

GLIDING INDUCTION COURSES – GLIDING PROGRAMME SHEET

VGS No VGS Telephone No. ATC Sqn or CCF(RAF) Section
Date to fly Time due to arrive No of places allocated at the VGS

TO BE COMPLETED BY THE ATC SQN OR CCF (RAF) SECTION BEFORE DEPARTURE TO THE VGS							TO BE COMPLETED AT THE VGS				Suitable GS (Yes/No)			
First Name and Surname of Cadet or Adult Staff to fly	Class or Rank	Age (if cadet)	Cadet's Record of Service Completed	Flown in VGS Gliders Before (Yes/No)	Weight of Cadet in Kg	Previously Completed GIC (Yes/No)	Pilot's Name	Glider Tail Number	Duration of Flights (Minutes)					
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)				(k)	
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														

Signature of OC ATC Sqn or OC CCF (RAF) Section.....	Signature of OC VGS
Name and Rank	BRIEF COMMENTS ON THE VISIT (l)
	Signature of Accompanying Adult
	Name

(See Instructions for use overleaf)

GLIDING PROGRAMME SHEET - INSTRUCTIONS FOR USE

1. **OC ATC SQN or OC CCF (RAF) SECTION.** The OC is to ensure the form is completed at columns a to g before it is handed to the officer or adult in charge of the party of cadets. After the form is returned to him on completion of gliding, the OC is to feed back to the VGS any comments about the gliding or the visit. The OC should also find out why any cadets failed to attend after having their names put on the list. The form is to be retained for the Annual Report and a copy is to be forwarded to the Wg HQ or CCF Liaison Officer.

2. **OFFICER OR ADULT IN CHARGE OF ATC OR CCF PARTY.** The officer or adult in charge of the party travelling to the VGS is to use the form for roll calls and is to amend it as necessary. He is to hand the form to the OC at the VGS on arrival, assist with completing it during the day, collect it on departure, and return it to the OC ATC Sqn or CCF (RAF) section.

3. **VGS DUTY INSTRUCTOR.** The VGS Duty Instructor is to arrange for columns h to k to be completed during the day.

4. Details for completing the form are as follows:

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|---|---|
| Column a. | Show <u>first name</u> and <u>surname</u> . |
| Column b. | Show cadet class (eg Leading Cadet) or adult rank or class (eg Fg Off/CI/etc.) |
| Column c | Show cadet's age in years. |
| Column d. | Check that the Cadet's Record of Service Book has been signed for permission to fly, and then initial column d. |
| Column e. | Show whether or not the individual has flown in a VGS glide before. |
| Column f. | State the cadets weight (fully clothed less parachute) in Kg. |
| Column g. | Show if the individual has already completed a gliding induction course (GIC) |
| Column h. | Record the pilot's name. |
| Column i. | Record the glider tail number. (All Vikings are prefixed ZE and most Vigilants prefixed ZH). |
| Column j. | Record the number of launches and total duration of the flights in minutes. Five columns are provided – which should be enough to record 5 Viking launches for a GIC. |
| Column k. | State whether cadet is suitable for a Gliding Scholarship. |
| Column l. Comments on the Visit. | Provide <u>brief</u> comments, eg 'curtailed due to bad weather', etc. |