

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION



Operations Manual

CLUB AND/OR FLYING SITE REGISTRATION

Issue 2 – 2011

PR 05

Management Committee
and SIG Approved

Date: 20 / 03 / 2011

PR 05

CLUB AND/OR FLYING SITE REGISTRATION

Issue 1—20.08.2006

Issue2---20,03,2011

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This document forms part of the SAMAA Manual of Procedures. It is to be used by SAMAA Members and Registered Clubs in all activities associated with the flying of model aircraft in the RSA.

1. **APPLICATION TO REGISTER A FLYING SITE/AREA****Purpose**

This procedure is to ensure that the area proposed for the operation and flying of model aircraft, is not in contravention to the SAMAA and the CAA Rules and Regulations.

The relevant Form PR05 must be submitted to, and approved by SAMAA and the CAA before the Club or group commit themselves to development costs. This is in case the site applied for is not approved for model flying.

The expected time for Approval is 100 days, from submittal of all required documentation and the Application forms to SAMAA.

2. **Applicable documents**

SAMAA Forms PR 05, with requested attachments to be submitted.

3. **Policy**

The SAMAA requires that the flying site and field layout, conform generally to the requirements, layout and standards as defined in the MOP's, and the Safety Code.

4. **Definition**

Registered Field	A area approved by SAMAA and CAA.
CAA	Civil Aviation Authority
Club	A group of members who have formed a club
SAMAA	The South African Model Aircraft Association (The organisation approved by CAA to administer model flying.)
Sub committee	The body appointed by the main committee of SAMAA

5. **Processes**

- (a) The Club that wishes to apply to SAMAA for approval of an Model flying area to be recognised as a Registered area for operation of model aircraft, shall complete the relevant documentation Form PR 05.

- (b) The completed form, together with a copy of the club's constitution, office bearers, membership list, flying site co-ordinates and layouts, safety rules, maps and other supporting information requested on the application form, shall be sent to SAMAA General Manager for processing. The distance to the nearest aerodrome is important.
- (c) The SAMAA General Manager shall check the application and ensure that all details and information have been provided.
- (d) The application shall be tabled at the next SAMAA Club Registration sub-committee Meeting and the Members of the Sub Committee shall discuss the application..
- (e) If the application is supported, the relevant documentation noting the SAMAA Sub committee's recommendation, shall be forwarded under cover of Form F10 to RAASA (CAA) office for approval..
- (f) If the application is not supported, the General Manager shall inform the club, giving the reasons of the non-support and detailing further actions required for the application to be considered.
- (g) Upon receiving RAASA(CAA)s approval, or qualified acceptance of the application, the SAMAA General Manager shall inform the applicant club., on form PR05/2 of their registration.
- (h) If rejected by RAASA, the applicant Club shall be so informed.
- (i) If approved the SAMAA General Manager shall enter the details of the approved area into a database..

6. **Responsibility**

Applicant;

- (a) The applicant club is responsible to provide the information required and to ensure its accuracy.
- (b) The applicant club is responsible to ensure that all documentation required is sent to the SAMAA General Manager.
- (c) The club is responsible to ensure that all model aircraft operations which take place on its flying field, conform to the conditions of the approval and to the SAMAA operations and procedures handbook.

SAMAA

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**POLICY ON CLUB AND
FIELD REGISTRATION**

SAMAA

- (d) The SAMAA club registration sub-committee is responsible to check the application, for approval by the SAMAA management committee and for forwarding onto the relevant CAA office for approval.
- (e) The SAMAA club registration sub-committee, through the General Manager, is responsible to advise the applicant club of the status of the application.
- (f) The SAMAA General Manager is responsible to maintain a database of Approved Model Aircraft Flying Areas/sites or clubs that are registered with SAMAA.

7. Approval

- (a) The SAMAA Club Registration sub-committee members, the general manager, shall meet to discuss the application.
- (b) An inspector may be appointed to visit the site and report back.
- (c) Following the CAA and the club registration sub-committee's approval, a certificate of compliance will be issued to the applicant Club. Operating qualifications may be added to the Approval, if the Flying field is near an Aerodrome or Airport.

8. Forms

Application to register an approved flying area Form (Form PR 05 pages 1, 2, and 3)

Application to RAASA for approval.(Form F10, SAMAA to complete)

Approval of Club Site, Field (Form Pr05/2 , SAMAA to complete)

See also SAMAA recommended R/C flying site layout and Specification, available from office.

KFN