



MEMBERS HANDBOOK

2024 Edition

Website : eastdevonrcc.bmfa.club

This handbook consists of 7 documents:

Contents

Constitution.....	2
Club rules	5
Membership policy.....	13
Training Policy.....	18
Woodbury Common Model Flying Site Layout ...	22
Site location and map.	23

Constitution

- 1) The name of the club shall be the East Devon Radio Control Club and will be affiliated to the British Model Flying Association.
- 2) The object of the club shall be to promote the hobby and sport of all forms of radio control modelling.
- 3) The operation of the club shall be governed by the requirements of the constitution supplemented by written rules and policies, all of which shall be made available to every member.
- 4) The officers of the club shall be Chairman, Vice-Chairman, Secretary, Treasurer, and such other officers as a general meeting may from time to time decide. Officers may be elected at any club meeting and shall serve for a term ending at the following Annual General Meeting.
- 5) Collectively the officers shall constitute the Committee, which shall be responsible for, and have the authority to co-opt additional members for specific purposes.
- 6) The membership of the club shall be open to all persons interested in radio control modelling providing they are prepared comply with the rules and policies of the club, and their application for membership is approved by the Committee. All members are entitled to vote.
- 7) The Committee shall convene General meetings as follows.
 - a. An Annual General Meeting (AGM), shall be held on the last Wednesday in November each year, or as soon thereafter as possible. The AGM date, agenda and all resolutions for discussion shall be notified no later than 28 days before the date of the meeting. Any additional resolutions or other items for inclusion in the agenda shall be submitted to the Secretary in writing no later than 6 weeks prior to the date of the AGM.

- b. An Extraordinary General Meeting (EGM) if the Committee so decides, or if an application carrying the signatures of at least 10 members, and containing an agenda is made to the secretary. In either event the meeting shall be held within 28 days of the decision or committee meeting following the application, and the date of the agenda shall be notified to members no later than 14 days before the date of the meeting. An EGM shall discuss only the items on the notified agenda.

- 8) The officers of the committee shall meet as frequently as is necessary to conduct the business of the club administration. A quorum of 5 is necessary to conduct business at any single occasion. All club meetings shall be minuted. All minutes shall be read, and a resolution proposed to approve them as a true and accurate record of club business. This shall be done before the business of the next relevant meeting is conducted.

- 9) All resolutions, including those proposing election of Officers, shall be proposed and seconded by two members. The prior consent of nominees shall be obtained. Voting on resolutions considered at all club meetings shall be by show of hands unless specified otherwise in this constitution, approval by a total of more than one half of the votes cast on a resolution shall be necessary for the resolution to succeed.

- 10) In the event of the introduction of, or amendments to statute law that directly affect this constitution or the club Policies or Rules, then an appropriate amendment, or new clause, policy or rule shall be introduced by the Committee, and shall take immediate effect. Any other additions and amendments to this constitution shall be implemented only after discussion and approval by a total of more than two thirds of the votes cast a General meeting. Any other additions and amendments to the club rules shall be decided by discussion and vote at a club meeting. Any other additions or amendments to club Policies shall be made at the discretion of the committee or at a club meeting should the need arise.

- 11) The club's financial year shall end on 31st October. A balance sheet and accounts for the preceding financial year shall be submitted for approval at the AGM. An examiner of the accounts shall be elected at the AGM to examine the treasurer's accounts for submission at the next AGM. All money belonging to the club and not invested shall be paid by the treasurer into a separate account in the name of the club at a bank nominated by the committee.
- 12) Membership fees are due in advance on or before 31st December for the following year. The committee shall propose a motion at the AGM to determine the membership fees for the following year.
- 13) A resolution to wind up the affairs of the club shall only be decided at a General meeting. The resolution shall fail unless approved by more than three quarters of the votes cast by those present and received by post. In the event that such a resolution is carried, so much of the assets of the club shall be realised as maybe required to discharge all liabilities, and any remaining assets shall be disposed of as decided by a vote of more than half those present at the winding up meeting.
- 14) All members shall uphold the good name of the club, and act in accordance with the Constitution and Rules at all times whilst participating in any form of the hobby or sport, especially in the presence of the public.
- 15) If a member has engaged in conduct considered by the committee to be contrary to the Constitution or rules of the club the Committee may decide to discipline the member, or in extreme cases, dismiss the member from the club.

Club rules

The following rules shall apply to all members of EDRCC and to use of the Woodbury Common flying site.

1. General safety rules.

1.1. It is the obligation of every member to comply with current legislation, BMFA safety recommendations together with the club rules.

1.2. Normally flyers should be accompanied by at least one responsible person who will act as a safety marshal. All members and visitors shall, without delay, obey the instructions of the Safety Marshal. The Safety Marshals responsibilities and duties are detailed in the Appendix to the Rules and are to be considered a part of these Rules.

1.3. **Lone Flying** is only permitted when:

1.3.1. The pilot possesses a BMFA 'A' certificate or above.

1.3.2. Flying slow electric powered models only to a maximum of 1500gm in weight.

1.3.3. Place a warning sign on the approach path from the car park.

1.3.4. Stand in a position where approaching members of the public can be clearly seen.

1.3.5. Book in and out using the Telegram app as per usual.
Consideration shall be given to the public at all times in order to avoid potentially dangerous situations.

1.4. Flying shall not take place or shall be curtailed if visibility or weather conditions or any other environmental factors are such that flying maybe unsafe.

1.5. Fires must not be lit on the flying site at anytime. Members must ensure that all items of equipment and rubbish are removed from the flying site at the end of each day's activities.

1.6. Any incident or accident which has, in the opinion of any member, compromised the safety of a member of the public or the club, must be reported to the Safety Officer or Chairman at the earliest opportunity. Then it is important to write down as much information as possible including the names of witnesses, preferably using the clubs incident form, (obtainable from a committee member or the club website eastdevonrcc.bmfa.club) and forward it to the Safety Officer or the Chairman as soon as possible. All members witnessing the event must also report their observations in writing.

1.7. Prior to flying, pilots shall ensure they can maintain full transmitter control of their engine whilst it is running, and ensure electric motors remain disconnected from their batteries unless the model is properly restrained. Engines must be adjusted so as to stop running when required by use of the transmitter.

1.8. Whilst flying, all pilots must stand close together (less than 20ft apart). So that warnings can be clearly heard.

1.9. Model integrity. It is every pilot's duty to ensure that every model they fly is airworthy and that all reasonable safeguards and precautions against accidents are utilised.

2. Frequency control.

2.1. Flying shall be controlled by using predominately the 2.4 GHz bandwidth, but also 35MHz , 40Mhz 27MHz bands under specific conditions of use to prevent interference (see below). The 40Mhz band may only be used for surface models.

2.2. Pilots intending to use adjacent channels in the frequency ranges 27, 35 and 40 MHz concurrently must check before flying that their

transmitters will not interfere with each other by liaising with the other pilots.

3. Airside discipline.

3.1. Models shall only be flown in front, (airside), of the flightline except for gliders flying above 200 ft. In the event of a change of wind direction the flight line shall be moved accordingly.

3.2. No pilot shall fly over the car park.

3.3. Flying low over the strip in a downwind direction requires the consent of other pilots.

3.4. Whilst flying all pilots must stand close together in a group (in so far as is consistent with safety controlling any helicopter on the hovering box). And directly behind the flight line. Standing airside of the flight line is not permitted.

3.5. Before crossing the flight line from the pits to airside all persons shall call out their intention to do so, and shall act on any response given, e.g., by a pilot already flying.

3.6. Every pilot on the flight line must acknowledge a request from another pilot. Before carrying out the action called, all pilots on the flight line must be heard to acknowledge the request. If in doubt the call must be made again before proceeding.

3.7. Before take-off pilots shall check that it is safe to do so. They shall signal their imminent intention to take off by calling "Taking off", and shall act on any warnings given, e.g., by a pilot flying.

3.8. Before landing pilots shall check that it is safe to do so. Whilst on the downwind leg they shall signal their intention to land by calling "Landing", and shall act upon any warnings given., e.g., by a pilot

already flying. As soon as the model is settled on its final approach all other aircraft must be kept clear.

3.9. The pilot of a model suffering an engine stoppage in flight shall call "Dead Stick" or "Landing Dead Stick" and must be given priority for landing. All other aircraft must be kept clear. Wherever possible those already on approach should abort their landing and rejoin the circuit.

3.10. When a landed model has stopped moving the pilot must stop the engine then recover the model checking first that it is safe to do so by asking approval from the active pilots and making visual checks.

3.11. Pilots should never taxi their aircraft towards the pilots or other people. Aircraft can be taxied to the edge of the flight line and then along the flight line but never towards people,

4. Pits discipline.

4.1. When starting and ground running an engine the pilot shall ensure that the model is: -

4.1.1. Physically restrained,

4.1.2. At least 10ft from the edge of the gorse,

4.1.3. Positioned so that no person, model, or equipment is directly behind the propwash.

4.1.4. Anyone positioned in front of, or in the arc of the propeller should be asked to move before the engine is started.

4.1.5. Models with running I.C. engines or live electric motors whilst behind the flight line must be continuously physically restrained.

4.1.6. Any extended high speed engine running shall take place well away from the pits area.

5. Flying restrictions.

5.1.The number of aircraft (including helicopters and multi-rotors) being flown at any one time shall not exceed the following: -

5.1.1. Four of any type,

5.1.2. Plus, 2 gliders,

5.1.3. Plus, one helicopter in the hovering box.

5.2.Flying is permitted: -

5.2.1. On Sundays and Bank Holidays between 10:00 hrs and 14:00 hrs.

5.2.2. On other days between 10:00 hrs until dusk.

5.2.3. For electric powered models from 08:00 hrs on any day when flying is permitted.

5.3.All pilots shall have valid public liability insurance cover.

5.4.Whilst attending the site for flying purposes members must be able to produce valid documentation to show that they are adequately insured and are a Bonafide member of the EDRCC club. This can be met by providing an up-to-date paper or electronic copy of their membership card issued by the BMFA and insurance document.

5.5.All pilots flying helicopters shall have previously provided the committee with an appropriate signed declaration.

5.6.Members shall ensure that any visitor who intends to fly holds valid public liability insurance and is prepared to produce proof on request. Note that first time visitors will be deemed to meet this condition for the purpose of trial flights for up to 3 days per visitor, provided such flights are made under the supervision of a committee approved member as provided for under the “First time inexperienced flyer” provision of the BMFA insurance scheme.

5.7. Pilots of aircraft weighing more than 7.5 Kg must hold a BMFA “B” Certificate. Models with gas turbine engines or space models shall not be flown.

5.8. Members shall ensure that all models are silenced in accordance with BMFA recommendations. t

5.9. Registration

5.9.1. Members should register their arrival and departure at the Woodbury flying site on the EDRCC Flying registration thread using the Telegram app. If a member does not have access to the thread on the Telegram app they should ask another member to do this on their behalf.

6. Appendix to the club rules.

6.1. Responsibilities of the safety marshal.

6.1.1. The Safety Marshal is responsible for monitoring the safety of all persons at the Woodbury Common flying site.

6.1.2. Senior members who are not in the process of operating their models should take their turn to serve as Safety Marshal. it's the Safety Marshal has full authority to ensure that members and visiting flyers comply with the BMFA and Club rules and act in appropriate ways to eliminate potential or actual danger.

6.1.3. It is the obligation of every member to be familiar with the Article 16 Authorisation with ANO articles 240, 241 & 94 and 95 , BMFA safety recommendations and the club rules to be competent to act as Safety Marshal and bear them in mind when forming judgements and decisions for the safety of the public and club members.

6.1.4. The duty maybe passed among the senior members to ensure it is manned continuously but everyone especially the Safety Marshal

himself needs to remain aware who the safety Marshal is. There should not be an attitude of everyone taking the role as this could lead to no one taking the role.

6.1.5. In extreme cases or repeated cases of non-compliance with his instructions the flyer will be required to cease flying and if necessary be asked to leave the site. The Safety marshal shall then notify the Safety Officer or Chairman by filling out an incident form giving an account of the incident and that this person has received a verbal warning. (Ref. "Membership Policy" paragraph 10, Discipline and Dismissal).

6.1.6. After completing the Incident Form and sending it to the Safety Officer or Chairman the safety Marshals duties are concluded. The decision of the Safety Marshal shall be considered by the Safety Officer or Chairman and shall be upheld unless an injustice has arisen.

6.1.7. If the flyer is dissatisfied, he can appeal to the committee. The committee shall then consider reports from the Safety Marshal and the Safety Officer or Chairman in addition to any other representations concerning the incident. Until the issue is resolved the individual will remain suspended.

6.2. Duties of the Safety Marshal.

6.2.1. To remain aware of current visibility, weather, ground and flying operations and accordingly determine whether or not flying may proceed.

6.2.2. To supervise the layout of the flying site, ensuring that it is arranged in the style of the attached diagram, and that it is arranged to suit any significant change in wind direction.

6.2.3. To marshal members of the public into safe areas and prevent anyone from straying into the line of take-off or landing.

- 6.2.4. Call out warnings to alert pilots to the presence of members of the public who are approaching or crossing the site into the line of take-off or landing or at risk of being overflowed, then to inform pilots when it is clear again.
- 6.2.5. When 27, 35 and 40 MHz are in use, oversee the correct operation of the frequency control. .
- 6.2.6. The Safety Marshal shall report any issues to the Safety Officer.
- 6.2.7. To liase with the officer in charge of any troops on or near the site and to advise him that “the Ministry of Defence Woodbury Common Training orders” identifies this site as an “out of bounds area”. However, if the officer is dealing with an emergency, then provide whatever access is required and suspend flying activities as maybe required.

Membership policy.

1. BMFA affiliation.

- 1.1. The club is affiliated to the BMFA. Therefore, the club requires its members also to be members of the BMFA.
- 1.2. BMFA membership with the primary club attribute set as “East Devon Radio Control Club” must be completed before a person can apply or renew their club membership.
- 1.3. On successful application or renewal, the BMFA will provide a membership card, a copy of which will be required when flying with the club.
- 1.4. Membership of the BMFA provides adequate insurance cover to be able to fly with the club. Flying without adequate insurance is not permitted..

2. Benefits and obligations: -

- 2.1. Membership of the EDRCC provides opportunities to: -
 - 2.1.1. Fly at the club site,
 - 2.1.2. Obtain flight training free of charge when available,
 - 2.1.3. Exchange help and advice with fellow modelling enthusiasts,
 - 2.1.4. Attend monthly club meeting between September and April but excluding December.
 - 2.1.5. Participate and bring guests to social events for both information and enjoyment,

2.1.6. Participate in the national modelling scene through contacts with the BMFA.

2.1.7. The responsibilities which attach to these benefits are that members must: -

2.1.7.1. Abide by the constitution and rules,

2.1.7.2. Always act on the principle that safety is paramount when at the flying site.

3. Application for membership.

3.1. Application for membership is open to anyone with an interest in radio control modelling.

3.2. In addition to the application form potential members should be provided with copies of the "Constitution", "Club rules" and "Membership policy" before they decide to make an application.

3.3. Applicants under the age of 18 must have their parent, guardian or carers approval for the application. The parent, guardian or carer must be given copies of the "Children and Vulnerable Adults" policy and the "Guide to the Children Act". They must also be given a "Consent to Physical Contact Form" if the junior applicant is expected to require training.

3.4. New applicants must complete and sign a membership application form, which must also be signed by a proposer who is an existing member.

3.5. An ex-member of the club who wishes to rejoin need not complete an application form provided that his personal details remain in the club's record.

3.6. Acceptance or rejection of an application will be decided by the committee based on the application form, the comments of the proposer, or if necessary, an interview with the applicant.

4. Membership categories.

4.1. For legal and other purposes members are either

4.1.1. Senior aged 18 or over at the time of joining or

4.1.2. Junior aged under 18 at the time of joining.

4.2. Both Senior and Junior members have full membership status.

5. Equality policy (2010).

5.1. The club acknowledges the “Disability Discrimination Act 1995” and subsequent related legislation and will make the following provisions to accommodate any disabled member.

5.2. It is the members responsibility to inform the club of any assistance or support that may be required.

5.3. In cooperation with the member and his advisors the committee will assess their needs and accordingly make whatever arrangements are practical for them to enjoy the benefits of membership.

5.4. In doing so the club will not make any exception to its normal standards of safety

5.5. The above arrangements will include provision where practical for access to the flying site. The club accepts the responsibility for seeking approval from Clinton Devon Estates for whatever changes are necessary to provide access. The club will provide any funding that is necessary to implement the above arrangements.

5.6.The club has no obligation to provide any specialist equipment, (e.g., modified Tx), for use by a member.

5.7.The club holds a copy of the BMFA publication “Guidelines for Model Flying Clubs and Model Flying Groups with members who have a disability or Special Need” from which the above provisions have been extracted, and which gives further information and useful contact details.

6. Membership Year.

6.1.The club membership year is synchronised with that of the BMFA and so runs from 1st January to 31st December.

7. Subscriptions.

7.1.EDRCC subscription fee, which are additional to the BMFA subscription fee, will be reviewed annually and determined by the clubs AGM. (See website or ask the Membership Secretary for current prices).

7.2.Subscription fees are due in advance, i.e., for a full year, on or before the 31st of December for the following year. For the current fees payable contact, the membership secretary.

7.3.The full annual fee will be payable for all subscriptions received between 1st January and 30th June in the year of membership.

7.4.At the discretion of the membership secretary applications received on or after 1st July in the year of membership may be subject to a discount fee.

8. Flying Qualifications

8.1. The club recognises the BMFA RC Achievement schemes Certificates as qualification to fly at the club site. The club also recognises that members with long experience and known abilities are qualified to fly at the site.

8.2. New members who are experienced but do not hold an "A" or "B" certificate, will be expected to obtain their BMFA "A" certificate as soon as possible.

9. Flight training.

9.1. The club will endeavour to provide flight training for any new or existing member up to the "A" certificate standard. Details of training policy and procedures are given in "EDRCC Training Policy".

10. Care of junior members.

10.1. Parents must be informed of the clubs' arrangements for dealing with junior members. For further details see "EDRCC Policy on Children and Vulnerable adults" and the "Guide to the Children Act"

11. Discipline and dismissal.

11.1. If a member has engaged in conduct considered by the committee to be contrary to the Constitution or Rules of the club, the committee may decide to discipline, or in extreme cases dismiss the member.

11.2. In the event of such a decision the Committee is obliged to act in accordance with EDRCC Policy, "Procedures for Discipline and Dismissal of a member from the club".

Training Policy.

1. Introduction.

- a. The club is dedicated to promoting and developing the hobby of radio-controlled modelling and in particular aeromodelling and the flying of model aircraft.
- b. Safety is a key factor when flying model aircraft and it is in the interests of all to ensure that a high standard of safety is practiced by club members especially as the flying site on the common is shared with members of the public.
- c. As training new members is a significant part of this objective, it is the club's policy to endeavour to provide flight training for any new or existing member to attain the "A" certificate free of charge.
- d. Training is carried out by volunteers but is dependent on the availability of club members willing to undertake training.
- e. Club members in need of training can approach an individual member directly or the Training Coordinator. The latter method is preferable as a structured training program can be given.

2. Training administration.

- a. The Training Coordinator will assist those members who wish to gain Disclosure and Barring Service, (DBS), clearance.
- b. The training coordinator will maintain a list of those members able and willing to act as trainers and record any conditions on the type or extent of the training they are willing to provide.

- c. He will bring together trainers and trainees together with as little delay as possible. More than one trainer may be used at different phases of the training scheme.
- d. Trainees often require help and information to obtain, assemble, set up and test their model. The training coordinator will also maintain a list of those members that are willing to act as a “Buddy” or mentor and allocate a trainee to a Buddy as and when one is available.
- e. Apart from providing general help and advice to supplement the trainers’ efforts, the Buddy should try to ensure that the trainees model is properly prepared for flight prior to each training session so as to maximise the benefits of time allocated to flight training.
- f. The Training Coordinator will do his best to arrange that their development progresses to final qualification without delay.
- g. The training scheme is organised in 4 phases as follows.
 - i. Ground training
 - 1. Safety
 - 2. Check the trainee’s model for flight worthiness.
 - 3. The theory of flight.
 - 4. The radio control and how to use it.
 - 5. The motor and how to use it.
 - 6. And much more that novices need to know before flying their model.
 - ii. Flight Training.
 - 1. The trainee will be instructed using buddy box controls to a standard where the novice is able to fly,

land and take off their model without being closely supervised.

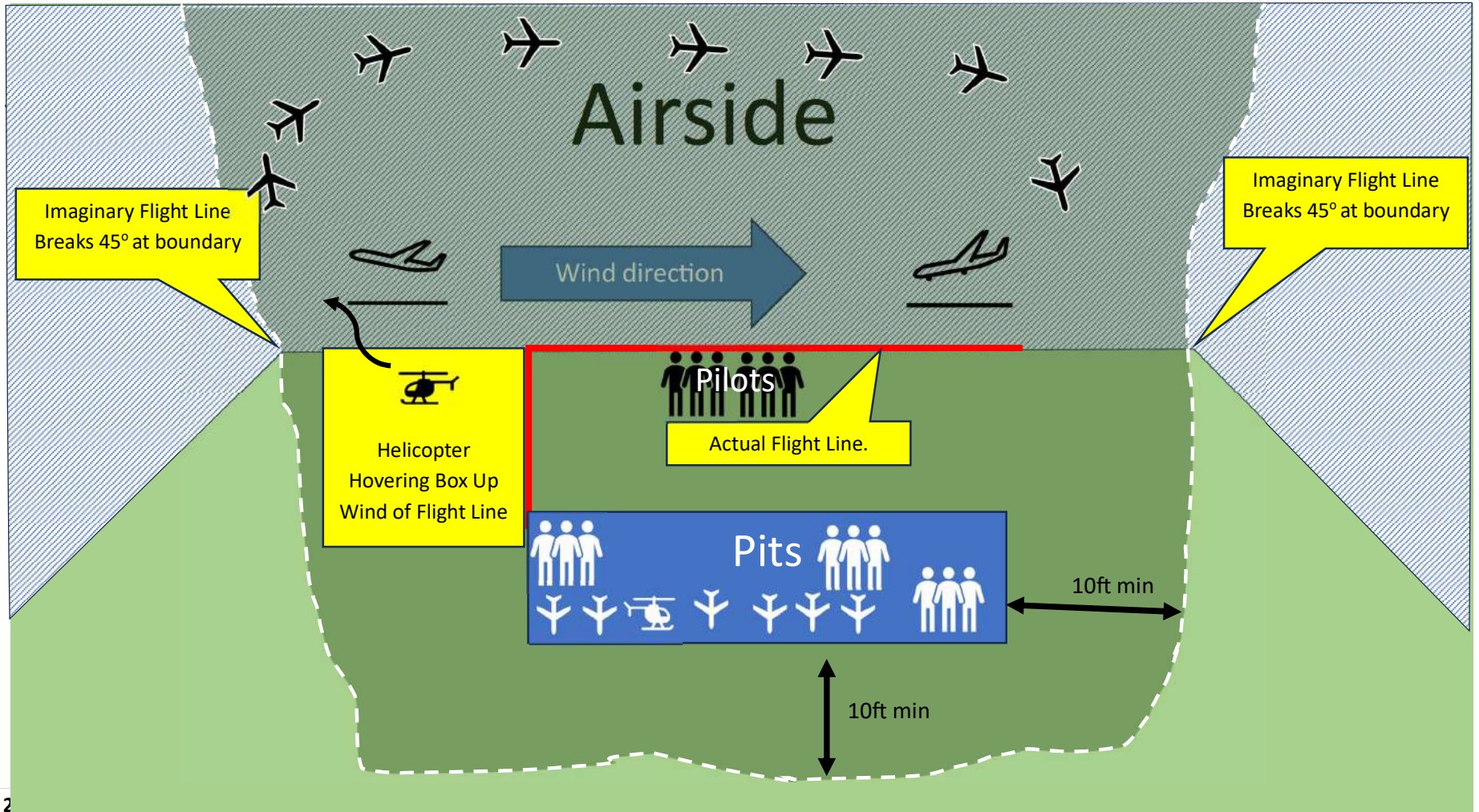
- iii. Practice - The trainee can then develop their skills by practice under supervision to a standard that will satisfy the Training Coordinator that their safety and flying skills are of a standard sufficient to achieve safe solo flying without supervision.
- iv. Qualification- At this stage all trainees will be encouraged to prepare for and take the BMFA RC Achievement Scheme "A" Certificate test under the control of one of the clubs' examiners. The "A" Certificate is a national standard and is recognised by all clubs throughout the UK and beyond as proof of flying ability and safety.

3. Training Children and Vulnerable adults.

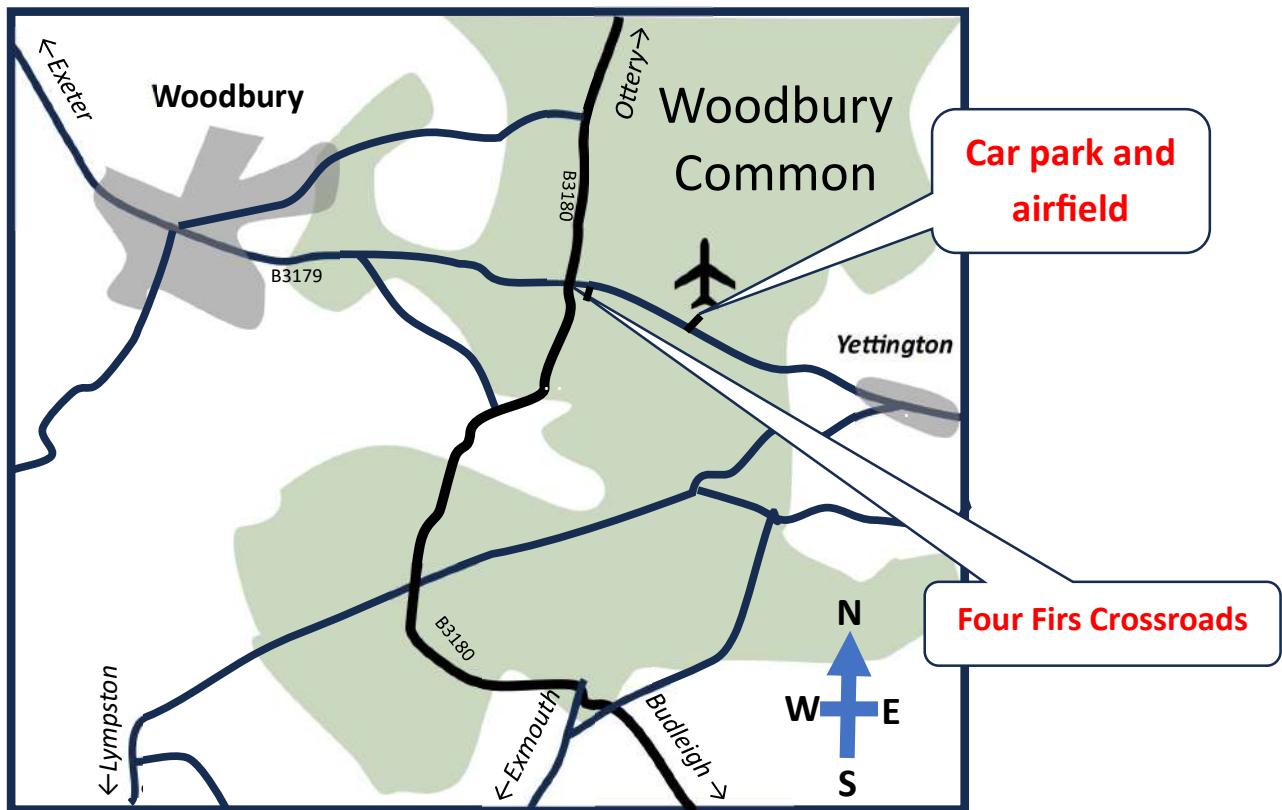
- a. Before intending to supervise or train juniors a member shall have been cleared by the Disclosure and Barring Service, (DBS) and shall read and retain a copy of the club policy "Promotion of Welfare and Care of Children and Vulnerable Adults in Model Flying".
- b. Parents must be informed of the club's arrangements for caring for junior members.
- c. The trainer will ensure that the Parent, Guardian or Carer of the Trainee, is also provided with a copy of the above documents and has signed a copy of the Physical Contact Form.
- d. Junior members are to be supervised at all times by either the parent/guardian/carer or an adult member of the club by agreement of the parents(s). The level of supervision can vary, depending on age, experience, and maturity, but must be appropriate to the wellbeing of the child.

- e. Club members are not obliged to accept responsibility for supervising junior members. However, should they do so they should encourage the parent/guardian/carer to remain in attendance at the flying site, or otherwise ensure that arrangements for returning the junior member to the parent are made in advance.
- f. Club members supervising junior members should ensure that the act of exchanging responsibility from or to the parents is unambiguous.
- g. Physical contact should be avoided unless the junior members safety is at risk, or it is a necessary aspect of training procedure.
- h. Junior members must not be encouraged or allowed to undertake activity likely to compromise safety. Also, those under the age of fourteen shall not start an engine or carry a model with the engine running unless the supervision of a responsible adult member.

Woodbury Common Model Flying Site Layout



Site location and map.



The flying site is on Woodbury Common East Devon.

- Approximate mileages from: - Exeter 9, Exmouth 4, Budleigh Salterton 3, Sidmouth 6.
- The car park is on the left about 400 meters east of Four Firs Crossroads toward Yettington.
- The site is about a 100 meters short walk from the carpark.
- Map ref OS Land ranger 192 SY038866
- What three words?
 - Car park : [///workshops.likening.luckier](http://workshops.likening.luckier) ,
 - Site [///takers.typhoon.sandpape](http://takers.typhoon.sandpape)

