



***CLUB RULES  
AND  
CONSTITUTION***

REVISED 2017

BMFA Affiliated Club  
Number 252

## **Torbay & District Radio Flying Club**

### **Club Constitution**

1 NAME, The Club shall be called "Torbay & District Radio Flying Club".

2 AIMS, The aims of the Club shall be;

- (a) To provide facilities for the sport of model aircraft flying,
- (b) To assist members to improve their standard of flying.
- (c) To require strict observance of all safety rules.
- (d) To encourage club social activities
- (e) To abide by and promote the national policies and rules of the governing body for the sport by affiliation to the British Model Flying Association, (Society of Model Aeronautical Engineers Ltd.)

3 MEMBERSHIPS, There shall be one class of membership viz. Ordinary.

- (a) Ordinary Membership is offered to all persons wishing to join the Club unless the Committee have reason to refuse membership. Ordinary members are entitled to participate in all the activities and facilities of the Club. They must be members of the BMFA. If BMFA membership is not obtained through the Club, members must be able to prove membership if so requested.
- (b) Ordinary members who are under 18 years of age are classed as juniors. Those under the age of 18 on the date of application or renewal may join/remain as juniors for the remainder of the Club year.
- (c) The total number of ordinary members who may be admitted to the Club for the following year shall be decided at the A.G.M. New ordinary members who are not existing BMFA members will be required to join the BMFA as a condition of membership of the Club.
- (d) Non-members may be invited by members to use the Club's flying field subject to the conditions in Annex D.

4 SUBSCRIPTIONS,

- (a) There will be an initial joining fee, the amount of which shall be determined by the Committee. Juniors shall be exempt from this fee.
- (b) 'All new members will be subject to a six-month probation period.
- (c) A new member must be proposed by an ordinary Club member. During the probation period, the proposing member will be held responsible for the conduct of the new member.

- (d) The amount of the annual subscription shall be proposed to the members by the Committee at the A.G.M., and agreed by the members present.
- (e) The annual subscription shall be payable by a date agreed by the Committee and shall cover membership for one calendar year.
- (f) Existing Club members who renew their membership after the agreed date will be deemed to have left the Club and will be subject to paying the joining fee on renewal.
- (g) New members will pay a reduced subscription depending on the month in which they join the Club. The Committee shall decide the amount of reduction for each month.
- (h) New Ordinary members who are not existing members of the BMFA will be required to pay the BMFA fee at the same time as the Club subscription. The membership Secretary will issue the certificate of insurance when received from the BMFA.

#### 5 OFFICEBEARERS

The Office Bearers shall be The Chairman, The Secretary, The Treasurer, and The Safety Officer. All Office Bearers shall retire annually, but shall be eligible for re-election,

#### 6 THE COMMITTEE

- (a) A Committee of five comprising of the Office Bearers plus one Non-Executive member shall manage the business of the Club.
- (b) The Committee shall be responsible for the maintenance of the Club "Flying Rules" and Codes of Practice, which shall be binding on all members. These rules and codes of practice shall be promulgated as annexes to this Constitution.
- (c) Quorum, a quorum of the Committee shall be four members of the Committee, but must include any two of the Chairman, Secretary, and Treasurer. In the absence of the Chairman the Secretary shall chair the meeting.
- (d) The Committee shall endeavour to meet at not less than two monthly intervals. Minutes of each meeting will be produced and circulated to all members.

## 7 SAFETY

The Safety Officer shall maintain an Accident Register. All members are required to report to the Safety Officer or other Committee member any serious accident or incident that occurs on the flying field. Serious accidents/incidents are those which cause personal injury or damage to property. This requirement is particularly important if a member of the public is involved.

## 8 NOISE

- (a) Any complaint regarding excessive noise reported to the Committee, will be investigated and appropriate action taken in accordance with BMFA guidelines.

## 9 ANNUAL GENERAL MEETING

- (a) An Annual General Meeting shall be held at a date to be agreed by the current Committee, for which at least 14 days notice shall be given. The Agenda for the meeting shall be circulated to the members beforehand. Members may propose, in writing, to the Secretary, items for the Agenda at least 7 days prior to the meeting.
- (b) The meeting shall consider the reports of the Chairman, Secretary, Treasurer, and Safety Officer. The Treasurer shall propose to the meeting the subscription rate for the coming year. After the meeting has approved the subscription rate, the new Office Bearers shall be elected.
- (c) Each Ordinary Member attending shall be entitled to one vote. Items shall be carried by a simple majority vote of those present except that amendments to this Constitution (excluding the annexes) shall require at least seventy-five percent of those present in favour.
- (d) Minutes of the A.G.M. shall be produced by the Committee, held by the Secretary and produced for ratification at the next A.G.M. The draft minutes shall be available for inspection by any Ordinary Member at any mutually convenient time.

## 10 EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting may be called at fourteen days notice to discuss any matter of import to the Club by:

- (a) The Committee
- (b) A request in writing to the Secretary, endorsed by at least ten Ordinary Members. Minutes of the meeting shall be produced by the Secretary and circulated to all members.

## 11 FINANCE

- (a) An auditor, not an Office Bearer may be appointed for the following year at the A.G.M. A financial statement duly signed by the auditor, if appointed, shall be submitted to the Membership at the A.G.M. The working accounts will be available for inspection by any Ordinary Member on written request to the Chairman.
- (b) Banking - The funds of the Club shall be lodged in a bank account approved by the Committee.

- (c) Withdrawal of Funds - Money may be drawn from the Club's account by a cheque carrying the signatures of two members approved by the Committee.
- (d) Assets - A register of the Club's assets showing their initial cost shall be held by the Treasurer and shall be available for inspection at the A.G.M. These assets shall be written off at a rate to be decided by the Committee and funds allocated for their replacement.

## 12 DISPOSAL OF ASSETS

In the event of the Club being wound up, the assets of the Club shall be offered for sale. Firstly, to Club members and if not sold, to another suitable organization decided by the Committee. All existing Club members shall share all monies remaining after this action on an equal basis.

- 13 ANNEXES Annex 'A' - Club Flying Rules. Annex 'B' - Discipline. Annex 'C' - Serious Breaches of Club Rules. Annex 'D'- Guest Flying. Annex 'E'-Field Rules, Annex 'F' - Child and Vulnerable Person Protection Policy.

Annex 'A' Club Flying Rules.

### **SAFETY is paramount at all times.**

- (a) ALL pilots flying on the Club Field must adhere to the BMFA guidelines.
- (b) The 'peg-on' system of frequency control will be used - only applicable to users of 35mh frequency.
- (c) Flying is not permitted when the grass is being cut.
- (d) IC powered models must never be flown outside the currently agreed operating hours or days. Model flying of any kind, including silent flight is not permitted to take place on Sundays from 1.00pm onwards.
- (e) All members must take care to ensure, whenever possible, that their models do not fly close to the public, in particular those on horses, or farm employees working in adjacent fields.
- (f) No more than four models to be in the air at any given time.
- (g) Pilots of fixed wing aircraft should position themselves in a group, close to the pits, so that any warnings that may be given by non-flying members can be heard by all.
- (h) Taxiing into and out of the pit area within fifteen feet of the pit area is forbidden. Helicopter rotors may not be engaged at any time in, or adjacent to, the pit area,
- (i) Helicopters may not be flown at the same time as fixed wing aircraft. Should both disciplines be on the field at the same time, members present must agree on the distribution of flying time.

- (j) If two models are on a collision course, both models must break to the right.
- (k) New members must not fly alone until they have obtained an 'A' certificate, any member not holding an 'A' certificate must be accompanied by a member holding an 'A' certificate or higher, when flying,
- (l) Over flying of the pit area or parked cars is not permitted at any height.
- (m) All pilots should avoid flying across the line of sight of novice pilots, when these are under instruction,
- (n) If full size aircraft approach the field, all models must immediately either be landed as soon as possible or flown at a low altitude (less than fifty feet). NOTE: All members present on the field have a duty to keep a look out for full size aircraft approaching the field and bring such aircraft to the attention of members flying their models.
- (o) Incidents involving "fly-away" models must be reported to a Committee member and the police as soon as possible.
- (p) When retrieving models from adjacent fields, members must use the field gates and cause as little damage to crops as possible.

#### Annex 'B' Discipline.

- (a) The Committee is authorised to expel in accordance with the following procedure, any member who consistently breaks the Club's rules or brings the Club into disrepute, or is found guilty of conduct considered to be serious enough to require immediate expulsion. Any member so expelled may not apply for re-admittance for a period of five years from the date of expulsion.
- (b) If a Committee member receives a complaint that a Club Member has been contravening the Club's constitution, Club rules, or has brought the Club into disrepute, the matter will be brought before the full Committee. If, after due consideration, which may include discussion with the person(s) laying the complaint and the member alleged to have committed the offence, the Committee find the complaint proven, the Secretary will be required to write to the member concerned, advising the member that the complaint has been noted and that any further contravention of Club rules within the period stated by the Committee, may result in the member being expelled from the Club.
- (c) Notwithstanding this procedure, some breaches are regarded as so serious that the Committee may consider immediate expulsion. A list of such breaches is in Annex 'C'.

#### Annex 'C' Serious Breaches

Breaking of the following Club rules may merit expulsion

from the Club on a first occurrence. Falsely claiming to be a member of the BMFA. Flying a model aircraft, the engine of which is the subject of a ban under the noise control rules. Flying a model aircraft when full size aircraft are in the vicinity of the Club's flying field if such flying results in a complaint, (contravention of CAP 658 article 55), unless he can verify that he had fully complied with the Club "Flying Rules".



#### Annex 'D' Guest Fliers

Club Members may invite friends to use the Club's field as guests providing:

- (a) The guest flier must be a member of the BMFA.
- (b) The guest flier must be over sixteen years of age on the date requested.
- (c) The host member must be present and accept full responsibility for the conduct of the guest flier throughout the time the guest flier is on the Club's flying field. Breaches of Club rules by the guest flier may reflect upon the host member.
- (d) Casual guests wishing to fly must hold an 'A' certificate as well as complying with Annex 'D' items (a), (b), and (c).

#### Annex 'E' Field Rules

- (a) Noise levels must be kept to a minimum at all times.
- (b) The flying site is to be kept clean. All litter, so as broken props, crash wreckage etc., is to be removed from the site.
- (c) The gate to the flying field should always be firmly closed behind you, whether entering or leaving the field, and the padlock locked.
- (d) The last people on the patch are to ensure the Electric Fence is properly erected, switched on, and working, before leaving.
- (e) All cars are to be parked adjacent to the caravan, no cars are to be parked adjacent to the patch.
- (f) No cars are to be driven up to the Flying Area (special dispensation for disabled persons and large models).
- (g) Members must ensure that all people who are not BMFA members are kept at a safe distance from the pits and flying areas at all times.
- (h) Children are to be kept under strict supervision at all times when on the flying site to avoid causing unnecessary hazards.
- (i) All members must ensure that all visitors to the site are aware of the importance of this rule.
- (j) Dogs must not be allowed to wander on the field, they should preferably be kept on a lead at all times, especially when sheep are in the field.
- (k) Activities at the T&DRFC field and facilities are purely for the pursuit of model flying. Any other activity must first be proposed to the Committee for permission before the proposed activity takes place. Activities that are carried out without approval may be considered as gross misconduct.

#### Annex 'F' T&DRFC Child Protection Policy

The following simple principles apply to promote the protection of children.

- (a) The child's welfare is the first consideration.

- (b) All children regardless of their age, gender, disability, race, religion or sexual identity have the right to be protected from abuse and to be treated with dignity.
- (c) All those working with children should have the knowledge and awareness to permit them to make informed decisions to prevent placing themselves or children at risk.

**It should be noted that any disclaimer attempting to deny a Club's 'Duty of Care' to any member, particularly junior or vulnerable adult members, is not acceptable in law.**

T&DRFC Club rules concerning the care of children and vulnerable adults:

- (a) All members, parents, guardians and carers are to comply with BMFA and Club policies and guidelines for the promotion of welfare and care of children. BMFA guidelines are available at any member's request.
- (b) A junior member is defined as being under eighteen years of age.
- (c) A vulnerable adult is defined as a person of eighteen years of age or over but through mental or physical attributes requires a higher level of supervision than would be normally commensurate with an adult member.
- (d) A vulnerable adult can also be a temporary designation covering persons who may, for instance, be recovering from illness or medical treatment.
- (e) A responsible adult is defined as a senior member or parent/guardian who has the clearance, experience, knowledge and training commensurate with the type and degree of supervision required, or can be another person designated to the Club in writing.
- (f) Junior members must be supervised at all times by a parent/guardian who has responsibility for that junior.
- (g) Junior members under the age of fourteen years shall not start an engine or carry a model with the engine running unless they are supervised by a responsible adult.
- (h) No child or vulnerable adult shall undertake any activity which might place him or her at risk. In any event, prior consultation with their parent, guardian or carer must take place if there is any doubt on the member's abilities to undertake a specific activity.
- (i) No senior member is to be expected to assume responsibility for a child or a vulnerable adult.
- (j) Notwithstanding the requirements of the previous paragraph, should a member discover a child or vulnerable adult that is unsupervised, then he/she must assume responsibility for that person's safety in the first instance. The situation should then be rectified as soon as possible by seeking out the parent, guardian or carer. Any instance of such an occurrence is to be reported to

the Club Committee as soon as possible and a record made of the occurrence.

(k) Whilst supervising children or vulnerable adults, members should avoid placing themselves in a position that could be open to misinterpretation or question in accordance with BMFA policy.

(I) Should any member, parent, guardian, carer or the person themselves have concerns about the welfare of children or vulnerable adults, then, he or she is to contact 'The Welfare Officer' or any of the help lines at the end of this document.

(m) All members are required to respect the rights and dignity of children and vulnerable adults and to promote their welfare. Caring is largely a matter of common sense provided everyone is clear on what is expected of them and a few simple principles are adhered to. It is not a responsibility to be feared but is essential if we are to ensure that we are to be a Club that offers opportunities for junior or vulnerable adults.

#### Guidelines for T&DRFC Club Members

(a) Ensure that your Club has a policy for the promotion of welfare of children.

(b) Ensure that, as far as possible, those working with children are suitable to do so.

(c) Ensure that parents, carers and Club members know what rules the Club has in place concerning children,

(d) Ensure that parents, carers and Club members know how to voice any concerns they might have.

(e) Ensure that children know how to voice their concerns.

(f) Be aware that you have a duty of care to all your members, not just children and vulnerable adults.

(g) Do not spend excessive amounts of time alone with children,

(h) Do not take children alone on car journeys.

(i) Do not take children alone to your home,

(j) Do not engage in horseplay or sexually provocative games.

(k) Do not permit inappropriate touching.

(l) Do not permit the use of inappropriate language or sexual comments.

(m) Do not ignore any allegations that a child makes,

(n) Do not do things of a personal nature that a child can do for themselves.

The BMFA Child Protection Policy is available on request from the Committee

#### USEFUL CONTACTS FOR CLUBS

BMFA Chief Executive; 0116 244 0023

BMFA Development Officer: 0116 244 0028

Child Protection in Sport Unit: 0116 234 7278

NSPCC: 0800800500

Childline:08001111

Social Services: 08451551 007

Police: Details from your local telephone directory or in an Emergency call 999,

**E&OE 'errors and omissions excepted' Please refer to Club  
Secretary for Official version.**