

**ROYAL AERO CLUB RECORDS RACING &
RALLY ASSOCIATION**



OPERATIONS MANUAL

INTRODUCTION

Version 1.1

1. CHANGE LOG

Version	Changed/Removed/Added	Date
1.0	Initial Issue	March 2019
1.1	Changed: <ul style="list-style-type: none">• Structure. Part B Section 2 (Venue Specific SOPs) amalgamated into Part C Section 2 (Current and Recent Courses)• Editorial.	Nov 2019

Wording

The use of “shall” and “must” implies that the aspect concerned is mandatory, the use of “should” implies a non-mandatory recommendation, “may” indicates what is permitted and “will” indicates what is going to happen. Words of masculine gender should be taken as including the feminine gender, and vice versa, unless the context indicates otherwise.

Notes for Auditors

For those unfamiliar with Handicapped Air Racing it is recommended to read the Air Race Handbook (Part D Section 2) as this gives a very good overview of a race weekend.

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2. INTRODUCTION

How did we get to this point?

An early piece of business for the new committee, appointed in February 2018, was to undertake a Safety Review. Led by the Chief Steward, the review was carried out by a small team of experienced racers who were professional pilots with backgrounds in military and commercial aviation.

The outcome was a proposal to adopt a revised structure based on aviation industry best practice:

- How we operate (Operations Manual)
- How we prevent or investigate issues with our operation (Safety Management System)
- How we regulate our operations (Rules)

The review group advised that the existing 3RS Safety Management System (SMS 1.0) needed updating to meet new regulatory requirements and should be priority for the 2018 season.

The Committee agreed that Safety must be the number one priority and given the time constraints to the start of the 2018 season and limited capacity available, approved the recommendation to prioritise the SMS update.

The Committee acknowledged that the Rules are well established and only require minimal updates each year and felt the development of the Operations Manual would benefit from the new officials experiencing a season in their respective roles.

The final piece of the new structure

The task then during the 2018/19 closed season has been to develop the third and final part of the new structure, the Operations Manual.

The Manual will evolve with time but at the outset has the essentials in place to explain to members, in a transparent way, how we conduct our operations. In particular it introduces Standard Operating Procedures (SOPs) for the Race Practice and Race to provide a safer racing environment and reduce repetitive briefing.

It also includes detailed post descriptions and checklists to aid succession planning and ensure business continuity in the event of a post holder is unavailable.

2.1 Operations Manual Structure

Part	Title	Section
A	Organisation & Administration	1. Structure (organogram)
		2. Memorandum and Articles of Association
		3. Post Descriptions and Duties
		4. Drug/alcohol policy
		5. Expenses Policy
B	Standard Operating Procedures (SOPs)	1. Race Practice and Race SOPs
C	Courses and Handicapping	1. Course Design and CAA Exemptions
		2. Current & Recent Courses
		3. Handicapping
		4. Turning/Scatter Point Deployment
D	Training	1. Pilot Assessment Syllabus
		2. Air Race Handbook
E	Records	Procedures
F	Forms and Templates	Pre-Race Checklists Race Checklists Post Race Checklists Forms: Protest Check Pilot Verification Race Venue Information Templates: OM Section Letter of Agreement

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