



MK Model Helicopter Club

www.mkheliclub.co.uk



New Member's

Hand Book

Name:.....

Reviewed: February 2008
December 2010
December 2013



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1. Membership is on a 3 month probationary period
 2. If any member disregards the club rules or the underlying BMFA safety code or by other action puts the safety of club members or reputation of the club at risk or ceases to be a paid up member of the BMFA then club membership will be cancelled and the balance of the membership fee forfeited.
 3. Membership of the BMFA is a mandatory requirement for membership of this club.
 4. Park only in the designated parking area and not on the road or on the flying strip.
 5. There must be no flying over the car park, pits area or surrounding buildings.
 6. Keep well away from growing crops and grazing livestock.
 7. Children and animals must be supervised at all times and must not be permitted to play on the strip or in the pits area.
 8. Take home all rubbish, broken pieces of helicopter etc.
 9. Club and BMFA membership cards must be carried at all times and produced on request.
 10. Visitors are only permitted to fly on two separate occasions and then only if proof of BMFA membership can be produced and the model complies with the club noise code.
 11. **Transmitters must not be switched on unless they use 2.4GHz. Anyone wishing to use any other legal band (such as 35MHz) must consult with the club Safety Officer or in his absence any Committee member before they bring such equipment to the club so a unique channel can be assigned.**
 12. Noise level must not exceed 86dB (a weighted, slow response) as measured on the club's noise meter in accordance with the BMFA method (maximum reading of 2 measurements, 7 metres either side crosswind of model hovering at 1 to 2 metres height facing directly into wind. The rotor head speed must not be artificially reduced from that normally used to fly the helicopter as a means of passing the noise test).
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13. Check the condition of the helicopter and transmitter and receiver battery packs before each flight.
 14. Peg 4 is to be given priority to disabled flyers and wheel chair access during winter months. Disabled flyers must still take turns in using the flight line if there are able flyers on site.
 15. Assist from time to time with club maintenance duties such as mowing and strimming.
 16. Flying is not permitted outside the hours of: **See Flying times**
 17. These rules are based on the SAFETY CODE FOR HELICOPTERS AND GENERAL FLYING prepared by the BMFA and should be read in conjunction with that code. Safety is the responsibility of every club member. Members should ask for assistance rather than hope for the best: - model helicopters can be dangerous and are almost always intolerant of poor maintenance, set-up and flying. You must intervene if another club member is flying in a manner, which could result in a breach of the club rules, noise code or safety code. Better this than risk injury and/or the loss of the club site.
 18. Members should ask for assistance rather than hope for the best: - model helicopters can be dangerous and are almost always intolerant of poor maintenance, set-up and flying. You must intervene if another club member is flying in a manner, which could result in a breach of the club rules, noise code or safety code. Better this than risk injury and/or the loss of the club site.
 19. Young members of the club (under 16) must be accompanied by a responsible adult at all times, (Does not have to be parent but must have parents permission).
 20. **Only rotorcraft may be flown at the club, no fixed wing aircraft are allowed.**
For the avoidance of doubt the 'Osprey' and similar models are considered to be fixed wing aircraft.
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CONSTITUTION AS OF THE 4TH DECEMBER 2010

MK MODEL HELICOPTER CLUB

1. NAME

The club will be called MK Model Helicopter Club and will be affiliated to the BMFA (British Model Flying Association).

2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- ✓ To offer coaching, and competitive opportunities to all members, in Model Helicopter Flying
- ✓ To promote the MK Model Helicopter Club within the local community; and all possible opportunities within the Model Helicopter Flying arena
- ✓ To manage the MK Flying Field at Yardley Hasting
- ✓ To ensure a duty of care to all members of the club
- ✓ To provide all its services in a way that is fair to everyone

3. MEMBERSHIP

To ensure all present and future members receive fair and equal treatment.

Membership should consist of six officers and members of the club (Total 45 members)

The club will offer a waiting list in the event of there being full membership.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- ✓ Full member.
 - ✓ Junior member.
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4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Committee and voted on, at the Annual General Meeting.

Fees will be paid: annually on or before the AGM in December.

5. OFFICERS OF THE CLUB

The officers of the club will be:

- ✓ Chair.
- ✓ Honorary Secretary.
- ✓ Treasurer.
- ✓ Membership Secretary.
- ✓ Events Coordinator.
- ✓ Safety Officer

Officers will be elected annually at the Annual General Meeting. Each member can hold a maximum of two positions on the committee; however there should always be six members on the committee.

All officers will retire each year but will be eligible for re-appointment.

You must have been a member of the club a minimum of two years before being put forward to join the committee.

6. COMMITTEE

The club will be managed through the Committee consisting of:

- ✓ Chair, Honorary Secretary, Treasurer, Membership Secretary, Events Co-ordinator and safety officer, there will be six members on the committee at all times. Only these posts will have the right to vote at meetings of the Committee.



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- ✓ The Committee will be convened by the Secretary of the club and held no less than Six per year. This will normally be the first Saturday of each month.
- ✓ The quorum required for business to be agreed at Committee meetings will be: Six
- ✓ The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ✓ The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- ✓ The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
- ✓ The committee will be responsible for taking any action of suspension or discipline following such hearings.

7. FINANCE

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31st December.

The Treasurer at the Annual General Meeting will present an audited statement of annual accounts. (Audited by the Chair and one other committee member)

Any cheques drawn against club funds, permission should be obtained from the treasurer plus one other signatory of the account.

8. ANNUAL GENERAL MEETINGS

The Club Secretary will give notice of Annual General Meetings. Not less than 21 clear days notice to be given to all members, to include an Agenda.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM through a show of hands.



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All members have the right to vote at the AGM one member one vote. In the event of a tie the chairman will have the casting vote.

There will be no quorum for AGMs.

The committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. NOISE TESTING.

In order to protect the club from noise complaints, all models will be tested after first build and any major rebuilds, existing and new members will be required to submit all their models for testing. (Random tests may be carried out).

A type 2-noise meter will be used to test the models.

Committee will help and advise and give guidance on how to ensure the models are below the noise level limits set by the BMFA and current government legislation.

10. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's / BMFA child protection policy and procedures. The club welfare officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be reported in the first instance verbally to a committee member; and if required presented and submitted in writing to the Secretary.

The Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Chairman of the Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Chairman receiving the appeal.



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11. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of BMFA (British Model Flying Association).

12. AMENDMENTS TO THE CONSTITUTION

This constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. DECLARATION

MK Model Helicopter Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE: 4/12/10

NAME: Mr Baz Wootton

POSITION: Club Chair

SIGNED:

DATE: 4/12/10

NAME: Mr Kevin Matthews

POSITION: Club Secretary



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Permitted Flying Times

Generally flying times are 24/7 from pegs 1 to 6

There are however restrictions when the nearby gun club is shooting.

When the gun club is shooting this will be indicated by red flags flying and a barrier will be drawn across the access road.

Gun club shooting times are

Thursdays 17:00 onwards

Sundays until 13:00

Regardless as to whether there are red flags flying and/or a barrier drawn across the road, for **SAFETY** reasons, flying and access to the flying field is forbidden during the stated times.

THESE RESTRICTIONS ARE TO ENSURE YOUR SAFETY AND THE LONGER TERM FUTURE OF THE CLUB.

**CONTRAVENTION OF THE RESTRICTIONS MAY MEAN YOUR MEMBERSHIP IS
SUSPENDED OR TERMINATED**



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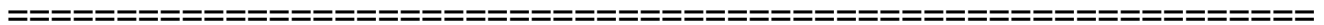


I confirm I have explained in full the contents of the New Member's Hand Book to the person named below.

Baz Wootten
Membership Secretary

Signature.....

Date.....



I confirm I have been issued with the New Members Hand Book, and the club Membership Secretary has explained the contents.

I fully understand the rules of the club and understand I bound by these rules at all times whilst at the Club.

Name.....

Signature.....

Date.....