

THE GLIDING FEDERATION OF AUSTRALIA INC

ABN 82 433 264 489

www.glidingaustralia.org



International Team Manual

DOCUMENT NUMBER SDP036

Version 0

Aug 2020

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Revision Record

Prepared by	Approved by	Version Number	Date	Precis of Changes
B DURIEU	J Thompson	0	Aug 2020	Created International Team Manual.

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PART 1- TEAM CAPTAIN

1 Team Captain Appointment

Expressions of Interest for the Australian Team Captain shall be sought by the International Teams Manager by advertisement to members. The most suitable person, based on their ability to meet the role and objectives, shall be appointed (section 2 below).

The Team Captain shall be appointed by the Soaring Development Panel (SDP) for a specific World Gliding Championship (WGC) event and shall report to the International Team Manager (ITM).

2 Team Captain's Role and Objectives

The Team Captain is an integral component of the Australian National Gliding Team providing leadership and guidance, overseeing the performance of all Team Members and ensuring their compliance with listed responsibilities and Codes of Conduct.

Be mindful that Team Pilots compete in the WGC for personal enjoyment and make significant time and financial investments to achieve that objective.

The Team Captain must have an excellent knowledge of the Rules and WGC Procedures and assist team compliance. Specifically, the Team Captain must be fully conversant with FAI Sporting Code Section 3 and Annex A - Rules for World and Continental Championships. Note that these rules change annually, and the Team Captain shall ensure the current version is used.

GFA MOSP Part 4 – Soaring Development, defines the following Team Captain objectives:

- Achieve the best possible result for the Australian Team.
- Encourage and coordinate Team Member efforts to maximise individual Team Pilot performance.
- Manage contest and organisational protocols.
- Ensure Team Member safety and welfare.
- Ensure Gliding Federation of Australia (GFA) interests and its membership are best served.
- Develop overall team ethics and ensure high standards of behaviour are followed by all Team Members.
- Oversee the performance of all Team Members and ensure they carry out listed responsibilities.
- Liaise with the ITM.
- Liaise with the National Coaching Director (NCD) on coaching programmes.
- Liaise with the Chair Marketing and Development on marketing opportunities.
- Update the International Team Manual in conjunction with the ITM.
- Review and maintain familiarity with updated rules and protocols. Refer to the International Team Manual for full details.

FAI Sporting Code section 3 A (RULES FOR WORLD AND CONTINENTAL GLIDING CHAMPIONSHIPS) states:

TEAM CAPTAIN'S RESPONSIBILITIES *The Team Captain represents his NAC and is the liaison between the Organisers and his team members. A Team Captain not fulfilling his responsibilities, as detailed in this Section, may be suspended or disqualified in accordance with paragraph 1.2.1. The Team Captain:*

- Should endeavor to ensure the proper conduct of his team members and that the pilots do not fly if ill or under the influence of alcohol or drugs or suffering from any disability that might endanger the pilot or others.*
- Is responsible for compliance by his team members with the terms of the Certificate of Airworthiness or Permit to Fly of the competing sailplanes and, where appropriate, with the laws of his own and those of the Organisers' country.*
- Is responsible for ensuring that all members of his team receive and understand all information given at any Championships briefing.*

3 Team Planning and Preparation

3.1 Team Pilots

Establish a register of selected Team Pilots, collate emergency contact, next of kin, passport and other personal details.

3.2 Code of Conduct

- The Team Captain and Team Pilots are required to agree to and sign their respective Code of Conduct at the time of acceptance of a team position from ITM. The Codes of Conduct shall be explained and workshopped during Squad Week.
- The Team Captain shall ensure all Crew Members and Parents/ Guardians sign their respective Code of Conduct and ensure records for all are maintained.

3.3 GFA funding

- Obtain and disseminate individual Team Pilot funding details from ITM including pilots who will be self-funded.
- Eligible funding shall only be released by the ITM after the signing of the relevant Team Captain or Team Pilot Code of Conduct.

3.4 Entry form and fees

- Team Pilots are responsible for the payment of their own **entry fees** prior the due date.
- Ensure Team Pilots have completed individual **Contest Registration** on the Championship website.
- When transferring foreign currency for WGC related payments, encourage Team Pilots to utilise services such as OFX or TorFX for advantageous exchange rates.

3.5 Documents and Rules

- Review and then provide each Team Pilot with a copy of this **International Team Manual**.
- From the Championship website:
 - a) Download the **Invitation Bulletin** detailing Championship information including dates and deadlines.
 - b) Download and complete the **National Airsport Control Organisation (NAC) Registration Form**. The completed team entry form from the WGC organisers must be authorised by the Chair of the SDP or the GFA President and sent to the Australian Sports Aviation Confederation (ASAC) at office@asac.asn.au eo@asac.asn.au GFA authorisation is required to assure ASAC that the team has been sanctioned and approved by the GFA. ASAC will stamp the entry form and forward to the Championship Organisers
 - c) Ensure Team Pilots download the latest versions of all competition documents and files including Local Procedures plus **FAI Sporting Code section 3A (FAI sc3a)**.
- Review and update the Emergency Response Plan, PART 4, with Australian Consular and Local Emergency Services contact information for the WGC host country.
- Continue to monitor the WGC website for Bulletins and updates, and send to pilots.

3.6 Sailplanes

- Liaise with Team Pilots regarding contacts and websites in order to secure sailplanes to rent or swap for the Championship. Team members should consider rental packages that include motor vehicles, parachutes, wing covers, rigging gear and other accessories. Note Team Pilots funded by GA shall seek to source competitive sailplanes.
- **Registration:** Collate type, registration and airworthiness status of Team sailplanes and determine any Permit to Fly and/ or Experimental Category requirements.
The Organisers may require a current Weight and Balance certificate.
- **Insurance:** Public liability (3rd party) insurance, covering the whole contest area with a 'no competition exclusion' clause is typically the minimum mandated level of cover. Public liability, hull, trailer and other property insurance arrangements should be negotiated between Team Pilots and sailplane owners.
- **Navigation and Flight Recorder equipment:** Collate details of primary and secondary IGC approved Flight Recorders (FR) and navigation equipment fitted to Team sailplanes.
 - a. **FR calibration:** Team Pilots will be required to present a valid calibration certificate for each FR at *Registration*. Certificates are valid for 5 years and should be secured from sailplane owners.
 - b. **MoP:** All sailplanes fitted with an engine, shall have FR MoP detection enabled.

3.7 FAI Sporting Licence Registration

All pilots competing at a Category 1 or 2 competition must have their Sporting Licence registered with the FAI. All Sporting Licences and associated email addresses are currently sent to ASAC by the GFA Executive Officer or delegate. Pilots can check their own registration at <http://old.fai.org/about-fai/fai-sporting-licences> or alternatively ASAC is able to check the entire team.

3.8 Pilot Licencing and medicals

- **Licencing:** Determine Team Pilot licence validation requirements for the country of registration of each Team sailplane. Several months lead time may be required for foreign licence issue or validation. The licence shall include endorsement for the chosen launch method, eg. self-launching.
 - a) **Glider Pilot Licence (GPL):** Team Pilots shall obtain a CASA, GPL where necessary.
A letter from GA, on GA letterhead, regarding competency standard is required to be submitted with the application on CASA Form 61-1GP, <https://www.casa.gov.au/casa-form/form-61-1gp-glider-pilot-licence-application-application-form-can-only-be-used-applications-made-1>
 - i) A valid AVID or ASIC security card is required prior to licence application.
 - ii) The GPL Part 61 ICAO compliant licence, is endorsed with an English Language Proficiency (ELP) level and authorises use of radio. (There is no longer a specific Flight Radio Operators Licence issued).
 - iii) A pilot holding a GPL may fly a VH-registered sailplane overseas without validation.
 - b) Foreign regulatory validation of a GPL is usually required to fly a foreign registered sailplane.
 - c) A **Flight Crew Licence Verification Report** can be obtained from CASA Client Services Centre, GPO Box 2005, Canberra ACT 2601, Phone 131 757 **or** applications@casa.gov.au. This letter confirms licence status, ratings, endorsements and any suspension or cancellation.
 - d) An EU registered sailplane can be flown utilising an EU EASA licence.
However, the legality of utilising a UK EASA licence after 31 December 2020 is unknown and clarification shall be sought from the State of registration of the sailplane being flown.
- **Medicals:** An ICAO Class 2 medical is a pre-requisite for the issue of a CASA GPL, or the foreign licence validation of a GPL. Although a Class 2 medical is valid for 2 years, some licencing regulators require annual medicals for pilots over 40.
<https://www.casa.gov.au/licences-and-certification/aviation-medicine>
- **Trello Board:** Refer WGC Trello Board, currently managed by Chair NCC, for detailed EASA Licencing guidance <https://trello.com/b/9jPCmRCC/wgc-2020>

- **Therapeutic Use Exemption (TUE)** will be required for any Team Pilot taking medication listed on WADA's prohibited list.

3.9 Travel, motor vehicle and accommodation arrangements

- **Passports:** Ensure each Team Member holds a passport valid for 6 mths after the planned return date to Australia.
- **Visas:** Collate Team Member passport country of issue, dates of validity and any visa requirements for the Championship host country.
- **Travel:** Liaise with Team Members re outbound dates, routing and arrival at any pre-championship practice site or the competition site itself. Formulate the Team travel timetable.
- **Airline bookings:** Coordinate as necessary. **Excess baggage** of 10 – 15kg may be negotiable when travelling as a National Team member if all legs of the journey are made on the same airline. Confirm number of baggage pieces allowed in any increased allocation.
- **Dangerous Goods:** Refer to airline Dangerous Goods regulations to define prohibited, check-in and carry-on baggage items. Plan to purchase any prohibited items locally eg. pressure pack tyre sealant and canopy cleaning products.
- **Australian Border Force:** Complete 'Goods Exported in Passenger Baggage' form if required. Refer WGC Trello Board for details.
- **Motor vehicles:** Liaise with Team Pilots regarding contacts and websites in order to source suitable vehicles equipped with tow-balls to rent or swap for the Championship. An International Driver's Licence is required in some countries. These are available from State motor clubs (RACQ, NRMA, RACV, RAA etc.) for a small fee.
- **Accommodation:** Liaise with Team Pilots regarding contacts and websites in order to source suitable accommodation to rent or swap for the Championship. Ideally Team Members will stay in a similar area to enhance harmony, facilitate socialising and crew support.
- **Insurance:**
 - a) **Travel:** Liaise with Team Members regarding contacts and websites in order to source appropriate travel cover including 'repatriation of remains' in the event of death whilst overseas.
 - b) High risk activities such as sailplane racing are generally not covered by travel insurance..
http://global.ihl.com/?sc_lang=en
 - c) **Other Insurance:** Ensure Team Members comply with insurance requirements and restrictions for all applicable motor vehicles, trailers and other property.
 - d) **Health:** Several countries have reciprocal health agreements with Australia where free medical care is available. A list of countries is available at:
<https://www.servicesaustralia.gov.au/individuals/services/medicare/reciprocal-health-care-agreements>
 - e) **Travel Advice:** Download from <https://www.smartraveller.gov.au/> for the host country.
Note some countries have zero blood alcohol limits when drink driving (Hungary) & others enforce mandatory prison terms if driving above the legal limit (UK).

Refer **WGC Trello Board** for updated information.

3.10 Crew and resources

- Liaise with Team Pilots to ensure selection of suitable, capable and resourceful crew to meet all demands of WGC participation. Establish personal contacts with individuals in the host country that may assist with weather, language, and local soaring interpretation.
- Two Crew Members per pilot are preferred if retrieves from difficult terrain or in difficult weather are likely. Team Pilots flying a familiar sailplane with a sustainer or self-launching capability may find one Crew Member sufficient.

- Crew Members shall:
 - a) Support the entire Team whilst focusing on their Team Pilot.
 - b) Develop positive relationships with all Team Members to ensure effective Team coordination throughout the championship period of 3 – 5 weeks.
 - c) Be capable of preparing the sailplane, including ballasting, weighing and positioning on the grid without assistance from the Team Pilot.
- Selection of Crew Members with specialist **technical skills** should be prioritized. These skills are valuable for effecting minor repairs including radio, instrument and vehicle repairs and the initial sailplane set up including weight and balance prior scrutineering.
- If Team Members share technical skills, establish any priorities, demarcation or constraints that may distract from the primary task of competing or crewing.

3.11 Marketing

- The **Team Shirt** shall be worn at the WGC Opening & Closing ceremonies and other official functions. Coordinate the order from Al Sim at *Go Soaring* with the ITM. The minimum single production run number is normally 20.
- Liaise with GA Chair of Marketing and Development and ITM to seek Team Pilot and Team Australia sponsorships, donations and sporting grants. Coordinate other marketing media such as banners, posters etc.

3.12 Anthem, Australian Flags & Gifts

- Contact your local Federal MP for a CD of the Australian National Anthem and 4 Australian Flags, which are to be provided to the Championship Organisers.
- Coordinate sourcing of Australian gifts for other competitors, teams and organisers.
- Review options for the International Night.

3.13 Host Airfield Facilities and Team Equipment

Attendance at the 'Pre-WGC' in the year prior the Championship may facilitate sourcing of equipment and facilities listed below. Otherwise commence liaison with the Championship organisers and other personal contacts as soon as possible in the event year.

- **'Aussie Base'**: Rent or source a conveniently located area, room or tent to serve as a common team area.
- **Equipment**: Source, rent or purchase tables, chairs, bar fridges, fans, umbrellas, SIM cards etc.
- **Radios**: A base station radio with a tall aerial is desirable for team comms within 50nm of the host airfield, depending on terrain. Source additional hand-held VHF radio(s).
- **Trackers**: Encourage Team Pilots to use personal tracking/ communication/ SAR devices such as *SPOT* and *InReach* to facilitate retrieves and emergency situations. Ensure communication accounts will function in the WGC contest area.
- **Hangars**: Investigate hangars for hire on the host airfield.
- **Technical Equipment**: Basic tools, smart battery chargers, power adaptors, cannulas, handheld VHF radios etc. may be transportable as part of the Team excess baggage allowance.
- **Tow ropes**: Ascertain from the WGC Organisers if competitors are required to provide tow-ropes. If so, request minimum length and availability of ropes to hire at the host airfield.
- **Dangerous Goods**: Purchase locally any items prohibited in airline baggage, eg. pressure pack tyre sealant, canopy cleaning products.

- **Technical Support:** Establish personal contacts with individuals and businesses in the host country that may assist with technical support. This may include sailplane manufacturers, equipment suppliers and individuals known to Team Members including owners of sailplanes rented to Team Pilots.
 - a) Source items such as spare tubes and if necessary, spare main wheels and tailwheels etc. e.g. *A typical Cobra trailer hydraulic jack may be used to facilitate a wheel change/ maintenance.*
 - b) Rent or borrow sailplane oxygen bottles if required. Investigate local oxygen refill options and if necessary, pack an oxygen filling adaptor to suit the WGC location eg. EU vs US adaptor.
- **Red kangaroos:** Source small red kangaroo tail insignia for Team sailplanes prior departure.

3.14 Smartphones & Aussie Team social media

- Smartphones may be used inflight for safety purposes only, unless that use is further constrained or prohibited by any FAI or local rule or procedure.
- **FAI sc3a: Section 5.3 EXTERNAL AID TO COMPETITORS** states 'limitations are imposed so that the competition shall, as far as possible, be directly between the individual competitors, ***neither controlled nor helped by external aid.***'
- Liaise with GFA Webmaster & editor Gliding Australia magazine, to discuss magazine coverage and obtain Administrator login for the Aussie Team Facebook page.
- Appoint a Team Member to be responsible for daily Team Facebook and GA Forum gfaforum@glidingaustralia.org updates including photographs and Team Pilot commentary.
- Encourage Team Pilots to use individual Twitter, Instagram and other appropriate social media accounts to disseminate race information and personal experiences.

4 Practice Flying

- **Flying Training:** Coordinate with Team Pilots and formulate a flying training plan at least 8 months before the WGC. This shall include entry at scheduled Australian competitions and Squad Week.
- **Pre-WGC:** Attendance at the Pre-WGC is highly desirable whenever possible. Alternatively, early arrival at the WGC site or other approved closely located airfield, for practice flying, may be preferable.
- **Squad Week:** Attendance at Squad Week is required for all Team Pilots and highly desirable for Team Crew Members. See **Appendix B**.
- **Maps & charts:** Liaise with Team Members prior purchasing appropriate topographical maps and airspace charts for each Team Pilot and primary Crew Member. These may be available from the WGC organisers or aviation supply shops. Ensure delivery to Australia prior to Squad Week and seek cost recovery from Team Pilots concerned.

5 The Championship

5.1 Arrival

- Arrange travel to arrive at the host airfield as early as practicable.
- Organise Team resources as listed under **3.13 Host airfield facilities and equipment** including technical support.
- Coordinate with Team Pilots during registration and scrutineering, whilst setting up sailplanes, weighing and other preparation.
- Verify Team Pilot loading of Championship databases, Turn Point and Airspace files into primary and secondary navigation equipment.
- Coordinate Team resources and personnel.
Work with crews to put procedures in place for known and potential contingencies such as flat tyres on the grid, sickness, outlandings, accidents, injury or death.
- Health and well-being: Often after long international flights with multiple time zone changes, poor sleep patterns and unfamiliar diets render individuals prone to illness. Pay attention to travel hygiene and develop a plan to acclimatise to the WGC local time zone whilst rebuilding energy levels and immunity.
- Coordinate team communication systems and protocols such as WhatsApp, emails, phone numbers, accommodation locations etc.

5.2 Coaching Support

If a Team Coach is present for the Championship, coordinate location, timing and content of daily Team briefings and evening washups.

5.3 Daily routine

- Monitor Team sailplane preparation and problems. Crew Members should prepare Team sailplanes, weigh and grid as soon as permitted.
- Attend the Team Captain's daily meeting.
- Attend the Team Pilot daily briefing.
- Facilitate the daily Aussie Team Pilot meeting:
 - a) Relay all relevant Organisational communications from the Team Captain's daily meeting, minimising at all times the impact on Team Pilots to protect them from unnecessary stress and distraction.
 - b) Discuss issues related to Rules and Local Procedures.
 - c) Review task weather.
 - d) Review tasking, terrain and airspace.
 - e) Discuss Team tactics and strategies.
 - f) Discuss relevant safety issues and Team Pilot risk mitigation.
 - g) Discuss any Team administration etc.

Note each Team Pilot should be supported in order to maximise their individual performance. It is not within the remit of an Australian Team Pilot to form a team allegiance with a pilot who is not a member of the Australian Team.

- Ensure 'Aussie Base' is crewed prior commencement of launching.
- The Team Captain shall be the focal point for coordinating communications and action. This includes communications across classes and with the Championship Organisation.
- Proceed to the launch grid well in advance of any closing deadline. Monitor Aussie Base & any Organisational frequency on handheld VHF radio.
- After launching, proceed to Aussie Base with the Team Coach and monitor Team Pilot progress.

- **After flight:**
 - a) Ensure all Team Pilots are accounted for.
 - b) Ensure all flight logs are transmitted to the scorer within the required time frame.
 - c) Facilitate the daily Aussie Team Pilot washup:
 - i. Review weather, tasking, tactics & strategies.
 - ii. Review Team Pilot .igc files via a 'maggot race'.
 - iii. Review statistics via WGC Spy, scores & penalties.
 - iv. Review relevant safety & organisational issues.
 - d) Formulate lessons learnt and their application to the next day's flying.
 - e) Clarify penalties immediately with the Organisation and lodge protests where necessary.
- **Communication to Gliding Australia Members:**
 - a) Ensure the Aussie Team Facebook page and GA Forum is updated daily.
 - b) Encourage Team Pilots to use individual Twitter, Instagram and other appropriate social media accounts to disseminate race information and personal experiences. Social media shall be used responsibly and in accordance with the provisions of the Code of Conduct.

5.4 Safety

- WGC participation involves a significantly increased level of incident and accident risk. The Team Captain shall manage risk awareness and emphasise high standards of airmanship and safety at all times with consideration to individual Team Member experience and maturity.
- Inflight 'recall' in the event of task cancellation after launch shall be made via WhatsApp as well as Aussie Base VHF.
- Maintain and record a Search and Rescue (SAR) time for each pilot.
- In the event of an accident or incident the Emergency Response Procedure shall be implemented as required.

5.5 Disciplinary:

- Team Members are expected to comply with their agreed Codes of Conduct at all times.
- Should disciplinary action be deemed necessary, consult with GFA EO and provide avenues for the pilot, crew or parent/guardian to present their case before action is taken.
- Arrange for an unbiased Team Member or a person approved by the GFA EO as a 'mediator note taker' to back up the Team Captain's record of any interview.
- GFA Complaints and Discipline procedures shall be followed (refer to the Gliding Australia website)
- Unilateral action shall not be taken by the Team Captain. Penalties and punitive action shall be applied with guidance from the GFA EO, Chair SDP, ITM and GFA President where necessary.
- All issues will be addressed using Just Culture as a primary principle.
- The Team Captain shall retain direct contact details of the GFA Legal Advisor in case immediate assistance is required <https://glidingaustralia.org/contacts>
- Promote team harmony and be pro-active with dispute resolution.

6 Team Captain's report

- After the contest the Team Captain shall submit a report to the Chair SDP detailing both highlights and problems encountered during the Championships along with solutions, comments and suggestions for future events. Additionally, propose amendments to the International Team Manual.
- Coordinate with other Team Members the writing and publication of articles in the Gliding Australia magazine and GA website that promote and highlight the WGC experience.

Appendix A - Team Captain Letter of Appointment



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LETTER OF APPOINTMENT

Date

To:

From:, Chair Soaring Development Panel, The Gliding Federation of Australia

Dear

Congratulations on your appointment as Team Captain for the forthcoming World Gliding Championship event at in from.....to.....

This letter identifies you as the responsible individual authorised to negotiate on behalf of Gliding Australia and the management of the Australian National Gliding Team with respect to the aforementioned championship.

You are directly responsible to the International Team Manager (ITM), who in turn is subordinate to the Chair Soaring Development Panel.

Please liaise directly with the ITM regarding all Team management issues, arrangements and logistics.

Warmest regards,

.....

Chair Soaring Development Panel

Appendix B - Australian Team - Squad Week Programme

The running of Squad Week is a defined responsibility of the National Coaching Director (NCD) who in turn coordinates with the International Team Manager (ITM) and Team Captain(s).

Squad Week Aims

Squad week aims to develop teams, individual pilot skills and knowledge. It will prepare pilots for the multiple competitions held each year and often has participants that are likely to be selected in future years, such as promising juniors.

Top performance is achieved through a cohesive team - all have to work together including pilots, crews, captain, coaches, weather presenter etc. Where possible all of these individuals should attend squad week.

Usually most, if not all, the team pilots are very experienced aviators. Squad week is not about developing individual skills but cooperatively getting the best collective result for the team.

Team pilots are stretched by tasking into more challenging areas and conditions where the pilots are likely to have to work together just to complete the task.

Objectives

- Develop a common understanding of team ethics.
- Define team expectations.
- Facilitate tasking for Team Pilots to investigate and develop flying skills and techniques likely to be used or experienced at the WGC. eg. team flying and cooperative tactics.
- Identify and practice the style of team flying to be used within each class, whether close team or cooperative.
- Develop positive relationships between Team Pilots, Crews, Team Captain and the Team Coach.
- Develop a cooperative and supportive team environment to have clear understanding of team members' strengths and weaknesses and team dynamics.
- Identify and develop procedures to minimise conflict and negative influences from within and external to the team.
- Study theoretical elements as listed below.
- Develop and improve personal preparation and performance standards, building a WGC mind-set.
- Develop and improve personal philosophy to competition flying.
- Strengthen the Australian National Gliding Team commitment to participation in international competition.
- Enjoy the flying and WGC experience!

Attendance

All Team Pilots are required to attend Squad Week in order release eligible GFA funding unless exceptional circumstances apply. Any exemption shall be approved by the Chair SDP.

Team Pilots shall sign their respective Code of Conduct at the time of accepting a team position. A workshop session at Squad Week shall cover all Code of Conduct details and team expectations.

Host airfield and schedule

- Normally conducted over a 4 – 7 day period.
- Location: Consider Team Pilot availability, airfield gliding facilities, distance to travel and conflict or coordination with scheduled competitions prior selecting a host airfield. Where possible select a location with similar weather and terrain to the WGC site.
- Accommodation and meals are by individual arrangement but costs may be offset by event funding.

Financial

As Squad Week is essential training for the Australian National Gliding Team attending a WGC, the Chair SDP shall seek funding for the event from the GFA, State gliding associations and State government.

Publicity and Promotion

Take quality photographs of the Team and Squad Week activities and send updates to the Chair Marketing and Development for website and social media use.

Typical Programme

A daily schedule, varied to fit in with a concurrent competition, may include:

- Briefing room discussion.
- Task briefing, discussion and weather.
- Grid, launch and task.
- Discussion, .igc file review/ maggots race and debriefing.
- Dinner.

Flying Exercises

- AAT practice.
- AST practice with SGP start and larger TP circles for lower performance STD, Club and 15m sailplanes.
- Practice getting together before the start.
- SGP start, flying as a group.
- The above task styles and elements can be incorporated into a scheduled practice task:
 - a) Start procedures.
 - b) Cooperative flying and communications.
 - c) Chasing the gaggle, leaving the gaggle.
 - d) Tasking in weak or difficult conditions.
 - e) Close team and cooperative flying.

Example discussion topics:

Some of the topics below will be discussed separately in break-out groups for each of the teams.

Team:

- Individual Team Pilot expectations and goals for the WGC event.
- Workshop Code of Conduct obligations, gain common understanding and commitment to ethical behavior. Conflict resolution.
- **SWOT** (strengths, weaknesses, opportunities, and threats) for both individuals and team organisation.
- Style of team flying to employ. How to begin building team cohesion.
- Nominate WGC team roles and responsibilities eg. tracking, repairs/maintenance and outlandings. Crew availability.
- Complementary skills of all team members including crew.
- Team shared tools (mechanical).
- International Team Manual and current Trello status.

Psychology and error trapping:

- Psychological issues and strategies. Coping strategies.
- Reducing errors.
- Knowing the opposition.
- Preparation - now and throughout Squad week.
- Staying focused – having fun - rest days.
- Media and social media – keeping fans and sponsors happy.
- Team member suggestions.
- Discuss 'Aussie Night' (WGC International Night).

WGC host airfield specifics – Individual teams breakout to discuss:

- Airspace, terrain, weather and historic .igc flight files.
- Download and examine .cub .cup files from the WGC website.
- Discuss previous WGC host airfield feedback.
- Team Pilot competition statistics (spreadsheet).
- Weather forecasting models eg. Skysight, Windy.
- Host nation weather resources including synoptic, SATPIC, local radar, METAR and TAFs etc.

Phase of flight:

- Daily WGC routine and timing.
- Start procedures – including designated start.
- Close team or cooperative team flying and tactics.
- Final glide tactics – on task.
- Landing options on finish.

Rules & Procedures: FAI Sporting Code section 3A & Local Procedures:

- Rules review:
 - a) Ensure each Team member is fully familiar with all rules and procedures and settle any queries, interpretations and clarifications.
 - b) 'Zero point' and other rules with significant penalties.
- Minimising points loss.
- Technical:
 - a) Flarm modes: COMPETITION, STEALTH. NOTRACKING.
 - b) Radio: Contest, Aussie Base.
 - c) NAV and FR primary & secondary setup.
 - d) LX WiFi: SkySight, Rain Radar, Satellite pics, METAR.
 - e) Smartphones may be used inflight for safety purposes only, unless that use is further constrained or prohibited by any FAI or local rule or procedure.
 - f) **FAI sc3a: Section 5.3 EXTERNAL AID TO COMPETITORS** states 'limitations are imposed so that the competition shall, as far as possible, be directly between the individual competitors, *'neither controlled nor helped by external aid.'*

Communications in the host nation:

- Smartphones and Australian Telcos: Investigate host nation partner roaming networks, adequacy of contest area coverage, availability of International Roaming pass add-ons and costs.
eg. Telstra International Day Pass with 500Mb pd data and unlimited local calls \$10pd.
 - Calculate daily data requirement. WGC organisers and accommodation may provide free WiFi but network congestion may limit effectiveness.
 - Alternatively consider purchasing a host country pre-paid SIM card for use with personal network unlocked smartphone.
 - Use of WhatsApp for Inter-team communications:
 - a) Airborne outside Aussie Base VHF range for safety related messages. eg. recall after launch.
 - b) All other Team communications utilising a group Team Member address.
- Note: A WhatsApp account is paired to a particular handset. SMS messages are charged per message whereas WhatsApp uses an available data allowance.*

Wrap Up

- Homework and training plans after Squad Week.
- Communications and continuity of purpose after Squad Week.
- Commitments made.
- Future catchups and ongoing support by email, phone, Zoom etc.

Participants - Team Pilots

-
-
-
-
-
-
-

Team Captains

-
-
- Coach
-
- Ancillary
-

PART 2- TEAM PILOT

7 Team Pilot Selection

Gliding Australia (GA) congratulates you on being selected to represent Australia as part of the Australian National Gliding Team!

Flying at a World Gliding Championship is a significant logistical exercise. This Team Pilot Manual contains information that will be useful in your preparation and should be read in conjunction with the Team Captain Manual (PART 1) and Codes of Conduct (PART 3) as there are many complimentary and overlapping subject areas. Experience has shown that well prepared pilots generally fly faster and achieve better results, so invest sufficient time in preparing as well as possible before leaving Australia.

Following Team selection, you are responsible to the Team Captain.

8 Team Pilot Role and Objectives

All Team Pilots are Australian sporting ambassadors and consequently behavior, bearing and attitude should reflect this at all times.

The Team Pilot's objectives are to:

- Exercise high levels of airmanship and safety at all times.
- Achieve the best possible personal WGC result.
- Develop a culture of cooperation between all Team Pilots, Crew Members and the Team Captain to achieve the best overall result for the Australian Team.
- Deal with difficulties and disappointments in a positive and good humored manner while recognising the need to rest, recover and avoid excessive indulgences.
- Bring credit to GA and its membership.

9 Team Planning and Preparation

9.1 Team Pilots

- Provide emergency contact, next of kin, bank and Team Crew details to the Team Captain.
- Coordinate with the Team Captain in seeking sponsorships and donations.
- Check the FAI website under Sporting Licences to ensure your licence is registered. <http://old.fai.org/about-fai/fai-sporting-licences>.
- **Code of Conduct:** Team Pilots are required to agree to and sign their Code of Conduct at the time of acceptance of a team position and return the signed document to the International Team Manager (ITM).

9.2 GFA funding

- ITM will advise eligible Team Pilots funding amounts and payment details for the WGC.
- Eligible funding shall only be released by the ITM after signing of the Team Pilot Code of Conduct.

9.3 Entry form and fees

- Team Pilots are responsible for the payment of their own **entry fees** prior the due date.
- Team Pilots are to complete individual **Contest Registration** on the Championship website.
- When transferring foreign currency for WGC related payments, encourage Team Pilots to utilise services such as OFX or TorFX for advantageous exchange rates.

9.4 Crew and Resources

- Select competent and resourceful crew to meet all the demands of your WGC participation. Establish personal contacts with individuals in the host country that may assist with weather, language, and local soaring interpretation.
- Selection of Crew Members with specialist technical skills should be prioritized. These skills are valuable for effecting minor repairs including radio, instrument and vehicle repairs and the initial sailplane set up including weight and balance prior scrutineering.

Two Crew Members per pilot are preferred if retrieves from difficult terrain or in difficult weather are likely. Team Pilots flying a familiar sailplane with a sustainer or self-launching capability may find one Crew Member sufficient.

Crew Members **should**:

- Be capable of preparing the sailplane, including ballasting, weighing and positioning on the grid without assistance from the Team Pilot.
- Prepare and maintain roadworthiness of the retrieve vehicle and sailplane trailer.
- Be responsible for the on and off airfield retrieve of the sailplane after flight.
- Cooperate with other Team Members to fulfill team duties such as manning Aussie Base and responding to any unexpected situation or emergency.

Crew Members **shall**:

- Remain courteous and constructive at all times.
- Recognise that Team Pilots operate under high competitive stress levels and be vigilant for any distraction, omission or lapse in judgement or procedure and deal with the situation in an emphatic manner depending on the operational or safety implication.
- Ensure the Flight Recorder (FR) flight log is delivered/ uploaded to the scorer within any mandated timeframe.
- Ensure Aussie Base and the Team Captain are aware of any relevant Team Pilot communications, including landing at the host airfield or an outlanding time/ location and retrieve intentions.
- Ensure SAR is initiated by the Team Captain if doubt exists as to any Team Pilot safety.

The Team Pilot should avoid micro-management of crew duties by providing Crew Member training and continual refinement of the daily routine that allows the pilot to focus on his/ her primary task of competing.

Safety and operational critical duties and procedures shall remain the Team Pilot's responsibility. eg.:

- Control function checks after rigging or as part of a Daily Inspection (DI).
- Refueling,
- Loading and checking of Daily task and airspace changes,
- Loading of FR pilot name, aircraft type and registration, setting of recording interval,
- FLARM, MOP function and any other input that may attract a points penalty.

9.5 Documents and Rules

- Each Team Pilot shall be issued a copy of the **International Team Manual** including the applicable Team Member **Code of Conduct**.
- From the Championship website:
 - a. Download the **Invitation Bulletin** detailing the major Championship information including dates and deadlines.
 - b. Download the latest versions of all competition documents and files including Local Procedures plus FAI Sporting Code section 3A (FAI sc3a).

9.6 Sailplanes

- Develop contacts and review websites to secure a sailplane to rent or swap for the Championship. Consider rental packages that include motor vehicles, parachutes, wing covers, rigging gear and other accessories.
Note GFA funding requires Team Pilots to source competitive sailplanes.
- **Registration:** Note registration and airworthiness status of any sourced sailplane and determine Permit to Fly and/ or Experimental Category requirements. The Organisers may require a current Weight & Balance certificate.
- **Insurance:** Public liability (3rd party) insurance, covering the whole contest area with 'no competition exclusion' clause is typically the minimum mandated level of cover. Public liability, hull, trailer and other property insurance arrangements should be negotiated between Team Pilots and sailplane owners.
- **Navigation and Flight Recorder equipment:** Note details of primary and secondary IGC approved Flight Recorders (FR) and navigation equipment fitted to any sourced sailplane.
 - a) FR calibration: Team Pilots will be required to present a valid calibration certificate for each FR at Registration. Certificates are valid for 5 years and should be secured from sailplane owners.
 - b) MoP: All sailplanes fitted with an engine, shall have FR MoP detection enabled.

9.7 Pilot Licencing and medicals

- **FAI Sporting Licence:** Team Pilots are required to hold an FAI Sporting Licence registered with the FAI via the representative NAC body in Australia (Australian Sports Aviation Confederation – ASAC) for WGC events.
 - a) ASAC, if requested, may verify as a group, the registration of Team Pilot Sporting Licences, **or**
 - b) The Team Captain and Team Pilots may verify Sporting Licence registration at <http://old.fai.org/about-fai/fai-sporting-licences> An email confirming licence status will be sent to the requesting individual.
- **Licensing:** Determine any licence validation requirements for the country of registration of the Team sailplane. Several months lead time may be required for foreign licence issue or validation. The licence shall include endorsement for the chosen launch method, eg. self-launching.
 - a) **Glider Pilot Licence (GPL):** Team Pilots shall obtain a CASA, GPL where necessary. A letter from GA, on GA letterhead, regarding competency standard is required to be submitted with the application on CASA Form 61-1GP, <https://www.casa.gov.au/casa-form/form-61-1gp-glider-pilot-licence-application-application-form-can-only-be-used-applications-made-1>
 - i. A valid AVID or ASIC security card is required prior licence application.
 - ii. The GPL Part 61 ICAO compliant licence, is endorsed with an English Language Proficiency (ELP) level and authorises use of radio. There is no longer a specific Flight Radio Operators Licence issued.
 - iii. A pilot holding a GPL may fly a VH- registered sailplane overseas without validation.
 - b) Foreign regulatory validation of a GPL is usually required to fly a foreign registered sailplane.
 - c) **A Flight Crew Licence Verification Report** can be obtained from CASA Client Services Centre, GPO Box 2005, Canberra ACT 2601, Phone 131 757 or applications@casa.gov.au. This letter confirms licence status, ratings, endorsements and any suspension or cancellation.
 - d) An EU registered sailplane can be flown utilising an EU EASA licence. However, the legality of utilising a UK EASA licence after 31 December 2020 is unknown and clarification shall be sought from the State of registration of the sailplane being flown.

- **Medicals:** An ICAO Class 2 medical is a pre-requisite for the issue of a CASA GPL or foreign licence validation of a GPL. Although a Class 2 medical is valid for 2 years, some licencing regulators require annual medicals for pilots over 40. <https://www.casa.gov.au/licences-and-certification/aviation-medicine>
- **Trello Board:** Refer WGC Trello Board, currently managed by Chair NCC, for detailed EASA Licencing guidance <https://trello.com/b/9jPCmRCC/wgc-2020>
- **Therapeutic Use Exemption (TUE):** This exemption will be required for any Team Pilot taking medication listed on WADA's prohibited list.

9.8 Marketing

- Refer to section 3.11 Marketing for information re Team Shirts, promotional material etc.

9.9 Travel, motor vehicle and accommodation arrangements

- **Passports:** Ensure passport validity for at least 6 mths after the planned return date to Australia.
- **Visas:** Determine any visa requirements for the Championship host country.
- **Travel:** Liaise with the Team Captain and other Team Members re outbound dates, routing and arrival at any pre-championship practice site or the competition site itself.
- **Airline bookings:** Coordinate with the Team Captain and other Team Members as necessary. **Excess baggage** of 10 – 15kg may be negotiable when travelling as a National Team member if all legs of the journey are made on the same airline. Confirm number of baggage pieces allowed in any increased allocation.
- **Dangerous Goods:** Refer to airline Dangerous Goods regulations to define prohibited, check-in and carry-on baggage items. Plan to purchase any prohibited items locally eg. pressure pack tyre sealant and canopy cleaning products.
- **Australian Border Force:** Complete 'Goods Exported in Passenger Baggage' form if required. Refer WGC Trello Board for details.
- **Motor vehicles:** Develop contacts and review websites in order to source suitable vehicles equipped with tow-balls to rent or swap for the Championship. An International Driver's Licence is required in some countries. These are available from State motor clubs (RACQ, NRMA, RACV, RAA etc.) for a small fee.
- **Accommodation:** Liaise with Team Members regarding contacts and websites in order to source suitable accommodation to rent or swap for the Championship. Ideally Team Members will stay in a similar area to enhance harmony, facilitate socialising and crew support.
- **Insurance:**
 - a) **Travel:** Liaise with Team Members regarding contacts and websites in order to source appropriate travel cover including 'repatriation of remains' in the event of death whilst overseas.
 - b) High risk activities such as sailplane racing are generally not covered by travel insurance. http://global.ihl.com/?sc_lang=en
 - c) **Other Insurance:** Ensure compliance with insurance requirements and restrictions for all applicable motor vehicles, trailers and other property.
 - d) **Health:** Several countries have reciprocal health agreements with Australia where free medical care is available. A list of countries is available at: <https://www.servicesaustralia.gov.au/individuals/services/medicare/reciprocal-health-care-agreements>
 - e) **Travel Advice:** Download from <https://www.smartraveller.gov.au/> for the host country. Note some countries have zero blood alcohol limits when drink driving (Hungary) & others enforce mandatory prison terms if driving above the legal limit (UK).
 - f) Refer **WGC Trello Board** for updated information.

9.10 Host airfield facilities and Team equipment

Attendance at the 'Pre-WGC' in the year prior the Championship may facilitate sourcing of some equipment and facilities listed below.

The Team Captain shall rent or source a conveniently located area, room or tent to serve as a common team area, 'Aussie Base' including a base radio station.

- **Radios:** Pack at least one hand-held VHF radio.
- **Personal trackers:** The use of personal tracking/ communication/ SAR devices such as SPOT and InReach is highly recommended to facilitate retrieves and communications in emergency situations. Ensure any communications account will function in the WGC contest area.
- **Hangars:** Investigate hangars for hire on the host airfield if desired.
- **Technical Support:** Establish personal contacts with individuals and businesses in the host country that may assist with technical support. This may include sailplane manufacturers, equipment suppliers and individuals known to Team Members including owners of sailplanes rented to Team Pilots.
 - a) Source items such as spare tubes and if necessary, spare main wheels and tailwheels etc. A typical Cobra trailer hydraulic jack may be used to facilitate wheel change/ maintenance.
 - b) Rent or borrow sailplane oxygen bottles if required. Investigate local oxygen refill options and if necessary, pack an oxygen filling adaptor to suit the WGC location eg. EU vs US adaptor.
- **Technical Equipment:** Basic tools, smart battery chargers, power adaptors, cannulas, handheld VHF radios etc. may be transportable as part of the Team excess baggage allowance.
- **Dangerous Goods:** Purchase locally any items prohibited in airline baggage, eg. pressure pack tyre sealant, canopy cleaning products.

9.11 Smartphones & Aussie Team social media

- Smartphones may be used inflight for safety purposes only, unless that use is further constrained or prohibited by any FAI or local rule or procedure.
- FAI sc3a: Section 5.3 EXTERNAL AID TO COMPETITORS states 'limitations are imposed so that the competition shall, as far as possible, be directly between the individual competitors, *neither controlled nor helped by external aid.*'
- Team Pilots are encouraged to use individual Twitter, Instagram and other appropriate social media accounts to disseminate race information and personal experiences.
- High quality photographs should be taken for use on the GA website, social media, and sponsorship opportunities and obligations.

10 Practice Flying

- **Flying Training:** In conjunction with the Team Captain, Team Pilots shall formulate a flying training plan at least 8 months before the WGC. This shall include entry at scheduled Australian competitions and Squad Week.
- **Pre-WGC:** Attendance at the Pre-WGC is highly desirable whenever possible. Alternatively, early arrival at the WGC site or other approved closely located airfield, for practice flying, may be preferable.
- **Squad Week:** Attendance at Squad Week is required for all Team Pilots unless exempted by the CSDP in extenuating circumstances. Attendance by Team Crew Members is also highly desirable. See Appendix B - Australian Team - Squad Week Programme.
- **Maps & charts:** The Team Captain shall arrange for the purchase of appropriate topographical maps and airspace charts for each Team Pilot and primary Crew Member. Orders will be placed with the WGC organisers or suitable aviation supply shops for delivery prior Squad Week. Cost recovery will be sought from the Team Pilots concerned.

11 The Championship

11.1 Arrival

- Arrange travel to arrive at the host airfield as early as practicable.
- Organise resources as listed under 3.13 'Host airfield facilities and equipment' including any technical support.
- Coordinate activity with the Team Captain and other Team Pilots during registration and scrutineering, whilst setting up sailplanes, weighing and other preparation
- Verify loading of Championship databases, Turn Point and Airspace files into primary and secondary FR's and navigation equipment.
- Provide Crew Member training and continue to refine the daily routine.
- Ensure Crew Members are familiar with Local rules, regulations, restrictions and procedures.
- Work with Crew Members and other Team Pilots to put in place procedures for known and potential contingencies such as flat tyres on the grid, sickness and outlandings.
- Health and well-being: Often after long international flights with multiple time zone changes, poor sleep patterns and unfamiliar diets render individuals prone to illness. Pay attention to travel hygiene and develop a plan to acclimatise to the WGC local time zone whilst rebuilding energy levels and immunity.

11.2 Daily Routine

- Monitor sailplane preparation and problems. Crew Members should weigh and grid as soon as permitted.
- Attend the Team Pilot daily briefing.
- Attend the daily Aussie Team Pilot meeting:
 - a) Note relevant Organisational communications from the Team Captain's daily meeting.
 - b) Discuss issues related to Rules and Local Procedures.
 - c) Review task weather.
 - d) Review tasking, terrain and airspace.
 - e) Discuss Team tactics and strategies.
 - f) Discuss relevant safety issues and Team Pilot risk mitigation.
 - g) Discuss any Team administration etc.

Note each Team Pilot should be supported in order to maximise their individual performance. It is not within the remit of an Australian Team Pilot to form a team allegiance with a pilot who is not a member of the Australian Team.

- The Team Captain shall be the focal point for coordinating communications and action. This includes communications across classes and with the Championship Organisation.
- Proceed to the launch grid well in advance of any closing deadline. Monitor Aussie Base & any Organisational frequency.
- After launching, Aussie Base shall relay weather and coordinate tactical information to pilots by VHF and smartphone.
- **After flight:**
 - a) Ensure all flight logs are transmitted to the scorer within the required time frame.
 - b) Attend the daily Aussie Team Pilot washup:
 - i) Review weather, tasking, tactics & strategies.
 - ii) Review Team Pilot .igc files via a 'maggot race'.
 - iii) Review statistics via WGC Spy, scores & penalties.
 - iv) Review relevant safety & organisational issues.
 - c) Formulate lessons learnt and their application to the next day's flying.
 - d) The Team Captain shall clarify penalties immediately with the Organisation and lodge protests where necessary.

- **Media:** Team Pilots are encouraged to use individual Twitter, Instagram and other appropriate social media accounts to disseminate race information and personal experiences. Social media is to be used responsibly and in accordance with the provisions of the Code of Conduct.
- **Safety:**
 - a) Ensure that the highest practicable level of safety is maintained at all times.
 - b) A Search and Rescue (SAR) time will be maintained for each pilot.
 - c) Recalls in the event of task cancellation after launch shall be made via WhatsApp as well as Aussie Base VHF.

11.3 Complaints, Disputes and Discipline

- The entire International Team is expected to comply with the Codes of Conduct at all times. Any disciplinary action shall be coordinated through the Team Captain who in turn shall consult as necessary with the GFA EO and provide avenues for the pilot, crew or parent/guardian to present their case before action is taken.
- GFA Complaints and Discipline procedures shall be followed (refer to the Gliding Australia website)
- Unilateral action shall not be taken by the Team Captain. Penalties and punitive action shall be applied with guidance from the GFA EO, Chair SDP, ITM and GFA President as necessary. In the case of disputes, mediation should always be the first action taken.
- All issues will be addressed using Just Culture as a primary principle.

12 After the Championship

Funded Team Pilots and Team Captains have an obligation to 'give back' to gliding.

On completion of the Championship, Team Pilots and Team Captains shall commit to an appropriate action that benefits general members. Examples include:

- Articles.
- Blogs.
- Webinars.
- Contribution to coaching techniques.
- Becoming a coach.
- Feedback to future competition pilots via the ITM.

Appendix C - Outlanding cards

Hi,

I am sorry but I do not speak **Italian/ French/ German**.

My name is, I am an Australian pilot flying in the World Gliding Championships at airport.

This morning I took off from in my glider but unfortunately did not return because of the weather.

I have not crashed and it is not necessary to call the police.

I must telephone my team to tell them that I am safe and well so they can come quickly with a car and trailer for the glider.

Thank you very much for your interest.

.....

IT

Buongiorno,

Mi dispiace ma non parlo italiano.

Il mio nome è, sono un pilota australiano che vola ai Campionati del mondo di volo a vela all'aeroporto

Questa mattina sono decollato da nella mia vela ma purtroppo non sono tornato a causa del tempo.

Non mi sono schiantato e non è necessario chiamare la polizia.

Devo telefonare al mio team per dire loro che sono al sicuro e in modo che possano venire rapidamente con un'auto e un rimorchio per l'aliante.

Grazie mille per il tuo interesse.

.....

FR

Bonjour,

Je suis désolé mais je ne parle pas français.

Je m'appelle, je suis un pilot australien participant aux championnats du monde de vol à voile à l'aéroport de

Ce matin j'ai décollé de dans mon planeur mais je ne suis malheureusement pas revenu à cause de la météo.

Je ne me suis pas écrasé et il n'est pas nécessaire d'appeler la police.

Je dois téléphoner à mon équipe pour leur dire que je suis sain et sauf afin qu'ils puissent venir rapidement avec une voiture et une remorque pour le planeur.

Merci beaucoup de votre intérêt.

.....

DE

Hallo,

Es tut mir leid, aber ich spreche kein Italienisch / Französisch / Deutsch.

Mein Name ist, ich bin ein australischer Pilot, der bei den Segelflug-Weltmeisterschaften am Flughafen fliegt.

Heute morgen bin ich mit meinem Segelflugzeug von gestartet, aber leider wegen des Wetters nicht zurückgekehrt.

Ich bin nicht abgestürzt und es ist nicht notwendig, die Polizei zu rufen.

Ich muss mein Team anrufen, um ihnen mitzuteilen, dass ich in Sicherheit und gesund bin, damit sie schnell mit einem Auto und einem Anhänger für das Segelflugzeug kommen können.

Vielen dank für ihr Interesse.

PART 3 – CODES OF CONDUCT

The Gliding Federation of Australia is a member organisation of Australia Sports Aviation Confederation (ASAC). In its Federation Aeronautique Internationale (FAI) role, ASAC is Australia's National Airport Control (NAC) body.

The ASAC Code of Ethics applies to all who participate in the represented types of sport aviation, whether as individuals, competitors, judges, jury members, delegates, elected officials, staff or in any other capacity. In addition to the Gliding Australia Codes of Conduct, international competitors shall also comply with the ASAC Code <http://www.asac.asn.au/wp-content/uploads/2015/03/ASAC-Code-of-Ethics.pdf>

Whilst the following Codes of Conduct are explicit, the success of the team relies on everyone following principles of teamwork, professionalism and respect.

Appendix D (i) – Team Captain Code of Conduct

General

The Team Captain shall provide leadership and guidance to the Team, oversee the performance of all Team Members and ensure their compliance with listed responsibilities and Codes of Conduct.

The Team Captain is an integral component of the Australian National Gliding Team and as such, conveys the goodwill and aspirations of GFA and the Australian gliding movement through his/ her behavior, bearing and attitude.

Eligible funding shall only be released by the ITM after signing of the Team Captain Code of Conduct.

GFA shall be reimbursed for any released funding if the Team Captain is subsequently unable to attend the Championship.

Code of Conduct

As the Team Captain, I agree to adhere to this Code of Conduct and furthermore, I shall:

- Agree to assist all Team Pilots in achieving their best possible personal and Team WGC results.
- Agree to conduct myself in such a way as to be a positive influence within the team, and acknowledge that the team's overall performance is enhanced by mutual support.
- Agree to protect both the GFA and its member's interests and objectives, conducting myself at all times so as to bring credit to the broader membership.
- Encourage Team participation without undue pressure and develop a culture of cooperation between all Team Members to achieve the best overall result for the Australian Team.
- Focus on an individual Team Pilot's efforts and performance rather than daily scores or relative placing whilst dealing with difficulties and disappointments in a positive and good humoured manner.
- Communicate any safety and/ or operational concerns directly with the Championship organization if Team Pilots are expected to fly in unacceptably difficult and/or hazardous conditions, whilst at the same time not conveying concerns or personal anxiety in a manner that may have a detrimental effect on Team Pilot preparation and consequent performance.
- Ensure Team Pilots fly in accordance with the rules and exercise high standards of airmanship.
- Settle disagreements without resorting to verbal or physical hostility.
- Not ridicule or use a raised voice to any Team Member for making a mistake or performing below expectations.
- Not physically or verbally abuse or harass any individual or group.
- Follow all legal instructions and directions of the Officials and competition administrators.
- Show appreciation to volunteers.
- Respect the rights, dignity and worth of others regardless of their gender, ability, culture, background or religion.
- Use social media responsibly and in accordance with the provisions of this code of conduct and ensure compliance with any Team media or sponsorship requirements
- Comply with team, local and WGC Drug and Alcohol regulations.
- Report to the Chair SDP, any Code of Conduct breach by myself or any other Team Member.

I (Team Captain Name), hereby agree to this Code of Conduct.

Signature:.....

Date:.....

Attendance at the WGC and the release of eligible GFA funding, is contingent on agreeing to and signing this Code of Conduct which shall remain in effect until all Championship related duties are complete.

Appendix D (ii) – Team Pilot Code of Conduct

General

Team Pilots competing at the WGC are Australian sporting ambassadors and convey the goodwill and aspirations of GFA and the Australian gliding movement through their behavior, bearing and attitude.

Team Pilots receive substantial material support through GFA funding and sponsorship and selection to the Australian National Gliding Team is therefore a privilege.

Verbal acceptance of Team selection is required within 2 weeks of notification. Team Pilots are required to agree to and sign their Code of Conduct at the time of acceptance of a team position and return the signed document to the International Team Manager (ITM).

Eligible funding shall only be released by the ITM after signing of the Team Pilot Code of Conduct.

GFA shall be reimbursed for any released funding if the selected Team Pilot is subsequently unable to attend the Championship.

Any Code of Conduct breach shall be reviewed by the Team Captain and GFA EO and may result in disciplinary action. Penalties and punitive action shall be applied with guidance from the GFA EO, Chair SDP, ITM and GFA President as necessary.

Code of Conduct

As Team Pilot, I agree to adhere to this Code of Conduct and furthermore, I shall:

- In conjunction with the Team Captain, develop, agree to and apply myself to a training programme, including Squad Week.
- Develop a culture of cooperation and mutual support between all Team Pilots, Crew Members and the Team Captain to achieve the best overall result for the Australian Team.
- Demonstrate a high degree of individual responsibility and focus while conducting myself as a positive influence within the team so as to achieve the best possible personal WGC result.
- Acknowledge that the Team Captain is the GFA representative and as such has a duty to protect the interests and objectives of both GFA and its members.
- Follow all legal instructions and directions of the Team Captain, Team Coach, Officials and Championship administrators.
- Fly safely and exercise high airmanship standards at all times.
- Comply with all FAI, National and local rules, regulations and procedures applicable to the Championship and as directed by the Organisers.
- Comply with all regulations governing the registration and airworthiness of the sailplane I fly and any glider licence conversion or validation obtained, for both the country of sailplane registration and the WGC host nation.
- Participate positively in Team meetings when required,
- Comply with Team media and sponsorships requirements, including the display of sponsor logos on the Team Shirt, cars and gliders as directed by the Team Captain.
- Comply with requests for interviews and provision of magazine articles and social media posts as required by the Team Captain.
- Not ridicule or use a raised voice to any Team Member for making a mistake or performing below expectations.
- Not physically or verbally abuse or harass any individual or group.
- Settle disagreements without resorting to verbal or physical hostility.
- Show appreciation to volunteers.
- Respect the rights, dignity and worth of others regardless of their gender, ability, culture, background or religion.
- Use social media responsibly and in accordance with the provisions of this code of conduct and ensure compliance with any Team media or sponsorship requirements
- Comply with team, local and WGC Drug and Alcohol regulations.
- Report to the Team Captain any Code of Conduct breach by myself or any other Team Member.

- Always direct any inquiry to the Australian Team Captain and not approach the Organisation directly.
- Coordinate with the Team Manager and other Team Members the writing and publication of articles in the Gliding Australia magazine and GA website and facilitate verbal presentations that promote and highlight the WGC experience.

I (Team Pilot Name), hereby agree to this Code of Conduct.

Signature:.....

Date:.....

Attendance at the WGC and the release of eligible GFA funding, is contingent on agreeing to and signing this Code of Conduct which shall remain in effect until all Championship related duties are complete.

Appendix D (iii) – Crew Member Code of Conduct

Australian National Gliding Team Crew Members convey the goodwill and aspirations of GA and the Australian gliding movement through their behavior, bearing and attitude.

Any Code of Conduct breach shall be reviewed by the Team Captain and GFA EO and may result in disciplinary action.

Code of Conduct

As a Crew Member I agree to adhere to this Code of Conduct and furthermore, I shall,

- Assist the Team Pilot in achieving the best possible personal WGC result.
- Develop a culture of positive cooperation between all Team Crew Members, Pilots and the Team Captain to achieve the best overall result for the Australian Team.
- Encourage the Team Pilot to fly in accordance with the rules.
- Deal with Team Pilot difficulties and disappointments in a positive and good humoured manner, focusing on effort and performance rather than on daily scores or relative placing.
- Never ridicule or use a raised voice, physically or verbally abuse or harass any Australian Team Member or any other team member for making a mistake or performing below expectations.
- Follow all legal instructions and directions of the Team Captain, Team Coach and Organisational officials and administrators.
- Always direct any inquiry to the Australian Team Captain and not approach the Organisation directly.
- Show appreciation to volunteers.
- Respect the rights, dignity and worth of others regardless of their gender, ability, culture, background or religion.
- Abide by team, local and WGC Drug and Alcohol regulations.
- Comply as directed, with any Team media or sponsorship requirements, and use social media responsibly and in accordance with the provisions of this code of conduct
- Report to the Team Captain any Code of Conduct breach by myself or any other Team Member.
- Accept the Team Captain's authority with respect to Australian Team matters and acknowledge that he/ she is responsible for protecting the interests of GA and its membership.
- Provide feedback of experiences gained during my participation in this Championship, by way of magazine articles, website updates and word of mouth.

I (Crew Member name), hereby agree to this Code of Conduct.

Signature: Date:

Attendance at the WGC is contingent on agreeing to and signing this Code of Conduct which shall remain in effect until all Championship related duties are complete.

Note a parent/ guardian attending a WGC in support of a Team Pilot shall also agree to and sign the Crew Member Code of Conduct.

Appendix D (iv) – Parent/ Guardian Code of Conduct

General

Gliding Australia encourages parents/ guardians of Junior Pilots, selected to compete in the Junior World Gliding Championships (WGC), to provide financial support where possible, and attend the Championship event to support and assist the Junior Pilot.

Whilst Team Pilots compete for their personal enjoyment and not that of a parent or guardian, the addition of financial and personal support generally adds pressure to the Team Pilot, through increased 'parental expectation'.

Team Pilots may be tasked to fly in very difficult and sometimes hazardous conditions. It is important that any anxiety or concern is not conveyed to the Team Pilot to avoid any detrimental effect on pilot preparation and consequent performance. All concerns therefore, shall be directed to the Team Captain in the first instance and under no circumstances should representations be made to the Championship Organisers.

WGC participation also involves a significantly increased level of incident and accident risk. The Team Captain shall manage risk awareness by Team Pilots and emphasise high standards of airmanship and safety at all times with consideration to individual Team Pilot experience and maturity.

In the event of an accident or incident the Team Captain shall implement the Emergency Response Procedure as required.

Code of Conduct

As a parent/ guardian of a Team Pilot, I agree to adhere to this Code of Conduct and furthermore, I shall,

- Be a positive role model and encourage Team Pilot participation without undue pressure.
- Encourage the Team Pilot to fly in accordance with the rules.
- Deal with Team Pilot difficulties and disappointments in a positive and good humoured manner, focusing on effort and performance rather than on daily scores or relative placing.
- Acknowledge skillful performance by all pilots so that the Team Pilot will learn by example.
- Never ridicule or use a raised voice, physically or verbally abuse or harass any Australian Team Member or any other team member for making a mistake or performing below expectations.
- Follow all legal instructions and directions of the Team Captain, Team Coach and Organisational officials and administrators
- Always direct any inquiry to the Australian Team Captain and not approach the Organisation directly.
- Show appreciation for volunteers.
- Respect the rights, dignity and worth of others regardless of their gender, ability, culture, background or religion.
- Use social media responsibly and in accordance with the provisions of the Code of Conduct.
- Abide by the Drug and Alcohol regulations
- Demonstrate a high degree of individual responsibility, especially when dealing with, or in the vicinity of persons less than 18 years of age, as one's words and actions are an example
- Report to the Team Captain any Code of Conduct breach by myself or any other Team Member.
- Accept the Team Captain's authority with respect to Australian Team matters and acknowledge that he/ she is responsible for protecting the interests of GA and its membership

I (Parent/ Guardian name), hereby agree to this Code of Conduct.

Signature: Date:

Continued.....

Attendance at the WGC is contingent on agreeing to and signing this Code of Conduct which shall remain in effect until all Championship related duties are complete.

Note a parent/ guardian attending the WGC in support of a Team Pilot shall also agree to and sign the Crew Member Code of Conduct. However, if a parent/ guardian is unable or unwilling to agree to or sign the Crew Member Code of Conduct it is recommended that he/ she select an experienced pilot to act as Crew Member for the Team Pilot.

PART 4 – EMERGENCY RESPONSE PLAN

Overview

This reference is provided to guide Team Captains and other Team Members in the unfortunate event of an accident or incident involving flying operations in a foreign country hosting a World Gliding Championship event. This document describes immediate actions, who should be informed and amplifies requirements mandated by both GFA and CASA with key contacts and phone numbers included. Critical local contacts in the host country shall be researched and collated by the Team Captain prior arrival.

Important Definitions

The following advice is important; these definitions not only delineate the severity of occurrences but also invoke different levels of required response. In accordance with the Air Navigation Act 1920 Part 2A, it is mandatory to report all **accidents, serious incidents, incidents** and **occurrences** involving civil aircraft operations in Australia and Australian-registered aircraft overseas to the Australian Transport Safety Bureau (ATSB). It may not therefore, be technically necessary to report the above events if occurring in a foreign registered sailplane flown by an Australian pilot utilising a validated Australian licence,

Accident - An occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight until all such persons have disembarked, in which:

1. Any person suffers death or serious injury.
2. The aircraft incurs substantial damage or structural failure.
3. The aircraft is missing or inaccessible.

Serious incident - An occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft or that involves circumstances indicating that an accident nearly occurred. Examples include near-collisions, serious undershoots, pilot incapacitation and like occurrences.

Incident - An occurrence, other than an accident or serious incident, associated with the operation of an aircraft that affects or could affect the safety of operation of the aircraft. In practice this definition is broadly interpreted, and the incident reporting system accepts any reports, requests, complaints and suggestions which relate to aviation safety.

Whilst the focus of this document is on accidents, serious incidents and occurrences involving aircraft and glider operations, it is also possible that untoward events, accidents and incidents may occur on the airfield with regard to ground operations, motor vehicles, machinery and plant, ground infrastructure or natural hazard. The same principles apply with regard to emergency response, with these requirements tailored to the demands of the situation.

References:

- A. Air Navigation Act 1920 Part 2A
- B. Transport Safety Investigation Act 2003 Sections 18 and 19
- C. GFA Operational Regulations, Section 12 <http://www.gfa.org.au/Docs/ops/opregs.pdf>
- D. GFA Manual of Standard Procedures, Section 27 <http://www.gfa.org.au/Docs/mosp2.pdf>

IMMEDIATE PRIORITIES AND RESPONSES

1. SAFETY OF LIFE

- Ascertain if it is safe to approach the crash/accident site and pilot.
- Provide immediate first aid.
- Call **HOST NATION Emergency Services** (AUS 000) if required, and the **CHAMPIONSHIP ORGANISATION Safety Officer**
- Provide immediate firefighting response.
- If required to prevent further injury, remove pilot to a safe location clear of immediate hazards.
- Ensure members of public and local club members, pilots and visitors are not exposed to further hazards
- If absent from the host airfield, inform and recall the Team Captain. In the meantime during his/ her absence, continue to act as the Australian Team delegate responsible for operational safety and operations supervision.

2. ASSIST EMERGENCY SERVICES

- Expedite Emergency Services access to the accident/incident site and any deceased or injured persons.
- Escort Emergency Services if required ensuring they do not enter active runways.
- Assist in preserving the accident scene.
- Observe local police instructions.

3. ENSURE SAFE TERMINATION OF FLYING OPERATIONS

- Recall any airborne Australian Team sailplanes IF required, using VHF and/ or WhatsApp in accordance with **CHAMPIONSHIP ORGANISATION** directives.
- Provide advice to Team Pilots on landing requirements, blocked runway areas.
- Manage 'Aussie Base' radio communications and safe ground operations.
- Terminate ground operations without interference to emergency response.

NOTES

- The above immediate priorities and responses shall take precedence over lower priority responses described below.
- When an accident or serious incident occurs, individuals will be stressed and tend to react instinctively, sometimes focusing on lower priority issues.
- Restoring a sense of calm and discipline is very important.
- Clear delegation of tasks to individuals is very important.
- Individuals will respond positively to calm and assured leadership.
- The **CHAMPIONSHIP ORGANISATION Safety Officer** is ultimately responsible for managing the response to an accident or serious incident, as he/she is responsible for operational safety and operations supervision during the Championship.

HIGH PRIORITIES AND RESPONSES

Having ensured that the immediate priorities and responses detailed above are being or have been undertaken, the following high priority actions should be pursued.

CONSULAR – ACCIDENT INVOLVING SERIOUS INJURY OR LOSS OF LIFE:

- Contact the nearest Australian Embassy or Consulate, or delegate Consul and advise accident details. Discuss the immediate repatriation of an involved Team Pilot or Team Member **or** followup for repatriation of a deceased Team Member.

AUSTRALIAN EMBASSY or CONSUL CONTACT

RECORDS:

- Prepare and collect accounts of the accident or incident, plus relevant data and imagery as soon as possible. Prepare and collect independent written statements from witnesses and those attending the scene, having briefed them on the importance of recording their own observations and actions, avoiding discussion with others – (See E2 Witness Statement Form).
- Take and retain photographs
- Take measurements and prepare diagrams
- Retain meteorological forecast printouts and data

Note: If Police retain any records and documents, delegate a Team Member to accompany officers to the station to collect photocopies of those documents.

ENSURE PRESERVATION OF PHYSICAL EVIDENCE:

- Assist Police and investigation authorities.
- Aircraft or wreckage may have to remain at the scene or on a runway, if no further safety hazard.
- Taking photographs are important prior any physical evidence is moved.
- Covering or protection of evidence may be required.

Note: Physical evidence may be collected by Police or other authorities. If this occurs, keep an inventory of what evidence is collected.

INFORM **GFA EXECUTIVE MANAGER OPERATIONS (EMO)**:

- Christopher Thorpe emo@glidingaustralia.org +61- 0414 476 151.
- Advise the ATSB H24 Hotline 1800 011 034 if required or delegate the **EMO**.

IF FATALITY, INFORM CREW MEMBER OR OTHER TEAM MEMBER ASSOCIATED WITH THE DECEASED:

- Notify next of Kin.
- Arrange a suitable Team support person to attend any affected Team Member.

IF AIRCRAFT OVERDUE OR LOCATION UNKNOWN, ADVISE **CHAMPIONSHIP ORGANISATION Safety Officer**:

- Collect accounts or statements of last known movements, radio transmissions and monitor any tracking devices.
- Consider using towplane and other gliders airborne as search or radio relay assets including making a FLARM search.
- Ensure listening watch on 'Aussie Base' and distress frequency 121.5MHz.
- Ensure Team mobile numbers and WhatsApp are working and monitored.

MANAGE MEMBERS OF PUBLIC, LIMIT ACCESS:

- Safety of members of the public present on the airfield is paramount.
- Members of the public who are witnesses should be carefully debriefed and contact information retained for follow-up contact.
- Delegate a Team Member to limit accident site access to essential people only, politely decline access to spectators and on-lookers to assist duty crew and emergency services manage the scene, reduce movement of physical evidence, limit exposure to hazards and better manage stress or trauma of those affected.
- In the case of a fatality, media and public should be advised the accident is a Coronial issue under investigation by Police.

Note: In the event of a fatality, an accident site or airfield may be closed and declared a crime scene. Police will enforce strict access control.

MANAGE MEDIA ACCESS OR INQUIRIES, LIMIT PUBLIC COMMENT:

- If media are present, ensure they are escorted by a Team Member at all times and refer them to the **CHAMPIONSHIP ORGANISATION Safety Officer**.
- Defer comment to **ORGANISATIONAL OFFICIALS** whenever possible for an accident or serious operational incident.
- Time permitting, draft a short summary of the key facts regarding the accident or incident.
- In the event of a fatality, DO NOT release names of victims.
- In the event of a fatality, both media and public should be advised the accident is a Coronial issue under investigation by Police.

MANAGE TEAM MEMBERS PRESENT ON THE AIRFIELD:

- Focus on the key facts, avoid or limit speculation.
- Affirm that assistance will be provided to deal with any stress or trauma.
- Affirm that it is normal for strong emotions to be felt, that may require expression and comfort.
- Take statements in writing from Team Members present as to what was seen or not seen, and what actions were taken.
- Take a complete list of Team Members present including contact information.

NOTES:

- The 'High Priority' responses above are important but shall take lower precedence than designated 'Immediate Priorities', which in themselves may require continuing attention and oversight whilst 'High Priority' responses are simultaneously addressed.
- When an accident or serious incident occurs, individuals become stressed and tend to react instinctively, sometimes focusing on low priority issues.
- After initial essential responses are completed, individuals may need to express personal emotions and seek explanations and rationalisations.
- Focus on key facts & vital actions, whilst instilling a sense of calm and discipline.
- Clearly delegate tasks to Team Members, noting many actions will occur in parallel.
- Individuals respond positively to calm and assured leadership.
- In the event of a fatality, the police will have jurisdiction over many on-airfield parameters, but as non-aviators will also require appropriate expert advice and counsel. The Team Captain shall establish a direct and clear relationship with the on scene police officer-in-charge. The airfield may be closed and access controlled.
- Seek advice and support from the **CHAMPIONSHIP ORGANISATION Safety Officer, GFA EMO AND CONSULAR OFFICIALS** as appropriate.

FOLLOW UP ACTIONS

In the follow-up stage after an accident or serious incident, focus will transition from on-field/ accident site activities supervised by the **CHAMPIONSHIP ORGANISATION Safety Officer** or police to **GFA EMO** and **CONSULAR OFFICIALS**.

Follow-on priorities and responses will be unique to each event, however the checklist below will provide guidance and allocate lead responsibilities.

Some items are not essential actions, but reminders of issues to be considered.

In no particular order of precedence:

- 'Hot Debrief' – as soon as possible after the event debrief all Team Members and visitors involved in, or witness to, the accident or incident.
- Prepare a briefing for the **GFA EMO** and **CONSULAR OFFICIALS** as necessary.
- Make an accident or incident analysis using available technical aids such as FR and FLARM files and other Team Members.
- Provide counseling and support for those affected by stress or trauma.
- All media enquiries should be directed to designated **ORGANISATIONAL OFFICIALS**.
- Liaison with families of, or local individuals impacted by an incident or accident is not advisable especially when there is no common language.
If interaction is required, utilise **ORGANISATIONAL OFFICIALS** or **CONSULAR OFFICIALS** or police as necessary to defuse or deescalate a hostile situation.
- Advise applicable Insurance companies. If necessary, commence arrangements for the repatriation of any deceased individual.
- Utilise **CONSULAR OFFICIALS** to liaise with police and local judicial officials.
- Complete GFA SOAR report online if applicable.
- Complete ATSB Accident or incident notification form online, if applicable, at: <https://www.atsb.gov.au/mandatory/asair-form/>
- Keep accurate records, accounts and photographs
- Assess legal risks.
- Manage and monitor any hospitalisation / family / funeral arrangements.
- On return to Australia follow up with an incident/ accident debrief as arranged by **EMO**.
- Recommend updates to this Emergency Response Plan to the Chair SDP.
- Ensure ongoing GFA and club support for affected individuals.
- Manage any information flow or speculation by publishing an objective but non-judgmental account of the incident/ accident after discussing with GFA Executives.

ERP Document Check List

Download and print the following ERP Forms from the GFA Website

(AMEND AS REQUIRED FOR YOUR SITE)

Annex	Document Name		GFA Revision Number	Issue Date
A	Emergency Response Flow Chart	GFA SMS 004A	0	16/09/2013
B1	Emergency Response Checklist	GFA SMS 004B1	0	16/09/2013
B2	Overdue Aircraft Checklist	GFA SMS 004B2	0	16/09/2013
C	Incident Response Log	GFA SMS 004C	0	16/09/2013
D	Emergency Contact Numbers	GFA SMS 004D	0	16/09/2013
E1	Witness Report List	GFA SMS 004E1	0	16/09/2013
E2	Witness Statement Form	GFA SMS 004E2	0	16/09/2013