

GLIDING NEW ZEALAND

ADVISORY CIRCULAR

OPERATIONS OFFICERS

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1. Introduction

- 1.1 This Advisory Circular provides guidance on the following:
- The selection of GNZ Operations Officers
 - Essential , Ideal or Desirable qualifications for appointment as a NOO or ROO
 - Responsibilities and duties of the National Operations Officer
 - Responsibilities and duties of Regional Operations Officers
 - Expenses
 - Termination of contracts

2. Selection Process for the NOO and a ROO

When there is a vacancy in the Operations team, the following will be accomplished by the Executive:

- Advertise for applicants GK and direct to possible candidates
- Select NOO / ROO at Exec meeting Review necessary criteria below and Interview as required
- Sign contract with NOO / ROO

3. Selection criteria for the NOO

Essential Criteria	Ideal Criteria	Desirable Criteria
B Cat Gliding Instructor	A Cat Gliding Instructor	FAI Diamonds
Gliding Instructor Trainer	A, W, M and S launch ratings FAI Gold Badge	Tow pilot

4. Selection Criteria for a ROO

Essential Criteria	Ideal Criteria	Desirable Criteria
B Cat Gliding Instructor	A Cat Gliding Instructor	FAI Diamonds
Gliding Instructor Trainer	A, W, M and S launch ratings FAI Gold Badge	Tow Pilot

5. Responsibilities and Duties of the National Operations Officer

- 5.1 The National Operations Officer (NOO) is contracted to perform specific duties. These duties include the following specific duties:
- (a) Ensuring that all gliding operations conducted under the auspices of GNZ conform to the relevant standards, regulations, and procedures, and in particular to the GNZ Manual of Approved Procedures, the GNZ Instructor's Handbook, and CAR Parts as appropriate, and all replacements and amendments to those.
 - (b) Exercising Delegation from the Director CAA, to issue and upgrade of instructor's approvals, or recommending issue or upgrade to the person holding the delegated authority for instructor appointments from the Director, CAA, after consideration of recommendations made by the ROOs.
 - (c) Maintaining a record of all issues and upgrades approved for instructors for a period of at least 3 years from the date of the last entry made on that record in accordance with Part 149.57
 - (d) Providing input for the "Instructors" fields in the National Database
 - (e) Liaising with the Sailplane Racing Committee in regard to operational matters relating to contest flying and cross-country flying.
 - (f) Preparing articles for inclusion in "Gliding Kiwi".
 - (g) Coordinating with and assisting the ROO's in their activities, and ensuring that training and operational standards remain consistent throughout all GNZ gliding operations.
 - (h) Attending GNZ Executive meetings as required.
 - (i) Providing a report on Operational matters to the GNZ Executive prior to each Executive meeting.
 - (j) Convening and chairing meetings of the GNZ Operations Committee, and preparing an annual Operations Committee Report for presentation to the GNZ Annual General Meeting, and attending that meeting.
 - (k) Maintaining an incident reporting system which includes the dissemination of safety information from incidents / accidents and a Summary of Incidents / Accidents as part of the Annual Operations Committee Report.
 - (l) Assisting with and attending instructor's seminars run by the ROOs.

- (m) Requesting advice and assistance from any individual or organisation, both within or outside GNZ as felt necessary.
- (n) Undertaking checks flights with each ROO.
- (o) Advising the GNZ Executive on Operational matters, and undertaking any reasonable duties requested by the GNZ Executive.
- (p) Monitoring and reporting on GNZ “targets” assigned to the Operations Committee
- (q) Monitoring that Audit findings are appropriately cleared.

6. Responsibilities and Duties of Regional Operations Officers

6.1 The ROOs are contracted to perform specific duties. These duties include:

- (a) Auditing each gliding operation within their regions, on, at least, a biennial basis.
- (b) Recommending to the person holding delegated authority for gliding instructor approvals the issue or upgrade of gliding instructor approvals.
- (c) Organising gliding instructor seminars within their regions, in co-ordination with the NOO, and where practicable to attend seminars in other regions.
- (d) Reporting as required to the NOO.
- (e) Providing each Affiliate CFI with a report on any audit or assessment made of that Affiliate's activities.
- (f) Monitoring and reporting that audit findings are appropriately cleared
- (g) Where possible, attending contests held in their region, and liaising with the Safety Officer of each contest.
- (h) Assisting CFIs in the training of instructors.
- (i) Flying with each CFI in their region at least annually.
- (j) Encouraging appropriate cross-country training, including out-landing training, at all Affiliates in their region.
- (k) Undertaking any reasonable duties requested by the NOO

- (l) Maintaining an up to date list of Test Pilots
- (m) Encouraging the reporting of Occurrences (Incidents or Accidents).

7. Expenses

7.1 No payment is available for the positions of NOO / ROO. However, the GNZ annually budgets a sum of money to cover expenses incurred in carrying out the contracted duties. An amount covering the period of the contract will be set following the Annual General Meeting and will be advised to the contractor in writing. These include expenses such as telephone, stationary, vehicle running, accommodation, meals etc. incurred when conducting their contracted duties.

7.2 The available funds are to be paid in three equal amounts, in August, December and March of each year.

7.3 A full record should be kept of all expenses incurred in the execution of contracted duties. This may be required when reconciling the year's activities with Sport and Recreation NZ which provides part of the GNZ funding for Operations Officers.

7.4 Additional funds will only be available in exceptional circumstances and then only by prior arrangement and authorisation from the GNZ Executive.

8. Resignation / Termination of Contract

8.1 The contract may be terminated by either party by giving four weeks written notice to the other party. In that event, the contractor agrees to refund to GNZ any unused pre-paid expenses, calculated on a pro-rata basis from the commencement of the contract.