





Position Description

Position	Duty Officer (DO)		
General Summary of position			
<p>The Duty Officer is responsible for ensuring all members follow safety, field layout and aircraft movement procedures outlined in the RAMS By Laws and accompanying documentation on the RAMS Website and Flight Operations signage board.</p> <p>Members must follow the rulings of the duty officer without argument.</p> <p>The Duty officer will ensure the setup of the field is done correctly and take down of club equipment with the assistance of all members present at the close of day, and is responsible for the club and toilets being locked at the close of flying. Flying must not commence until a member has his name on the Duty Officer Board and that member is present.</p> <p>All club members should take a turn at being Duty Officer from time to time.</p>			
Responsibilities			
<p>The DO position is responsible for ensuring;</p> <ul style="list-style-type: none"> • Pilots obey all rules and procedures outlined by MAAA Manual of Procedures (MOPS), RAMS website and safety documentation, such as, for example; • Not connecting aircraft batteries outside the arming area. • Arming / disarming in designated areas • Taxiing correctly • Pilots informing other pilots of their intentions (Refer Pilot Box Rules https://www.rams.asn.au/pilot-box-rules/) • Pilots do not operate their aircraft closer than 30 meters to any other person. • Pilots maintain their aircraft within the Fly Zone and current height restrictions • The Duty Officer A Frame is erected on the field and name is in place 			
Tasks			
What	When	How	Comment / Contacts
Place your name card in the DO A Frame sign	On arrival	Choose your name from the laminated signs on the A Frame	If your name is not there contact the club Secretary to have one made for you.
Ensure the three warning signs are in position	On arrival		
Ensure the setup of the Pilot box and Taxiing cones are correct according to the Flight Operations Board.	On arrival	Refer to the Flight Operations Board on the inside of the hangar or on the RAMS website https://www.rams.asn.au/pilot-and-aircraft-movement/	

Wear Duty Officer Hi Viz vest	On acceptance of the Duty Officer position		Under COVID restrictions the HiViz vest should be hung on the A Frame board and only used when required.
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Duty Officer A Frame

Flying is permitted when there is a name in the A Frame	
Flying is NOT permitted when the A Frame is either; <ul style="list-style-type: none"> 1. not present or; 2. no name has been put in the A Frame or; 3. the persons name in the A Frame is not present. 	

Rules of Conduct

1. Duty Officer A Frame;
 - a. Flying is not to commence until a person puts their name in the holder on the Duty Officer A Frame sign.
 - b. If the Duty Officer has to leave before flying finishes the Duty Officer must remove his name from the A Frame and notify other members that a new Duty Officer is required.
 - c. If there is no name card in the A Frame no aircraft is permitted to fly. Any aircraft currently in flight must be instructed to land immediately until a replacement name card can be put in the A Frame.
 - d. If no one is available or prepared to act as Duty Officer for that flying session then the flying session is cancelled and no aircraft is permitted to take off.
2. All Club members should take a turn as Duty Officer.
3. Aircraft must be flown within the approved flight zone (Not over pilot box or carpark)

4. Ensure pilots are connecting and disconnecting aircraft batteries only in the staging area
5. Ensure pilots are informing all other pilots of using verbal commands loud and clear.
6. Be mindful of the potential for accident or injury. Any member of the public must not be endangered by our aircraft. The public have right of way and should only be informed of the danger to them in a polite manner.
7. Drones or helicopters should be flown on field 3.
8. Fixed wing flying has precedence on field 2 but if there is no fixed wing flying planned or in progress then drones can use field 2.
9. No more than 5 pilots in the pilot box at one time.
10. Only electric powered aircraft are to be used. No petrol-powered aircraft are allowed at our field by notice of Redland City Council.
11. Avoid noisy aircraft before 9am to minimise disturbance to neighbouring properties.
12. Only members of MAAA are to fly with our Club.
13. Duty Officer to ensure pilots involved in an Incident must complete an Incident Report ;
(Forms are available online or in the club house).
 - a. Requirements as to when an incident report is to be completed is on the RAMS Website
 - b. The Pilot and/or the Duty Officer is to inform the President and Secretary within 24 hours of incident regardless of the severity.
14. Children under 12 years old are not permitted in the pilot box unless they are with a qualified adult.
15. Novice pilots without MAAA qualifications must only fly with an approved person and with a buddy cord connected. When approved to fly unconnected by the Chief Flying Instructor (CFI) they must have an approved person with them in the pilots box until they get their wings.
16. Heavy model aircraft as defined by MAAA must not be flown until they are certified by a qualified person.

*** END DOCUMENT ***