



THE GLIDING FEDERATION OF AUSTRALIA INC

C4/1-13 THE GATEWAY, BROADMEADOWS, VIC 3047

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Procedure for Starting a new Gliding Club

- A Gliding club must be an incorporated entity; either a company registered with [ASIC](#), or an [Association](#) incorporated in a State or Territory.
- You must obtain necessary approvals from the Aerodrome Operator and ensure the aerodrome Operations Manual covers those matters specific to a gliding operation.
- You must develop a Safety Management Plan and Emergency Response Plan as part of your Safety Management System (SMS). The [GFA document library](#) has some template documents that may assist you with this.
- If you will be operating at a site where there is an existing Gliding operation, you will need to demonstrate to GFA that your operation can be conducted safely in conjunction with the other operation. Procedures to achieve this will usually be documented in both your SMS and the aerodrome operations manual. Where an aerodrome operations manual does not exist, a Joint Operations Manual (or document) agreed between your club and the other club(s) will be required.
- You should contact the appropriate GFA Regional Association and provide whatever documentation it requests. The Regional association will be able to answer most questions you may have or will direct you to the right people. You should ask the Region for contact details of relevant officers, such as the Regional Manager Operations and Regional Technical Officer Airworthiness.
- When ready to formally affiliate your organisation with GFA, please complete the [GFA Affiliation Application](#), and then provide it to GFA with copies of the following documents:
 - The Certificate of Registration;
 - Your entity's Constitution or Rules;
 - The letter of approval from the Aerodrome Operator;
 - The Operations Manual; and
 - Your Safety Management and Emergency Response Plans.
- When your Club affiliation has been approved by GFA, your Club President will be sent a "Memorandum of Affiliation" signed by the GFA President. Your committee and officers must make themselves familiar with the [Manual of Standard Procedures](#), the [Member Protection Policy](#), and the [Complaints and Discipline Procedures](#) manual.
- Before gliding operations can commence, you will need to have an operations and airworthiness audit conducted by the Regional Manager Operations and Regional Technical Officer Airworthiness (or their delegate). You should contact these officers when you believe you can pass an audit. Details of the audit process can be found in the GFA Manual of Standard Procedures ([Part 2](#) & [Part 3](#)).

For further information, please contact our office staff who will be happy to answer your questions.