

# Gatineau Gliding Club (GGC)



## **Facility Operations Manual**

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Manual Owner:  
Facilities Director

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Approved by [Name]

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## REVISION RECORD

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# 1. OVERVIEW

This document has been generated to describe the facility operation procedures employed at GGC to ensure the continuing operation and maintenance of all non-flying club resources. This document should be reviewed by all club members.

The objectives of this manual are :

- Encourage a vibrant “Safety Culture” at GGC
- Identify and implement recurring training programs to facilitate greater awareness and understanding of club facility operations and encourage the institutionalisation of a club safety culture

This Facility Operations Manual forms part of the overall GGC Operational Manuals as shown in Figure 1.

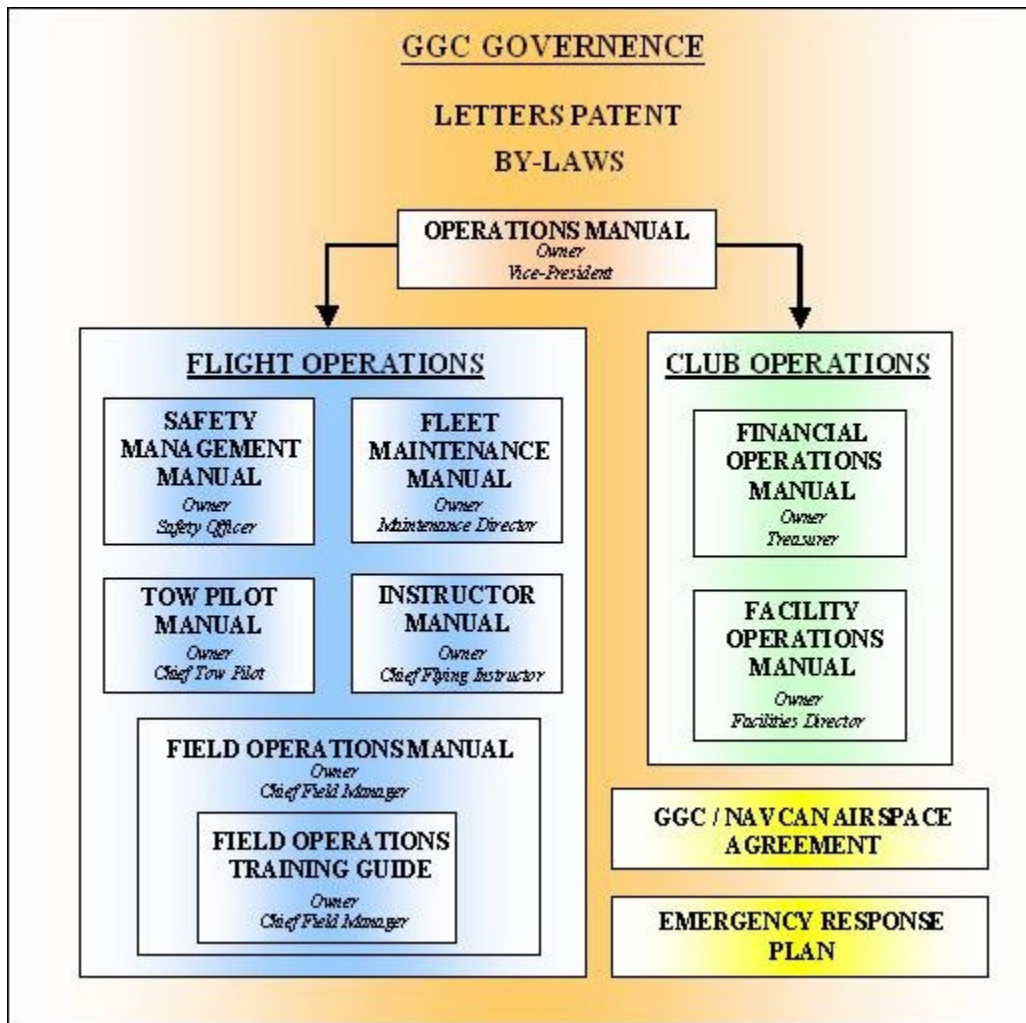


Figure 1 – GGC Operational Manuals

## **2. APPLICABLE STANDARDS, REFERENCES & DEFINITIONS**

### **2.1 Standards & References**

### **2.2 Definitions**

### **3. DUTIES & RESPONSIBILITIES**

#### **3.1 Club Maintenance Director (CMD) Appointment & Reporting**

At GGC, the CMD is nominated by and confirmed by the Board of Directors.

#### **3.2 Club Maintenance Director Duties**

The duties of the CMD include:

- Updating and maintaining the accuracy of the GGC Facility Operations Manual
- Coordinating all ongoing and planned facility maintenance
- Co-ordination with external agencies (i.e. township) and individuals (farmer) with respect to club facilities.

## **4. RUNWAY MAINTENANCE**

### **4.1 Rolling**

### **4.2 Grass Cutting**

## **5. MOTORIZED VEHICLES**

Motorized vehicles on the property are to be driven carefully with due regard to dust generation near the campsite, safety of children and adults who may be walking or cycling, and aircraft that may be landing or taking off.

The minimum age to operate motorized GGC vehicles (ex: golf cart or ride-on lawn mower) is 13 years and older. You need to be a GGC Member to operate GGC motorized vehicles.

The golf cart should not be unnecessarily driven at night because of lack of headlights

### **5.1 Tractor Operation**



## **6. HANGARS**

At least three persons, one on each wing, one on the tail, shall be employed when moving aircraft into or out of the hangar or in other congested areas. Aircraft must be moved slowly in the hangar.

Hangar doors are to be secured at all times when open. Restraining ropes are available at each door for this purpose.

## **7. CLUB HOUSE & GENERAL FACILITY**

### **7.1 Access to Property**

Access to the property during the week is for members and their guests only unless otherwise approved by the Board of Directors. Visitors are welcome on the weekends.

### **7.2 Cleanliness**

Clubhouse and campgrounds are to be maintained in such manner as to be neat and tidy at all times.

Around the hangar, all refuse is to be placed in the proper receptacles and when full, these are to be brought to the front gate for pick-up by the Township.

Refuse at the flight line is to be placed in the receptacle attached to the flight trailer and emptied at the end of each day.

Clubhouse and personal waste should be brought to the front gate for pick-up every week. Waste generated outside the Gatineau Gliding Club property is not allowed inside the property.

Note: Local government provides special pick-up for bulky items and construction waste and the Township Landfill accepts waste free of charge once a year. White goods such as refrigerant equipment (fridges) must be rendered safe by removal of freon by accredited technician possessing an Ozone Depletion Prevention (ODP) card.

The waste disposal area west of the pool is to be used exclusively for biodegradable material provided it doesn't smell, create a health hazard, attract pests, rot, gives off noxious gas or is a fire hazard. Branches, logs, leafs, grass clipping, rocks, sand and soil are some of the material accepted provided that the Board of Directors is advised.

Used LPG tanks, batteries, paint, solvent, used motor oil and any other hazardous waste must not be disposed of on the Gatineau Gliding Club property.

For more information about General Cleanliness, please consult a GGC Board Member or the Alfred-Plantagenet Township waste disposal bylaw .

### **7.3 Animals**

Dogs are not permitted in the clubhouse and are to be kept away from the entrance to the Clubhouse. They should be appropriately restrained in all other areas in such a manner as to allow members full use of the facilities. Poop scooping must be carried out by the animal's owner.

Dog owners have full liability and are responsible for any and all actions of their dogs.

#### **7.4 Smoking**

Smoking is not allowed inside the Clubhouse or the screened porch.

Smoking is allowed outside the Clubhouse, on the front or rear porches, or elsewhere on club property, with the following exceptions: both hangars, flight line, gas shack, the pool area and the carpenter shed. Members are requested to use common sense when smoking near any wooded area.

#### **7.5 Alcoholic Beverages**

Alcoholic beverages shall not be consumed at the flight line or at the hangar.

The club will not provide alcoholic beverages. Functions must require people to bring their own drinks or seek a temporary license or special permit. The club will provide a fridge designated for member's storage of alcoholic beverages.

#### **7.6 Tree Cutting**

Trees shall only be cut on the property with prior approval by the Board of Directors or their appointee.

## **8. CAMPGROUND OPERATIONS**

### **8.1 Water System**

### **8.2 Electrical System**

## **9. POOL OPERATIONS**

Members use the swimming pool at their own risk and no one should swim alone. There is no lifeguard.

The last person to leave the swimming pool shall lock the gate and return the key to its proper location in the clubhouse.

Children under the age of 16 must be accompanied by an adult when using the pool area.

Animals are not permitted within the enclosed area of the pool.

Swimming after dusk must be done with the light on.

The pool area must be vacated by 23:00 hours.

## 10. DUTY LIST

## **11. WINTER STORAGE**