



North East & Yorkshire Youth Sailing Association

Use of Drones Policy

The notes below outline the association's policy on the use of drones for collecting images and video of their events. The policy also outlines the minimum requirements for the drone operator regarding licence and insurance.

1. Policy Statement

This policy establishes the requirements for the safe, lawful, and responsible operation of Unmanned Aircraft Systems (UAS), commonly known as drones, by employees, contractors, volunteers, and authorised operators acting on behalf of [Organisation Name].

The organisation is committed to ensuring that all drone operations are conducted in accordance with:

- UK Civil Aviation Authority (CAA) regulations;
- The UK Drone and Model Aircraft Code;
- Air Navigation Order requirements;
- UK General Data Protection Regulation (UK GDPR);
- Health and Safety at Work Act 1974;
- Applicable insurance requirements; and
- Any additional permissions, authorisations, or exemptions issued by the CAA.

Failure to comply with this policy may result in disciplinary action, suspension of drone operations, and potential legal action.

2. Scope

This policy applies to:

- All drone operations undertaken by or on behalf of the organisation;
 - All employees, contractors, volunteers, and third-party operators using drones for organisational purposes;
 - All drones owned, leased, borrowed, or otherwise operated under the organisation's control.
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3. Definitions

Operator

- The person or organisation responsible for managing the drone, ensuring compliance, maintenance, registration, and operational oversight.
 - Remote Pilot
 - The individual controlling the drone during flight.
 - Drone / UAS
 - Any unmanned aircraft operated remotely or autonomously.
 - Operational Area
 - The location and airspace in which a drone flight takes place.
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4. Legal Compliance

All drone operations shall comply with:

- Current UK Civil Aviation Authority regulations;
- The UK Drone and Model Aircraft Code;
- Airspace restrictions and Temporary Restricted Areas;
- Local bylaws and landowner permissions;
- Privacy and data protection legislation;
- Health and safety legislation.

No drone flight shall take place where it would contravene CAA regulations or create an unacceptable risk to persons, property, vehicles, vessels, or other aircraft.

5. Registration Requirements

The organisation shall maintain a valid CAA Operator ID where legally required.

The Operator ID must:

- Be renewed annually;
- Be clearly displayed on all drones requiring registration;
- Be recorded within the organisation's drone register.

Where required by current regulations, remote pilots must hold a valid Flyer ID or equivalent



North East & Yorkshire Youth Sailing Association

Use of Drones Policy

recognised competency certification before conducting flights. The organisation shall maintain records of all pilot qualifications and expiry dates.

6. Competency and Licensing Requirements

All remote pilots must:

- Be appropriately trained and competent for the category of operation being undertaken;
- Hold a valid Flyer ID where required;
- Hold any additional qualifications required by the CAA for specific operations;
- Maintain currency through regular flying and refresher training.

Where operations require enhanced permissions or operation in more complex environments, pilots must hold the appropriate CAA-recognised qualifications and authorisations before undertaking such flights.

7. Insurance Requirements

The drone operator shall maintain adequate aviation liability insurance covering all drone operations. Insurance shall:

- Cover public liability arising from drone operations;
- Cover damage to third-party property;
- Cover injury to third parties;
- Meet any statutory or contractual requirements applicable to the operation;
- Be reviewed annually.

No organisational drone operation may be undertaken without appropriate insurance cover being in place.

Evidence of insurance shall be retained and made available for inspection when required.

8. Operator Responsibilities

The organisation expects the drone pilot to:

- Obtain and maintain the required Operator ID;
- Ensure drones are correctly marked with the Operator ID;
- Ensure pilots possess the necessary competence and qualifications;
- Maintain drones in an airworthy condition;
- Keep firmware and software up to date;
- Maintain operational records;
- Ensure risk assessments are completed;
- Ensure compliance with CAA regulations;
- Ensure all flights are appropriately authorised.

The Operator may implement discretionary penalties on the sailor associated with the pilot or operator of the drone under World Sailing Racing rule 2 (see section 16).

9. Remote Pilot Responsibilities

Remote pilots shall:

- Conduct flights safely and legally;
- Follow the CAA Drone Code;
- Complete pre-flight checks;
- Maintain visual line of sight unless authorised otherwise;
- Monitor weather conditions;
- Report incidents, accidents, and near misses;
- Cease operations immediately where safety is compromised.

Pilots shall not operate drones under the influence of alcohol, drugs, medication affecting performance, or fatigue.

10. Flight Planning and Risk Assessment

Before every operation, the remote pilot shall:

- Conduct a documented risk assessment;
 - Assess airspace restrictions;
 - Review NOTAMs where applicable;
 - Identify hazards;
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North East & Yorkshire Youth Sailing Association

Use of Drones Policy

- Assess ground risks;
- Consider weather conditions;
- Confirm emergency procedures.

Flights shall not proceed where risks cannot be adequately controlled.

11. Operational Restrictions

Drone operations shall only be conducted:

- Within the limitations applicable to the aircraft category and classification;
- In compliance with airspace restrictions;
- In locations where permission has been obtained from landowners where necessary;
- In accordance with CAA separation requirements from uninvolved persons and property.

Operations in controlled, restricted, prohibited, or otherwise protected airspace shall only be undertaken with the required permissions.

12. Maintenance Requirements

The organisation shall maintain each drone in a safe condition.

Maintenance requirements include:

- Manufacturer-recommended inspections;
- Firmware updates;
- Battery inspections;
- Propeller inspections;
- Defect reporting procedures;
- Maintenance records.

Defective drones shall be grounded until repaired.

13. Privacy and Data Protection

Where drones are equipped with cameras or sensors capable of collecting personal data:

- Operations must comply with UK GDPR and Data Protection Act requirements;
 - Data collection shall be proportionate and necessary;
 - Individuals' privacy rights shall be respected;
 - Recorded data shall be stored securely;
 - Access shall be restricted to authorised personnel.
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14. Incident Reporting

The following must be reported immediately to management:

- Accidents;
- Injuries;
- Property damage;
- Loss of control events;
- Flyaways;
- Airspace infringements;
- Near misses involving aircraft.

Reports to the CAA and other authorities shall be made where legally required.

15. Record Keeping

The organisation shall maintain:

- Drone asset register;
- Operator ID records;
- Pilot qualification records;
- Insurance records;
- Flight logs;
- Maintenance records;
- Risk assessments;
- Incident reports.

Records shall be retained for a minimum of three years unless a longer period is required by law or contract.



North East & Yorkshire Youth Sailing Association

Use of Drones Policy

16. Event Permission to Launch

- All drone operators shall obtain event director permission to fly drones at a NEYYSA event.
- Failure to obtain pre-authorisation or adherence to the above rules and requirements may result in NEYYSA applying a racing discretionary penalty under World Sailing Racing Rule 2 to the sailor(s) associated with the drone operator.

17. Monitoring and Review

This policy shall be reviewed:

- Annually;
- Following significant regulatory changes;
- Following any serious incident;
- Following changes to organisational operations.

The Drone Operations Manager shall be responsible for ensuring continued compliance with current CAA requirements.