



NOARLUNGA MODEL AERO SPORTS Inc.

Flying field and club rooms.

Gate S34.068 off Clisby Lane, Seaford Meadows. S.A. 5169

Postal: P.O. Box 44 Old Noarlunga, SA. 5168

www.facebook.com/NoarlungaModelAeroSports

www.nmas.info

NEW MEMBER INDUCTION MANUAL

MOP NUMBER 33

(Revised 8th April 2024)

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- Definition.
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- New Member Induction Manual (Base Document)

Purpose:

To assist in the assimilation of new members into the NMAS Club environment.

Applicable Documents:

MOP 34 New Member Support and Guide Sheet.

Definitions:

1. MAAA: Model Aeronautical Association of Australia Inc.
2. MASA: Model Aerosports SA Inc.
3. NMAS: Noarlunga Model Aero Sports Inc.
4. MOP: Manual of Procedures.
5. New Member: Is a person who is joining NMAS or a person who is or has been a member of another MAAA affiliated club.

Policy:

This Induction Manual will be utilised when a new member joins NMAS.

Responsibility:

It is the responsibility of the NMAS Committee or any NMAS Instructor to ensure all new members are familiarized with NMAS operations in accordance with the Induction Manual.



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New Member Induction Manual.

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1. Purpose of this Induction Manual.

To ensure that all new club members are made aware of the following:

- a. General Aspects of the Club.
- b. NMAS Rules.
- c. NMAS MOP's.
- d. CASA Area Approval.
- e. NMAS Site Familiarisation.
- f. An aid / checklist for familiarisation of new members to NMAS.

2. How to use this Manual.

- a. Any member of the NMAS Committee or an NMAS Instructor can induct a new member.
- b. The Induction Checklist given in this manual summarises the key induction requirements to be reviewed with the new member.
- c. Once the induction of a new member is complete the person carrying out this task will complete all details of the Induction Register.
- d. This manual is to reside in the club house (on bookshelf) for reference, and its contents are not to be removed.



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3. Induction Checklist.

The new member is to be made aware of the following:

- a. Confirm with the member that they have received MOP 34 "New Member Support and Guide Sheet", if not arrange to have a copy emailed to them.
- b. Provide a copy of Page 6 to the new member
- c. NMAS has a website www.nmas.info.
- d. Club Constitution, MOP's, Rules, Contact List and more are available on the club website www.nmas.info.
- e. NMAS is affiliated with the MAAA (www.maaa.asn.au) and its' State body MASA (www.masa.org.au) and such affiliation binds the club to MAAA / MASA rules and polices.
- f. Parents/Guardian must at all times remain whilst his/her child is at the field.
- g. Location of NMAS Field: NMAS leases a parcel of land within the Onkaparinga River Recreational Park from Department of Environment and Water South Australia which we share with the South Coast Flying Group.
- h. Bronze wing pilots (and above) receive the pin number to the club combination padlocks, and if last to leave are responsible to lock and secure the following:
 - a. Club rooms.
 - b. Toilet block. (2 doors)
 - c. 2 site access gates.
 - d. Access Gate S34.068 if full size area gates are locked.
- e. Weather Camera:
location, software, operation, power switch, privacy of persons at Club.
- f. Hours of flying operation are as follows:
Monday to Saturday 9.00am to Sunset
Sunday 10.00 am to Sunset
- g. Members using the model benches should leave the bench clean (oil free) once finished.
- h. Social meetings are held first Monday of each month, 7.30pm (not Jan) at the NMAS Club Rooms or other location(s) TBA.
- i. Newsletters are circulated to all members by email as needed.

4. NMAS Rules.

Discuss with the new member:

- a. Where to find the Club Rules - in a folder in the club rooms and online at www.nmas.info.
- b. Safety:
 1. Is paramount and is the responsibility of all members.
 2. Full size aircraft always have right away.



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5. NMAS MOP's (Manual of Procedures).

Discuss with new member about the MOP's and where to find them, i.e., in a folder in the club rooms and online at www.nmas.info.

Discuss the following specific MOP's with the new member.

- a. Electrically Powered Model Aircraft – Safety MOP 14.1
- b. Pilots Recommended Safety Procedures – Electric MOP 14.2
- c. Pilots Recommended Safety Procedures – Internal Combustion (IC) MOP 14.3
- d. LiPo Charging Policy – MOP25.
- e. Model Noise Policy – MOP10.
- f. Noise Testing – MOP11.
- g. Reporting of Model Aircraft Accidents and Safety Incidents – MOP22.

6. Member Protection Policy.

NMAS adopts the MAAA MOP041 (Member Protection Policy) and it's "Code of Conduct", therefore NMAS expects its members to; "treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations" (clause 6.2).

7. COVID Requirements.

Comply with the requirements of the COVID SAFE PLAN. (if applicable)
The full plan is located on the club room table and the "summary sheet" is posted on the external notice board at the club entry door.

8. Extreme Fire Danger Days.

The management committee will close the club for access in the event of an Extreme (or higher) fire danger rating in the fire district in which the NMAS club is located. (Adelaide Metropolitan)

9. What can you do for the Club.

On the clubroom door you will find a list of items which any club member may assist with. Please consider and help where you can.

10. NMAS Area Approval.

Explain the NMAS Area Approval in detail.

- a. Ensure the Inductee knows the location of the Area Approval in the Clubrooms.
- b. The Inductee must know the limitations of the Approval.
(Height, distance, over flying, weather conditions)
- c. CASA may ask for details at any time if an Inspection is carried out.



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11. NMAS Site Familiarisation.

The new member is to be made aware of the following site aspects

(take them on walk of our site and discuss/observe with them):

- a. White markers located on the northern and southern fence of the field identifying the centre of the runway to assist in lining up aircraft for landing.
- b. Pilot Boxes: Safety Fences, Take off and Circuit Direction determine where the pilots will stand. (6 markers in each box)
- c. General familiarisation of the club site to be shown and acknowledged:
 - Emergency contact numbers.
 - Area Approval location.
 - Fire Equipment and Evacuation plan.
 - Location of the defib unit and first aid box.
 - Power switchboards and switches.
 - No fly Zones. Identify limits.
 - Toilet block.
 - Main shed, club house, tractor shed, storage container.
 - Parking and No Parking areas.
 - Safety fencing: Public/visitor viewing area and separation from active model areas.
 - Full size hangers/strip and road access gates.
 - Orange markers at full size hangers – do not take off between them.
 - Taxiways and Runway. (Flight Line)
 - Pit areas, model benches and power sockets.
 - Battery charging area.
 - Helicopter / Multi Rotor practice area.
 - Windsock.

Our Access Gate location for emergency departments is S34.068



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The following is a brief resume of MOP 033 and is to be used as a quick reference.

(Keep in your Flight Box)

ITEM	DETAIL
Access Gate Location	Reference S34.068
Attendance Sheet	On the table in the club room
Battery Charging area	Southern end Northern Pit shelters
CASA Area Approval	On back of front door in Club rooms
Combination Lock Code	Code given to Winged pilots
Defibrillator	Inside Club Room by entrance door
Executive Committee	Names on Outside Notice Board
Emergency contact Numbers for Railways	Severe emergency; 000 Electrical control officer; 8208 6969 Shift manager; 8218 2232 Operations control; 8218 2302
Fire Evacuation Plan	Located in club rooms
Firefighting equipment	Located on a trolley in club room
First Aid Kit	Located in club rooms
Full Size Aircraft	Have ALWAYS right of Way
Flight Simulator	In the club house
Full Size Hangars	No Aerobatics / Flying over
Hours Operation / flying Times	Monday-Saturday 9 am to Sunset Sunday 10.00 am Sunset
Helicopter / Multi Rotor practice area	Hovering only permitted
Locking of Gates / Club / Toilets	Last to leave must ensure all locked
MOPs and Rule Book	Folder in Club Room / Website
Model Restraint Pins	Inside the club room right of the door
No Fly Zone	See diagram on notice board
Orange Marker Posts	No taking off / Aerobatics between
Power Switch Board and Switches	Inside Club Southwest corner
Parking Area (No Parking)	
Pilot Boxes	Pilots must stand in the relevant pilot box
Pit Area / Shelters	Model benches power sockets
Safety	Responsibility ALL members

