANUAL OF
PROCEDURES**

First Amendment 21 January 2017

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 weight shift and conventionally controlled 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 (SA-CAR)
2. The Civil Aviation Technical Standards (CATS) of the South African Civil Aviation Authority (SACAA).
3. The Constitution of the Aero Club of South Africa
4. The Aero Club of South Africa (AeCSA) Articles of Association.
5. The Constitution of the Microlight and Light Sport Aeroplane Association (MISASA)

It confirms MISASA to be an approved aviation recreation organisation for Microlights and Light Sport Aeroplanes in SOUTH AFRICA under the regulations as set in Part 149 of the SA-SA-CAR

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 practical, to the Recreation Aviation Administration of South Africa

Physical address: C/o Aero Club
Hangar 50
Hurricane rd
Rand Airport
Germiston
1419

Postal address:
P O Box 10300
Dana Bay
6510

Telephone: 071 656 2027
Fax: 086 272 2027

Website: www.misasa.org

E-mail address: admin@misasa.org
chairman@misasa.org

INDEX

Cover	1
Introduction	2
Index	3 – 4
Certified statement	5
Amendment record sheet	6
List of Effective pages	7
Mission Statement	8
Organogram	9
Section 1: Rules	10
1.1 Membership	
1.2 Pilot qualification	
1.3 Flight Authorisation	
1.4 Helmets	
1.5 Airworthiness	
1.6 General Airworthiness	
1.7 Civil Aviation Regulations	11
1.8 Type and class ratings	11
1.9 Rules of the air	11
1.10 Instruction and Introduction	11
1.11 Use of radio communication	11
1.12 Equipment	11
1.13 Conduct	11
Section 2: Licences – General	12
2.1 Medical certificate	12
2.2 Age limitations	12
2.3 New licence applications	12
2.4 Fees	12
2.5 Foreign licence validations	12
Section 3: Licence Requirements	12
Section 4: Licence Renewals	12
Section 5: Personnel	13
5.1 Elected personnel	13
5.2 Requirements, duties and responsibilities of the personnel	13-15
Section 6: Accident reporting	16
Section 7: Communication within MISASA	16
7.1 Membership communication	16
7.2 Instructor, approved person and school communication	16
7.3 Committee communication	16
Section 8: Schools and training	17
Section 9: Disciplinary Procedure	18
9.1 Reporting of breach of regulations	18-19
9.2 Governing regulations	19
9.3 Record keeping	19
9.4 Examples of offences that can be handed over to RAASA for immediate action	19

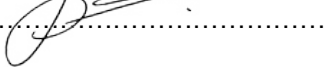
9.5 Disciplinary action	19
9.6 Continuing violations	20
9.7 Penalties	20
Section 10: Special Air Events	21
Section 11: Competitions	21
Annexure A: Constitution	22-30
Annexure B: Code of Conduct	31-32
	31

CERTIFIED STATEMENT

This is to certify that I, **JOHN BOUCHER**, (Chairman) of the **MICROLIGHT AND LIGHT SPORT AEROPLANE ASSOCIATION OF SOUTH AFRICA** knows and understands the contents of this manual of procedures compiled in accordance with document SA-CATS Part 149 (South African Civil Aviation Regulations).

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

Signed at **MOSSEL BAY** on this **21st** day of **JANUARY** 2017

SIGNED:
CHAIRMAN_ 

LIST OF EFFECTIVE PAGES

<u>Page</u>	<u>Effective</u>	<u>Amendment</u>	<u>Page</u>	<u>Effective</u>	<u>Amendment</u>
Cover	1 February 2017	1			
Introduction	1 February 2017	1			
Index	1 February 2017	1			
Certified Statement	1 February 2017	1			
Amendment record	1 February 2017	1			
List of Effective Pages	1 February 2017	1			
Page 8 - 44	1 February 2017	1			
Annexure A	1 February 2017	1			
Annexure B	1 February 2017	1			
Annexure C	1 February 2017	1			

MISSION STATEMENT

To maintain this association of pilots under the auspices of the FAI and the AeCSA to be an ARO, in terms of Part 149 of the South African Civil Aviation Regulations, representing pilots of weight shift microlights, conventionally controlled microlights and light sport aircraft whilst operating as a Member Association of AeCSA that abides by the Articles of Association of the AeCSA.

To encourage and promote microlight and light sport aviation in South Africa by, inter alia, organising flying events, competitions and by participating in the running of the Aero Club, so as to ensure that they maintain interfaces with stakeholder structures such as the SACAA, RAASA, Weather Services, Department of Sport & Recreation, FAI via CIMA, Air Traffic Services etc and that they liaise and co-operate with Government, Provincial and Municipal Departments and other bodies in the furtherance of our objectives.

To suggest, advise upon and oversee the aviation related activities of members and to apply disciplinary procedures where required as per MISASA Manual of Procedures

To carry out from time to time such other activities as may be agreed with the Director of the Civil Aviation Authority or relevant regulatory authority designated in terms of the Civil Aviation Act.

To advance and protect the interests of all members of MISASA.


To create opportunities for members to compete at local, national and international levels in accordance with this manual of procedures.

To communicate relevant information to all members of MISASA.

To offer advice to the members of MISASA.

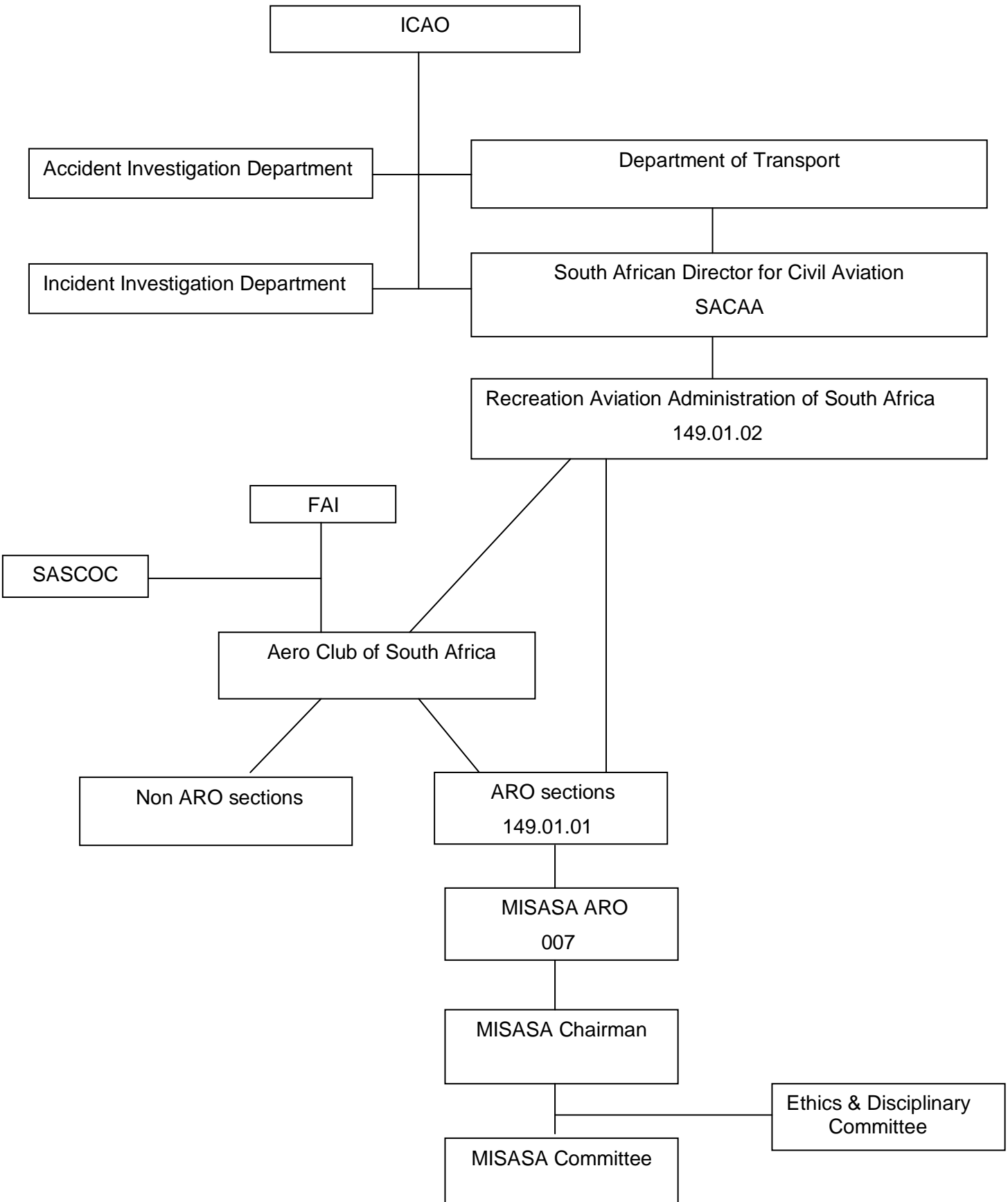
CHAIRMAN

Name: JOHN BOUCHER

Signature: 

Date: 21st JANUARY 2017

ORGANOGRAM



SECTION 1

RULES

1.1 Membership

Operators of non-type certified aircraft in the categories WCM, CCM and LSA will be required to be members of aviation recreation organisation MISASA No. 007 as per regulation 94.06.01.

I will uphold the ethics and be bound by the disciplinary codes and procedures of the Aero Club of South Africa which is the National Federation for all sport aviation in South Africa as recognised by SASCOC and SRSA.

I also acknowledge that the Aero Club of South Africa is the FAI National Airsports Control and will comply with all relevant statutes and rules applicable. I further accept that to participate in any recreational or sport aviation I must be a member of the Aero Club of South Africa and the relevant section as contemplated in the Civil Aviation Regulations of 2011 Part 94.

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 licencing

As Per Part 62 and/or Part 61 of the SA-CAR.

1.3 Flight Training Authorisation

As per Part 141 of the SA-CAR.

1.4 Helmets and protective clothing

It is recommended that members take relevant safety precautions with regards to helmets and protective clothing for their own safety.

1.5 Aircraft airworthiness

As per Parts 24 and 94 of the SA-CAR.

1.6 General Airworthiness

As per Part 24 of the SA-CAR.

1.7 South African Civil Aviation Regulations and Technical Standards

South African Civil Aviation Regulations and their applicable Technical Standards 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 SA-CAR and Part 24 of the SA-CATS-NTCA.

1.11.2 Type Rating

As per Part 61 and/or 62 of the SA-CAR.

1.11.3 Class Rating

As per Part 62 of the SA-CAR.

1.9 Rules of the Air

As per Part 94 of the SA-CAR.

1.10 Instruction and Introduction

As per Part 62 of the SA-CAR and SA-CATS.

1.11 Use of radio equipment

The minimum requirement is that the pilot is a holder of a restricted radio licence as per Part 91 or 94 of the SA-CAR and will abide by the requirements of 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 as 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 or the organisation into disrepute.

Members shall not make a nuisance of themselves and comply with the provisions of regulation 91 and 94 (Rules of the Air) Members shall not cause harm to the sport of aviation in any way.

SECTION 2

LICENCES - GENERAL

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

2.1 Medical Certificate

As per Part 67 of the SA-CAR.

2.2 Age Limitations

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

2.3 New Licence Applications

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

2.4 Fees

As per Part 187 of the SA-CAR.

2.5 Foreign Licence validations

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

SECTION 3

LICENCE REQUIREMENTS

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

SECTION 4

LICENCE RENEWALS

As per Part 62 or Part 61, as the case may be, of the SA-CAR.

SECTION 5:

PERSONNEL

MISASA is run by an executive committee.

5.1 Elected Personnel

The Executive Committee shall consist of not less than 5 (five) and not more than 15 (fifteen) members.

The Executive Committee shall, include the positions of:

1. Chairman
2. Treasurer
3. Training
4. Technical and
5. Safety.

Other posts which may be included on the Executive Committee include External Public Relations, Internal Communications, Development and Publications.

Any portfolio position on the Executive Committee may, at the discretion of the Executive Committee, be shared by one or more persons.

5.2 Requirements, duties and responsibilities of the personnel

5.2.1 Chairman

5.2.1.1 Requirements

- (i) Must have a general knowledge and understanding of the aviation sector particularly that served by MISASA.
- (ii) Must hold a valid Pilots Licence
- (iii) Must have good people skills
- (iv) Must have good managerial skills
- (v) Must be well versed in aviation related topics
- (vi) Must be computer literate
- (vii) Must have access to the internet and e-mail
- (viii) Must have served for at least two years on the MISASA committee.
- (ix) Has a cell phone on which he is available at all normal business hours, and after hours for emergencies

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 recreation 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 with RAASA and AeCSA. Deals with all complaints addressed to **MISASA** either in person, or delegates to the appropriate portfolio/s and makes sure that the complaint has been dealt with 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) Involvement in and monitoring of any suspensions or disciplinary procedures.

5.2.2 Safety

5.2.2.1 Requirements

- (i) Seeks to promote the goals of **MISASA**, and have the interests of **MISASA** and recreation flying in general at heart.
- (ii) Has a valid 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

5.2.3.1 Requirements

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

5.2.3.2 Duties and Responsibilities

- (i) Consult with RAASA on examination issues
- (ii) Improve training standards at schools
- (iii) Facilitate instructor seminars to discuss the standard of training methods at schools or any other training aspects
- (iv) Liaise with RAASA on training matters

5.2.4 Technical

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
- (iii) Well versed with regulatory matters
- (iv) Facilitate technical approved person seminars to discuss the standard of technical training
- (v) Liaise with RAASA on technical matters
- (vi) Updating of manual of procedures
- (v) Monitoring ARO status

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 meet creditworthy criteria.

5.2.5.2 Duties and Responsibilities

- (i) Maintain an up to date set of financials, recording all transactions that have taken place during the financial year
- (ii) Make payments of necessary accounts as agreed upon by the executive committee
- (iii) gather and collate portfolio budgets
- (iv) compile ARO budget report for the following financial year
- (v) Exercise proper, legal and appropriate financial responsibility in all dealings with, or on behalf of, MISASA through maintaining accurate accounts and asset registers.

SECTION 6

ACCIDENT REPORTING

All members are required to report accidents and incidents as per Part 12 of the SA-CAR. As a courtesy members are requested to notify the ARO Chairman or the safety portfolio. This would assist the ARO with accident and incident analysis. **This is for the benefit of all members.**

SECTION 7

COMMUNICATION WITHIN MISASA

7.1 Membership communications

7.1.1 E-mail

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

7.1.2 Internet

MISASA encourages all members to participate on the Microlighter forum www.microlighters.co.za as well as the MISASA Facebook page. The official MISASA website www.misasa.org, will serve as an information portal .

Relevant regulatory changes and circulars are available on the RAASA website on www.raasa.co.za.

7.2 Instructor, Technical Approved Person and ATO communications

7.2.1 E-mail

Email is the preferred method of communication with Instructors, Schools and Technical Approved Persons, who will be notified of relevant information..

7.3 Committee communication

7.3.1 Yahoo group (MISASACOM)

The bulk of committee communication and discussions will be done via the yahoo group misasaCOM@yahoogroups.com. The forum is an access controlled private group. The office bearers will have access to the group. Urgent matters to be discussed by the MISASA committee Whatsapp group.

7.3.2 Committee meetings

Committee meetings will be convened at least 4 times per year. The committee meetings will take place at an appropriate venue to be decided by the executive committee prior to the meeting.

A digital recording will be taken at all committee meetings and will be transcribed into minutes and distributed to the committee. Minutes will be approved at the following committee meeting.

Minutes will be available for members on request.

Important information will be distributed to the membership.

Portfolio reports to be submitted one week prior to the date of the committee meeting for perusal by the committee members.

Agenda items will be communicated via the committee Whatsapp group.

SECTION 8

SCHOOLS AND TRAINING

As per Part 141 of the SA-CAR

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-CAR, 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 organisation 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's 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 (Promotion of Administrative Justice Act) and all correspondence, meetings and hearings minuted.

Persons who are not members of the ARO who have transgressed in terms of the SA-CAR will be immediately reported to RAASA for due process.

Reporting will occur as follows

- 9.1.1** A written and signed complaint shall be received by the Executive Committee of MISASA within one month of the alleged infringement having taken place for MISASA to investigate and decide whether disciplinary proceedings should be implemented.
- 9.1.2** 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.
- 9.1.3** For any violation and in consultation with RAASA a verbal warning can be given followed by a written warning or if the infringement warrants due legal process is to be followed. 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.
- 9.1.4** The MISASA executive committee will appoint a person to chair the disciplinary hearing.

- 9.1.5** 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.
- 9.1.6** All meetings shall keep records of proceedings.
- 9.1.7** The Executive Committee shall hand a report of the hearing to RAASA for the final decision on the matter and for record and/or further action.
- 9.1.8** Should the defendant wish to take the matter further the defendant may further appeal to RAASA for review of the decision.
- 9.1.9** Should the defendant not attend the formal hearing and not offer a valid excuse for his failure to appear RAASA will be informed accordingly.

9.2 Governing regulations

The procedures are governed by the SA-CAR, SA-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, hearings and rulings for a period of 2 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.
- 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:

- (a) First offence:** verbal warning.
- (b) 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.

- (c) **Third offence or a Gross Violation:** final written warning with immediate handover to RAASA for application of part 185 regulations.

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 SA-CAR.

SECTION 10

Special Air Events

Special air events will be conducted using the South African Special Air Events MOP as amended from time to time.

SECTION 11

Competitions

Competitions will be conducted using the Competitions Manual of Procedure attached hereto marked Annexure "C".

ANNEXURE A

Constitution

Constitution of the Microlight and Light Sport Aeroplane Association of South Africa An Aviation Recreation Organisation

1. Definitions:

"**AeCSA**" means the Aero Club of South Africa, being a non-profit company with limited liability with registration number 1936/07537/08;

"**ARO**" means an aviation recreation organisation in terms of Part 149 of the Civil Aviation Regulations;

"**CAA**" means the Civil Aviation Authority of South Africa, a Schedule 3A public entity in terms of the Public Finance Management Act 1 of 1999;

"**Civil Aviation Regulations**" means the Civil Aviation Regulations, 2011 pursuant to the Civil Aviation Act 13 of 2009;

"**Constitution**" means this Constitution;

"**FAI**" means the Fédération Aéronautique Internationale which is the world governing body for air sports and aeronautics;

"**Manual of Procedures**" means a manual of procedures of an ARO in terms of Part 149 of the Civil Aviation Regulations as read with the South African Civil Aviation Technical Standards, SA-CATS 149 and more specifically that of AECSA;

"**Member Association**" means a sub-section of the Aero Club of South Africa;

"**MISASA**" means the Microlight and Light Sport Aeroplane Association of South Africa, an ARO in terms of Part 149 of the Civil Aviation Regulations;

"**NTC**" means non-type certified

"**RAASA**" means the Recreation Aviation Administration of South Africa;

"**Weather Service**" means the South African Weather Service (SAWS) which is the meteorological service under the South African government's Department of Environmental Affairs and Tourism.

1 Name:

The name of the Association is "The Microlight and Light Sport Aeroplane Association of South Africa".

2. Registered office:

The registered office of MISASA will be the registered office of the AeCSA.

3. Vision

Our vision is of a world in which we capture the emotion and soul of the early days of flight and in which together we work to give voice to enhance sophistication in safe recreational aviation whilst advocating the collective interests of our membership.

4. Objectives

- a. To maintain this association of pilots under the auspices of the FAI and the AeCSA to be an ARO, in terms of Part 149 of the Civil Aviation Regulations, representing pilots of weight shift microlights, three axis microlights and light sport aircraft whilst operating as a Member Association of AeCSA that abides by the Memorandum of Association and Articles of Association of the AeCSA.
- b. To encourage and promote microlight and light sport aviation in South Africa by, inter alia, organising flying events, competitions and by participating in the running of the Aero Club, so as to ensure that they maintain interfaces with stakeholder structures such as the CAA, RAASA, Weather Services, Dept of Sport & Recreation, FAI via CIMA, Air Traffic Services etc and that they liaise and co-operate with Government, Provincial and Municipal Departments and other bodies in the furtherance of our objectives.
- c. To suggest, advise upon and oversee the aviation related activities of members and to apply disciplinary procedures where required as per the AeCSA Manual of Procedures.
- d. To advise the Director of Civil Aviation and/or any other relevant authority such as the body designated in terms of the Civil Aviation Act on matters relating to its oversight as contemplated in paragraph 4(c) above and/or on matters that may have a direct or indirect impact upon the safe operation of aircraft by members.
- e. To carry out from time to time such other activities as may be agreed with the Director of the Civil Aviation Authority or relevant regulatory authority designated in terms of the Civil Aviation Act.
- f. To advance and protect the interests of all members of MISASA.
- g. To create competitive opportunities and to regulate competitions at local, national and international levels.
- h. To communicate relevant information to all members of MISASA.
- i. To encourage: air mindedness, safety in aviation, aviation excellence, responsible and accountable airspace governance by the designated regulatory and legislative authorities, measurable service delivery and accountability, so as to give a collective voice to the interests and rights of pilots and enthusiasts alike, and to acknowledge and recognise aviation excellence or through the granting of appropriate awards and designations by holding, inter alia, lectures and exhibitions.
- j. To offer advice to the members of MISASA.
- k. To regulate and administer the awarding of provincial and national colours and to make recommendations to AeCSA in respect of international and national colours and awards.

- l. To promote fair and objective and antidiscriminatory measures and standards towards MISASA members.
- m. To secure membership regalia from time to time which may include items such as caps, flight suit badges, vehicle badges, renewal date stickers and or sundry aircraft stickers/cautionary notices.
- n. To promote clarity and transparency in the organisation.
- o. To maintain membership and external communication channels via print and electronic media enablers as may be approved by the Executive Committee from time to time including and, when it is practical and deemed necessary, by extending an invitation to members to attend Executive Committee meetings.

5. Finances

- a. The income and property of MISASA, however so derived, shall be applied solely towards the promotion of the objectives of MISASA as set forth in this Constitution. No funds shall be paid or transferred directly or indirectly, including by way of dividend or otherwise howsoever derived, to any member of MISASA, except the payment to any officer or servant of MISASA or to any member of MISASA in return for any services actually rendered to MISASA.
- b. To invest and apply any moneys not immediately required for the purpose of administering MISASA in such a manner as the Executive Committee may from time to time think fit.
- c. To employ and remunerate clerical staff and any such other staff or consultant or service as may be required from time to time.
- d. To establish and maintain, in any part of South Africa, MISASA amenities and premises.
- e. To generally provide as best as possible all facilities which are deemed necessary for the assembly and entertainment of MISASA members and guests, and which are necessary and desirable for the holding of functions that target and promote aviation awareness.
- f. To fund co-operation, association or affiliation with any other similar body engaged in fulfilling the objectives of MISASA as may be considered desirable from time to time.
- g. To do all such things as are incidental or conducive to the attainment of any of the above objectives.
- h. The Executive Committee shall be notified of all expenses paid out during the year and must be approved by at least two members of the Executive Committee.
- i. The Executive Committee shall receive and deliberate the latest income and expenditure accounts presented by the Treasurer at each physical committee meeting. The Executive Committee shall be entitled to inspect such payments registers at each physical committee meeting and the Chairman shall sign these registers to signify that the Executive Committee has been appraised by the Treasurer of the income and expenditure incurred and or received for the period under review and that he/she has audited the recorded income and expenditure.
- j. The Executive Committee shall approve a set of Annual Financial Statements consisting of a Balance Sheet and an Income and Expenditure Account together with an Assets Register for the previous financial year for submission to the AGM for ratification.

- k. It shall not be necessary for MISASA to have the annual financial statements audited.
- l. The annual financial statements will be adopted, at the Annual General Meeting, as a true reflection of the current year's financial transactions. Any member shall have the right to enquire about anything recorded in the statements at the Annual General Meeting.
- m. After approval of the annual financial statements at the Annual General Meeting, the annual financial statements shall be included in the minutes of the meeting and will be recorded in the official minute book of the association.
- n. The Executive Committee shall consider the budgets of each Executive Committee member for the year ahead at the first meeting after the AGM and shall approve so much of a proposed budget as it shall deem fit.

6. Legal Capacity

MISASA is a juristic entity established in terms of Part 149 of the Civil Aviation Regulations and is a Member Association of the AeCSA, which is a non-profit juristic entity which is capable of suing, or being sued, in its own name and which acts through its board of directors, who grant, where necessary, the relevant authority and approval by resolution.

7. Liability of members

The liability of members shall be limited to the amount of the relevant unpaid membership fee due by such member of MISASA. No member shall be personally liable for any debts or legal liability of the Association.

8. Membership

- a. Members are individuals who have been admitted to the association as prescribed below and who have paid the annual MISASA subscription fee.
- b. All applications for new membership and for the renewal of membership to MISASA shall be in writing, electronic or otherwise, on the prescribed application form and the applicant shall be required to accept the terms and conditions of membership including adherence to the requirements of MISASA's Constitution and Manual of Procedures.
- c. Membership commences, after confirmation of receipt of the annual subscription fee, and not from the time that the application for membership is accepted by MISASA.
- d. No applicant shall be given membership unless they comply to the terms and conditions of this Constitution and the Manual of Procedures for MISASA.
- e. As a member of MISASA, they shall be entitled to all the rights and privileges of such membership.
- f. The Executive Committee may refuse any application for membership without assigning any reason, and any fees paid would then be refundable.

9. Termination of membership

- a. Membership shall be terminated automatically under the following conditions:

- i. Upon receipt of a written cancellation;
 - ii. Non-payment of annual subscription fees after due date;
 - iii. When the member is expelled from MISASA by the Executive Committee in terms of the association's Manual of Procedures; and
 - iv. On the death of the member.
- b. In the event of cessation of membership, all subscriptions paid shall be forfeited to MISASA.
- c. Notwithstanding the provisions above it should be noted that the legal operation of a NTC microlight or light sport aeroplane is dependent upon fully paid up membership of MISASA and AeCSA in terms of the SA-CAR Part 94

10. Rights and privileges of Members

- a. Every member shall be entitled to all the rights of a member of MISASA and will be subject to the provisions of this Constitution and the Manual of Procedure of MISASA to which it is attached.
- b. The Executive Committee, or any other approved disciplinary structure created for this purpose, shall have the power and duty to enquire into any allegation against a member regarding misconduct or any act of omission which, in the opinion of the Executive Committee, is prejudicial to the interests of MISASA or any of the objectives for which MISASA exists. For the purpose of so enquiring, the Executive Committee, or any other disciplinary board, may call before it any member against whom the allegations are made. If, upon so enquiring, the Executive Committee finds such allegation of misconduct to have been proved, it may caution, suspend or expel such member from MISASA, or require the member's resignation. A member expelled under this rule shall forfeit all rights in any claim upon the Association and its property, and shall not be entitled to reclaim any unexpired portion of any subscription fee.

The Executive Committee shall have the right to suspend any member pending an investigation by the Executive Committee of any allegations of any such misconduct.

- c. In the conduct of such duties required by the provisions of this paragraph, the Executive Committee, or any other disciplinary board created for this purpose, shall be entitled to appoint a sub-committee to perform such duties envisaged above and to advise the Executive Committee, or any other disciplinary board created for this purpose, of their findings. The Executive Committee shall then take the final decision on the matter.
- d. All members will have the privilege of group representation by Aero Club and MISASA on all forums, legal entities and other, where MISASA has representation.

11. Relationship to the Aero Club of South Africa

MISASA shall abide by the Constitution and Manual of Procedures of the Aero Club.

12. Executive Committee

- a. The Executive Committee shall consist of not less than 5 (five) and not more than 15 (fifteen) members.
- b. The Executive Committee shall, include the positions of Chairman, Treasurer, Training, Technical and Safety. Other posts which may be included on the Executive Committee include

External Public Relations, Internal Communications, Development and Publications. Any portfolio position on the Executive Committee may, at the discretion of the Executive Committee, be shared by one or more persons.

- c. The MISASA Executive Committee shall be elected at the Annual General Meeting. The Executive Committee members shall hold office until the following Annual General Meeting. Members of the Executive Committee shall be MISASA members in good standing.
- d. A nomination for membership of the Executive Committee that is not present at the Annual General Meeting shall be submitted in writing or by email to the secretary of MISASA prior to the commencement of the Annual General Meeting. Nominations must be signed by two MISASA members, who are to be in good standing. Electronically copied versions of signed documentation shall be acceptable for this purpose (see 18 below). Nominations at the Annual General Meeting will only be accepted if agreed to by the nominee.
- e. Each member of the outgoing Executive Committee shall automatically be available for re-election unless they have previously notified the Executive Committee, in writing or in person at or before the Annual General Meeting, that they will not be available for re-election.
- f. Should there be more than one member nominated for any position on the Executive Committee, a vote will take place, by show of hands at the Annual General Meeting unless there is an objection to this method, to determine the person for the position.
- g. Only MISASA members in good standing may vote in person in any election for changes to the constitution or for the election of office bearers.
- h. The Executive Committee has the power to co-opt members in good standing to fill positions that might not have been voted for at the Annual General Meeting.
- i. MISASA members voted onto the Executive Committee without a specific portfolio will assist Executive Committee members with their portfolios.
- j. The Executive Committee shall, at its first meeting, elect from amongst the members of the Executive Committee a Chairman.
- k. Should any position on the Executive Committee become vacant during the year, the Executive Committee has the power to appoint a person to fill the vacancy.
- l. A quorum of the Executive Committee shall be a minimum of four members.
- m. Members of the Executive Committee who have a commercial interest in any decision made by the Executive Committee shall declare their interest and not vote on such a decision.
- n. Meetings of the Executive Committee shall be held at least four times per year. At least one of these meetings should be around the table meeting where important decisions are made. Skype meetings can be used to make up the remaining Executive Committee meetings and any other meeting required where decisions are made. Each member of the Executive Committee is required to attend at least two meetings and not miss more than two meetings consecutively without an apology. Failure to comply with this shall result in relinquishment of the post.

- o. Executive Committee decisions and discussions can be hosted on an electronic media group approved by the Executive Committee, which shall be a closed group for the sole purpose of communications between Executive Committee members.
- p. A copy of the Minutes of all Executive Committee meetings, signed by the Chairman, are to be held by the Chairman in an official minute book which shall be handed to any succeeding Chairman.
- q. The minutes of any MISASA Executive Committee meeting may, at the discretion of the Executive Committee, be published on the MISASA website.
- r. Persons elected to the Executive Committee shall be entitled to use the designation of Director of the portfolio in question.

13. Powers and Authority of the Executive Committee

The Executive Committee:

- a. Shall have the authority and power to carry out any acts to further the objectives of MISASA.
- b. Shall manage and deal with all the business and related matters of MISASA.
- c. May acquire, hire or dispose of property, borrow money on the security of the assets of the Association and accept and administer any donation.
- d. Shall determine the subscriptions to be paid by the members.
- e. Each portfolio Director may appoint one or more members to serve as Deputy Directors and the Chairman may appoint an elected Executive Committee member as a Vice Chairman. These appointees will serve for the remainder of the Director's/Chairman's term in office or until such time as the appointment is terminated by the Director/Chairman.
- f. All deputy Executive Committee members may attend committee meetings, at the expense of MISASA, at the discretion of the Chairman.

14. Annual General Meeting

- a. An Annual General Meeting shall be held annually within three months prior to the AeCSA Annual General Meeting to:
 - i. Approve the minutes of the previous Annual General Meeting.
 - ii. Receive the reports of the Executive Committee and sub-committees.
 - iii. Review and adopt financial reports for the past year.
 - iv. Elect office bearers for the coming year.
 - v. Deal with any general matters arising of relevance to MISASA members.
- b. Notice of the AGM will be made to all paid up members in one or more of the following ways at least one month prior to the meeting date:

- i. Published on the MISASA official website; www.misasa.co.za / www.misasa.org.
- ii. Electronic bulletin boards e.g. Avcom and Microlighters forum.
- iii. Bulk emails to members.
- iv. Bulk messaging to members.
- c. An agenda for the meeting shall be published on the MISASA website prior to the commencement of the Annual General Meeting and be made available at the Annual General Meeting.
- d. A quorum at the Annual General Meeting shall be a minimum of four members in good standing.
- e. A copy of the Minutes of an AGM, signed by the Chairman, is to be held by the Chairman in an official minute book which shall be handed to any succeeding Chairman.
- f. The official minute book of MISASA shall be available to any paid up member of the association at an Annual General Meeting.

15. Special General Meeting

- a. The Executive Committee may call a Special General Meeting of MISASA at any time, provided such proposal is supported by two thirds of the Executive Committee and by giving one month's notice using the methods in 14(b) to paid up members.
- b. On receiving a vote signed by twenty per centum (20%) of the MISASA members, the Executive Committee shall call for a Special General Meeting as in (a) above, to take place within two months of the petition having been delivered to the Executive Committee.
- c. A quorum at any Special General Meeting shall be a minimum of four members.
- d. A copy of the Minutes of the Special General Meeting that has been signed by the Chairman is to be held by the Chairman in an official minute book which shall be handed to any succeeding Chairman.

16. Amendments to the Constitution

- a. Notice of any amendment of the Constitution at an Annual General Meeting or Special General Meeting will be notified to members using at least one of the methods stated in -14(b) above and such notice shall be given at least one month prior to the meeting date.
- b. This Constitution may only be amended at an Annual General Meeting or Special General Meeting by a vote of two thirds of the members present.

17. Dissolution

- a. The liability of members is limited to the extent of their membership fees.
- b. No member of MISASA shall be responsible to contribute to the assets in the event of MISASA being wound up, during the time of being a member.

- c. If, upon the winding up or dissolution of MISASA, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, same shall not be distributed amongst the current members of MISASA, but shall be transferred to some other association of pilots having similar objectives, and if there should be no such association, the Aero Club.

18. Notification, Electronic Signatures and Voting at Meetings Other Than Meetings Physically Attended

- a. Nothing in this constitution shall be construed so as to require original signatures in respect of electronic notifications except that such signatures shall be sufficiently evidenced by way of a digital representation (scan, photo, fax or other) on an email or attachment thereto, by way of an example, a signed and faxed or e-mailed copy of an appointment or proxy nomination shall be accepted.
- b. At technologically enabled meetings where presence is enabled by computer, telephone or other device the proceedings shall be conducted as if the meeting was held at a physical venue. Voting shall be by Instant Message, Poll or by such other means as the nominated technology enabler permits. Voting shall stand open until the Chairman has declared the period for voting to have closed.

ANNEXURE B

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 rectify their wrongdoings and face the sanctions for the 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), ordinary members of the ARO, *ad hoc* appointed officials which may include, event directors, competition administrators, safety and air marshals, instructors, technical approved persons and pilots.

2. MISASA Officials

MISASA Officials are expected to execute their respective portfolio responsibilities with diligence, enthusiasm, 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 a 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 ARO 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 requirements are made freely available, conscientiously applied and upheld.
- e) Report to the ARO on any safety, technical, procedural or disciplinary matters brought to their attention timeously in accordance with current regulations, devoid of favouritism and unencumbered by any external influences.
- f) Disclose any potential conflict of interest situation resulting from involvement in MISASA activities, and where appropriate, exclude themselves from involvement in such activities
- g) Confidential information must be dealt with in terms of statutory acts e.g. POPI Act (Promotion of Personal Information Act) and the PAIA Act (Promotion of Access to Information Act) Actively encourage diversity throughout the activities of the ARO.
- h) 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 in respect of 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.;
- d) Treat other pilots and members of the public with respect and common courtesy (airmanship);
- e) Behave in a professional and creditworthy manner at all times ;
- f) Report any safety related event or hazardous actions accurately and timeously;
- g) Follow the correct protocol when either addressing the media or raise issues which require to be addressed by the sport's national 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;
- d) Maintain their personal training qualifications and strive to advance their own proficiency, knowledge and teaching skills.

Special note

A member of MISASA will abide and actively live up to this code of conduct. The member accepts that they will be held accountable for any deed or action that does not comply and could be subject to a disciplinary procedure. The disciplinary process could entail the member being subjected to investigation either by RAASA and/or SACAA in terms of SA-CAR Part 185.

ANNEXURE C

Competitions MOP

MANUAL OF PROCEDURE - *Safety at MISASA Competition Events*

It is hereby notified that the Chairman has assented to the following Manual of Procedure (MOP) in accordance with the SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT, 2010 No. 2 for reason of compliance approval during MISASA Competition events. The ambit of this MOP is to provide measures to **safeguard all persons and property** at the said events.

1. ABBREVIATIONS

“**ACT**” means the Safety at Sports and Recreational Events act, 2010 No 2;

“**CAMU**” means the Civil Aviation Monitoring Unit;

“**emergency services**” means all public and private medical, fire, disaster, police and traffic services;

“**event organiser**” means any person who plans, is in charge of, manages, controls, supervises, has a material interest in or holds the event or sponsorship rights to the event;

“**FAI**” means the Federation Aeronautique Internationale;

“**local rules**” means the appropriate rules applicable to event specificity;

“**MOP**” means manual of procedure – Safety at MISASA Competition Flying Events;

“**safety officer**” means a person appointed to oversee safety and security measures;

“**vendor**” means a person authorised by the event organiser to sell or otherwise purvey goods or services within the precincts of the event;

“**venue**” means any area, precinct or place where an event is hosted that has a seating or standing capacity of 2000 or more;

“**VOC**” means a ‘venue operations centre’ where the entire safety and security operation in respect of the event is coordinated;

“**VOC commander**” means the authorised member of the South African Police Services who is in charge of the VOC;

“**WX**” means weather report

The ACT shall take precedence over the Local Rules and FAI Regulation in the case of omission or ambiguity.

2. SAFETY MEASURES

2.1 The **Event Organiser (EO)** shall be deemed the controlling body and shall put prescribed measures in place, in accordance to the ACT, so as to ensure safety and security of persons and property at the event and event precinct.

The **EO** shall cooperate with and assist the safety and security planning committee as well as the VOC in the performance of all functions.

2.1.1 The **EO** must appoint an event **safety officer (SO)** who shall prescribe a written **safety plan** (as contemplated in section 3) detailing risk assessment, with sufficient resource verification and accreditation:

safety measures;

security measures;

crowd management, barricading, signage, attendance, profile, the handicapped, history and ticketing measures;

motor vehicle parking and impact management;

emergency response, medical, health, fire and evacuation measures;

authority notification;

venue authorisation, certification, ablution, public address, electronic, refuse, water, lighting, vendors, access, egress, state of disaster readiness and criminality;

liquor control;

weather forecasting;

VOC location;

event participant validation

3. SAFETY PLAN TEMPLATE - as endorsed by the appointed **SO**

(Delete non-applicable options)

3.1 **SAFETY MEASURES** – Refer to Local Rules

3.2 **SECURITY MEASURES**

3.2.1 Responding Police Station -----
Contact Person -----
Contact Emergency Number -----
* Validation of written notice (YES/NO)
Name of Officer at venue -----
Qualification -----
Contact Number -----
* Certification (YES/NO)

3.2.2 Other (YES/NO) Appendix -----

3.3 CROWD MANAGEMENT

3.3.1 Verification – Barricades (100m Crowd line) (YES/NO)

3.3.2 Signage (YES/NO)

3.3.3 Attendance -----

3.3.4 Profile -----

3.3.5 The Disabled (YES/NO)

3.3.6 History -----

3.3.7 Ticketing - Ushering (YES/NO)
Signage (YES/NO)
Barricading (YES/NO)
Marshalls (YES/NO)
Searching (YES/NO)
Exclusions (YES/NO)
Fraud and theft (YES/NO)
Refunds (YES/NO)

3.3.8 Environmental Impact -----

3.3.9 Other (YES/NO) Appendix -----

3.4 MOTOR VEHICLE MANAGEMENT

3.4.1 Parking - Barricades (YES/NO)
Signage (YES/NO)
Marshalls (YES/NO)
Searching (YES/NO)
Exclusions (YES/NO)
Theft (YES/NO)

Environmental Impact -----

3.4.2 Other (YES/NO) Appendix -----

3.5 EMERGENCY RESPONSE

- 3.5.1 Medical - Responding facility -----
 Contact number -----
 Contact person -----
 * Validation of written notice (YES/NO)
 Name of Venue Medical Officer -----

 Contact number -----
 Qualification -----
 * Certification (YES/NO)
 Access and regress (YES/NO)
- 3.5.2 Health - Contact number -----
 Contact person -----
 Qualification -----
 * Certification (YES/NO)
- 3.5.3 Fire - Responding facility -----
 Contact number -----
 Contact person -----
 * Validation of written notice (YES/NO)
 Name of Venue Fire Officer -----

 Contact number -----
 Qualification -----
 * Certification (YES/NO)
 Application specific equipment (YES/NO)
 Access and regress (YES/NO)
- 3.5.4 Evacuation Contact number -----
 Contact person -----
 Qualification -----
 Signage (YES/NO)
 Public address (YES/NO)
 Barricading (YES/NO)
 Marshalls (YES/NO)
- 3.5.5 Other (YES/NO) Appendix -----

3.6 AUTHORITY

- SAPS - Location -----
 Contact number -----
 Contact person -----

* Validation of written notice and approval (YES/NO)

CAMU (YES/NO)

RAASA (YES/NO)

3.7 VENUE

3.7.1 Authorisation - Contact number -----
 Contact person -----
 * Validation of written notice (YES/NO)

3.7.2 * Certification (YES/NO)

3.7.3 Ablution (YES/NO)

3.7.4 Public address systems (YES/NO)

3.7.5 Electronic considerations (YES/NO)

3.7.6 Refuse (YES/NO)

3.7.7 Potable water (YES/NO)

3.7.8 Electricity resources and safety (YES/NO)

 * Certification (YES/NO)

3.7.9 Lighting (YES/NO)

3.7.10 Vendors (YES/NO)

3.7.11 Access and regress (YES/NO)

3.7.12 State of disaster readiness (YES/NO)

 Responding facility -----
 Contact number -----
 Contact person -----
 * Validation of written notice (YES/NO)

3.7.13 Criminality (YES/NO)

3.7.14 Other (YES/NO) Appendix -----

3.8 LIQUOR

Authorisation (YES/NO)

Signage (YES/NO)

Barricading (YES/NO)

* Certification (YES/NO)

3.9 WEATHER

Forecasting (YES/NO)

Signage (YES/NO)

3.10 VOC

Location -----

Contact number -----
Contact person -----
Signage (YES/NO)
Barricading (YES/NO)
* Validation of written notice and approval (YES/NO)

3.11 PARTICIPANT VALIDATION (Other than spectators)

3.11.1 List of participants (YES/NO)
3.11.2 EO/Crew competency approvals (YES/NO)
* Accreditation (YES/NO)
3.11.3 Other (YES/NO) Appendix -----

4. LOCAL RULES

Appendix A
(* Mandatory)

Hereby acknowledged by the Event Organiser and Safety Officer:

Name ----- Name -----
(Event Organiser) (Safety Officer)

Signature ----- Signature -----

Date -----

APPENDIX A

COMPETITION: _____

LOCAL RULES

Venue: _____

Date: _____

Event Organiser (EO): _____

Authority: These rules are to be applied in conjunction with the latest General Section and Section 10 of the FAI (Federation Aeronautique Internationale – www.fai.org) Sporting Code, which shall take precedence in the case of omission or ambiguity and the South African Special Air Event Manual of Procedures.

The **EO**, as a registered member of MISASA, reserves the right to appeal any action taken **during a competition or prior** by **RAASA** or **ASSA**, **before the action is implemented**; to be adjudicated timeously so as to not delay competition proceedings, by a JURY comprising of a minimum of three or any greater odd number of **suitably skilled** SACAA Officials, these said officials are to be nominated and notified of their responsibilities, and accordingly identified to the **EO** during the **RAASA application process**.

Partners: RAASA

Sponsors: _____

Classes: Solo Conventional Microlights – MAUW 300Kg (**sCCM**)
Dual Conventional Microlights – MAUW 450Kg (**dCCM**)
Solo Weight-Shift Microlights – MAUW 300Kg (**sWCM**)
Dual Weight-Shift Microlights – MAUW 450Kg (**dWCM**)
Solo LSA – MAUW 450Kg (**sLSA**)
Dual LSA – MAUW 600Kg (**dLSA**)
Other categories will be considered

Officials: Event Organiser _____ (**EO**)

Flight Director _____

Flight Safety Officer _____

Scorekeeper _____

Jury _____

Marshalls _____

2. Entry: To be made as per entry form.

Entry fees include _____

Each competitor is to be equipped with the following (Recommended):

NOTES: _____

3. Awards and Prizes: _____

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.
- Technical inspection of AC.
- Event briefing: (**Date, time and venue**) _____

- Task briefing: 1 hour prior to task handout
- Task handout: 1 hour prior to first take-off time
- **First take-off: (Date and time)** _____

6. Crew Qualification and substitution:

Competitors shall be regarded as competent after having undergone a Flight Log book inspection and/or a check-ride where deemed necessary by the **EO**. 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 **EO** and in accordance to SACAA Regulation.

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 hand-out. All flying operations will take place in accordance to SACAA Regulation.

10. Test Flying:

Test flying is prohibited without the consent of the **EO** and the deck is out of bounds whilst a task is in progress.

11. Airmanship:

Hazardous non-compliance will be subjected to a **__% overall score penalty** as deemed necessary by the **EO**, without grounds for appeal, and shall be brought to the competitor's attention by way of a yellow card; a second yellow or a red card shall justify disqualification.

Any non-scheduled out-landing will warrant a zero task score. Any form of dishonest conduct, as deemed so by the **EO**, will call for 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 **EO**.

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 Arrival prediction (ETA)
In-flight deviation.

Observation –

Accurate ground feature recognition and locating.

Precision Flight –

Short-field take-off and landing.
Precision landing with power.

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:

As per barricading and signage

16. Timing:

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

17. Fuelling:

Crew are responsible for all their fuelling activities in full compliance with the Safety Officer's instruction.

18. Flight Recording:

All AC shall carry an approved Flight Recorder (FR) as a primary record, recording at two second intervals. It remains the Crew/s responsibility to ensure function and capability of all FR's.

19. Score Zone:

The score zone is within a m radius cylinder of infinite height, centered 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.

High-speed leg (Compared)

$$\text{Score} = \frac{\text{Competitor's speed} \times 250}{\text{Winner's speed}}$$

Low-speed leg (Compared)

$$\text{Score} = \frac{\text{Winner's speed} \times 250}{\text{Competitor's speed}}$$

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

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

Height Management: at hidden assessment points

Less 100 points per 50ft deviation from prescribed Height.

Photographs: To be identified correctly on map template within 500m of the exact location and marked on the template 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'.

All distances measured within the deck shall be rounded to nearest 0.5m.

Negative scores will not be carried forward.

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

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

Spot landing: Precision 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 **EO** 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 500m.

Out of deck landing: Nil score for landing.

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.

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. 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 **EO**'s flight analysis equipment, software, methodology or officers will be rectified regardless of time limits for protests.

24. Event layout: As per _____ AD AIP (Where applicable) and as amended by the **EO**.