**AIR SCOUT; AIR EXPLORER SCOUT; GIRLS VENTURE CORP AIR CADET ORDERS**

**AIR EXPERIENCE FLIGHTS**

1.         Air Experience Flights (AEFs) are established to provide powered flying for Air Cadets at their home base and during detachments to RAF stations, particularly during Easter and Summer Camps.  AEFs are under the command and control of the OC No 3 Elementary Flying Training School.  By region, ATC Wings and CCF(RAF) Sections are affiliated to individual AEFs. Under RAF GAI’s 1011 and 1050, other RAF Recognised Uniformed Youth Organisations (specifically Air Scouts, Air Explorer Scouts and Girls Venture Corp Air Cadets) are entitled to additional support from the RAF such as, visiting and camping on RAF Stations, short term loan of equipment, co-operation with local ATC squadrons (by mutual agreement between squadron commanders and unit leaders) and, to fly in Service aircraft (including gliders). However, AEFs are only resourced to meet the needs of the Air Cadet Organisation (ACO) and can only offer capacity not taken up by the ACO to other RAF Recognised units.

**ELIGIBILITY**

 2.         **Age.**  Not less than 13 years and 3 months.

3.         **Qualification.**  Be enrolled and in uniform.

4.         **Medical Fitness.** A certificate of medical fitness is not required, but certain medical (mental and physical) conditions are incompatible with flying as they could place the scout/cadet at risk and compromise flight safety.  The scout/cadet must also have sufficient command of the English language and be competent enough to absorb flying instruction, bearing in mind that verbal communication in the air, due to ambient noise, can be difficult.

5. It is **the unit leaders responsibility** to check that the scout/cadet does not have a history of any condition likely to cause sudden incapacitation in flight or which might be aggravated by the flight environment.  To assist unit leaders in assessing whether a scout/cadet should be considered for AEF flying, an ACO Av Med Form 1 is to be completed by each scout/cadet and countersigned by a parent/guardian. Where a temporary bar from flying is indicated, the scout/cadet is not to attend the AEF until the matter is resolved. A separate Av Med Form 1 is required for each flying opportunity. The AEF Commander can be contacted prior to the visit to provide further guidance if required. Unit Leaders are to place completed and countersigned Av Med Form 1’s in a sealed envelope which should be then handed to the responsible adult escorting the scouts/cadets during their visit to the AEF.

6. On the day, the responsible adult is to ensure that the sealed envelope containing the Av Med Form 1’s is handed to the AEF Duty Instructor for scrutiny prior to flight. Scouts/cadets **must** have a completed and countersigned ACO AV Med 1 when they arrive at the AEF and be alert, and not dizzy, listless, or over-tired if they wish to fly. Sinuses should not be blocked as the result of a cold.  The current use of any medication, bandage or plaster should be brought to the attention of the AEF Duty Instructor. Please note that AEF Aircraft Commanders retain the right to refuse flights to scouts/cadets whenever medical fitness is in doubt. It is therefore imperative that all medical conditions have been considered prior to attendance. Post flight, the Av Med Form 1’s will be returned to the responsible adult escorting the scouts/cadets for archiving in accordance with data protection requirements.

7.         **Parental Consent.** If the scout/cadet is attending the AEF during school/college term time, in addition to a countersigned ACO Av Med 1, each individual scout/cadet must have a letter signed by the person with parental responsibility confirming that the scout’s/cadet’s school or college has authorised their absence.

 8.         **Scout/Cadet Weight Limitations.** The passenger weight limitations are based on parachute considerations.  For the Tutor EB85 parachute, the scout/cadet fully clothed, but without parachute, must weigh between 35 and 114 Kg.

9. **Flying of accompanying adults.** The accompanying Adult may be given the opportunity to fly provided there is sufficient time in the flying programme and they have a completed ACO Av Med 1 with no medical conditions notified.

**AEF VISIT PREPARATION**

10.         **Bookings.**  AEF Commanders will not ordinarily offer flying to non ACO units during ACO camps and at weekends. Once CCF(RAF) sections have been given fair opportunity to take up their allocation entitlement outside of these, if any capacity remains, other RAF Recognised Uniformed Youth Organisations will be offered the opportunity to book sufficient half days to enable each eligible scout/cadet to fly once a year. If any further capacity exists beyond this, then all eligible units (ACO and non ACO) should have equal opportunity to book any remaining days/half days[[1]](#footnote-1).

11. The AEF flying programme is a combination of bringing the serviceable aircraft, volunteer pilots, scouts/cadets and the adults responsible for supervising them, and suitable weather together at one time.  Any failure of one of these factors can result in lost flying opportunities and considerable expense.  Once arrangements have been made, **unit leaders** **must** inform the AEF Commander by e-mail or telephone if, at short notice, any places cannot be filled. Conversely, the AEF Commander will inform all parties at the earliest opportunity if flying has to be cancelled.  Unit leaders can liaise with the AEF Commander to make alternative visit arrangements if flying has to be cancelled, but this may not always be possible.

12.         The aim of air experience flying is to provide the opportunity for scouts/cadets to handle the controls of a powered aircraft, not below 1000 ft, under the close supervision of the Aircraft Captain.  Scouts/cadets should be familiar with the Air Experience Syllabus at Annex A, but the syllabus does not need to be followed rigidly. Scouts/cadets will be asked by their Aircraft Captain about their previous flying experience, and the flight will be tailored accordingly.

13. **Briefings.** As a matter of routine, shortly after arrival at the AEF the **Tutor Air Experience Flying Video (RAF No AF010/00)** will be shown to the scouts/cadets.  This video covers both basic and emergency procedures for flight in the Tutor aircraft.  Scouts/cadets must have seen and understood this video within 7 days of the planned flight.  Once they have seen the video, prior to flying, the scouts/cadets will then be individually taken through a practical demonstration to reinforce the instructions in the video.

14. **Clothing Requirements for AEF Flights.**  Scouts/cadets should arrive at the AEF in uniform. Flying coveralls will be provided and fitted by the AEF.  Scouts/cadets are to be told not to wear clothing manufactured largely from nylon or other man-made materials under the flying coveralls and can, if required, change out of uniform into more suitable clothes they have brought with them prior to flying.  Female scouts/cadets are not allowed to wear skirts and should take slacks or tracksuit bottoms for use under flying coveralls. All scouts/cadets are to wear cotton calf length socks and suitable lace-up footwear when flying (no metal cleats).  Because hair gel sticks to the inside of flying helmets, scouts/cadets **will not be permitted to fly if wearing hair gel**.

15. **Air Experience Flying Programme Sheet.**  The Responsible Adult should bring a copy of the “Air Experience Flying Programme Sheet” (Annex B) to the AEF, and ensure that columns (a) to (f) are completed.  The form will be completed by, and left with, the AEF; a copy can be provided on request.

**RESPONSIBLE ADULT DUTIES**

16.         **General.**  A Responsible Adult must accompany and supervise their scouts/cadets, however, responsibility for looking after scouts/cadets on the airfield lies with AEF staff and not with the Responsible Adult. The Responsible Adult must be satisfied that each scout/cadet is eligible for the flight, properly briefed, and is fit for the flight.

 Annexes:

A.        Air Experience Flying Syllabus

B.        Air Experience Flying Programme Sheet.

**INTENTIONALLY BLANK**

**ANNEX A**

**AIR EXPERIENCE PRO FORMA FOR COMPLETION ON EACH SCOUT/CADET FLIGHT**

|  |
| --- |
| **AIR EXPERIENCE FLIGHTS** |
| **EX 1 – FAMILIARISATION**  a.   Introduction to the cockpit  b.   How to read heading, height and airspeed  c.   Use of horizon for visual flying.  d.   “Following through” on the controls.    **EX 2 - EFFECTS OF CONTROLS (1)**  a.   On straight and level flight  b.   Maintaining level flight  **EX 3 – TURNING**  Using about 20° of bank  **EX 4 - EFFECTS OF CONTROLS (2)**  a.   Changes of power  b.   Elevator trimmer  **EX 5 – AEROBATICS**  a.   How to loop the aircraft  b.   Other aerobatics  **EX 6 - PILOT NAVIGATION** |

**INTENTIONALLY BLANK**

ANNEX B

**AIR EXPERIENCE FLYING PROGRAMME SHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AEF No |  | AEF Telephone No |  | Youth Organisation |  |
|  |  |  |  |  |  |
| Date to Fly |  | Time due to Arrive |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name and Surname of Scout/Cadet or Adult to Fly | | | | Age | | | | Never Flown AEF before | | | | | Flown before but not this year | | | Already flown this year | | Resp’ Adult | | Pilot’s Name | | | | | Aircraft Tail Number | | Duration of Flight (Minutes) |
| (a) | | | | (b) | | | | (c) | | | | | (d) | | | (e) | | (f) | | (g) | | | | | (h) | | (i) |
| 1. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 2. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 3. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 4. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 5. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 6. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 7. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 8. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 9. | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
| 10 | | | |  | | | |  | | | | |  | | |  | |  | |  | | | | |  | |  |
|  | | | | | | | | | | | |
|  |  | |  | | | | |  | | |  | | | | | | | | |  | | | | | | | |
| Printed Name of Responsible Adult | | |  | | | | |  | | |  | | | | | | | | |  | Signature of Responsible Adult | | | | | | |
|  |  |  |  |  |  |  |  | |  |  | | | |  |  | |  | |  | | |  |  |  | |

(Instructions for completion on reverse)

**ANNEX B**

**AEF FLYING PROGRAMME SHEET – INSTRUCTIONS FOR USE**

1.         **Responsible Adult in Charge of Party.**  The Responsible Adult in charge of the party travelling to the AEF can use the form for roll calls and amend it as necessary.  The Responsible Adult is to pass the form to AEF Commander on arrival, who can arrange for the rest of the form to be completed.

 2. Details for completing the form are as follows:

|  |  |
| --- | --- |
| Column a. | Show **first name** and **surname**. |
|  |  |
|  |  |
| Column b. | Show age in years. |
|  |  |
|  |  |
| Column c. | **Tick** if the individual has **never had an AEF flight before**. (Do not include other civilian flying or gliding). |
|  |  |
| Column d. | **Tick** if the individual has **flown with an AEF before but not this year**.  (Note – the year starts on 1 Apr and finishes on 31 Mar). |
|  |  |
| Column e. | **Tick** if the individual has **already flown with an AEF this year**. |
|  |  |
| Column f. | **Tick** if adult staff **and wishes to fly**. |
|  |  |
| Column g. | AEF Commander to record the pilots’ name.  (If Required) |
|  |  |
| Column h. | AEF Commander to record the aircraft tail number.  (If Required) |
|  |  |
| Column i. | AEF Commander to record the duration of the flight in minutes.  (If Required) |
|  |  |

1. For 8 AEF; this booking process will be done through the online booking system. [↑](#footnote-ref-1)