STUDENTS MANUAL

for the 54th Walsh Memorial Scout Flying School
8 - 22 January 2020
Really, really important stuff you must not forget:

1. Read this manual from cover to cover
2. Remember to bring a sunhat
3. DADS rules apply – no drugs or alcohol permitted
4. You will need full clean tidy uniform – please check it now!
5. Remember your watch – punctuality is key
6. Name ABSOLUTELY everything
7. Read this manual carefully!
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ACKNOWLEDGEMENT

In addition to the substantial assistance provided by New Zealand Aeronautical Trusts Limited, Airways Corporation of New Zealand Limited, the Civil Aviation Authority and Air New Zealand, the School has enjoyed the ready co-operation and support of the New Zealand Division of the Royal Aeronautical Society, Royal New Zealand Air Force, ASPEQ, Walsh Flying School Trust, Rotary International and other organisations and individuals with a strong interest in the promotion of aviation within New Zealand. This support ensures that the School continues to operate at a high professional standard and, at the same time, at a cost which is within the reach of young people. Our sincere thanks to all the sponsors.

A number of students are sponsored to attend the school. We acknowledge and thank Airways Corporation; Fred Kinwig Trust; Rotary Club of Newmarket; Rotary Club of Pakuranga; Rotary Club of Penrose; Chenery Memorial Trust, June Gray Charitable Trust, Lois Dalley Charitable Trust, Walsh Opportunity Trust; and all parents and supporters.
INTRODUCTION

Welcome to the Walsh. This school will be our 54th – a credit to the many students, staff, sponsors and the aviation industry that have supported the school over so many years. We are sure that at the end of the school you will consider it a huge success just like all past schools. The school lasts for only two weeks and to make it successful many people put in hours of preparation from organising the aircraft and instructors to ordering the food and to finding the staff to give their time. Everyone at the school is a volunteer, freely giving their time, and just like you will be there to have a good time.

You also need to do some preparation prior to the school. You have a medical to urgently complete if you have not already done so; gear to organise; parents to keep up to date on what is going on; travel to and from the school to plan; and of course finish earning the essential dollars and plan the social life over Christmas. Please have a read through this manual now, or at least over the next day or so, there are many things you need to know now.

The manual also includes much of the information that has usually been covered in the first general briefing at the school. Most of the information will not be repeated in this school’s first general briefing. Giving you the information now enables you to read through at your leisure. We have tried to keep it as brief as possible while still covering as much as possible. Please ask if you need more explanation.

Hopefully we have covered most things you need to know. It may look like a long list, but we need you to be adequately prepared. If you have any unanswered questions, after reading all the way through, please send an email to - walsh@scouts.nz. If in doubt - ask (and that applies anytime - aviation is full of new strange words and acronyms). Ask sooner rather than later.

A BRIEF HISTORY

The Walsh Memorial Scout Flying School is a well-known annual event in aviation circles. Over 1610 students have gained their Scout Wings. Many students return in later years to further their aviation training and to assist as staff and more than 20% of Walsh students have continued in aviation professionally while many more retain flying as a leisure activity.

The school was the idea of the late George Arkley a National Scout Commissioner and a member of the Royal Aeronautical Society. With the success of the first school the New Zealand Division of the Royal Aeronautical Society offered, through New Zealand Aeronautical Trusts Limited (a Trust Company funded and controlled by the Division), to provide a financial subsidy and the services of members to assist in maintaining professional standards of the School. The school was named to commemorate Leo and Vivian Walsh, pioneer aviators in New Zealand.

You can read about the Walsh brothers and the history of Matamata Airfield later in this manual.
ORGANISATION

Everyone involved with the school is important, and all are volunteers. It’s important you remember that.

Below is an organisational tree that sets out the basic structure of the school. If you experience a problem, or wish to speak to anyone regarding issues, approach your Flight Leader, who will take it through the right channels. There is a School Student Executive, made up of Flight Leaders and the Unit Leader, which meet regularly with the Venturer Leader to discuss issues.

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SCHOOL DIRECTOR ....................... John Hamilton
DEPUTY DIRECTOR ....................... Nic Vanderschantz
EXECUTIVE OFFICER ....................... David Jupp
ADMINISTRATION OFFICER ............... Dene Busby
ASST. ADMIN OFFICERS ................. Taran Busby
VENTURER LEADER ....................... Gerald Carter
ASST. VENTURER LEADER ............... Natalie Watkin Ward
QUARTERMASTER ....................... Mike Hayden
DEP. QUARTERMASTER (Equipment) .... Jaimee Miskelly
CHEFS .................................. Gwyn Fraser
........................................ Ann Hammond
CAMP MUM .............................. Jill Smith
CHIEF FLYING INSTRUCTOR .............. Steve Scott
SENIOR AIR TRAFFIC CONTROLLER ..... James Pengelly
HEAD FLIGHT OPERATIONS .............. David Jupp
REFUELLER ................................ Callum Ryall
METEOROLOGISTS ....................... April Clark
........................................ Chelsea Glue
........................................ Ashlee Parkes
REScue FIRE CREW ....................... Cpl Stephen Anderson
........................................ AC Alex Nieuwenhuis
........................................ AC Benjamin Sutcliffe

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FLIGHTS

Students and instructors are divided into four flights for ease of organisation. Duties and activities are usually organised so that flights work as a team.

Other key people for you are your instructor, the Unit Leader and your Flight Leader.

You will be introduced at the start of the school. Don’t worry you don’t have to remember all the names; everyone wears a name badge.
ADMINISTRATION

ARRIVAL AT THE SCHOOL
When you arrive at the school you are asked to check-in at the School Office. The School Director and the Administration Officer will welcome you. You will be introduced to your Flight Leader who will show you around the school including where to pitch your tent. Students who have previously arrived will no doubt give you a hand with the tent and introduce you to others in your flight.

Please have your DL9 or Class 2 / Class 1 medical certificate including any medical endorsement letters handy and a copy (not the originals) of your last two years school reports. These documents will be collected on your arrival and need to be checked by your instructor. Your medical certificate and endorsement letters will be returned to you at the end of the school.

AWARDS AND SCHOLARSHIPS
The school is fortunate to have good support from sponsors in the form of assistance to students to attend the school, assistance in the running of the school and awards and scholarships to assist students with a possible career in aviation. The awarding of scholarships and prizes is based on more than just flying ability and, for “ABOs” (ab initio students) the written examination. Your ability to work with others, your enthusiasm, your diligence with duties etc., is all assessed throughout the school.

BREAKING AND DEPARTING SCHOOL
Please do not plan to leave the school before 1400 hrs (2:00pm) on Wednesday 22nd January. All the school gear needs to be cleaned and stored and you will remember from your acceptance information that you are expected to participate for the full period of the School. This includes helping with breaking School, packing up gear and cleaning the site.

DRUGS / ALCOHOL / DISCRIMINATION / SEX
Don’t even think of bringing alcohol or drugs to the school. Only one further warning will be given at the start of the school.
In Venturer terms DADS rules will apply for the duration of the camp.

  No Drugs
  No Alcohol
  No Discrimination
  No Sex

FLAG DOWN
Student specific notices are passed on at flag down. Be on time (get there early) at 1745 (only kitchen flight and those flying are exempt). Traditionally full uniform or equivalent (dress shirt, long trousers, shoes etc.) is worn.

LOST PROPERTY
With over 120 people on camp some gear gets lost (Mum where’s my…….??) / misplaced? each year. Most is found in the owner’s tent; the rest ends up in lost property. The whole camp is regularly tidied and all lost and abandoned gear is put into lost property. Lost property can be retrieved in exchange for a gold coin per item. The money goes towards festivities on the final night.
Make sure that all your gear has your name on it - that’s everything (including the underwear)!

NAMETAGS
You will be issued with a nametag when you arrive at the school. Please wear it at all times at chest height where it can be easily read. Don’t lose it, they are difficult to replace and you will stand out like a sore thumb.

No nametag - no meal.

OFF CAMP
Students needing to go off camp must be authorised by the Director or Deputy Director (not an instructor or anyone else!). Full uniform or equivalent is to be worn when off camp and your name and other details must be written on the whiteboard outside the Aero Club building. To save you going to town, items can be ordered through the daily Quartermaster trips to Matamata.

NOTICE BOARD
There will be two notice boards, one inside the Soaring Centre for student activities, duties etc; the other is in Flight Operations for the school programme, notices, options etc. You should check both notice boards at least daily.

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PROGRAMME
The full school programme and daily programme of activities is posted on the glass of the entry door to Flight Operations. Keep an eye on it for what’s going on; the programme will change to take best advantage of weather conditions etc.

Programme times are

0630 hrs ......................... flag break
0800 hrs ......................... breakfast
1000 hrs ........................... morning tea
1200 hrs ............................. lunch
1500 hrs ......................... afternoon tea
1745 hrs ......................... flag down
1800 hrs ............................. dinner
2100 hrs ............................. supper
2200 hrs ......................... out of clubhouse
2230 hrs ......................... in bed, lights out and no noise

Arrange your programme to fit in with the above times (that includes your showering, teeth cleaning and toileting needs).

RESTRICTED AREAS
For your and others safety, restricted areas are important. They are:

● Flight line unless preparing to fly, picketing aircraft, refuelling or learning pre-flight checks
● Met office, staff cabins, staff lounge when open, leaders tent / caravan (unless invited), Flight Operations (unless on business), males in females tents after dark and vice versa
● No vehicles in tent area
● No staff (except adult leaders) in tent area after dark
● Parachute club anytime.

SECURITY
Matamata airfield is a public airfield with many visitors. Other users of the airfield need access to their aircraft, hangars etc. and the public are attracted to the flying activity. While we define the areas the school is using we cannot patrol all areas all the time. We recommend that you do not bring unnecessary valuables and don’t leave any gear unattended.

For your security we ask that all visitors to the school check in with the School Office on arrival. Identification passes will be issued at the Office and must be worn.

TRAVEL ARRANGEMENTS (online)
To assist with planning we ask that all students login and complete the Travel section on the registration system indicating how you will be travelling to the Flying School. Please arrange your transport so that you arrive at the school no later than 1600 hrs (4:00 pm) on Wednesday 8th January and leave no earlier than 1400 hrs (2:00 pm) on Wednesday 22nd January.

Students travelling by air, via Auckland Airport, should have made their bookings by now.

Transport can be arranged to assist students with travel from Auckland Airport and from Matamata town to the airfield at Waharoa. Please complete the Travel section ASAP so that we have time to coordinate your requirements. Allow approximately 2+ hours for travel between Auckland Airport and Matamata. Transport between Auckland Airport and Matamata will be coordinated just before Christmas.

Assistance from all Auckland based students is requested to assist with transport for students flying via Auckland Airport on their way to and from the school.

FAMILY DAY (online)
Family day is Saturday 18th January. The normal school daily programme will continue throughout the day so that visitors can see the school in operation.

To assist with planning we ask that all students login and complete the Family Day section on the registration system indicating if your parents will visit on the family day and if they will be staying for lunch and/or the BBQ dinner. Yes you can update the information later, just give us more than 3 days notice.

VISITORS
All visitors are asked to register at the school office and receive a nametag. Visitors are asked to read the health and safety information and wear the nametag while at the school.

There is a charge for visitor meals - breakfast $6, lunch $6, dinner $12.

Visitors are welcome to call in if passing at any time however, long stay or repeated visits can be a distraction to the busy programme and progress of students. Visitors are discouraged from staying overnight. If staying overnight a campsite fee is payable. Please register at the school office on arrival.
CAMPING

ACCOMMODATION
Accommodation for all students is in your own tent in the camping ground adjacent to the airfield. Tents are available for Wellington and South Island students. You can request a tent on the student registration system.

FOOD
Yes, you will have plenty to eat! Continental breakfasts weekdays, cooked breakfasts at weekends; a combination of filled rolls, salads or cooked lunches; and dinners are all cooked, with a dessert. Fresh fruit is available with all meals. If you are hungry at any time, see the cooks; there is always food you can have. Your problem if you eat too much!

If you advised us of any special dietary requirements when you registered then appropriate food will be provided. At the school we request that you liaise with our chef to coordinate your requirements.

DUTIES
To sustain the low fees it is essential that all students share in the daily duties.
There are three sets of duties:

- Duty flight - early morning preparations for flight, cleaning the office / instructors’ lounge, swimming pool care and securing the aircraft after the days flying
- Clubhouse flight - cleaning and sanitizing the school facilities
- Kitchen flight - preparation for, serving and cleaning up after meals

The duties are rotated on a daily basis; the fourth day is a day off. A complete set of instructions will be on the student notice board in the Soaring Centre.
Duty rosters are completed prior to the start of each day and you will be expected to volunteer and complete your share of the duties to a high standard without close supervision. Remember, teamwork is the key.

FIRE AND EMERGENCIES
No smoking, no candles, no gas lamps, or anything flammable, ANYWHERE in tent city or around any tents.
In the event of a fire shout "FIRE, FIRE, FIRE", sound the fire siren in the marquee and evacuate the area. The assembly point is the volleyball court by the pool. Personal safety is the priority, attempt to extinguish the fire only if safe to do so.

GEAR LIST
A gear checklist may be found at the rear of this booklet. The list is a minimum gear list. You may bring additional gear as required; you are only limited by what you can get to and from the school. Don’t bring unnecessary valuables.

You are responsible for care, maintenance and insurance of all your own personal gear including tentage.

LATE MEALS
Late meals are available for students and staff flying during the quiet meal time period. PLEASE remember to cross your name off the list when you get your meal.

RUBBISH & RECYCLING
Rubbish (FOD) can damage your aeroplane. The entire airfield and campground are litter free.
Please put your rubbish and recycling into the appropriate bin where it will not be blown around, and pick up any rubbish you may see.

TENTS
We suggest a 3 – 4 person tent as a minimum size and maximum of preferably a single room with awning (there is just not enough room for anything much larger). Students will be organised into 4 flights with separate tent areas so you should not expect to share a tent. Check your tent at home prior to the school.
Look after your and others tents; please be careful when walking (no running) through the tent lines, you may snag a guy rope. No smoking, no candles, no gas lamps, or anything flammable, ANYWHERE in tent city or around any tents.

Yes unfortunately at times it can blow and rain heavily at Matamata so your tent needs to be suitable for the conditions; strong and waterproof, and big enough to be comfortable. Check your tent regularly on windy days and before you go to bed.

So that we do not kill the grass under the tents the Matamata Piako District Council asks that we daily lift the sides of the tent or regularly move the tents. When shifting tents keep the tents in the same relative position - it helps to find the correct person on the tent map for early morning calls.
WASHING FACILITIES
An ablution block is located in the camping area with toilet and shower facilities and clothes washing machines (free to use and we provide the machine soap powder).
As the weather is likely to be hot and because an aeroplane is such a confined space, everyone must maintain a high level of personal hygiene. It is expected that you will shower daily and wash personal clothing on a regular basis.
An iron and ironing board will be available in the Soaring Centre building.

WEATHER
Please remember it can be hot during the day - you need a sun hat, sunglasses, etc. It can be cold at night - bring a blanket or two if your sleeping bag is lightweight.
Remember the raincoat - it does rain at Matamata.

COMMUNICATIONS

MAILING ADDRESS
Your address during the school is:

TELEPHONE
There are no public telephones on the airfield. Private calls are best made on your personal cell phone.
In an emergency you may be contacted on the school phone, 027 322 7688.
Email messages may be sent to the school at walsh@scouts.nz.
Please keep emails to essential school business messages and make them text only. Please no personal emails.

CELL PHONES
Are a great tool but also can be a big distraction. Please keep ring tones to discreet or just vibrate.
You may charge your phone in the Soaring Centre building bar area.
Put your name on your phone and your charger - we already have a good selection and don't need any more!
No cell phones on the flight line or in aircraft.
Cell phones off during lectures; flag down, etc. (you will lose it for the rest of the day if it rings).

FLYING

MEDICAL CERTIFICATE
Ab-initio students should have now completed the medical for a DL9 or Class 2 / Class1 Medical Certificate and entered the details on their registration. Returned students should check that their medical certificate is still valid. All students are required to hand in their Medical Certificate INCLUDING any Endorsement Letters on arrival at the School. They will be handed back to you when checking out at the end of the School.

EMERGENCIES
In the event of a flying emergency the siren will sound from the Airways Control Tower. This is a signal for the Emergency Co-ordinating Committee to assemble at the Control Tower. All students are to vacate the operational areas of the airfield and the area immediately in front of the Soaring Centre and assemble in the marquee. Further instructions will be issued as the situation is assessed.

EXTRA FLYING
Extra flying is also available for ab-initio students at approx. $195.00 per hour. Towards the end of the school, aircraft become very busy and bookings hard to find. Ab-initio students are urged to advise their instructor early on during the camp that they may wish to buy extra flying.

FIRST SOLOS
The celebration of first solos with a bucket of water is a flying school tradition.
Only students who have already gone solo may participate and activity is restricted to the grass area outside Flight Operations. It is essential that everyone's health and safety be respected.
No throwing into the pool (due weak pool sides).
No taking of water from the pool to fill buckets and only water in buckets - no additives.

AIRCRAFT
We are very fortunate to have the support of a large number of aircraft owners. It is essential to treat all aircraft with care. Windscreens must only be cleaned with clean water and wiped dry only with a clean chamois. Interior plastics can become brittle in the sun so must be treated gently. Paintwork is thin to keep the aircraft weight down so can be easily scratched. All damage is expensive to repair. Cleaning must only be done with clean soft cloths and plenty of soapy water.
PLEASE TREAT ALL AIRCRAFT WITH THE UTMOST CARE
**FLIGHT TRAINING MANUAL**

The Flight Training Manual will be issued to all students to use for the duration of the school. Please look after the manual and return the book in good condition (you will be charged for any damage to the manual). Copies of the manual may be purchased (new or used at discounted rates) at any stage during the school. Returned students are encouraged to purchase their own copy. A supplement to the Flight Training Manual, containing additional information and practice log book pages, will also be issued at the start of the school. The supplement is free and yours to take home.

**LOGBOOK**

You will be issued with a hard cover pilot's logbook near the end of the school to record your flying. During the school you are expected to keep an up-to-date record of your flying. Practice logbook pages are provided in the Flight Training Manual Supplement issued to you at the start of the school. Use pencil on the practice pages and pen in the real logbook. Be as neat as possible when you write in your logbook. In a few years, when you go for that flying job, employers will check your logbook to see what flying you have done. The way you present the flying in your logbook is a good indication of the type of person you are.

**PUNCTUALITY**

Be early! - *Early is on time, on time is late.*

Punctuality is important as flying time is expensive and instructors’ time irreplaceable.

**ENGLISH LANGUAGE COMMUNICATION REQUIREMENT - AB-INITIO STUDENTS**

One of the requirements to fly solo is to complete the English language communication requirement. All ab-initio (first year) students and any returned students who did not complete the requirement last school, **MUST** bring with them copies (not the originals) of "End of Year School Reports", or equivalent. The reports must show that the student has completed at least 2 years secondary education in a New Zealand or Australian educational institution, or the equivalent of a New Zealand secondary education in a country where the instructional language was English. **Please bring copies not originals.**

**RETURNED STUDENTS**

Remember to bring with you all the information and checklist sheets given to you at the start of the last school. **BEFORE YOU ARRIVE** remember to make sure you know all the checklists you had to learn at the last school.

**EXAMINATIONS**

The opportunity to sit the FRTO (Flight Radio Telephone Operators’) rating exam and PPL exams will not be available at the school. ASPEQ will however sponsor returned students to sit the FRTO exam when you get back home, up to the end of March 2020, saving the normal fee of $92.00. Study for the examination will be available at the school.

**RUBBISH & RECYCLING**

Rubbish (FOD) can damage your aeroplane. The entire airfield and campground is litter free. Please put your rubbish and recycling into the appropriate bin where it will not be blown around, and pick up any rubbish you may see.

**FUN**

**SOCIAL EVENTS**

As well as a busy flying schedule the school has many social activities; trips to the hot pools, Mt Maunganui beach trip (weather permitting), family day, inter-flight sports/competitions (e.g. Rescue Fire competition and trophy), staff vs. students sporting event, skits night (everyone participates), awards dinner, theme days and disco (final night).

**FAMILY DAY**

Family Day will be on Saturday 18th January. The day provides an opportunity for families to visit the school and see the school in normal operation. Families are invited to join us for a buffet lunch and/or barbecue in the evening. Regrettably, it will be necessary to impose a catering charge for each visitor joining us for lunch $6 and the barbecue $12. To assist with arrangements for the day, students and staff are asked to indicate on the registration system, the numbers of family members intending to visit and of their wish to join us for lunch or barbecue.

**BEACH TRIP**

The date of the 'Tauranga Beach Trip' is not fixed but will be fitted in depending on the weather and progress through the programme, normally about mid way through the school. On the day, the scheduled flying programme will end at midday and, after lunch, students and staff fly or bus to Mount Maunganui to Tauranga for a few hours relaxation at the beach.

**THEME DAYS & DISCO**

Each year there is a series of theme days and a disco after the Awards Dinner on the final night. Details of the optional **theme days** are in the back page programme and in the Students Resources [www.scouts.org.nz/walshstudent](http://www.scouts.org.nz/walshstudent)
SWIMMING POOL
The pool is usually erected and filled in the first couple of days. For everyone’s safety please turn the pump off and clean the grass off your feet before getting in. Remember to turn the pump on again after swimming. No jumping or throwing people in. Please carefully use the steps over the 1.2m high pool sides to enter and leave the pool.

MONEY
CASH
We recommend that you deposit any money for flying into your flying account at the start of the school and only keep a small amount of spending money for sweets, drinks, hot pools etc. (Bring a supply of coins for the vending machines). Most other items such as school photo, polo shirts will be charged to your flying account for you to pay at the end of the school. EFTPOS (sorry no credit cards) will be available to pay your account at the end of the school.

FLYING ACCOUNTS
Flying and purchases are recorded on computer. Please regularly check your logbook entries against the computer and let us know if they don’t match. It helps us make sure the accounts are correct.

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FLYING ACCOUNTS
Flying and purchases are recorded on computer. Please regularly check your logbook entries against the computer and let us know if they don’t match. It helps us make sure the accounts are correct.

Money can be deposited into your flying account at any time. You must pay your account by 1200 hrs on the last day of the school. Please make arrangements so that you can pay your account without having to wait the arrival of your parents. An EFTPOS terminal will be available for payment of accounts. Sorry, no payments by credit card.

POCKET MONEY
You may need some cash for optional refreshments, sweets, hot pools etc. (Bring coins for the vending machines). There are many other optional items that can be charged to your account and paid at the end of the school. For example:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra flying</td>
<td>approx. $195.00/hr</td>
</tr>
<tr>
<td>Polo Shirts</td>
<td>from $41.00</td>
</tr>
<tr>
<td>T-shirts</td>
<td>from $18.00</td>
</tr>
<tr>
<td>Flight Training Manual</td>
<td>$70.00</td>
</tr>
<tr>
<td>Beach Trip (Flying)</td>
<td>(each way)</td>
</tr>
<tr>
<td>Hot Pools (per visit)</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

It is recommended that all students, continuing with their flying, have their own copy of the Flight Training Manual. Other books in the Pilot Book series will not be available at the school as in previous years but are available for purchase from www.waypoints.co.nz prior to Christmas.

VALUABLES
Please do not bring unnecessary valuables to the school. This includes jewellery other than what you normally wear.

PERSONAL
FORMAL DRESS
All students and staff are requested to wear official uniform or formal dress for the Wings Parade and Awards Dinner.

Venturers: Official SCOUTS New Zealand shirt and Group scarf with black dress trousers and dress shoes (Please make sure your uniform is complete before you arrive at the School).

Rangers: Uniform as advised by GirlGuiding New Zealand National Office or Regional Co-ordinator.

Others: Collared shirt and tie with dress trousers and dress shoes (or equivalent formal dress for females).

GIFTS
Please - no gifts for staff or instructors. A sincere thank you at the end of the school and witnessing your achievement is worth more than any gift and is all the staff would want.

HEALTH
The health of everyone is important. Please delay your arrival at the school if you have been exposed to any contagious illness. Every effort is made to maintain a high standard of hygiene at all times. Your cooperation is appreciated. It is essential that everyone wash their hands before handling any food.

If you are not well you cannot fly. Use sunhats, sunscreen and drink plenty of liquids on hot days. See a leader anytime if you are not feeling well. All medical costs are your responsibility.

Many medicines / drugs can affect your flying. Please check with your doctor prior to the school that any prescription medicines you have are safe to take while flying. A note from a doctor would be helpful. Do not take any additional medicines without first checking with your flying instructor. Do not share any drugs at the school. Hay fever medication can affect your flying. Do not start any hay fever medication in the 7 days prior to the school. Please make sure all medication/drugs are listed in your registration.
The NZ CAA has strict regulations regarding the use of hayfever medication for pilots.

- For treatment, steroid nasal sprays are preferable because of the lack of sedative effects. They require use for several days to be fully effective.
- If tablets are needed, there are only three antihistamines acceptable to CAA: DESLORATADINE, LORATADINE, FEXOFENADINE. A one week ground trial is necessary to ensure no ill-effects before they can be used while flying – in other words, the medication must be started at least one week before the Walsh commences.
- Be aware that some antihistamines are sold in combination with medication that is unacceptable to CAA, including Clarinase, Sinutabs, Telfast Decongestant, Sudafed products and Demazin.
- It is important to be aware that other types of antihistamine medication can cause marked sleepiness and should NOT be used within 48 hours of flying – even if they are labelled as “non-sedating”.
- Do not share your hayfever medication with another student, even if their symptoms appear similar to your own.

If there are any questions regarding hayfever treatment, contact the CAA Medical Unit 04 560 9470 for advice.

PERSONAL HYGIENE
Smelly feet, smelly shoes, smelly clothes, smelly body? You are not going to be very popular; and with the hot weather definitely not popular in the confines of a small aircraft. You are expected to shower at least once every day and wash your clothes almost as often. Don’t risk the embarrassment of having to be told. Shoes should be deodorised before arrival at the school.

RESPECT
Respect yourself, respect others and respect the environment.

The Flying School is conducted in a more formal manner than most Venturer Scout activities. You are asked to address senior staff members as ‘Sir’/’Madam’ or ‘Mr’/’Ms’ unless invited to do otherwise. All staff members voluntarily donate their time and expertise to the School. Hats and sunglasses are removed in the mess tent.

SMOKING
Most areas are smoke free - smoking is only permitted in specific areas and all cigarette butts must go in containers. NO smoking on the flight line or in aircraft and NO smoking in or around tents.

Students will not be permitted to leave the school to purchase cigarettes etc.

TIRED?
Believe us, students and staff do get tired and many like to get a couple of hours extra sleep during the afternoon. It can be quite hot in a tent in the afternoon sun. The best place is to take your stretcher and lie under the shelter of the willow trees.

To achieve the flying programme we need to make the best use of daylight hours. That means starting flying at 0600 every day. Waking up at 0530 is probably 2 hours earlier than at home and getting to sleep by 2200 is also probably 2 hours earlier than at home. But by about the third day most students want to go to bed early and get some extra rest under the willow trees during the day.

Please no noise around tents after 2200 hrs. Play fair – let others get some sleep. Bring earplugs for a good night’s sleep.

UNIFORM
Please check now that your uniform is correct, complete and in good condition. Your uniform will be worn each day at flagdown and for the formal Wings Parade and Awards Dinner. Most of the school sponsors will be represented at the Wings Parade and Awards Dinner - it is important that the school is well presented. Venturers and Rangers are expected to wear their uniform.

Other students are reminded that collared shirt and tie with dress trousers and dress shoes or equivalent appropriate dress for females are required. Consider that in a few years you may be applying for that important aviation job. The impression you make now may well get you that job.

QUEEN’S SCOUT AWARD and DUKE OF EDINBURGH’S HILLARY AWARD
The school qualifies as a “Special Event” in the Bronze, Silver and Gold sections of the Queen’s Scout Award and for the “Residential” in the Duke of Edinburgh’s Hillary Award. Please bring your record book/Login details.

WHAT DO I WEAR?
Normal daytime casual clothing is shirt / tee shirt, shorts, casual shoes/sandals, sunglasses, hat etc., evening - sweatshirt, long trousers, etc.

WHERE IS EVERYTHING?
Have a look at the School Layout map on the next page. Most facilities are easily identifiable. Key facilities are the shower/toilet/laundry/kitchen block; dining (mess) tent; Flight Operations; Soaring Centre; Aero Club & office; Parachute Club; aircraft hangars; staff cabins; movement area (flight line).
SCHOOL LAYOUT

Auckland
State Highway 27
Matamata

Vehicle Parking
Water Tank
Volleyball Area
Pool Site
Flagpole (main site)
Flagpole (ceremony site)
Leaders Tents
Marquee Site
Sports Area
Walsh Equipment Shed & container
Movement Area & Flight line
Flight One Tents
Flight Two Tents
Flight Three Tents
Flight Four Tents
Glider Hangars
Aviation Fuel Pumps
Parachute Club & Hangar
Soaring Centre
Toilets/Showers & Kitchen
Staff Cabins
Office/Aeroclub
Caretakers House

Airfield

Vehicle Parking
Water Pump
Shed
Parking
Water Tank
Rubbish skip
Volleyball Area
Pool Site
Flagpole (main site)
Flagpole (ceremony site)
Leaders Tents
Marquee Site
Sports Area
Walsh Equipment Shed & container
Movement Area & Flight line
Flight One Tents
Flight Two Tents
Flight Three Tents
Flight Four Tents
Glider Hangars
Aviation Fuel Pumps
Parachute Club & Hangar
Soaring Centre
Toilets/Showers & Kitchen
Staff Cabins
Office/Aeroclub
Caretakers House

KEY
1 Volleyball Area
2 Pool Site
3 Flagpole (main site)
4 Flagpole (ceremony site)
5 Leaders Tents
6 Marquee Site
7 Sports Area
8 Walsh Equipment Shed & container
9 Movement Area & Flight line
A Flight One Tents
B Flight Two Tents
C Flight Three Tents
D Flight Four Tents
THE WALSH BROTHERS

Everything has a beginning, and in this case, the beginning was the activities of two brothers – Leo and Vivian Walsh

Walsh, Austin Leonard
1881 – 1951
Engineer, aviation administrator

Walsh, Vivian Claude
1887 – 1950
Engineer, aviator

These two men helped to lay the foundation for both military and civil aviation in New Zealand.

Leo (Austin Leonard) Walsh was born on 5 February 1881 at Bradford, Yorkshire, England, the eldest child of Jane Mary Towend and James Thomas Walsh. He formed, with the assistance of his brother and a tobacco manufacturer, Leos’s sister Veronica Agnes was born in 1883 and soon afterwards the family emigrated to Auckland, New Zealand. There Vivian Claude was born on 6 November 1887, and Doreen Monica in 1895. Their mother died in 1904.

Both Leo and Vivian showed an early interest in engineering and, encouraged by their father, Austin Walsh, they established a mechanical engineering and motor importing business in Auckland. Fascinated by accounts of aviation experiments in Europe and America, together with other aviation enthusiasts, they formed the Aero Club of New Zealand in 1910. The brothers were determined to build and fly an aeroplane and succeeded in obtaining financial backing from Auckland businessmen A.N. and C.B. Lester and A.J. Towler. They then bought the plans for a British Howard Wright biplane together with materials and an eight-cylinder engine worth about £750 in total. It took about 5½ months for the brothers to manufacture and assemble the aircraft, which was named the Manurewa (Soaring Bird) was dismantled and transported to Glenora Park, a private racecourse at Takarani, where, under the grandstand, it was reassembled for flight. Vivian was the first to fly the plane, and being too careful, made several taxiing tests on the ground before his first successful flight of about 400 yards at a height of 60 feet in early February 1911. The flight was witnessed by a small group of local residents, Aero Club members and a proud family, and was to be followed by many more. Vivian kept detailed records and gradually built up knowledge of the controls and performance of the aircraft. Leo did not attempt to fly the plane, as he feared his reactions were too slow, but he was a skilled designer and organiser. The brother’s different talents made them a formidable team.

The business syndicate, displeased with Vivian’s excessive caution, took possession of the Manurewa and soon after, it crashed and was damaged beyond repair. Recovering from this setback, Leo, with Vivian’s help, began to design a flying boat of the American Curtiss type, which he thought would suit New Zealand conditions. The brothers gained the financial and practical assistance of R.A. Dexter, an American engineer and motor dealer in Auckland, who was to be a consistent supporter. After more than a year in construction the new aircraft was completed in November 1914 and then brought out on the Waitemata Harbour. Here Vivian took it for its first flight on 1 January 1915. It was the first flying boat designed and built in the Southern Hemisphere and proved a great success. In March 1915 Vivian took the first of many passengers on a flight of five miles.

With the outbreak of the First World War the military use of aircraft was soon recognised, and many would-be pilots in New Zealand were associated with the Defence Department asking how they could qualify to join the Royal Flying Corps. The Walsh brothers also received letters of enquiry and were eager to set up a training school. With some difficulty they persuaded the New Zealand government to back the idea and approach the British authorities. The response was very encouraging; the RFC asked for as many candidates as could be trained and agreed to issue an aviator’s certificate by cable to each trained pilot, provided the qualifying flight was witnessed by official military observers.

The New Zealand Flying School was formed by the Walsh brothers and began training pupils in October 1915. Headquarters were established first at Orakei, and in November on the foreshore at Mission Bay. Leo Walsh (the managing director) Vivian Walsh was chief pilot and superintendent) R.A. Dexter was director and Austin Walsh was secretary. Both Doreen and Veronica Walsh were involved in the practical running of the school. As well as providing flying instruction, the school built and maintained aircraft, so various other staff including engineers and mechanics were taken on. Some ex-pupils later became flying instructors. George Bolt, who later became the Chief Engineer at TEAL, was one of those employed both as a pilot and an engineer. It could be said that the Walsh brothers contributed to the founding of aviation engineering as we know it today in this country.

In February 1916 the school gained Imperial recognition, which brought with it the official involvement of the New Zealand Defence Department, and elements of military training were incorporated into the school’s programme. The first pilot’s certificate was issued to Vivian Walsh on 13 July 1916. The school obtained its second aircraft in November 1915 and other planes, including the first two Boeing floatplanes constructed were acquired later. Over 100 pilots were trained during the war; most saw combat and many gained honours and decorations. The most famous was Keith Logan Caldwell, one of the original three pupils.

Vivian, who had set high standards for training, was forced to give up flying in 1919 because of ill health and instead helped Leo to manage the school. At the end of the war it seemed that the New Zealand Flying School might no longer be needed, but the Bettenhagen Report on aviation (1919) recommended that this and the Canterbury (NZ) Aviation Company’s flying school be maintained. In 1920 the government voted £25,000 to keep the schools in existence) but only a small proportion of this was advanced to the New Zealand Flying School. Nevertheless, it served to keep the hopes of the Walsh brothers alive. Meanwhile, they became involved in other projects. In late 1917 Vivian had given demonstration flights at Napier showing the potential use of aircraft for passenger and mail services. In 1919 Leo raised with the government the possibility of establishing an airmail system, and on 16 December that year the first official airmail flight in New Zealand took place between Auckland and Dargaville. Other experimental mail flights to Thames, Whangarei and Dargaville were arranged, and a regular service between Auckland and Whangarei was introduced on 9 May 1921. This lasted only a short time as it proved to be uneconomic; regular passenger flights did not start for many years for the same reason. With Arthur Upham as pilot, Leo Walsh carried out survey flights for the Fijian colonial government in July 1921 in an attempt to demonstrate the use of aircraft in communications.

Very soon the financial burden of operating the flying school became too onerous. Leo and Vivian Walsh struggled to keep the school in existence by offering pleasure flights and undertaking charters work. By 1923 they had exhausted their resources and asked the government to take over the school. In October 1924 the government bought the assets of the New Zealand Flying School for about £10,500 – insufficient, Leo Walsh noted, to give any return to shareholders in the venture. Bitterly disappointed, Leo and Vivian Walsh gave up all involvement in aviation and returned to their engineering business, which from the late 1920’s was located in Hobson Street, Auckland. Vivian died on 3 July 1950 and Leo on 16 July 1951, neither had married. While the brothers received no official recognition during their lives, in 1952 the Auckland Branch of the New Zealand Division of the Royal Aeronautical Society set up the Walsh Memorial Fund to add further the interests of aviation and to perpetuate the names of two aviation pioneers.
MATAMATA AIRFIELD

The land was first selected in June 1942 for an aerodrome as a wartime measure. After the war, the decision was made to retain the land as a civil air-field and in 1951, one hundred and sixteen (116) acres approximately were taken under the Public Works Act and set apart as reserve for aerodrome purposes under the reserve in the County in accordance with the provisions of the Reserves and Domains Act 1953.

The effect of the action was to make the County the controlling authority for all purposes. The land however, may only be used for the purpose the reserve was set aside, and the Minister may impose any special conditions and restrictions he thinks appropriate. In this case an actual agreement sets out the terms and this is specifically referred to in the Gazette notices vesting the area.

The Crown does not have any more rights to dictate land usage or administrations than are specified in the agreement. However the Minister has the power to revoke the vesting should the County commit breaches of the trust under which the land was vested in it. A revocation would obviously only take place under extreme conditions of misuse.

A further twelve (12) acres of Maori land, which were severed from the original holdings, were acquired and taken for aerodrome purposes under the Public works Act in 1953 and vested in the Piako County Council. This vesting is of a different type to that mentioned above. In the title it is in the name of the County and shows it was taken for aerodrome purposes and could not be transferred without the consent of the Minister of Works.

Additional areas have been acquired to enable the runway to be lengthened and these are held similarly to the one hundred and sixteen (116) acre block referred to earlier.

The Piako County Council took over control of the aerodrome in July 1965. Development since that date has been steady and the aerodrome now caters for flying, gliding and parachuting enthusiasts. A full programme is maintained throughout the year, all holiday periods having fixed functions and activities are also maintained during normal weekends and weekdays particularly gliding and parachuting.

Buildings on the aerodrome comprise a house for the aerodrome caretaker, rubbish shed, large ablation/kitchen block, reservoir and pump house all owned by the Council. The Matamata Soaring centre has large clubrooms and a bunkhouse and the Flying and Parachuting Clubs have clubrooms. There are several large hangers owned by the Piako Gliding Club and other private interests. All of these buildings are subject to a ground rental.

All clubs pay landing fees and for the use of the facilities and there are of course camping fees for those who use the camping ground, caravan points and the other facilities.

Up until 1990 in order to keep the grass on the runways to the required minimal length the Council ran a sheep farming operation to avoid mowing costs. In 1990 the Council contracted the growing of grass as a cash crop. The airfield is now mowed regularly by the contractor and provides a substantial income for the now Matamata Piako District Council.

Day to day management of the aerodrome is in the hands of the aerodrome caretaker who reports to the Community Facilities Operations Manager.

An Airfield Users Committee is convened as required by the Community Facilities Operations Manager and comprises nominated members of the various organisations established at the aerodrome. The committee is concerned mainly with flying operations, safety, programming etc.
GEAR CHECKLIST - Name ALL your gear

Normal Camping Gear - Please make sure you have adequate clothing for the 2-week camp

☐ Your own waterproof tent and ground sheet.
   (3 – 4 person tent as a minimum size and maximum of preferably a single room with awning)
   Tents are available for South Island students. (book one on the registration system)

☐ Stretcher or air mattress

☐ Toilet gear (soap, towel(s), toothbrush, toothpaste, shaving gear, personal deodorant, etc.)

☐ Sleeping bag and pillow (blanket if necessary)

☐ Activity dress - for sports, etc

☐ Swim gear for the hot pools and the beach

☐ Spare clothes - casual T-shirts, shorts, jeans, jersey etc (midday can be hot but early mornings are quite chilly)

☐ Theme day gear (optional) and casual gear for disco on final night

☐ Tidy gear for Arkley Dinner (returned students only)

☐ Parka, raincoat or jacket (yes it does rain heavily at Matamata and it can be cold)

☐ Coat hangers for uniform / dress gear

   Plates, utensils and cups are provided

Special Items (compulsory)

☐ Venturer, Ranger, ATC uniform or collared shirt, tie, dress trousers and dress shoes

☐ Sun hat, sunglasses and sun protection cream

☐ Torch (required to be carried if flying at night)

☐ Reliable watch (required to be worn when flying – cell phones are not a suitable substitute)

☐ Note book and pen and pencil

☐ Reliable alarm clock (your flight will be required to wake-up at 0530 hrs one morning in four)

☐ Sandals and/or sports shoes (jandals may be taken but are not permitted for flying)

Optional Items:

☐ Camera

☐ Sports and Games equipment

☐ Musical instrument etc

Flying Items:

☐ Pilots Log Book (ab-initio students will be issued with one)

☐ DL9 or Class 2 / Class 1 Medical Certificate and any endorsement letters

☐ New Zealand Flight Training Manual (returned students if you have one)

☐ Flight Training Manual supplement (returned students you all received one last year)

☐ Copies of "End of Year School Reports", or equivalent (ab-initio students)

Other things to remember:

☐ ........................................................................................................................................

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Name ALL your gear including the smalls
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<tr>
<td>Wings Parade</td>
<td>10, 11</td>
</tr>
<tr>
<td>DAY</td>
<td>MORNING</td>
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</tr>
<tr>
<td>Day 1</td>
<td>Set-up the School</td>
</tr>
<tr>
<td>Wed 8th</td>
<td>Students arrive by 1600 hrs</td>
</tr>
<tr>
<td>Day 2</td>
<td>0900 hrs Student Brief (Abo &amp; Ret) 0915 hrs Orientation Brief (Abo) 1000 hrs Instructor/student Allocation (Abo &amp; Ret) 1015 hrs Documentation &amp; A/c Familiarisation (Abo)</td>
</tr>
<tr>
<td>Thu 9th</td>
<td>1015 hrs Effects of Controls Brief (Abo)</td>
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<tr>
<td>Day 3</td>
<td>0105 hrs Climbing &amp; Descending Brief (Abo)</td>
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<tr>
<td>Fri 10th</td>
<td>0105 hrs School Photo 1030 hrs Human Factors Introduction (Abo)</td>
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<tr>
<td>Day 4</td>
<td>0105 hrs Circuits Brief (Abo)</td>
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<tr>
<td>Sat 11th</td>
<td>0100 hrs ATC Brief (Abo) 1045 hrs Principles of Flight Brief (Abo)</td>
</tr>
<tr>
<td>Day 5</td>
<td>1100 hrs FRTO Briefing (Ret - optional)</td>
</tr>
<tr>
<td>Sun 12th</td>
<td>1130 hrs Early lunch on Beach Trip Day Tauranga Beach Trip 1215 hrs Bus departs 1300 - 1330 hrs Aircraft depart</td>
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<tr>
<td>Day 6</td>
<td>1000 hrs Meteorology Brief (Abo)</td>
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<tr>
<td>Mon 13th</td>
<td>Family Day (Normal flying program continues throughout day)</td>
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<tr>
<td>Day 7</td>
<td>1000 hrs Aircraft Tech Brief (Abo)</td>
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<tr>
<td>Tue 14th</td>
<td>1200 hrs FRTO Revision (Ret – optional)</td>
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<tr>
<td>Day 8</td>
<td>1230 – 1430 hrs Ground Assessment meeting 1330 hrs Examination (Abo) 1600 - 1800 hrs Awards Allocation Meeting</td>
</tr>
<tr>
<td>Wed 15th</td>
<td>1300 hrs Training &amp; School A/C flying ceases 1500 hrs ALL other flying ceases Prepare for Wings Parade and Awards Dinner (1630 Aero Club; 1730 Wings Parade; 1830 Awards Dinner)</td>
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<tr>
<td>Thur 16th</td>
<td>1200 hrs Lunch 1230 hrs Student clean-up debrief 1400 hrs Break School</td>
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<td>Fri 17th</td>
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<tr>
<td>Sat 18th</td>
<td>Pack all gear and store in garage/container Pay account at Admin by 1200 hrs</td>
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<tr>
<td>Sun 19th</td>
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<td>Mon 20th</td>
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<td>Tue 21st</td>
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<td>Wed 22nd</td>
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**SPORTS EVENTS**
- Cricket
- Golf
- Baseball
- Volleyball

**COMPETITIONS**
- Firefighters Competition

**SOCIAL**
- Hot Pools; Beach Trip; Family Day, Disco; Theme Days

**NOTES**
Flying has priority over activities in *italics*.
This programme will change. Check the latest details on the Ops notice board.