

FLY-IN GUIDELINES



Issue 1. August 2008

INTRODUCTION

A Fly-In/Rally requires planning efforts by a number of people over a period of time.

In order to be successful an organised approach with designated responsibilities for all of the people in the organising team, together with a work plan is essential. Decisions and jobs need to be carried out in a logical order and at the appropriate times.

To help demonstrate the timing and organisation of the various activities necessary to run a successful Rally there are samples of Planning Timetable, Organisation Chart, Duties Of Officers, Budget and other various tools in the appendix of this manual.

As a minimum a six month planning period is recommended.

Each Rally will be unique and a number of factors need to be considered such as location, facilities available, size of the Rally, people available, etc. Your planning/organising team will need to modify the sample documents to fit their particular requirements.



1. FORM THE PLANNING/ORGANISING TEAM

The first thing to do after the club decides to host a Rally is to appoint an Organiser who will be responsible for forming a team to plan and run the event.

This is an important position and the person needs to have good organisational abilities, leadership qualities, with relevant experience in and enthusiasm for the event. The position should not just be filled by an open volunteer from the ranks of the membership but needs to be carefully chosen by the club Committee.

The Organiser will be responsible to the club Committee.

The Organiser needs to produce an 'Organisation Chart' and 'Duties Of Officers' for the team. See Appendix A 'Organisation Chart' and Appendix B 'Duties Of Officers'.

The Organiser should then be given the job of selecting their team from the membership with the freedom to co-opt other persons with qualities/abilities appropriate to the job.

Communication within the team and also between the team and the club Committee is essential throughout. Minutes need to be kept of all meetings and regular 'Situation Reports' (Sitreps) sent to all team members. See Appendix C 'Sitrep'. Also the Organiser needs to report regularly to the club Committee.

2. ESTABLISH OBJECTIVES

The most fundamental step in running a Rally is to determine why you want to do it. A Rally is labour intensive and requires a commitment by both the leadership and the membership of the host club. Defining an objective creates a purpose that is necessary to motivate the membership and ensure their support. Remember that all the people involved will be volunteers. They will be motivated and will work hard when they understand what they need to do and why and it all should be fun.

- **FUND RAISING** – The Rally will attract both pilots and the general public and provides the opportunity to sell a product or service.
- **PROMOTING AVIATION** – A Rally can generate local public interest and is an excellent opportunity to showcase aviation to the general public. Providing interests and activities for pilots is also a form of promoting aviation.
- **EDUCATION** – It is a good opportunity to include seminar/s of interest to inform/educate pilots.
- **ENTERTAINMENT** – Many people enjoy just watching aircraft, both on the ground and flying.
- **COMPETITIONS** – It is an opportunity to have flying competitions for the pilots and there are trophies to be competed for. Consideration should also be given to providing other prizes such as longest distance travelled, etc.

Some Rallies will provide all of the above in varying degrees but others may not. The above is not exhaustive and other objectives can be considered. It will be a matter of what fits in best with your overall plan. Whatever is decided the focus should be on having fun, safely. If an underlying base of fun and fellowship is not present in the planning and execution of your Rally – stop – you are doing something wrong.

In your planning you should be thinking of WHY, WHAT, WHO, HOW, WHEN.

Remember that your plan needs to be clearly communicated to all those involved and also be updated / amended as and when required.

3. ESTABLISH DATE/S AND PLANNING TIMETABLE

Selecting a venue is important and such things as location, facilities, other users, access etc need to be carefully considered. If you choose a venue that is not under the direct control of your club then communication / liaison with the organisation that is responsible is essential throughout. If there are charges for use of the venue or facilities then these need to be firmed at this stage.

In choosing the date consideration needs to be given to weather and to avoid clashing with other events, not only aviation but also local. Looking at weather patterns over the past will help take some of the uncertainty out of the best time for the event. Check all the national aviation publications for any events that could possibly clash with your chosen dates. Then contact all national aviation magazine publishers, advising them of your event and also for any not yet published aviation events likely to clash with your Rally. Checks also need to be made locally to avoid clashing with any other event/s. The local Information Centre is a good starting place.

The planning timetable is also important and needs to be in a logical order, leaving the necessary amount of time and any overlap for jobs that are required. When this is done a critical path (ie that task which needs to be done before or/and in conjunction with another task) becomes obvious. See Appendix D 'Planning timetable'.

Another helpful tool at this stage is a 'To Do List'. See Appendix E 'To Do List'.

Also helpful at this stage are 'Action Sheets'. See Appendix F 'Action sheet'.

4. CONFIRM VENUE

It is necessary to confirm the venue with the organisation responsible and any other organisations that may also use that venue. This needs to be done formally and be confirmed in writing to all parties. Any costs need to be clarified at this time.

5. PLAN ACTIVITIES (ref. sect. 11, Finalise Activities and Responsibilities)

This is part of the planning process and will define exactly what will take place when and how.

A good place to start is to refer to the 'To Do List' and this will help clarify the jobs to be done and who best to do them. Remember that even though one job may involve a number of people, one person will be responsible for that job. The Rally Co-Ordinator will have overall responsibility for all activities but will delegate responsibility/authority as appropriate.

The main activities to be planned for can be divided into flying and non flying. The person responsible for the flying activities (OIC Flying) should be suitably qualified and able. The club CFI would usually be chosen for this job. Also it is necessary to have a Safety Officer. As these two jobs require very close co-operation and communication consideration should be given to one person for both these very important jobs.

Consideration should be given to having a seminar on a relevant topic, CAA can be helpful here. Also consider having an interesting and experienced guest speaker at the presentation dinner.

A 'Registration Form' may be considered at this stage. The name of the Secretary and an email address on the registration form assists communication. Also an indication of fuel requirements on the registration form would be helpful. Early registration is helpful in planning and should be encouraged. See Appendix G 'Registration Form'.

RAANZ needs to be kept up to date with what you are planning and can help with the communication to all members nationally via the Recreational Pilot magazine.

Throughout this critical stage the 'Planning Timetable' will be constantly referred to and communication with all team members is important.

6. GET PERMISSION

It is prudent to not only get the approval of the organisation responsible for the venue but also from CAA.

The OIC Flying is the appropriate person to liaise with the CAA. The CAA local Area Safety Adviser should be contacted in the first instance. A list of these people can be found in the Vector magazine. The Safety Adviser should be able to arrange a CAA Supplement. CAA will then advise all other aviation people via the Supplement.

Consideration can be given to insurance cover for the event for weather and/or accident. The Accident Compensation Corporation (ACC) Act provides cover for accidents and

negligence claims. However in some circumstances a claim for negligence can be made. Weather insurance is expensive.

7. ORGANISE CATERING AND ACCOMMODATION

Catering may be carried out by the host club. Consideration needs to be given to the fact that this would put a lot of responsibility on people and your most important resource may become overloaded. Hiring outside caterers for at least the dinner/presentations will remove a lot of strain on club people. Seek prices from a number of people who you know are reliable caterers. Don't forget that there are a number of local volunteer organisations that do catering to raise funds. ie school committees, service clubs, etc. It may also be necessary to have the dinner/presentations at a location away from the flying venue. Also consider timing for the presentations as sometimes this can be fitted between the dinner courses. Timing is important and your guest speaker can help with the prize/trophy presentations. Whatever is decided suitable menu/s and cost/s need to be clearly defined at this time.

It is usual to have a BBQ tea on the Friday. This, together with the breakfasts and Saturday lunch can quite easily be carried out by the host club. Keep it simple and a small profit can be planned for.

Consideration should also be given to catering for the public eg. BBQ food, sandwiches, filled rolls, hot and cold drinks etc. If this can be done within the club resources, a profit can be expected.

Accommodation varying from camping at the venue to hotels, motels, homestays, backpackers, etc. as close to the venue as possible, needs to be organised. Seek details such as availability, prices (don't forget to seek special prices for your Rally), contact details etc. These all need to be communicated to prospective attendees. Consideration needs to be given to camping sites, toilets, showers, security for campers and rubbish collection / disposal, the latter is also important around the venue site.

Consideration needs to be given to additional toilets, bathrooms, showers, rubbish disposal, barriers, tents, displays, etc., if required.

People most suited to these jobs would have good local knowledge and be able to relate to local organisations / businesses.

8. CONFIRM SPONSORSHIP, PRIZES, GIVEAWAYS

The assistance and co-operation of other parties is an essential part of a successful Rally. This can take numerous forms such as providing prizes, giving fuel, loaning vehicles, controlling the public, being on standby with fire and ambulance services, etc.

Consideration should also be given to CAA, Airways, national aviation publications, national aviation agents and parts / accessories providers, fuel providers, local 4 X 4 retailers, local Air Training Corps (ATC), local Fire Brigade, St. John Ambulance, etc.

A person needs to be responsible for this important task. The most suitable person would have good interpersonal relationships, be able to deal directly with people and companies/organisations both locally and nationally.

9. ARRANGE PUBLICITY AND ADVERTISING

Good publicity is essential to ensure all who need to know do, at the appropriate time and in the best manner.

As mentioned in section 5, the RAANZ Recreational Pilot magazine is an excellent avenue for advertising to members and for no cost to the organising club. Other national aviation magazines will advertise in their 'Coming Events' also for no cost. A relevant article submitted to an appropriate magazine for publication will also be a form of free advertising. Likewise an appropriate article will often be accepted for publication in the local newspaper/s.

Consideration should be given to having radio and TV, both local and national, involved to not only promote the event but to attend and report on it.

See Appendix H 'Information' and I 'Programme'.

10. ESTABLISH BUDGET

A budget is part of any activity involving costs. A simple budget is all that is required and should be set out in the traditional manner under headings for both income and expenditure. This is a job for the Treasurer, with help from others as required. See Appendix J 'Budget'.

11. FINALISE ACTIVITIES AND RESPONSIBILITIES

For flyers there are 'get togethers', competitions / seminars etc. There are established flying competitions and the rules / requirements for these can be found on the Flying NZ (RNZAC) website www.flyingnz.co.nz and reference to the 'Competition Rule Book'. The most common competitions are Bombing, Landing and Navigation. However there can be other flying competitions that may be appropriate and can be fitted into the time available. It is wise not to try and fit too much into what will be a limited time period ie. the Saturday. Other competitions such as 'Best Maintained Aircraft' etc. can be carried out at the same time as the flying competitions. See Appendix K 'Bombing and Landing Competitions Rules and Score Sheets' and 'Aircraft Judging and Registration Sheets' and Appendix L 'RAANZ Trophies'.

For non-flyers these will be split into activities for spouses / children and to activities for the public. Local attractions should be advertised to people registering and provision made for transport etc. For the public provision should be made for vehicle parking, catering, viewing the flying and static displays. Control of the public from a safety point of view is essential, eg. Clearly defined go / no go barriers and suitably qualified people to take members of the public into the aircraft park / movement areas.

Consideration should be given to CAA, Airways, aviation manufacturers and aircraft related suppliers to display their wares. Areas for these activities need to be defined and controlled.

Officials controlling aircraft and people should wear 'high viz' jackets. The OIC Flying and associated key people should have handheld aircraft radios.

Parking for attending and visiting aircraft, 'Follow Me' vehicles, security and access need to be provided and controlled. Remember that monitoring of toilets, rubbish, etc. is necessary at regular intervals throughout the event. See Appendix M 'Work Schedule'.

Provision should be made for re-fuelling aircraft, with both avgas and mogas and bulk fuel trailer/s should be considered.

First Aid and Firefighting/Rescue needs to be provided for. If these services are within close call of the venue they could be held on 'standby' rather than on site.

A plan of the airfield showing all of the above as well as camping, toilets, etc. needs to be provided to all people registering. See Appendix N 'sample site layout plan'.

For the public, food has been mentioned in catering, however thought needs to be given to control of the public whilst not restricting them too much. Access to static displays and controlled access to participating aircraft is good for public relations. Remember that safety is paramount. All this information needs to be clearly conveyed to the public and visitors. A good public address system should be considered as well as an 'Information Centre'.

12. SETUP VENUE

Ensure that enough time is given for all the jobs required to set up the venue. The 'Work Schedule' will be the guideline for these jobs.

13. HOLD EVENT

Holding the Rally should be fun. The success of the Rally will be directly proportional to the care and attention that was put into the planning and the selection of the right people for the job.

Co-Ordination and oversight is important throughout to ensure the event runs safely and smoothly and any problems are overcome promptly.

14. CLEANUP

It is important that the venue be left in a clean and tidy state. Provision needs to be made for returning any borrowed/hired equipment etc.

15. FOLLOW UP

A final meeting of the Organising committee is necessary to determine what could have been done to make it an even better Rally.

A final comprehensive budget needs to be prepared and presented.

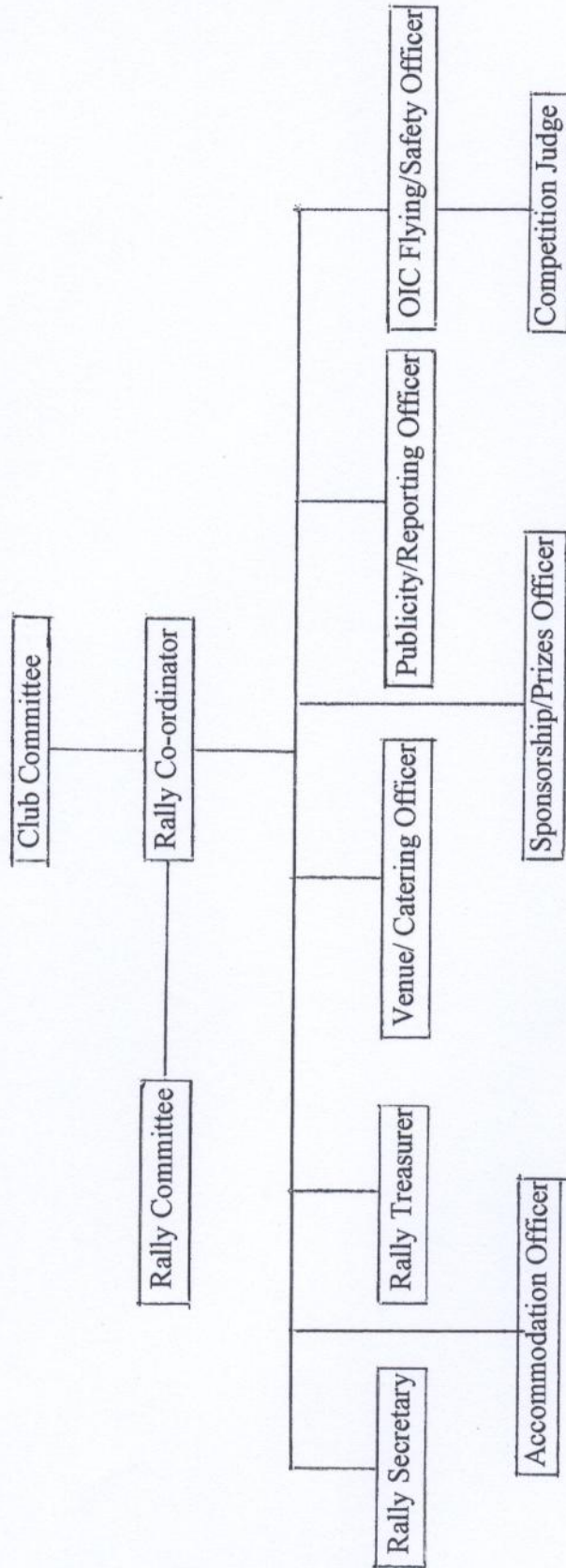
Reports on the Rally, with photos, should be given to RAANZ and any other appropriate people for publication.

Also arrange appropriate thank you letters to all who contributed.

You may also consider rewarding some of your helpers with a flight experience.

Finally the team could have a social 'get together' and this would be an opportunity to give each other the deserved 'pat on the back' for all the individual and collective efforts.

RAANZ RALLY 2008 ORGANISATION CHART



RAANZ RALLY 2008 DUTIES OF OFFICERS

Co-ordinator – Appoint and chair the Rally Committee and be responsible for all activities associated with the organising and managing of the Rally.

Rally Committee – Conducts all affairs of the Rally in association with all officers.

Rally Secretary – Conduct all Rally correspondence and keep accurate minutes of all meetings.

Rally treasurer – Collect, receipt and bank all Rally monies, pay all Rally debts and keep accurate accounts of all receipts and payments and produce financial reports.

OIC Flying/Safety Officer – Responsible for all Rally flying activities and the safety of all Rally operations and arranging and controlling competitions.

Venue/Catering Officer – Responsible for arranging and controlling the venue and all Rally catering.

Accommodation Officer – Responsible for arranging and controlling all accommodation and associated transport, both on and off the field.

Publicity/Reporting Officer – Responsible for arranging and controlling all Rally publicity and reporting.

Sponsorship/Prizes Officer – Responsible for arranging and controlling sponsorship and prizes and keeping accurate record of prize recipients.

Competition Judge – Responsible for arranging and controlling the judging of all Rally competitions and keeping accurate records of competition results.

Situation Report Number 5, December 1 2007

Actions: A;

- Gave members sitrep at November monthly meeting.
- **Has updated Organisation Chart and Planning timetable**
- **Has written position descriptions for organisation chart (Duties Of Officers).**
- **Sought support/funding from RAANZ, which was unsuccessful.**
- **Checked with RAANZ re participation of SAC members in Rally. They can compete but only RAANZ members eligible for competition awards.**
- To continue updates with RAANZ, Admin Officer (for Website/Magazine).
- To co-ordinate with Z, re computer, air card, printer on site for event.
- **To seek cost/availability of miniature awards for presentation.**
- **To seek further sponsorship/s.**
- **To arrange next committee meeting for early January 2009.**

Actions: B;

- To liase with other operators using YP (Topdressers, Gliding Club, Pvt. owners).
- To consider local activities for non participants.
- To seek/arrange local sponsorship for event (fuel, prizes, giveaways, etc.), **has contacted BP and they are giving \$500 of avgas and to ask them about using their company banner (if they have one) and to co-ordinate with F.**
- Has advised local St. John and Fire Brigade and to co-ordinate with them (emergency cover for event).

Actions: C;

- To email committee minutes to members.
- To produce separate accounting for the Rally within the club accounts.
- **Has prepared Rally Budget.**
- **To seek donation of foodstuffs from local supermarket.**
- **To write to SAC inviting their members.**
- **To enquire cost/availability of 'Bouncy Castle'.**

Actions: D;

- **To prepare article advertising Rally and arrange publication in other microlight club newsletters around the country together with E.**
- E to publicise Rally in HB&EC Aero Club newsletter and put on theirs and his websites.
- **Has distributed poster of event to other RAANZ clubs via instructors.**
- To put information in 'Taledrager' as it comes to hand. To co-ordinate with E.

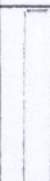




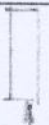
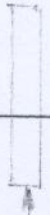
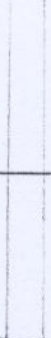

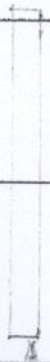



Actions: F;

- To consider local support/sponsorship for prizes in conjunction with B.
- To assist B with field support.

All to consider how to deal with BP fuel donation (must be via one account holder)

Note: New/updated actions shown in bold.

RAANZ NATIONAL RALLY 2008 PLANNING TIMETABLE

	September	October	November	December	January	February
1 Establish Date and Planning Timetable						
2 Confirm Venue						
3 Form the Planning Team						
4 Plan Activities						
5 Get CAA Permission						
6 Organise Catering and Accommodation						
7 Confirm Sponsorship, Prizes, Giveaways						
8 Arrange Publicity and Advertising						
9 Establish Budget						
10 Finalise Activities/Responsibilities						
11 Setup Venue						
12 Hold Event						
13 Clean Up						

RAANZ RALLY 2008 TO DO LIST

A/ Decide Date: 7 – 9 March 2008

B/ Appoint Co-Ordinator/Organiser (chooses team and is responsible to club committee)

C/ To Organise:

- 1) Venue – YP
- 2) Advertising – National, Local
- 3) Accommodation – Camping, Motels
- 4) Sponsorship – Prizes, Giveaways
- 5) Transport – To/From accommodation
- 6) Catering – B/Fasts, Lunches, BBQ's, Dinner
- 7) Activities –(i) Aircraft Parking / Security / Fuel
(ii) Flying Competitions
(iii) Dinner – Presentations, Speaker
(iv) Public – Control, Security, Communication
(v) Publicity/Reporting

D/ Programme: (suggested)

Friday – Set up, Arrivals, Registration, BBQ Tea

Saturday – Flying Competitions (note 3), Dinner/Presentations/Guest Speaker

Sunday – Local Flying, Departures

Team: (to date)

Co-Ordinator/Organiser, A.
O/C Flying / Safety Officer, B
Venue/Catering, C
Publicity/Reporting, D and E
Sponsorship/Field Assistant F
Competition Judges, G and H

- Notes: 1. This list is initial (detailed list/s, responsibilities, etc, to be developed)
2. Committee members shown in bold and president, as ex officio, is included.
3. Bombing, Landing, Navigation, Best Maintained/Presented Aircraft.

August 2007

ACTION – AIRSPACE & LOCAL OPERATORS FOR RAANZ RALLY 08

B,

Airspace notification for RAANZ National Rally 08 March 8 & 9 at YP.

Need: To advise CAA (Y) wording/content for NOTAM.

Suggestions;

Time: To cover Friday 7 (early arrivals) through to Monday 10 (late departures)

General: Expect approximately 50 microlight aircraft with bombing, landing, navigation competitions based on YP.

Contact:

Y, Phone ----- Mobile -----, Email ----- Y will arrange NOTAM publication.

Liasion with local operators at YP.

Need: To ensure local operators at YP are aware of Rally details that may effect their operations (ie field farming, gliding club, ag operators, private owners).



NATIONAL FLY-IN

2008 Waipukurau March 7-9



HOSTED BY THE HAWKES BAY MICROLIGHT CLUB Inc

EARLYBIRD REGISTRATION FORM (one per aircraft)

Forward to Secretary HBMC ----- Before Feb 1 2008

Enter number of persons and tick appropriate box

Registration	\$10	()	<input type="checkbox"/>
Friday BBQ Tea	\$10	()	<input type="checkbox"/>
Saturday Breakfast	\$5	()	<input type="checkbox"/>
Saturday Lunch	\$10	()	<input type="checkbox"/>
Saturday Presentation Dinner	\$30	()	<input type="checkbox"/>
Sunday Breakfast	\$5	()	<input type="checkbox"/>
Camping per person per night	\$10	()	<input type="checkbox"/>

Total amount enclosed \$

Number of people attending -----

Name/s -----

Address -----

Contact phone number -----

Aircraft type and Registration -----

Notes: 1/ All prices are per person (Late Registrations \$15)

2/ Numbers for Presentation Dinner limited (confirmation by 29 February)

3/ Registration includes handout package and all day tea/coffee biscuits

4/ Breakfasts are fruit juice, fruit and cereal, toast, tea/coffee



NATIONAL FLY-IN

2008 Waipukurau March 7-9



INFORMATION

- Hosted by the Hawkes Bay Microlight Club with support from Central HB Aero Club, Aviation News, CAA, Airways Corp
- Waipukurau airfield is uncontrolled and the local area is well clear of controlled airspace.
- The airfield is close to Waipukurau town, has very good clubhouse facilities, there will be a camping area and secure aircraft parking.
- There will be a shuttle service to/from motels in Waipukurau.
- There is a BP Avgas swipecard pump on the field and there will be a shuttle service available for Mogas.
- Catering will be on the airfield with breakfast, lunch, tea/dinner and all day tea/coffee available.
- The Presentation Dinner will have a catered three course meal and the guest speaker is Arthur Gatland, an Air NZ pilot.
- Numbers for the Presentation Dinner are limited and it will be necessary to confirm bookings by 29 February 2008.
- There will be trophies and prizes for competitions, best presented/maintained aircraft, longest distance flown, etc.
- Representatives from CAA will be there to give out information and the latest updates.
- There will be activities for non participants, visits to local gardens etc.



NATIONAL FLY-IN

2008 Waipukurau March 7-9



PROGRAMME

FRIDAY 7th

- Arrivals, Registration, BBQ Tea

SATURDAY 8th

- Breakfast, Pilots Briefing, Competitions (Bombing, Landing, Navigation), Lunch, Comps. Continued
- Presentation Dinner with guest speaker

SUNDAY 9th

- Breakfast, CAA Seminar, Local Flying, Departures

NOTES

- Dinner numbers limited & need to be confirmed by 29 February 2008
- Camping on Airfield \$10 per person per night (pay when registering)
- Motels; -----Lodge (adjacent to airfield and mention RAANZ Fly-in when booking) 06----- or 0800-----, ----- Motel 06 ----- or 0508-----, ----- Motor Lodge 06----- or 0800-----, (individuals responsibility to book and pay)
- Activities for non participants on Saturday
- Enquiries to A, Phone/FAX 06-----

RAANZ RALLY 2008 BUDGET

INCOME	EXPENDITURE
Registrations	Payment For Venue \$100
BBQ Tea \$400	BBQ to CHBA Club \$400
Sat Breakfast \$300	Portaloos Hire \$240
Sat Lunch \$600	Food/Drink \$800
Sat Dinner \$1800	Caterers \$1800
Sun Breakfast \$300	Miscellaneous \$150
Camping Fees \$300	Fees to CHBA Club \$300
TOTALS \$4,200	\$3,790

Rules Bombing and Landing Competitions

Bombing:

The competitor must attend the briefing.

3 Bombs are to be dropped (circuit as per briefing) into wind from a height above 250 feet.

The competitor will drop the bombs.

The approach to and over the target is to be made straight and level at a steady airspeed.

After dropping each bomb the aircraft is to be climbed ahead to a height of at least 500 feet before commencing a turn.

A radio call is given at the start of each bombing run.

The ground judge will indicate to the competitor the point of impact of the first and second bombs either with a red cone or by radio contact.

The points for this competition will be the total of the 3 bombs distance from center of target.

Poor airmanship will result in disqualification.

Landing:

The competitor must attend the briefing.

Aircrafts are to do a standard circuit (as per briefing).

A radio call is given when turning final.

Aircraft must be in full stalled landing condition.

3 Points for tail wheel aircraft.

Mains first for tricycle aircraft.

Distance is from when the aircraft is firmly on the ground.

Aircraft to do 2 landings – best one will go forward.

Closest landing to mark will be the winner.

Poor airmanship will result in disqualification.

[illegible][illegible]

[illegible]

Name _____

Aircraft
Reg.

Aircraft Type

[illegible][illegible]

Microlight Aircraft Judging Sheet		
Name		
Aircraft Type		
Aircraft Registration		
Marking schedule 1-10 1 is low and 10 is high		
<i>Maintenance:</i>		
General appearance		
Condition of paint or sail		
Condition of airframe		
Cockpit...tidy, no loose objects		
Controls...surfaces, rods, cables, hinges		
Propeller/Spinner.... cracks or chips		
Engine cowl and latches		
Markings.... registration and external letters		
Valid "flight permit"		
Total		
<i>Aircraft Workmanship</i>		
Stand back impression		
Paint scheme - complexity		
Paint masking - straight lines		
Paint finish		
Instrument panel – layout detail		
Cockpit marking and placards		
Canopy – clear, no scratches - latches		
Condition of upholstery		
Wings		
Fuselage		
Tail		
Undercarriage		
Engine installation		
Total		
Grand Total		

Judges comments:

[illegible]

Name _____

Aircraft
Reg.

Aircraft Type

[illegible][illegible]

RAANZ TROPHIES, WAIPUKURAU MARCH 2008

Bay Of Plenty Flight Centre: Best Maintained Aircraft – Reserve Champion,

Tecnam: Best Maintained Aircraft – Supreme Champion,

East Canterbury Aviation: Best Presented Aircraft – Supreme Champion,

Kevin Ryan Memorial: For Excellence in Microlight Aviation,

(RAANZ Trophies are awarded annually and held by recipients for 1 year, then when the Trophies are returned RAANZ sends the recipients a miniature engraved cup to keep)

WORK SCHEDULE RAANZ RALLY 2008

Registrations;	C (V, W, X)
Flying/Competitions;	
OIC Flying/Safety/Briefing:	B (F to assist)
Judging: G (H, D, T, U)	
Barrier Erection;	B (S, G, H,)
Aircraft Parking/Ground Control;	
ATV's/Follow Me Drivers: U (R, F)	
Ground Marshalls (not airside):	E (ATC Cadets)
Public/Parking/Control;	E (ATC Cadets)
Shuttle, Airfield/Town;	Q
PA System/Announcements;	A
Fuel Tanker Attendant;	P (O (Sat only))
Catering; C (V, W, X, N)	
Public Catering;	L (M)
Rubbish/Toilets Monitoring;	K
CAA Seminar;	A (Z, CAA)
Prize Presentations;	President (Guest Speaker)
Photography;	E

Issue 2, 3 March 2008

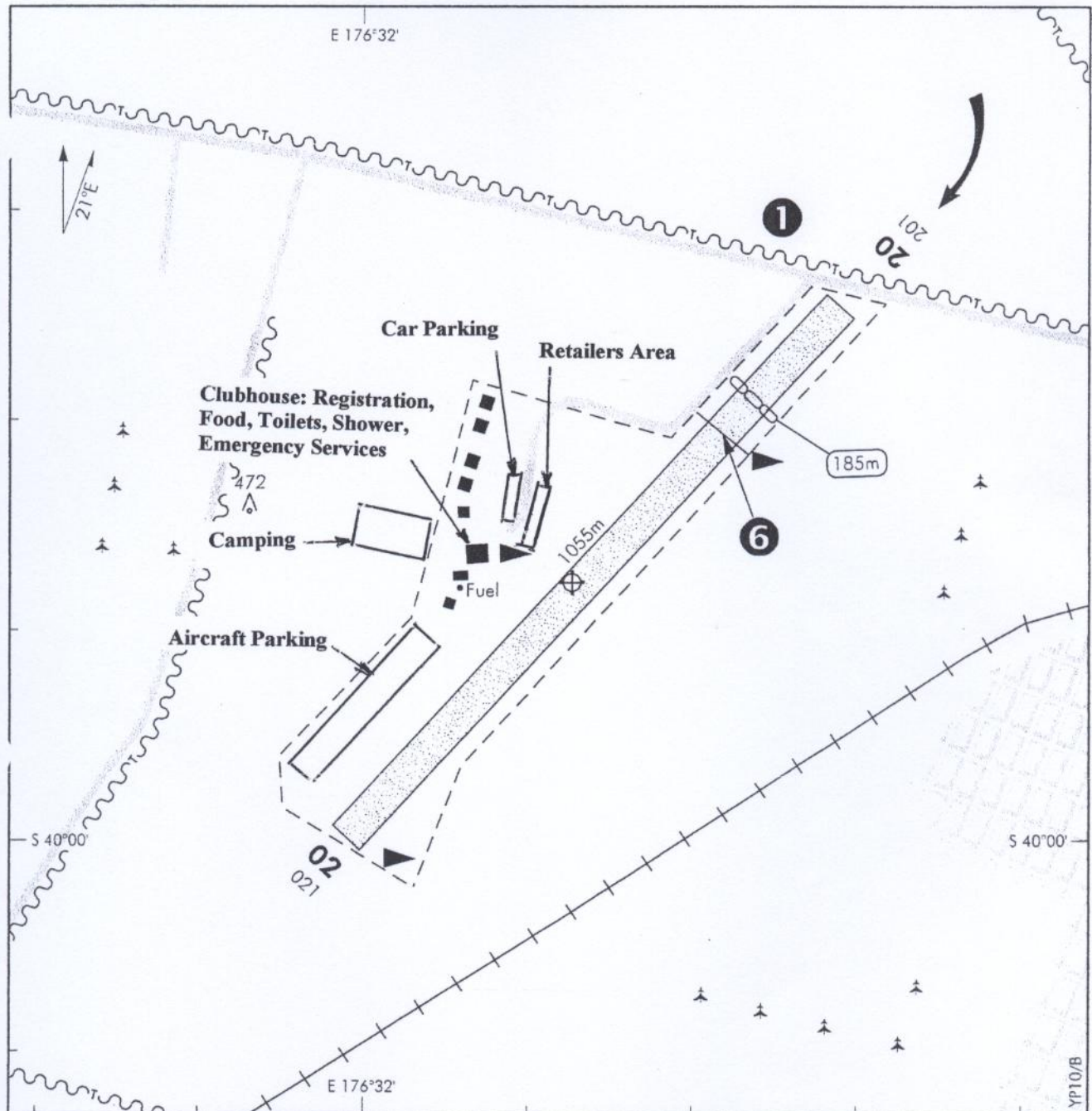
ELEV 430

NZYP

NON-CERTIFICATED

**WAIPUKURAU
AERODROME**

UNATTENDED: 119.1



- ❶ Power line crosses approach to RWY 20. Power line marker erected on centreline 1 m higher than wires.
2. Circuit: RWY 02 — Left hand
RWY 20 — Right hand
3. South end of RWY very soft when wet in winter.
4. Sheep grazing. Twelve hours prior notice required for removal. Contact the Aero Club.
5. Intensive gliding operations may take place particularly during weekends and public holidays.
- ❷ Erection of a temporary fence across RWY 02/20, mainly at weekends, will result in the northern portion of the RWY being unavailable. Operational length available is reduced to 770m. Full length can be made available by prior notice, contact the Aero Club.

S 39 59 48 E 176 32 13*

Effective: 4 SEP 03

© Civil Aviation Authority

**WAIPUKURAU
AERODROME**