



MKMAA

Handbook

2006

Version C

(Valid until advised by the committee otherwise)

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M.K.M.A.A Constitution

1 RULES OF THE ASSOCIATION - CONSTITUTION

1.1 Name

The Association shall be known as the Milton Keynes Model Aircraft Association, hereinafter referred to as the M.K.M.A.A, or the Association.

1.2 Objective

The objectives of the M.K.M.A.A. shall be to encourage all aspects of radio controlled model aircraft by holding regular meetings, by social activity, by promoting competitions and awarding prizes and by all other means for the time being considered appropriate by the Executive Committee.

1.3 Membership

Membership of the M.K.M.A.A. shall be open to any person of any age with an interest in any aspect of radio controlled model aircraft, subject to any restrictions in effect through the Special Rules. The committee shall have the right to accept, reject or expel members. All members shall have the right to attend, take part in and vote at all general meetings of the M.K.M.A.A., to make nominations or be nominated for election to the committee, and draw up motions to change any aspect of the M.K.M.A.A. organisation for consideration at Annual or extraordinary General Meetings. It is a condition of participation in any radio controlled model aircraft activity organised by the M.K.M.A.A. that participants maintain a valid third-party insurance policy covering accidents arising from the flying of model aircraft and gliders, to a minimum of £5,000,000. Club members shall be covered by the insurance scheme of the B.M.F.A. (see **18. Relationship to B.M.F.A.**).

1.4 Register of Members

The current register of the M.K.M.A.A. membership shall remain in the custody of the Secretary of the M.K.M.A.A.

1.5 Fellows

The M.K.M.A.A. may elect Fellows, who shall be distinguished members of the M.K.M.A.A. and be entitled to receive the full benefits of membership free for life. There shall be no limit to the number of Fellows.

1.6 Executive Committee

The Executive Committee shall consist of the following Honorary members. :-

Chairman,
Secretary,
Treasurer,
Safety Officer,
Events Co-ordinator,
Fixed Wing Representative,
Helicopter Representative,

Three members of the committee shall form a quorum. The Chairman shall hold a casting vote in case of equality of votes. In the absence of the Chairman at any meeting, a Vice-Chairman shall be elected by those present to conduct the meeting and who shall hold the full powers of the Chairman for the duration of that meeting. The Executive Committee shall be responsible for the organisation and administration of the M.K.M.A.A.



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All members of the Executive Committee shall hold office for one year and then be eligible for re-election. The Secretary shall maintain a record of all proceedings of the M.K.M.A.A.

The Treasurer shall be responsible for the finances of the M.K.M.A.A. and shall present an audited statement of the funds to each Annual General Meeting. A statement of funds shall be considered audited provided it is signed by two independent members of the Association, appointed as auditors at the preceding Annual General Meeting.

An account shall be opened in the name of the M.K.M.A.A. at an established bank or building society. All cheques shall be signed by the Treasurer together with another member of the committee authorised to sign.

1.7 Election of the Committee

The officers and members of the committee shall be elected at the Annual General Meeting of the M.K.M.A.A. Any two members of the M.K.M.A.A. may nominate an eligible member for election. Nominations must be in writing and must be received by the Honorary Secretary not less than forty-five days prior to the date fixed for the Annual General Meeting. They must be accompanied by a declaration that the nominee is willing to stand for nomination.

Voting upon the nominations shall be by show of hands at the Annual General Meeting. Voting by proxy shall not be permitted. Scrutineers shall be appointed. In the event of insufficient nominations being received, the Committee shall have the power to elect any eligible member. The Committee shall have the power to co-opt any eligible member to fill a casual vacancy, but only for the unexpired term of the member in whose place he/she is elected.

1.8 Annual General Meeting

The Annual General Meeting of the M.K.M.A.A. shall be held during November of each year and at such time and place as may be decided by the Committee.

Notice of the Annual General Meeting of the M.K.M.A.A. shall be sent to Members not less than twenty one days before the date fixed for the meeting.

The business to be transacted at the Annual General Meeting shall be:

- a. Minutes of the Previous Annual General Meeting.
- b. Matters arising.
- c. To receive a written Annual Report from each member of the Executive Committee.
- d. To review an audited statement of the funds of the M.K.M.A.A.
- e. To hold elections.
- f. To set the annual subscription for the ensuing year.
- g. To appoint two independent members of the Association as auditors for the ensuing year.
- h. To vote on motions listed on the Agenda and any late safety motions.
 - i) With the exception of any late safety motions, a motion will not be proposed at an Annual General Meeting unless it has been circulated amongst the membership with the Agenda for that meeting.
 - ii) Motions must be in writing and must be received by the Honorary Secretary no later than 60 days prior to the date fixed for the A.G.M.
 - iii) Motions must be accompanied by the membership numbers, signatures, and names of the proposers and seconders. Motions must be clearly worded and begin with the word "that"
 - iv) Motions directly affecting the M.K.M.A.A. Constitution or Standard Rules require two (2) seconders
 - v) With the exception of safety motions, only the proposer or his proxy, has the opportunity to amend a motion at the end of the AGM discussion. The Chairman has the power to rule out an amendment if it is felt that the amendment substantially changes the original motion.



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- vi) In the event of a Committee Motion, the Chairman may amend a motion but any amendment will be subject to a vote from the whole meeting. Any amendment by the Committee should not substantially change the spirit of the original motion.

1.9 Extraordinary General Meeting.

By resolution of the Committee, or upon request in writing signed by no fewer than ten members or 20% of the current membership of the M.K.M.A.A., whichever is the fewer, the Secretary shall convene an Extraordinary General Meeting. Such meeting shall be held within one calendar month of the passing of such resolution or receipt of such request. The notice shall state the business for which the meeting has been called, and only that business shall be discussed.

Amendments proposed to motions during the course of a meeting must be seconded if they are to be put to the vote.

1.10 Quorum

No business shall be transacted at any general meeting of the M.K.M.A.A. unless there be present no fewer than ten members, or 20% of the current membership, whichever is the lesser who are entitled to vote.

In the absence of a quorum:

- a) The Annual General Meeting shall stand adjourned for seven days to a place and time appointed by the Chairman when business shall proceed without further notice, with or without a quorum, and
- b) an Extraordinary General Meeting shall be dissolved.

1.11 Late Safety Motions

Affecting any of the Association's rules may be proposed without prior notice by the following procedure:

- a) The motion must be seconded.
- b) A vote must then be taken as to whether the proposal is a bona-fide safety motion. It will be accepted for consideration only if the votes agreeing exceed two times the votes disagreeing.
- c) At all general meetings, the final version of a late safety motion will become a resolution only if the votes in favour exceed two times the votes against.

1.12 Voting

Only such members of the M.K.M.A.A. as are present at a meeting shall be entitled to vote. At all meetings a simple majority will be sufficient to carry a motion, except as in 1.11.

1.13 Subscriptions

There shall be two levels of membership,

Senior

Junior (under the age of 16 on January 1st)

The amount of the annual subscription shall be fixed from time to time by resolution passed at the Annual General Meeting or Extraordinary General Meeting. Subscriptions shall be due during January. This is subject to rules in effect regarding subscriptions and membership in the Special Rules.



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1.14 Membership Card

Each member of the M.K.M.A.A. shall be issued with an annual membership card. Membership cards shall constitute evidence of current membership of the M.K.M.A.A.

1.15 Newsletter

The M.K.M.A.A. Newsletter hereafter know as 'Eye in the Sky ' shall be sent to every member of the M.K.M.A.A. providing that he/she has no objection to the retention of his/her name and address on the computerised mailing master list. The newsletter shall be sent as a PDF file by email where possible.

1.16 Rules of the Association

All members of the M.K.M.A.A. shall abide by the rules of the Association. The latest copy of the rules shall be sent to every member of the M.K.M.A.A. at time of joining the Association, or at time of renewal of membership.

The committee shall have the right to suspend or expel members of the Association whom by their actions contrary to the rules of the Association, in the opinion of the committee, threaten the interests of the Association.

The rules of the Association shall be amended by submission and carrying of motions at an Annual General Meeting. The Special Rules shall be subject to amendment and ratification by submission and carrying of motions at each Annual General Meeting. Any Special Rules not ratified at the AGM shall be removed from the rules of the Association.

The committee shall have the right to amend the rules of the Association immediately, and at any time where, in the opinion of the committee, a change is necessary in order to protect the interests of the Association. Any such changes must be ratified within 45 days of the change coming into affect by the proposal and carrying of appropriate motions at an EGM or AGM. Changes not so ratified shall be removed and the rules restored to their former state prior to the changes.

1.17 Dissolution of the M.K.M.A.A.

In the event of the M.K.M.A.A. ceasing to exist, any monies remaining shall be donated to any such organisation involved in model aircraft activities as shall be nominated by the Executive Committee.

In the event of the M.K.M.A.A. being dissolved with liabilities exceeding the net assets of the M.K.M.A.A., all then existing members shall be liable to the extent of one year's subscription (at the then applicable rate) beyond the year in which the M.K.M.A.A. dissolves or, in the case of a member who has formally resigned or been expelled in the last year ,to one year after his/her resignation/expulsion or, in the case of a member claiming informal resignation, to five years after the alleged date of such informal resignation

1.18 Relationship to the B.M.F.A. (S.M.A.E.).

The M.K.M.A.A. being an affiliated club to the B.M.F.A , recognises the B.M.F.A. (British Model Flying Association) as the body most able to represent aeromodelling in general throughout Great Britain.

All members of the M.K.M.A.A. shall be members of the B.M.F.A., whether or not such membership is acquired through the Association, with the exception of the Executive Committee, who shall acquire personal B.M.F.A. membership through the Association in order to maintain club affiliation.



M.K.M.A.A Standard Rules

2 RULES OF THE ASSOCIATION - Standard Rules

2.1 General

The club is affiliated to the BMFA and therefore all BMFA rules shall apply. It also tries to operate with a minimum of additional rules and relies on the common sense of its members. However the following rules are additional to general BMFA guidelines and are a result of the unique nature of our facilities.

2.2 Access to the Flying Field

Access to the flying field is through a padlocked farm gate. There are either two interlinked padlocks and chain or two chains joined by two padlocks.

One lock is a combination padlock. The combination is provided to MKMAA members only. The other lock is the farmer's lock and requires a key.

No member shall divulge the combination of the padlock to non-association members.

Members shall make sure that the padlocks and chain(s) are such that the chain(s) go to each padlock and the padlocks and chain(s) linked so that either padlock enables the gate to be opened.

2.2.1 Moulsoe Field

There is sufficient room between the main road and the gate to park a car whilst the gate is opened and closed. Members should not park on the road unless absolutely necessary.

The gate to the Moulsoe field must never be left open (requirement of the landowner). Members must always close and lock the gate after ingress or egress to the field, making sure the combination lock is randomised.

2.2.2 Other

The Committee reserve the right to alter the access requirements to the field at their discretion. This may include the use of a security padlock in place of the current combination locks, in which case members will be required to pay a deposit for a key, to be set at an appropriate rate as determined by The Committee.

2.3 Use of the Flying Field

In general, only members are allowed to fly at the fields. Where prospective members wish to try out the fields, they are allowed to do so, providing a member is present and they have requested permission. They must show evidence of insurance first.

Repeated use of the fields by non-members is not permitted. It is the responsibility of all members to challenge flyers who are not recognised and request proof of membership. Flyers unable to show proof of membership shall be informed of these rules and be requested to comply. Members should not use threatening behaviour nor damage property in an attempt to force an offending party to follow any such requests. Members shall report to the Safety Officer details of any incident arising from the application of this rule within 3 days of occurrence

2.4 Membership Cards

Members are required to carry and wear their club membership card in a visible location about their person when using the club flying site. Any member who is not displaying their MKMAA membership card may not fly until they do so. It is the responsibility of all members to challenge any member who is not displaying their membership card. Members should report any incident where this rule is ignored to the Committee.



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2.5 Car Parking

2.5.1 Moulsoe Field

Cars may be parked close the flying strip along the tree line away from the flight line, or beside the track leading to the field, provided access is not blocked. It is recommended that cars do not drive on the field after prolonged wet weather as the field becomes quite soft and there is a risk you may get stuck.

2.6 Flying Site Layout

Each must be ruled by the safety Marshall in charge at the time. The site frequency board must be used at all times. This will be left in a prominent position.

2.6.1 Moulsoe Field

The diagram below shows the layout of the Moulsoe strip and the flying areas.

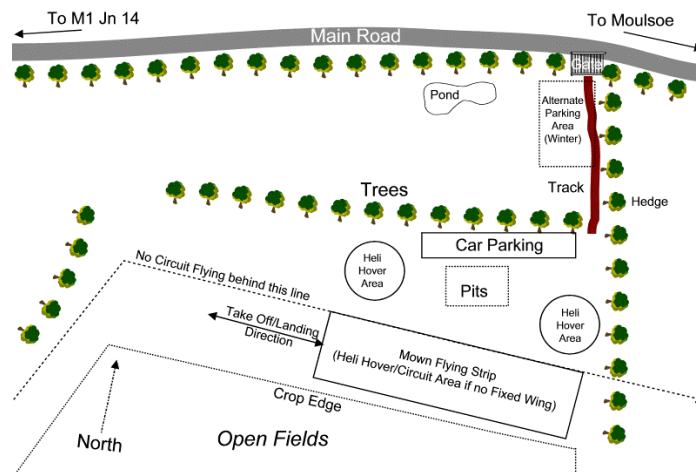


Diagram 1. Moulsoe Field Layout

2.7 Use of Pegboard

When at the club flying sites members shall put their named peg on the appropriate frequency marker on the site pegboard before they switch on their transmitter, and remove it when they have finished a flight and switched their transmitter off. Under no circumstances shall a transmitter be switched on without a peg first being placed correctly on the pegboard.

Pegs should not be left on the pegboard between flights. This would allow members sharing a frequency to take turns. The sharing of pegs is not allowed. Only the owner of the peg on the pegboard at the time is allowed to switch on and fly. This is to avoid any misunderstanding of who has the frequency at a given time.

Pegs shall only be placed on, and removed from the pegboard by the club member owning the peg **only**. It is the full responsibility of the member to make sure their peg is placed and removed correctly from the pegboard. This is to avoid any confusion and possible incident caused by willing but unqualified persons assisting.

Members may fly on adjacent frequencies. This is at 10kHz spacing at 35MHz (all even and odd frequency channels 55 to 90. Members shall check with all fliers on an adjacent frequency **BEFORE**



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flying that there is no interference. If there is some uncertainty, do not fly. No members shall fly on 27Mhz due to possible interference from CB or other radio.

2.8 Safety Marshal & Safety

A safety marshal shall always be appointed when there are more than 3 Persons (members and guests) at the flying field. This will be a committee member if present, otherwise a member shall be selected by mutual consent of those present. When there are 3 or less persons all those members present shall be considered independent safety marshals.

The safety marshal shall ensure he is satisfied that:

- a) Any model being flown is air-worthy.
- b) Members present are following the rules of the club.
- c) That the site is operating in safe and reasonable manner.

If, in the opinion of the safety marshal, any member or guest present is not complying with a) or b) above he shall inform the offending party of their non-compliance. In the case of an aircraft being deemed as not air-worthy the owning party shall be requested not to fly it until such items as make it unworthy are rectified. In the case of any other incidents the offending party shall be requested to act within the rules. Should the offending party continue to ignore the requests of the safety marshal, the safety marshal shall report the incident to the club safety officer for consideration of the committee.

The safety marshal shall not use threatening behaviour nor damage property in an attempt to force an offending party to follow their request.

Regardless of the appointment of a safety marshal, all members have responsibility for safety and are expected to report to the club safety officer any actions by members or guests that in their opinion jeopardises the safety of other members, the public, property, or livestock.

2.9 Take Off

Always check that no-one is in a landing approach before moving to the take off area. Wait behind anyone already preparing for take off. Check that there are no aircraft or people in front of your take off run before commencing take-off. If you have a problem during the take-off run, shut down the throttle and abort.

2.10 Landing

Always ensure the strip is clear and that no-one is already in the circuit. Announce that you are landing to the other fliers by CLEARLY shouting LANDING. Do a proper circuit and approach, no clever manoeuvres in what is a critical phase of the flight. If you are going to land short or long check that the area is clear of people and models and continue to land. Beware of the hedges. If possible, it is ALWAYS preferable to overshoot and have another attempt. Retrieve your model quickly and walk back to the pits away from the strip so as to leave it clear for some-one else. If you decide to taxi the model, DO NOT TAXI TOWARDS THE PITS.

2.11 General Flying

Do not fly near Moulsoe village, or beyond the edge of the fields towards the motorway. There is to be no flying behind the lines shown in diagram 1 (except hovering).

There is to be ABSOLUTELY no flying over or behind the pits. This is also a BMFA rule! Aerobatics should be performed well away from the pits and NOT TOWARDS them.



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Learners should be accompanied by members registered with the B.M.F.A. as club instructors, or members holding a B.M.F.A. 'B' certificate where possible. If this is not possible please look out for the safety of others, and do not fly if you are not confident you have sufficient control of your model.

All members are asked to assist as far as they are able any member or guest who is seen to be struggling or asks for assistance.

(Note: Sometimes aircraft do not end up in the sky where their pilots intend, especially learners. Pilots may occasionally inadvertently or unknowingly place their model in an unsafe position. If you see a model being flown in an unsafe manner do please find out why this has happened and offer advice/assistance should it be required. Members should report to the Committee any incidents where a flyer is observed deliberately or consistently flying in an unsafe manner).

2.12 Noise

Members should ensure that their models are as quiet as possible. Observe the BMFA recommendations for noise. Please remember that it should be always possible to have a quiet model if you select the correct prop/silencer combination. Members are asked to keep in mind the proximity of neighbours.

2.13 Low Flying Full Size Aircraft

Please remember that full size aircraft ALWAYS HAVE PRIORITY over models; no matter what! If there is any possibility of a collision then you must take avoiding action immediately! You should either land immediately or fly low (below 200 feet) and well away from the full size aircraft, keeping a large visual separation between the model and full size aircraft.

It is recommended you limit the height to 400 feet if you are on your own.

The safety marshal and members who are not flying should always keep a lookout and notify those who are flying of the presence of any full size aircraft.

2.14 Young Children and Pets

The club welcomes and encourages the presence of young children in the field, but for their own safety parents, relatives, or accompanying adults MUST KEEP THEM UNDER CONTROL AND CLOSE SUPERVISION AT ALL TIMES, and must ensure they are aware of the hazards associated with model aircraft. The playing of games in the flying fields is not allowed. Young children are not allowed within 10 metres of the flying strips.

Pets should not be brought to the flying fields at any time, unless they are guide dogs for the blind or hearing dogs for the deaf, in which case they must be kept on a short lead. If you have brought an animal with you it must either remain in the car (with suitable ventilation, water, etc) or be taken home.

If members of the public enter the flying field it is the responsibility of all members present to make sure they are made aware of these restrictions and be asked to comply. If a member of the public has a pet with them then they should be requested to keep that pet close and on a short lead away from the pits and flying strip whilst in the flying field. As members of the public may well not be aware of the restrictions when they first turn up at the field then this allows an initial concession whilst maintaining acceptable levels of safety.

If for any reason a pet is wandering free or young child is not under suitable supervision/control members are requested not to fly and stop all engines until that pet is restrained or child under suitable supervision/control. It is for the Safety Officer(s) present to decide what constitutes suitable restraint or suitable supervision/control. See rule 2.8.



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2.15 Mowing and Flying

When one of our members is mowing the strip, flying is not allowed.

2.16 Complaints Procedure

In all cases where a complaint is received by the Committee, either from a club member, or member or the public, the Committee will apply the procedure detailed below. The principle of innocent until proven guilty must be applied during the investigation and therefore anonymity and discretion will be exercised at all times. This procedure should be seen as a last recourse and it is hoped that the majority of incidents which could give rise to a complaint may be dealt with through informal communication between the Committee and the parties concerned.

- Any complaints should be made in confidence directly to a committee member only.
- At the time of the complaint being made, the exact details regarding the complaint should be given, in particular the day, time, names and details of the persons involved, as well as those of any witnesses.
- The anonymity of any defendant, complainant, and witnesses must be preserved throughout the process and not divulged by any parties outside those involved in the investigation and resolution of the complaint.
- To investigate any complaint received the Chairman will appoint two members of the Committee to carry out an investigation into the complaint.
- The investigators will report their findings to the Chairman.
- A full committee meeting will be held to determine what action should be taken, if any, in light of the investigation. The defendant and complainant will be given an opportunity to hear the findings and present their position to the Committee prior to a decision being taken. Note that if after investigation the Committee decide the complaint is deliberately false or malicious action will be taken against the complainant.
- The decision taken by the committee is final and not open to appeal. This is an association of members trying to get along with ordinary members acting on the Committee. The Committee are elected by the members to represent the best interests of the club in the best way they can.

Note:

- Intimidating action from any parties will not be tolerated. If the Committee decide that intimidation has taken place this will result in immediate expulsion from the Association.
- This process is intended to give the Association a standard documented mechanism for dealing fairly with all complaints received.
- This process does not replace any legal recourse a member may have or could take under the laws of the land.



M.K.M.A.A Special Rules

3 RULES OF THE ASSOCIATION - Special Rules for 2006

3.1 General

The Special Rules are temporary club rules subject to regular change. All rules in this section are subject to annual ratification at the Annual General Meeting. Rules not ratified at the AGM shall be removed from the rules of the Association.

3.2 Membership Restrictions

That club membership shall be limited to 70 members from January 1st 2006 on. Current existing members as of September 1st 2005 will be guaranteed membership provided they renew before Jan 1st 2007, even if the club exceeds 70 members for 2006.

Should membership numbers exceed 70, a waiting list will operate such that should a vacancy arise, then the first on the list will become eligible to join.

The first 70 renewals received on or after the date of the preceding AGM will be accepted provided they are prior to Jan 1st. All further renewals will go on the waiting list in the order the requests are received and will receive no special preference over new membership requests.

If an offer to join the club is made by the committee and not taken by the prospective member within 10 days of the offer being made, they shall forfeit their application. If the request is subsequently renewed that request shall go to the end of the waiting list.

3.3 Club Membership Fee

The year 2007 club membership fee for senior members shall be £53. The fee for Junior members shall be £31. These fees exclude the BMFA membership fees, and membership joining fee which may also be payable.

3.4 Club Joining Fee

Any new joiners, or any current members who do not renew membership by 31st January 2007 will be required to pay a club joining/re-joining fee of £15. This is to encourage existing members to stay as members and encourage early renewals.

3.5 Reduced Club Membership Fee

Anyone joining the MKMAA on or after the 1st September 2007 shall pay a reduced 2007 club membership fee of 50% of the normal club membership fee. The club joining fee shall remain unchanged.

3.6 Membership Fee Discount

Membership renewals taken out during the AGM for the next annual period shall be at the standard membership subscription rate less £5. This to be applicable to renewals taken out at the 2006 AGM for 2006, and thereafter.

3.7 Use of Flying Field

The Moulsoe field is for both Fixed Wing and Rotary Wing flying. Each has equal precedence. It is recognised that this mixed flying can sometimes create difficulties as they involve different styles and use of the strip. Members are expected to employ common-sense and where a problem arises to talk to



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each other and agree a way forward which will give all those present equal opportunity to fly. Please respect each others rights.

The Committee will review the flying field use regularly and reserves the right to alter these arrangements should it, in the opinion of The Committee, be necessary to do so.

3.8 Flying Times

3.8.1 Moulsoe

Flying hours are from 10:00 to 20:00 (or dusk, whichever is earlier) inclusive 7 days per week. The farmer reserves the right to restrict flying on certain days when shooting is taking place in the field. Notification will be given in advance. Flying may also be restricted by the Committee on certain days should Cranfield request a curtailment of flying for safety reasons during events such as the PFA rally.

3.9

3.9.1

Additional rules for 2006 as agreed at the AGM held on the 30th November 2005 at the Swan Hotel, Fenny Stratford, and re-iterated at the AGM held on the 4th December 2006.

“a guest of a member will be allowed to fly for a maximum of three times in any one calendar year. The member inviting the guest will inform a committee member prior to the day of flying whom they will be inviting. The member will at all times be in attendance of the guest and this should include on the flight line”.

3.9.2

“compliance with the children and vulnerable adult protection policies”

It is the agreed policy of MKMAA and all of its members that no child or vulnerable adult will be placed in such a position as they could be at risk. To this end it is agreed practice that no child or vulnerable adult is to be in the environs of, MKMAA members either at the flying site, a meeting or other situation such that could arise, without there a parent/guardian or carer being also present. The exception to this policy would be that the parent/guardian/carer had passed the responsibility of the child or vulnerable adult by agreement to an MKMAA member who has completed a CRB check and has provided proof of same to the committee.