

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION



Operations Manual

CLUB AND/OR FLYING SITE REGISTRATION

Issue 1 – 2006

PR 05

To Management Committee
and SIGS for Approval

Date: 20 / 07 / 2006

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION

PR 05

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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.

APPLICATION TO REGISTER AN APPROVED FLYING SITE/AREA

1. Purpose

This procedure is to ensure that the applications for the approval of an area as an area for of the operation and flying of model aircraft, conforms to the requirements set out by SAMAA.

2. Applicable Documents

This procedure has been developed so that the SAMAA Management can ensure the proper and correct information is obtained from clubs and is used to register the field/club with the CAA .

3. Policy

The SAMAA requires that the operation of all model aircraft conform to the regulations as defined in this document

4. Definition

Approved Area	An area approved by CAA
CAR	Civil Aviation Regulations
Club	A group of members who have formed an aeromodelling club
SAMAA	The South African Model Aircraft Association approved by CAA to administer the designated aviation activity (aeromodelling)
Management Committee	The managing committee of SAMAA

5. Processes

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

- (b) The completed form together with a copy of the Clubs Constitution including the names of 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.
- (c) The SAMAA General Manager shall check the application and ensure that all details and information have been provided.
- (d) The Application shall then be tabled at the next meeting of the SAMAA Club Registration Sub-Committee and a decision shall be taken to decide whether to support the application or not.
- (e) If supported in (d) above, the application shall then be tabled at the next meeting of the SAMAA Management Committee for approval.
- (f) If the application is supported, the completed form and supporting information noting the SAMAA Management Committees recommendation, shall be forwarded to the appropriate CAA office for acceptance.
- (g) If the application is not supported by the SAMAA Management Committee, the General Manager shall inform the Club stating the reasons of the non support and detailing the further actions required for the application to be accepted.
- (h) Upon receiving CAA's reply to the application, the SAMAA General Manager shall inform the applicant club.
- (i) The SAMAA General Manager shall enter the details of the approved area into a database of registered and approved flying areas.

6. Responsibility

- (a) The applicant Club is responsible to provide the information required and ensure its accuracy.
- (b) The applicant Club is responsible to ensure that all documentation required is sent to the SAMAA Management Committee
- (c) The SAMAA Management Committee is responsible to check the application and if supported pass the application onto the relevant CAA office for confirmation.

- (d) The SAMAA Management Committee is responsible to advise the applicant Club of the field decision
- (e) The SAMAA General Manager is responsible to maintain a database of Approved Model Aircraft Flying Areas of Clubs that are registered with SAMAA.
- (f) 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.

7. Approval

- (a) A subcommittee which shall include, the General Manager the club represent, and a Management Committee member shall meet to discuss, agree on and approve the application.
- (b) An independent inspector shall be appointed to visit the site and report back.
- (c) The subcommittee will reconvene after receiving, the inspectors report and a decision will be taken.
- (d) Following approval by the CAA, the SAMAA Management Committee and the Club Registration Sub-Committee, a certificate of registration will be issued to the applicant.
- (e) The SAMAA General Manager shall enter the details of the approved area into a database of registered and approved flying areas.

8. Forms

Application to Register an Approved Flying Area form (form PR 05 pages 1 and 2)