

North Kent Nomads Model Club



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2025

Membership Application

Thank you for enquiring about joining the North Kent Nomads. Please find herewith a membership application form and questionnaire for you to complete. This also shows the current fee structure.

Please note that the application form has spaces for a proposer and seconder to sign. **If you are unable** to find a proposer and seconds don't worry, the Club officers and committee have the ability to process your application.

You are advised to visit our field and to attend our Club Meetings on the second Thursday of the month at the Glentworth Ex-Servicemen's Club Dartford where you will be able to meet members, seek sponsors and get to know the club. During the summer months we meet at the field on the 2nd Wednesday of the month.

Only applications on the correct forms with all the information completed and legible can be accepted. The original form must be sent to the Treasurer or Secretary, it will be checked to ensure it is filled in correctly.

Following the adoption of our revised 2025 Constitution and Rules, pilots of Turbine powered models will have to have passed the BMFA B fixed wing Certification before being allowed to fly solo at the field. The current rules form part of this application form.

Please note that signing the form confirms that you have read the rules which form part of the application pack and are bound by them. On receipt of your correctly completed form you will be invited to attend a club meeting where the club will then vote on your application, in the summer at Barbecue Club Nights the Committee will act for the Club. Payment for subscriptions should be made at the time of joining, which when paid will enable the secretary to issue a membership card and where applicable register you with the BMFA.

Should you require any further information please ask.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Paul Hillman', written over a large, stylized circular flourish.

Paul Hillman
Treasurer

North Kent Nomads Model Club Membership Application Form



Please complete with block capitals

Date Rec'vd _____

Full Name _____

Full Address _____

Post Code _____ **Telephone No** _____

E-mail _____

Do you wish to receive newsletters by Post or e-mail (Please tick)

Membership Type required. (Please tick one)

Ordinary Flying ***Junior (Flying)** **Associate (non- flying)**

Associate wishing to fly when a vacancy exists. **BMFA No. (if applicable)** _____

Date of birth. _____ (for BMFA registration)

Applicants Occupation _____

Do you belong to another modelling Society, Club or Trade ? YES / NO

If so please give details. _____

Do you intend to continue membership of any of them? YES / NO

Proposed by (BLOCK CAPS) _____ **Signature** _____

Seconded by (BLOCK CAPS) _____ **Signature** _____

As **proposer** or **seconded** you agree to assist the applicant by explaining the rules and help them at the as best you can. You are Ordinary members of the club and have not sponsored any other applicant in this membership year.

Declaration

I wish to apply for membership and understand that I cannot fly with the Club until my application has been accepted. I also understand when this form has been returned to, and checked by the secretary, I may then expect to be invited to attend and join at the next Club Meeting. I have read a copy of the North Kent Nomads Model Club Constitution & Rules. I agree to abide by these Rules if my application is accepted.

Signed _____ **Dated** _____

***Junior** (under18) and **Ordinary Members** are flying members.

Associates are non-flying members and have priority on any waiting list for ordinary membership.

Note. **Data Protection Act.** On successful joining this information will be held on computer for the Clubs use only. It will not be given to any other body or organisation. If you object to this data being held on computer, please advise the club in writing.

For Club use

Checked by	Initials	Date	Fees Paid	
Secretary			Date	
Treasurer			Key Issued	YES / NO

North Kent Nomads Model Club Application Questionnaire



Would you please complete the following brief questionnaire, which will help with your application.

Aircraft

What type of aircraft would you wish to fly? (Please tick)

Fixed wing power Glider Helicopter Electric Turbine

Other (please specify) _____

Ability

How would you rate your flying skills?

Never flown Novice Average Experienced

] If experienced, how many years have you been flying? _____

If a novice or beginner, would you require assistance or instruction YES / NO

What mode do you fly (what side of the transmitter is the throttle)?

Throttle left hand Throttle right hand

Thank you for taking the time to complete this questionnaire.

Current Fees for 2025.

Membership	Fee	Existing BMFA	Fee
Full member	£160	Full member	£110
Junior	£53		
Associate	£35		

Full Member Administration Fee

Full Member £30. Gate key if required £25



North Kent Nomads Model Club



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GENERAL

1. The club shall be called **North Kent Nomads Model Club** and is affiliated to the British Model Flying Association ('BMFA').
2. The club's principal aim shall be the promotion of the building and safe, responsible operation of all types of model aircraft.
3. Alterations to this constitution can only be made at an Annual General Meeting or at a Special General Meeting called for that purpose. Any proposed alterations must be submitted to the Club Secretary in writing at least 14 days prior to the meeting.
4. Membership of the club shall not be used to promote political or sectarian interests nor be used for personal or financial gain.

TRUSTEES, COMMITTEE STRUCTURE AND APPOINTMENTS

5. Trustees shall be appointed by a general meeting and shall hold office until death or resignation or when removed from office by resolution at an Annual General Meeting or at a Special General Meeting called for that purpose. A Trustee may also be a Club Officer or Committee Member.
6. There shall be not less than two, nor more than four, Trustees of the Club.
7. All property of the Club (except cash, which will be under the control of the Treasurer), including any leases, shall be vested in the Trustees, to be dealt with by them as the Club shall, by resolution, direct. However, a member of the Trustees may require a resolution from an Annual General Meeting or a Special General Meeting before acting.
8. The Trustees shall be indemnified out of the assets of the club against any risk or expense incurred by them in pursuance of their office.
9. The Officers of the committee as a minimum shall be, Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer and other Committee positions as needed and as elected at the Annual General Meeting but should be made up of no less than 7 recognised positions in total.
10. Committee Officers shall be elected at the Annual General Meeting, to serve for a period of one year, from written nominations explaining their reasons for their nomination. Written nominations must be received by the Club Secretary no later than 14 days prior to the meeting and will be shared with the Club membership ahead of the Meeting. The Committee will be elected by majority vote by members present at the Annual General Meeting. Only fully paid-up members and honorary members are eligible to vote. Additionally, they must have satisfactorily passed their probation period (if they have recently joined) and must have signed in when they arrive at the Annual General Meeting.

11. Should a committee position become vacant, the Committee may propose suitable candidates for consideration at a Special Annual General Meeting called for the purposes of filling that position until the next Annual General Meeting. The position will be elected by majority vote at that Special Annual General Meeting.
12. The club may invite anyone to become President for a period of 3 years. A retiring president shall become a Past President. A Past President may hold office in the club and may be invited to become President again.
13. The club shall normally conduct one Annual General Meeting which will be closed to non-members. At such meetings only the Ordinary Flying Members and Ordinary Junior Members may vote. The quorum for an AGM or SGM shall be 25.
14. A Special General Meeting may be called at the request of 10 ordinary members, the Committee, or two Trustees. 14 days' notice of the meeting and its business must be given to all members, via email within 7 days of the request being completed.

Committee Powers

15. The officers of the Club shall normally implement the decisions taken during the general meetings of the Club. When necessary, the Committee may act for the members of the club in circumstances where a decision can't wait for the next general meeting. The quorum for committee meetings making any decisions on behalf of the membership is 5 and must include the Chairman or Vice Chairman. These meetings must be recorded by the Secretary and the membership advised of the decisions taken via email, no later than 10 days post the decision.
16. The officers of the club shall report to every general meeting and present a written report at the Annual General Meeting. The Minutes of every meeting will be managed by the Secretary or Assistant Secretary and emailed to the membership within 14 days post the meeting.
17. Approval from the membership at an ordinary meeting must be sought for expenditure greater than £250. Expenditure below that sum can be decided on outside of a general meeting by the Chairman or Vice-Chairman and the Treasurer. This expenditure should always be with the best interests of the Club in mind and be declared at the next general meeting.
18. The Committee, including the Secretary, must be informed of any negotiations proposed by club members which affect the Club as a whole and copies of any written correspondence must be submitted to them for record purposes.
19. No member of the Committee or Officer of the club may be a Committee Member or Officer of another model flying club.
20. Any Committee Member or Officer wishing to resign must do so in writing to the Committee giving a minimum of 30 days notice.

21. The funds of the club shall be held in a bank account with a recognised bank and in the name of the club. Provision will be made for electronic banking where the Treasurer will be the administrator, and the Chairman / Secretary have access. The Treasurer will notify the Chairman and Secretary when funds are paid out of the account. The two auditors shall audit the accounts annually and submit a report to the Annual General Meeting.

VOTING AND CONDUCT OF GENERAL MEETINGS

22. The club shall normally conduct its business during monthly general meetings each year, and the quorum for these meetings shall be 12.

23. All Committee members will be invited to make a report to every general meeting however the Chairman, Vice-Chairman, Secretary and Treasurer will present a verbal report to each general meeting which will be formally minuted.

24. Any other business requiring a vote will normally only be accepted at general meetings if the Secretary is given at least 7 day's notice prior to the meeting. Other adhoc business presented by members at a general meeting requiring a vote will be discussed and managed by the Chairman.

25. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.

26. Voting will normally be by a show of hands. Secret ballot, proxy and postal votes will not be permitted. During the summer months when less formal meetings are held at the flying field, decisions requiring the input of members will be notified by social media and a regular newsletter to gather feedback. Decisions will be made by the Committee, incorporating member feedback, as per points 15 and 17 above.

27. The Secretary will record minutes of the meeting which will be emailed to members within 14 days following the meeting.

28. Non-club members may attend Club meetings as observers as invited guests of the Club by applying to the Secretary at least 7 days before the meeting. Any non-Club member may be asked to leave the meeting subject to approval from a Committee member in attendance.

29. The Committee, through the Chairman, has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

Members

30. Any person wishing to join the club should be proposed by ordinary members of the club. Applications for membership will normally be considered for

acceptance by the Committee after which, the new membership will be communicated to the members at the next general meeting or by other means of communication with members.

31. Membership of the club shall not be used to promote political or sectarian interests nor be used for personal financial gain. Where an application for membership is received from a person who intends to pursue a business interest through club membership, the application shall be considered and decided upon by the Committee.
32. Should any negative feedback or concerns be raised by existing members regarding the application of a new membership, then the Committee will seek to gather additional information to validate the feedback / concerns raised. The Committee will make a decision on behalf of the Club, with the interests of the wider membership in mind, to continue or reject the application for membership. Where that membership has already been accepted by the Committee, the feedback outcome will be reflected in the success of the probation period (see point 37).
33. Any person over the age of 18 may be an **ordinary Flying Member** of the club. Persons under the age of 18 may be **ordinary Junior Members**. Juniors under 16 years of age must be accompanied by an adult member of their family on the flying field or at club meetings. Anyone who wishes to join in the social activities of the club or anyone waiting to become an ordinary Flying or Junior Member of the club may become an **Associate Member**. Associates have priority on any waiting list for ordinary membership. Associates will NOT have a right to vote at the AGM / SGM or general meetings.
34. All members will receive a membership card each year, as evidence of membership. The card will also be used by ordinary members to claim transmitting time at the flying field and should be presented, if requested to do so, by another member of Club.
35. Club fees and BMFA memberships run from 1st January to 31st December. Both memberships must be current to fly. Membership fees are set annually by the membership each year at the AGM. Subscriptions are due by 1st February each year. Any member, who has not paid the subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to fly or use club facilities until they have done so. You may also be required to pay the club joining fee again from this date.
36. Members who have not renewed their membership by 31st March will be deemed to have left the club and a renewal after this period will be treated as a new membership application.
37. New members will be required to serve an initial probationary period of 6 months. During this time they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for

unsatisfactory conduct or other concerns raised by members and validated by the Committee.

38. A new member may not fly solo at the field until approved to do so by a member of the Committee, or by a member approved by the Committee. This is to ensure that the new member is fully conversant with the club safety & flying rules and is competent to fly within them.
39. All new members are expected to either have attained a valid BMFA 'A' certificate or commenced training with one of the Club's instructors / examiners to gain a BMFA 'A' certificate within 12 months of joining the Club. In the absence of this minimum accreditation, new members are not permitted to fly unaccompanied. Existing members are actively encouraged to pursue a minimum of a BMFA 'A' certificate.
40. All members wishing to fly a turbine powered aircraft (fixed wing and rotary) must have attained a valid BMFA 'B' certificate to fly unaccompanied. Those members without this accreditation can only fly when accompanied and being observed from the pilot box by a fellow member with a valid BMFA 'B' certificate, or a BMFA accredited 'instructor' / 'examiner'.
41. All members, without exception, must comply with all club rules and operate lawfully at all times and must show proof of any required registrations on request. Failure to do so may result in disciplinary action by the Club which may lead to dismissal. For the avoidance of doubt, it is always the members responsibility to comply with BMFA, CAA and other relevant authorities' guidelines, rules, regulations and laws, including securing and displaying their operator numbers.

INSURANCE AND INDEMNITY

42. The club will hold both Civil and Employers Liability Insurance, provided through affiliation to the BMFA.
43. Members must belong to the BMFA either through the North Kent Nomads Model Club, another affiliated club or as a country member and, for this to be valid, members operating radio-control equipment must comply with the appropriate statutory regulations. The club shall not be held responsible for any infringement of these regulations.
44. An incident which may lead to an insurance claim must be reported to an officer of the club within 48 hours of its occurrence.
45. The Club will indemnify all Committee Officers and Committee Members if they incur any liability on behalf of the Club.
46. In the event of a Committee Member or Trustee being awarded damages or costs in the course of proceedings taken by him/her in their representative capacity, such damages or costs will belong to the Club and not the Committee

Member / Trustee personally and upon receipt that Committee Member / Trustee will pay them to the Club Treasurer.

47. When there is a joint meeting between **North Kent Nomads Model Club** and another club, the participating club must be able to provide evidence of adequate insurance cover a minimum of 30 days in advance of the event.

DISSOLUTION OF THE CLUB

48. Should it be considered necessary or desirable to dissolve the Club, the Committee will call a Special General Meeting. The dissolution or conversion of the Club must receive positive votes from at least two thirds of the total ordinary membership at the time who must be present at the meeting – this requirement supersedes the AGM / SGM quorate provision under point 13. Should a quorum as described fail to appear, the meeting will be adjourned, and a further Special General Meeting must be called within 14 days.
49. On dissolution and after the sale of assets, settlement of all outstanding debts and the refund of subscriptions for the remaining part of the year to the paid up members; the funds remaining will be distributed in equal shares to the Club's Ordinary Members and Honorary Members who continue to actively support the Club and whom must have been fully paid up members of the club for a minimum of 5 consecutive years.

RULES, DISCIPLINE AND SAFETY

50. All field safety rules and regulations will be reviewed annually by the Committee, and will be considered binding for 12 months, except where urgent action is required. This action must then be ratified by the members at the next general meeting.
51. Any complaint concerning any member must be made in writing and where relevant, signed by the complainant(s). The written complaint must then be forwarded to the Chairman, Vice-Chairman or Secretary so that the matter can be addressed at the next Committee meeting.
52. Minor faults or shortcomings in behaviour should normally be dealt with informally by a Committee Member with a view to reaching agreement on the improvement required. Informal warnings do not form part of the formal disciplinary procedure and the formal procedure would not be followed before an informal warning is given. If, however, the problem persists or if the matter is more serious, action under the formal disciplinary procedure will be considered.
53. Where an allegation of misconduct is made against a member, the member may be suspended from all club activities, including attendance at the field, by the Committee while an investigation is carried out.

54. The Committee may impose a suspension from club activities including attendance at the club flying site, not exceeding 30 days upon commencement of the disciplinary procedure in Appendix A.
55. The Committee may consider removal of membership where conduct on the field or elsewhere is considered to be prejudicial to the club. Dismissal will be in accordance with the disciplinary procedure in Appendix A in order to comply with the laws of natural justice.
56. In the event of dismissal, the member's current membership fee (excluding BMFA subscription which the member will need to approach the BMFA on) will be forfeited and will not be reimbursed to the member.

FLYING SITE

We have an arrangement for access with the proprietor of the Gun Club, and Ingrebourne Valley Ltd (Landlord). This arrangement does not give us unrestricted rights to over-fly or go into the surrounding land. We have a lease on the field from the landlord which may be terminated by either party subject to an agreed notice period. Our continued use of the field is dependent on our maintaining good relations with the landlord, gun club, and other users of the area like horse riders, bird watchers and members of the gun clubs.

Any difficulties experienced whilst using the field should be reported to an officer of the Club and no direct contact made with the Landlord, a neighbour, or anyone else unless this is unavoidable.

The upkeep and general condition of the grass runway is considered a priority by Club members. As such, a suitable financial provision as a percentage of the Club's annual income will be discussed and agreed at the AGM or suitable General Meeting at the start of each membership year.

Restrictions on our use are as follows:

57. The gate at Joyce Green Lane to the Marsh must be closed and locked behind you if it is closed on your arrival or departure, if open it should be left open. The security lock is provided by the North Kent Nomads Model Club and keys may be cut only by order of the Club. The keys are available to members on payment of a returnable deposit.
58. The gate at the entrance of the flying field must be closed and locked when the field is not in use by the club. The lock which is a combination type should always be secured to the chain, and the numbers scrambled. This combination is changed each year and is printed on the bottom left corner of your club card. Additionally, when entering or leaving the flying field when other members are in attendance on the field, the field access gate must always be shut to avoid the public entering the flying site without prior permission.

59. Cars must be parked on the assigned car park and not in the grass or on the road. Cars must not be driven up to the patch. The grass in the field is a valuable crop and must not be trampled down unnecessarily.
60. Aircraft may be retrieved from areas under growing crops but members must take the shortest route through the crop after reaching the nearest point by way of the perimeter of the field. (Members should always attempt to get a "line of sight" on a crashing aeroplane to reduce the search area.) Search parties in growing crops put our use of the field at risk.
61. Flying over the gun club is strictly forbidden. The flying boundary to the Northeast of the flying site will usually be marked by an indication board and pilots are requested not to fly to the righthand side of that board at any point during the duration of their flight as they are likely to be flying overhead part of the gun club.
62. Flying of IC and Turbine models is restricted to the hours between 9am and 9pm to avoid noise nuisance to our neighbours.

WHILST AT THE FLYING SITE

The patch is the centre of R/C flying and, as models can be dangerous to both people and property, we have to fly in an orderly manner so that flying will be acceptably safe. The basis of our procedure for safety is that we stay together in the pilot box as a small group. A pilot then knows where the group is, can give warning of possible danger from their aircraft, and may be informed of hazards by others in the group. For this to be possible pilots are expected to return to the group preferably before lining up on the runway and at the latest, immediately after take-off (also see point 70, reference to pilots with restricted mobility).

Pilots of helicopters and gliders may not be able to fit in with this procedure. They should make it clear to the fixed-wing fliers where they intend to operate and everyone on the flying area (the 'patch') should be alert to the situation and pass information to pilots as required for safe flying. Two small circles are provided to the South and East of the patch for hovering manoeuvres; these should be used according to wind direction so that they are not over-flown by models using the main runway.

EQUIPMENT

63. Model engines must not make excessive noise. In general, this means that all engines must have an effective muffler. ('Excessive noise' is to be interpreted from the point of view of other users of the area and club members).
64. If a club member wishes to use 27 MHZ or 35 MHZ radio equipment, they must first inform other members and take all reasonable steps to avoid radio interference with other users operating similar equipment.
65. All turbine powered fixed wing and rotary aircraft must receive a satisfactory inspection from one of the Club's approved safety officers prior to the maiden

flight at the flying site. This approval will be documented and a copy held by the Club Secretary for future inspection as needed.

VISITING THE FLYING SITE

66. Dogs are not allowed on the runway or in the pits area. Dogs in all other areas should be on a lead at all times.
67. Children are permitted in the pits area but must be always under close adult supervision.
68. All rubbish must be taken home by those attending the flying site.
69. Members may use their own portable chairs at their own risk to the rear of the pits area facing the flight line. They will be responsible for any damage caused by their chairs to other member's equipment.
70. Members with restricted mobility (walking or standing) may use a chair or other suitable aids when flying but must be accompanied by another flying club member or 'flying buddy' for safety reasons. When that member is flying, other aircraft movements should ideally be restricted, for the full duration of the flight to minimise any possible distraction. Appropriate prior support of other members in the pits area or waiting to fly should always be sought.
71. Making or receiving calls on mobile phones whilst in the pits area or at the flightline is prohibited as not only is it a distraction to others flying, but it is also regarded to be a potential distraction for those on the call, increasing safety risks whilst in close proximity to running engines or models where the pilot has lost control.
72. Non-flying visitors to the field must be escorted by a member who must accept responsibility for the safety of the visitor and ensure visitors are aware that they need to be vigilant at all times. Our insurance would treat a visitor as a 'third party' unless negligence is proved.
73. Visitors to the area (i.e. not normally resident in the area served by the club) who are properly insured may fly from the patch when accompanied by an ordinary club member. The agreement of two Committee members must be obtained in advance.
74. All joining members are expected to hold a BMFA recognised accreditation within one year of joining the Club. Failure to do so may result in a request from the Committee not to fly unless under the supervision of an accredited member until an appropriate accreditation is received. Should a suitable accreditation not be achieved over a prolonged period, it may result in a renewal of membership being refused by the Committee.
75. If the landing area is being mown it is not safe to use the patch for flying and the operator of the mower must not be asked to agree to any arrangement to fly.

76. Engines should not be started or run with bystanders in front or to the sides of the propeller.
77. All planes 30 cc and above to be started in the new start-up boxes, one available at either end of the strip.
78. All electric powered aircraft must be taken from the pits to the designated start-up areas disconnected or isolated from the power source. Only when at the designated start-up areas may the power source be connected and the model checked. When landed, the model should be brought back to the start-up area and the power source disconnected or isolated before returning to the pits area.
79. New Members must have attained or be working towards a BMFA 'A' certificate as per point 39.
80. Members must have attained a valid BMFA 'B' certificate before being able to fly a turbine powered fixed wing or rotary aircraft (see point 40 above)
81. All IC and turbine powered fixed wing aircraft to be kept in a line at the rear of the pits furthest from the runway. Planes under 30 cc can be started there but must be restrained and facing outwards.
82. No taxiing in the pits. Aircraft should always be started in the designated start-up areas between the pits and runway. If this is not possible due to the size or fixed nature of starting equipment (by exception), aircraft can be rolled out or securely carried through the pits and taxi ways but must be held, preferably not by the pilot, until they reach the edge of the runway (for example wheeled out holding the rudder).
83. Flying over the road, parked cars and pits is an unnecessary hazard and is prohibited.
84. It is desirable that pilots are able to hear their engines running and warnings that may be given by other pilots, spectators should also be able to hear warnings. Protracted running of engines in the pits or in designated start-up areas should be avoided. There should be no running of engines in the car park area. When starting an engine, a helper or an adequate mechanical method must be employed to restrain the aircraft.
85. All pilots must fly their aircraft from the designated pilot box and stand with other pilots flying to ensure good communication between pilots is maintained at all times whilst taxiing, taking off, flying or landing.
86. When an aeroplane is making a first flight or is unpredictable for any reason, people in the pilot box and pits area must be informed of the potential hazard.
87. The club routine is to fly a left or right-hand circuit for approach to land or touch and go according to wind direction. Fixed-wing and helicopter take off and landings should be to the left or right of the pilot area to suit the wind direction. Under no circumstance should models take off towards the pilot, pit areas or

helicopter hovering patches. Likewise, models should not approach for landing over the heads of pilots, pit area, hovering patches or be flown between these areas.

88. When taking off you should make other pilots flying aware of your intention and wait for them to give you the all clear before executing. When landing a clear call of 'Landing' should be given to make other pilots flying of your intentions. If a 'dead stick' landing is called it should be given priority by other pilots flying.
89. Before entering the runway, a clear call and permission from pilots flying should be obtained.
90. Helicopters should not be hovered in the path of aircraft in the air and in the vicinity of the runway. Pilots of aircraft should 'call' landings and take-off to enable helicopter and other pilots to clear the landing area.
91. Two mown circles for hovering / training manoeuvres are available to the South and East of the main landing area. Pilots using the hovering circles must not perform aerobatic or 3D manoeuvres that could interfere with models being flown from the main landing area. Aircraft and Helicopters flown from the main landing area have priority and a hovering circle should not be used if it is likely to be 'over-flown' by models that are taking off or landing. Pilots on the main landing area should be aware that a hovering circle is in use and avoid over-flying that area.
92. A fail-safe receiver or system must be fitted to all model aircraft over 7.5kg and the engine should be programmed to either idle or stop on a loss of signal from the transmitter.
93. It is recommended that no more than 5 IC or electric aircraft are in the air at any one time and no more that 3 turbine powered aircraft. A higher number of aircraft flying at the same time is down to the discretion of those pilots flying and those wishing to take off. Those flying must first agree to further pilots taking off before the additional aircraft enter the runway or air.

Appendix A: Club Disciplinary Procedure

Invitation to a disciplinary meeting

The Committee should set out in writing to the member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal and the member should be invited to a meeting to discuss the matter at a mutually convenient time / place within 28 days of the written notification to the member.

Disciplinary meeting

The meeting should take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place).

The meeting should not take place until

- the member has been informed of the basis for the grounds given in the original notice of formal action or dismissal and
- the member has had a reasonable opportunity to consider their response to such information.

At the meeting, the Committee should explain the complaint against the member concerned and go through the evidence that has been gathered.

The member must take all reasonable steps to attend the meeting.

After the meeting the member should be informed in writing of the committee's decision and their right of appeal against such decision to the members at a special general meeting (SGM) if they are not satisfied with it.

Appeal

If the member wishes to appeal they should inform the Secretary in writing within the time frame stated in the decision notice.

- The member should set out specific reasons for the appeal.
- The Secretary should call an SGM of the club to hear the appeal
- The member must take all reasonable steps to attend the meeting.
- The SGM may take place after the disciplinary action or dismissal takes effect.
- After the SGM the member must be informed of the Club's final decision.

At any meeting under the disciplinary procedure the member concerned should be given the right to be accompanied by another club member to act in a supporting capacity but such companion may not usually answer questions on behalf of the member subject to the procedure.

The member concerned also has the right to call witnesses or ask questions of any witnesses called by the committee

Disciplinary sanctions

As part of any disciplinary procedure, where the Committee considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty. These will generally take the form of some type of warning.

- **Verbal warning notice**

If conduct does not meet acceptable standards, a member may be given a formal verbal warning.

- The member is to be given a verbal warning by an authorised Committee Member (Chairman, Vice-Chairman or Secretary) in which the member is made aware of their misdemeanour and what he/she is reasonably required to do to make amends.

A record of the verbal warning will be kept by the Club Secretary but the warning will be disregarded after usually a six month period (the time frame is dependent on the committee's decision) provided conduct has been satisfactory.

- **Written warning**

If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst a verbal warning remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made, together with the assistance provided to meet the objectives.

The warning should also inform the member that should their conduct fail to improve or they commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the committee) then they will be issued with a final written warning. The written warning will be kept on file, and the member should be informed after what time period it will be disregarded providing their conduct, attendance or performance has been satisfactory.

- **Final written warning**

If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of the complaint, the improvement required and the timescale for the improvement.

It will also warn that a failure to improve or any further disciplinary offences over the next period (determined by the Committee) may lead to dismissal or some other action short of dismissal. The final written warning will be kept on file and the member should be informed when the warning will be disregarded provided their conduct, attendance or performance has been satisfactory.

- **Dismissal or other sanction**

If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal.

Examples of misconduct

Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:

- failure to comply with field safety rules
- breach of club policies and practices

Examples of gross misconduct

The club may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct.

Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal). Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place.

Matters which may justify summary dismissal include, but are not limited to:

- dishonesty, theft and fraud from the club or its members
- deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club, etc.
- vandalism or sabotage of club equipment and property
- fighting, or seriously disruptive behaviour or offensive or abusive language
- serious misuse of computer, email and internet systems, including posting to club websites or emailing pornographic, offensive or obscene emails to members
- misuse of club financial or other confidential club information
- acts of bullying, harassment or discrimination
- model flying under the influence of drinks, illegal drugs or other intoxicants
- misconduct which may bring the club into disrepute
- serious breaches of the clubs policies, procedures and safety rules
- deliberate or serious damage to the clubs/landowners property or causing loss, damage or injury through serious negligence
- any criminal offence carried out at the club site or during club meetings/events where such offence impacts or may impact upon the club. This includes breaking CAA rules and regulations