



# **Calgary Flying Club Policies**

January 2024

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## **1.0 Introduction**

The Calgary Flying Club (CFC) has been a successful not-for-profit corporation since 1927, making it one of the oldest flying clubs in Canada, and is governed by a volunteer Board of Directors. The CFC strives to deliver efficient service while promoting a friendly atmosphere so that members and guests remain satisfied and committed aviators within our organization. Above all else, the CFC is committed to safety, which is reflected in the following policies.

### **1.1 Mission Statement**

The Calgary Flying Club is a member driven, non-profit organization that provides a broad spectrum of training, access to aircraft, learning and social activities, to promote enthusiasm and camaraderie amongst aviators.

To that end, the CFC runs a professional flight training school providing training for private pilot to airline transport pilot licensing. By providing a service to members, the club encourages the continual improvement of aviation skills. By aspiring aviators, the club is committed to the active retention of existing members, and the recruitment of new members.

### **1.2 Objectives**

The purpose of this document is to communicate CFC policies to members and clients regarding several aspects of the Club including facilities, aircraft and instructor bookings, aircraft operating limitation, etc.

To ensure that the CFC maintains the highest level of safety possible, many of the policies and procedures used exceed the minimum safety requirements set by Transport Canada. In addition to keeping all operations safe, these high standards result in lower insurance premiums for the Club.

### 1.3 Definitions

The following definitions are used throughout this document:

**Member:** An individual that has paid annual membership, or lifetime membership dues.

**Client:** A non-member, licensed pilot or student making use of CFC facilities and/or aircraft. Also considered a Guest.

**Student:** An individual taking flight training at the CFC.

**Renter:** A member or student who rents an aircraft from the CFC. **Guest:** An individual accompanying a member.

## 2.0 Membership

### 2.1 Membership Cost

| Type                        | Cost                                | Renewal |
|-----------------------------|-------------------------------------|---------|
| Regular/Student             | \$100                               | Annual  |
| Sustainer* (by Invite Only) | \$25                                | Annual  |
| Lifetime                    | Please contact CFC for more details | N/A     |

\*Sustaining Members have voting privileges at the Annual General Meetings. To become a Sustainer, the individual must be a Regular Member in good standing with the CFC.

### 2.2 Membership Terms

Regular, Student and Sustaining Memberships expire 365 days after the date of purchase.

Regular Memberships renew automatically unless the CFC receives written or verbal confirmation that the member would like to cancel their membership 30 days before the expiration date.

All memberships are non-refundable and non-transferrable.

In accordance with the Calgary Flying Club's Bylaws, a membership can be terminated in the event of:

- a. The member dies, or the member corporation is dissolved.
- b. The member fails to maintain membership qualifications (ceases to pay).
- c. The member is expelled by the Corporation or Board of Directors as disciplinary action.

## 2.3 Payment Methods

- a) Membership can be paid in person, over the phone or with the credit card on file.
- b) We accept cash, credit, debit, e-transfer and cheque. Personal cheques may require approval from the General Manager.

## 2.4 Member Benefits

- Access to Rental Aircraft Fleet
- Monthly Member Sorties
- Member Socials
- Access to CFC Speaker Series
- Fuel Discount Card (0.35 discount off posted price)

## 2.5 Aircraft Rental

- a) To rent CFC aircraft, an individual must be a CFC member and be up to date on all currencies (*Please refer to the Bookings section of this documents*). The CFC has the right to refuse renters booking privileges if deemed appropriate by Dispatch. The GM or CFI will follow up the renting member to ensure they understand why the booking was not possible.
- b) The Calgary Flying Club maintains the insurance coverage required by Transport Canada. There exists a \$5000.00 deductible for which all licensed pilots are responsible for, should an incident/accident occur while the CFC aircraft is under their care and control.  
**All renters accept these terms and conditions when they sign out an aircraft for use.**

ALL FLIGHTS SHALL BE CONDUCTED IN ACCORDANCE WITH CANADIAN AVIATION REGULATIONS (CAR'S) AND THE CALGARY FLYING CLUB'S SAFETY DIRECTIVES.

## 3.0 Facility

### 3.1 Hours of Operation

- a) The CFC is open from 7:00 – 19:00 daily. These hours are subject to change based on weather, season and holidays.

- b) Members wanting to rent CFC aircraft outside of regular business hours must obtain an after-hours briefing from CFC Dispatch and follow all afterhours procedures listed in this document.
- c) The CFC is closed on Christmas Day, Boxing Day, and New Years Day and closes at noon on Christmas Eve.

### **3.2 Facility Use**

- a) Members have access to all CFC common areas including the second floor lounge, rec room, study areas, kitchen, sun deck and day room. Members are responsible for leaving all facilities clean and neat.
- b) Members are responsible for their guests. Children under the age of 14 must always be accompanied by an adult while on the property.
- c) Members are only allowed into the hangar area when authorized by a CFC staff member.

### **3.3 Ramp Operations**

- a) Regardless of weather conditions or duration, all unattended aircraft must be tied down, choked with control lock installed with pilot cover when parked.
- b) After the completion of any flight, the pilot must secure the aircraft and report approximate remaining fuel levels to dispatch. Refueling is the responsibility of CFC staff.
- c) If off-site refueling is required, renters will be reimbursed for any incurred costs on their personal credit card at the current daily CFC member rate.
- d) Aircraft must be pulled out of any divots on the ramp prior to engine start.
- e) Pilots must adhere to all ramp markings and only taxi in designated areas.
- f) Aircraft must only be moved using a tow bar.
- g) High speed taxiing is prohibited in any area or on any taxiway. Aircraft may taxi no faster than a person could briskly walk while in ramp areas.

## **4.0 Bookings**

### **4.1 Flight Authorization Rules**

- a) Members must carry all relevant licenses and current documents with them and ensure that their account is in good standing.
- b) When a member signs out a CFC aircraft, he/she is making a legal declaration that they will conform to all regulations and CFC policies pertaining to the flight, including the insurance deductible in the event of an incident/accident.
- c) All training flights must be authorized by a qualified CFC instructor and the student Pilot Training Record (PTR) must be readily available. When completing a solo training flight, students must have their Student Pilot Permit or Pilot License, Medical Certificate and Radio License available.
- d) All rental flights must be authorized by Dispatch. The renter must have their Pilot License, Medical Certificate, Radio License and Personal Logbook available.
- e) Introductory flights are offered to clients at a fixed cost to further general interest in aviation and flight training. A maximum of 1 introductory flight per 12 months is permitted per client unless approved by the CFI or delegate

### **4.2 Recency & Currency Requirements – Single Engine Aircraft**

The recency and currency requirements provided apply to all members for single engine aircraft:

- a) All pilots (members, instructors & students) are responsible for adherence to CAR'S recency and currency requirements.
- b) All pilots are initially required to complete a check flight and ground check on the type of CFC aircraft they will be using.
- c) Currency policies specific to the CFC may only be overridden by the Chief Flight Instructor (CFI).
- d) Students must fly a minimum of 1 hour every 14 days to remain current on CFC aircraft. If more than 14 days have passed, a dual instructional flight is necessary. This may be waived at the discretion of the CFI.

- e) Must have acted as PIC on type within 90 days for Private Pilot's License or 180 days for Commercial Pilot's License on a CFC aircraft.
- f) At the discretion of the CFI, and provided that an initial checkout has been completed on each type, currency on a CFC aircraft may permit currency on an aircraft of less complexity by the same manufacturer.
  - I. Example – Currency on a Cessna 172 may permit currency on a Cessna 152 but will not permit currency on a Cessna 182.

Pilots that do not meet the above requirements will be subject to a currency flight with an instructor at the discretion of the CFI or his/her designee.

All members with rental privileges must complete at minimum, one annual dual flight with a CFC instructor with the purpose of demonstrating competency. The instructor has the right to require more than 1 dual flight to ensure competency. This is for the safety of all involved.

#### **4.3 Recency & Currency Requirements – Twin Engine Aircraft**

To rent twin engine, renters must have:

- a) 250 hours of total time
- b) 25 hours of Multi-Engine time; 10 hours on type
- c) If over 90 days have passed since the last twin flight has occurred, a complete checkout is required
- d) Checkout done by CFI or assigned designee

Currency on a particular twin engine aircraft does not maintain currency on any other aircraft type.

#### **4.4 Bookings, Cancellations & No-Shows**

These policies are subject to change at the discretion of the General Manager.

- a) Students and Instructors are expected to arrive 30 minutes prior to their booking.
- b) Members are expected to arrive early enough to complete any flight planning so that they are ready to complete pre-flight inspections at the start of the booked time.
- c) Members must return the aircraft in clean condition.
- d) If a member is more than 15 minutes late for their booking, the aircraft and/or instructor may be re-assigned, and a no-show fee will be charged.

e) Cancellations must happen more than 48 hours before the booking. If less than 48 hours notice is given for the cancellation of an instructional flight or rental flight, a late cancellation fee of \$90 + GST will be charged.

- I. Late cancellation fees may be waived if the cancellation is due to weather or extenuating circumstances. This is at the discretion of the Dispatch Manager.
- II. Students who make repeated cancellations which are deemed to impact the operational efficiency of the Club may be removed or rescheduled at the discretion of the CFI or delegate.
- III. Students are required to maintain at least two bookings per week in order to remain enrolled.

f) No-Shows will be charged a fee of \$200 + GST and will be billed for each 2-hour booking.

Please give Dispatch as much notice as possible for bookings and cancellations. Students must coordinate with instructors directly to avoid cancellation fees.

#### **4.5 Wet & Dry Aircraft Rental**

Aircraft is rented at the “wet rate”, which includes the price of fuel. Dry rates for aircraft require approval from the management team prior to flight.

#### **4.6 Headsets**

The CFC has a limited number of headsets to be loaned out on a first come, first served basis. These headsets require a deposit specified by Dispatch.

### **5.0 Aircraft Operations**

#### **5.1 General Policies**

- a) All pilots and students must be able to produce their License, Radio Permit, current Medical Certificate and proof of recency, currency and proficiency to the authorizing authority when using a CFC aircraft.
- b) A flight package including an extended rental approval form for extended flights, a flight plan and any other required information must be submitted to Dispatch prior to any flight.
- c) Flight plans must be filed for all day flights to other airports or flights greater than 25NM of CYBW except for CFN7, CEA3 and CEN4. Completion of the Daily Flight Sheet with destination is still required for flight itinerary in place of a flight plan if applicable.
- d) Flight plans must be filed for all night flights which depart the circuit at CYBW.

- e) Spins and/or spiral dives in a CFC aircraft are only permitted with a CFC instructor on-board.
- f) Except for flight training exercises, aerobatic maneuvers are not permitted in CFC aircraft at any time, except the Citabria and ONLY when conducted under the supervision of a CFC Transport Canada certified Aerobatics Instructor.
  - I. Solo aerobatics are permitted in the Citabria, but only those maneuvers specifically authorized by a CFC Transport Canada certified Aerobatics Instructor.
- g) Passengers may be carried during aerobatics, but under the following strict conditions:
  - I. Only loops, aileron rolls, barrel rolls, and ½ Cuban 8 maneuvers are permitted with passengers (spins are not permitted).
  - II. The renter must have demonstrated acceptable proficiency (including unusual attitude recognition and recovery) to a CFC Transport Canada certified Aerobatic Instructor.
  - III. The renter must have 10 hours dual flight instruction with a Transport Canada certified Aerobatics Instructor in the conduct of aerobatic maneuvers (stricter interpretation of CAR 602.28(a)).
  - IV. As per CAR 602.28(b), the renter must have conducted 1 hour of aerobatic flight in the preceding six months.
  - V. The CFC CFI must specifically authorize each individual renter.
- h) Any defects discovered during the aircraft pre-flight check must be immediately reported to Dispatch.
- i) Pilots must operate aircraft according to the limits expressed in the POH, CAR'S, Aeronautics Act, CFC policies and any laws or statutes of countries whose airspace is entered.
- j) Prior to any solo/rental flights, all pilots must complete the type-specific open book exam and submit an instructor reviewed copy to be placed in their file at Dispatch.
- k) A CFC Daily Flight sheet flight record must be initiated before each flight and completed in full at the end of each flight. Trips with engine shutdown must be signed out and recorded with each stop as a separate flight, including cases when taxiing off the runway.
- l) The CFC retains the right to impose any additional safety limitations on any flight.
- m) Weather minimum may be adjusted at the discretion of the CFI or delegate.

## 5.2 Solo Training Flights

- a) Minimum weather conditions and fuel requirements for solo student training flights under VFR day and night are listed in the table below.
- b) Night restrictions apply to licensed pilots undertaking training for a night rating or night rated pilots who require solo night circuits to meet night rating currency requirements.
- c) A student's Flight Instructor may from time to time specify greater visibility and/or higher ceiling and/or lower wind speeds than listed in the table below. This must be noted in the student's PTR.
- d) All weather minimums must be forecasted to remain for the duration of flight and 1 hour thereafter for cross-country flights.

### Solo Training Flight Requirements

|               | Visibility | Ceiling<br>(AGL) | Air<br>Temperature           | Wind   | Minimum<br>Fuel   |
|---------------|------------|------------------|------------------------------|--|---|
| Day VFR       |            |                  | Minimum<br>-25℃<br>(ambient) | Less than<br>20 KTS or 25<br>KTS gusts or<br>Crosswind<br>component<br>less than 10<br>KTS | Fuel<br>reserve as<br>required<br>by CARS<br>plus 15<br>minutes |
| Circuit       | 5+SM       | 1500'            |                              |  |   |
| Local Flight  | 6+SM       | 2000'            |                              |  |   |
| Cross Country | 6+SM       | 3000'            |                              |  |   |
| Night VFR     |            |                  |                              |  |   |
| Circuit       | 6+SM       | 1500'            |                              |  |   |
| Local Flight  | 8+SM       | 3000'            |                              |  |   |
| Cross Country | 8+SM       | 3000'            |                              |  |   |

### 5.3 Dual Training Flights & Rental Flights by Licensed Pilots

- a) Minimum weather conditions and fuel requirements for dual training flights and rental flights by licensed pilots under VFR day and night conditions are listed in the table below.
- b) Night restrictions apply to licensed pilots who hold a current night rating and to Flight Instructors who are conducting flight training under VFR flight rules.

#### Dual Training Flight & Rental Flight Requirements

|  | Visibility       | Ceiling (AGL)    | Air Temperature  | Wind   | Minimum Fuel                                     |
|--|------------------|------------------|--|--|--|
| Day VFR  |                  |                  | Minimum -25℃ (ambient)<br><br>or<br><br>Minimum -30℃<br>On Ground if inversion gives temperatures -25℃ or above aloft. | Max demonstrated crosswind component and less than 30 KTS max gust | Fuel reserve as required by CARS plus 15 minutes |
| Controlled airspace*                                 | 3+SM             | 1500'            |  |  |  |
| Uncontrolled airspace VFR                            | 1+SM             | 1500'            |  |  |  |
| Night VFR  |                  |                  |  |  |  |
| Control Zones  | 3+SM             | 1500'            |  |  |  |
| Outside CZ at night                                  | 5+SM             | 2000'            |  |  |  |
| Day/Night IFR  |                  |                  |  |  |  |
| All IFR flights must have prior authorization by CFI | As Per CAP/CAR'S | As Per CAP/CAR'S |  |  |  |

\*SVFR/Day is permitted subjected to authorization by the CFI or Duty Instructor

### 5.4 Aircraft Minimum Fuel & Oil Requirements

- a) Minimum reserve fuel requirements for CFC aircraft operations are as required by CARS plus 15 minutes.
- b) All Flight operations must follow the guidelines set forth by the manufacturer regarding the minimum and maximum oil requirements. These guidelines are outlined in the Pilot Operating Handbook under the Airplane Handling, Service and Maintenance section.

### 5.5 Day/Night Operations

- a) All daytime solo flight operations must be completed after official sunrise and before official sunset.

- b) Renters must have a current night rating and a current CFC night checkout or be on the ground before official sunset.
- c) Pilots must carry at least two (2) functioning flashlights during night operations.

### **5.6 Minimum Flight Altitude**

Pilots must not operate an aircraft below 500 feet AGL except for the purpose of take-off and landing, in the event of an in-flight emergency or for flight training purposes.

### **5.7 Soft Field Operations**

- a) All pilots using CFC aircraft must request authorization from the CFI or Duty Instructor to operate in or out of soft or unprepared fields (grass, gravel, dirt).
- b) Pilots require experience and checkouts to attempt these operations solo. The CFI will designate approved grass fields for CFC aircraft.

### **5.8 Securing Items in Aircraft**

- a) All loose items in the aircraft during ground and flight operations must be secured.
- b) Pilots are not to exit the aircraft outside of the apron at CFC during ground taxi to retrieve any items unless it is an emergency.
- c) Airport personnel must be notified of any objects on the airfield that may have been ejected from an aircraft.

### **5.9 Use of Checklists**

- a) Checklists will be supplied for each CFC aircraft by Dispatch. Checklists include all required manufacturer checks and additional checks deemed important by the CFC and therefore pilots using CFC aircraft are to use the checklists while operating CFC aircraft to ensure safety.
- b) Ground checklist items and equipment set-up are to be completed when parked to allow full attention by the student/pilot during taxiing, except for items requiring to be checked during taxiing.

### **5.10 Practice Areas**

- a) Unless authorized by a CFC instructor, all practice sessions must be conducted within the designated practice areas as shown on VFR Navigation Charts.

### **5.11 Securing Aircraft**

- a) All planes parked on the CFC ramp will be tied down with control locks in place. Every effort will be made to secure an aircraft when not in use at all locations where a ground stop is required. Adequate securing of an aircraft is dependent on the duration of the layover and weather forecast.

In the winter, appropriate covers and heaters will be used.

Please use the following procedure for securing an aircraft:

- a) Park aircraft in the designated parking location following direction of a marshal if present.
- b) Every effort should be made to park the aircraft into prevailing wind.
- c) Secure the aircraft so that it cannot be moved. Chocks are preferable to using the parking brake, as brakes may be prone to failure, and may cause damage to the aircraft if towing is attempted with the brake engaged.
- d) Aircraft parked overnight will always be tied down or stored in the hangar.
- e) For short duration parking, if the winds are forecasted or exceed 15 knots for the period that aircraft is to remain stationary, the aircraft must be secured by tie-down or stored in the hangar.
- f) Tie-down ropes, chocks, and control locks must be carried on board for all flights.

### **5.12 Forced & Precautionary Landings**

- a) If a forced or precautionary landing is necessary, all relevant procedures in the POH must be followed to maximize safety during landing.
- b) In the event of an accident or incident, including an unscheduled or forced landing, the pilot must immediately shut down and secure the aircraft. If possible, the pilot must ensure that it is not an obstruction to traffic or impede the safety of people or property. In no case should the pilot attempt to taxi or take off.
- c) In the event of a forced landing, the pilot should not move or disturb the aircraft unless necessary to prevent injury or to ensure public safety.
- d) As soon as practical, the pilot should contact the CFC. The pilot must not attempt to take off from landing area without permission from CFC Dispatch.
- e) To comply with Transport Canada and the TSB of Canada, pilots must follow procedures outlined in the AIM following an accident or incident.

- f) All accidents, incidents, forced landings or safety issues must be IMMEDIATELY reported to CFC Dispatch.
- g) In the event of an accident or incident, pilots must comply with all instructions given by Transport Canada, the CFC and must submit a written report to the CFC.
- h) Pilots must cooperate with TSB, Transport Canada, law enforcement, and the CFC. Pilots and their passengers are not to discuss accidents or incidents with anyone other than these listed organizations.
- i) In the event of an accident or incident, pilots and their passengers are strongly encouraged to not give any public statements to media.
- j) Any potential safety or regulatory concerns involving CFC operations must be reported directly to CFC Dispatch, an Instructor, the CFI, or management via email. The CFC will review and take appropriate actions.

## **6.0 Trip Policy**

### **6.1 Multi-Day Bookings**

- a) The CFC required an average minimum billing of 2 hours for multi-day flights on weekdays and minimum average billing of 4 hours for multi-day flights on weekends for aircraft which would otherwise be used for flight training.
- b) Extended Rental Approval forms must be completed, reviewed, and approved by the CFI for every multi-day, USA bound or flights farther than 300NM. These forms are available at Dispatch.

### **6.2 Maintenance Problems Away from CYBW**

In the event of maintenance problems encountered away from home base, the pilot must inform CFC Dispatch of the problem who will then contact CFC maintenance staff. Maintenance staff will advise the pilot on the appropriate course of action.

- a) All repairs must be authorized by CFC maintenance staff.
- b) The member will remain responsibility of the aircraft while waiting for further instructions from the CFC.
- c) The CFC is not responsible, financially, or otherwise, to organize alternate travel arrangements in the event of maintenance problems.

### **7.1 Payment**

- a) All members are required to provide a valid credit card number to be kept on file.
- b) The CFC does not provide credit to any customers.
- c) All invoices must be paid in full upon the completion of each flight.
- d) Members whose account is in arrears will be denied service until all outstanding fees have been received.
- e) Delinquent accounts are subject to 20% interest fees per month and may be sent to a collection agency.
- f) Payment methods include cash, debit, credit card, e-transfer and cheque.
  - I. Personal cheques must be approved by the General Manager before used.
  - II. NSF cheques will be subject to a \$40.00 service charge.

### **7.2 Tax Forms**

- a) All flight training students that are working towards a career in aviation are encouraged to keep a digital copy of all receipts.
- b) At the end of each calendar year, advanced training students will be sent a TL11B tax form by mail. Additional copies are available for a \$15.00 fee.



### Registration Form

|   |                          |            |                          |                        |  |
|---|--------------------------|------------|--------------------------|------------------------|--|
| Date  |                          |            |                          |                        |  |
| First Name  |                          | Last Name  |                          |                        |  |
| Address   |                          |            |                          |                        |  |
| City  |                          | Province   |                          | Postal                 |  |
| Work #  |                          | Home #     |                          | Cell #                 |  |
| Email   |                          |            |                          |                        |  |
| Date of Birth   |                          |            |                          |                        |  |
| Emergency contact   |                          |            |                          | Phone #                |  |
| Have you had an aviation related incident or accident in the last 3 years?  |                          |            |                          | No                     |  |
| Do you consent to our policy that memberships will renew automatically unless we receive notification at least 30 days before the renewal date? |                          |            |                          | I Agree                |  |
| <b>What is your primary use of your CFC membership at this time?</b>  |                          |            |                          | <b>Office use only</b> |  |
| Social  | <input type="checkbox"/> | Aerobatic  | <input type="checkbox"/> | Copy of Pilot License  |  |
| PPL   | <input type="checkbox"/> | CPL        | <input type="checkbox"/> | Copy of Medical        |  |
| Multi   | <input type="checkbox"/> | Instructor | <input type="checkbox"/> | Copy of Radio License  |  |
| COT/Rent  | <input type="checkbox"/> | IFR        | <input type="checkbox"/> | Copy of DL             |  |

|  |  |
|--|--|
| <b>By signing below, I confirm that I have read and will abide by the CFC Member Policies and Procedures</b> |  |
| Signature  |  |

|               |  |
|---------------|--|
| CFI Signature |  |
|---------------|--|



### Member Credit Card Information Sheet

\*THIS DOCUMENT SHOULD BE COMPLETED AND HANDED TO DISPATCH TO BE STORED IN A SECURE LOCATION\*

|                     |                  |
|---------------------|------------------|
| Member name         |                  |
| Name On Credit Card |                  |
| Credit Card Type    | Mastercard Debit |
| Card #              |                  |
| Expiration Date     |                  |
| Validation (CVD)    |                  |

By signing below, I authorize the Calgary Flying Club to use my credit card information to apply charges, as needed, to my credit card to clear any outstanding balance on my account. I understand that, as a courtesy, the Calgary Flying Club will endeavor to contact me prior to applying any charges but agree that if that is neither possible nor successful, they may process to process the necessary charges on my credit card and email me the transaction.

|           |  |
|-----------|--|
| Signature |  |
|-----------|--|

By signing below, I acknowledge my understanding of the Calgary Flying clubs 'Privacy of Information' policy, relative to my credit card information.

|           |  |
|-----------|--|
| Signature |  |
|-----------|--|



## Privacy Policy

### Our Commitment

The Calgary Flying Club is committed to the safety and security of its members, clients and employees personal and confidential information. The policy is based on the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) and Alberta's Personal Information Protection Act. This Policy governs the manner by which the Calgary Flying Club interacts with its members, customers or potential members or customers, regulators, suppliers, employees and contractors.

At the Calgary Flying Club, we are committed to providing excellence in service and ensuring that our relationship with you is conducted with integrity and in a responsible, fair, honest, and ethical manner. The intent of this policy is to ensure that you are able to make informed choices about the manner in which your information is collected, utilized and stored.

### 1. COLLECTION, USE, DISCLOSURE and CONSENT OF PERSONAL INFORMATION

**1.1 *What is personal information?*** Personal information is any information which may be used to personally identify you.

**1.2 *What types of personal information does the Calgary Flying Club collect and use?***

The Calgary Flying Club collects and utilizes a variety of personal information, which allows us to service your needs and carry on our business in the aviation community. The types of information we collect vary depending on the type of relationship the Club has with you, and may include, but not be limited to your name, age, gender, certification of medical requirements, address, email address, and financial information. The Club collects and uses this information for a variety of reasons, including:

- a) To assist us in creating a purposeful and responsible relationship with you, the Club requires and collects basic contact information which allows confirmation of your identity, flight medical status, and allows us to contact you for bookings, cancellations, and other matters related to your endeavors.
- b) The Club has legal and regulatory requirements it must meet, and your personal information allows us to meet our contractual obligations to you, as well as meeting our legal and regulatory obligations with Transport Canada. The Club does not accept third party information on individuals, and this ensures that an individual's information is obtained with his or her explicit consent.
- c) The Club may wish to contact you from time to time to offer advice, discuss training, detailed promotions, participate in surveys, or other related business activities. This

allows the Club the opportunity to ensure that the services it offers are those desired by our members and customers.

## **2. PROTECTION OF PERSONAL INFORMATION**

**2.1 What steps does the Club employ to ensure the safety of the personal information I disclose?** The safety of your information is a priority for the Calgary Flying Club. The Club ensures the safety of your personal information in a number of ways. First, we limit the information requested to the extent possible. Second, we have trained our staff in data safety, security and management. Third, the Club has put in place to the extent practicable physical, managerial, and electronic procedures and safeguards to ensure the confidentiality of your information.

**2.2 What steps does the Club undertake to ensure that my data is accurate?** The club will use all practicable means to ensure that your personal information is accurate, both when you join, and from time to time throughout your association with us. If, at any time, you discover a factual error, we will correct it immediately upon reasonable notification. We prefer to have information corrected when you are present at our facility, so that your identity can be assured. If this is not possible, we will undertake reasonable measures to ensure your identity prior to making changes if you are not able to attend our location.

**2.3 What steps do I take if I wish to rescind my consent, offer suggestions or make a complaint?** The General Manager is the Privacy Officer for the organization. Any concerns, comments, withdrawals should be directed to this individual. You can contact the General Manager by utilizing the Club's contact information listed at the conclusion of this document.

## **3. DISCLOSURE OF PERSONAL INFORMATION**

**3.1 Does the Calgary Flying Club disclose my information to other parties?** The Calgary Flying Club collects and uses your personal information for the purposes detailed in this document, and those purposes disclosed to you. In addition, the Club will disclose that personal information required by provincial or federal regulators, and in order to meet any legal requirements.

The Club does not sell, divulge or otherwise disclose your personal information to any other third party other than those listed above.

## **4. YOUR RIGHTS**

**4.1 Do I have to provide confidential information to the Calgary Flying Club?** No. You may refuse to divulge any and all personal information, or you can have your information corrected or removed at any time. We will undertake to have any corrective action taken immediately, or as soon as practicable. By doing so, however, and depending upon the situation, you may limit or even prevent the Club from providing any or all of its services to you.

**4.2 Do I have the right to review or access my personal information?** Yes. The Club will provide you reasonable access to your confidential information, upon reasonable notice.

## **5. CONSENT**

I, \_\_\_\_\_ have read and agreed to the terms and conditions of the Privacy Policy of the CALGARY FLYING CLUB. I hereby acknowledge that any personal information provided by me to the Calgary Flying Club forms my express consent for the Calgary Flying Club to use such information as is reasonably required pursuant to the terms of this Privacy Policy. I further agree to raise any concerns regarding my personal information immediately with the Calgary Flying Club's privacy officer/General Manager.

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**Signature**

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**Date**

## **CONTACT INFORMATION**

**Calgary Flying Club  
Privacy Officer  
155 MacLaurin Drive  
Calgary, Alberta T3Z 3S4  
Telephone (403) 288-8831**



### Student Tax Form

\*THIS FORM IS TO BE COMPLETED AND GIVEN TO ACCOUNTING AND IS TO BE KEPT IN A SECURE AREA\*

|                 |  |             |  |
|-----------------|--|-------------|--|
| Full Legal Name |  |             |  |
| Street Address  |  | City        |  |
| Country         |  | Postal Code |  |
| SIN Number      |  |             |  |
| Date            |  |             |  |

By signing below, I confirm that the information above is correct to the best of my knowledge

|           |  |
|-----------|--|
| Signature |  |
|-----------|--|

T2202 tax forms, also known as the "Tuition, Education, and Textbook Amounts Certificate," are issued by qualifying educational institutions in Canada to students who have paid tuition fees for eligible courses. These forms provide information about tuition fees paid and months of enrollment for students, which can be used to claim education-related tax credits on their income tax return.

The T2202 form allows students to claim the tuition amount, education amount, and textbook amount, which can help reduce their taxable income or provide a tax refund. These credits are designed to alleviate some of the financial burden associated with pursuing post-secondary education in Canada.

It's important for students to keep their T2202 forms for tax purposes and to ensure accurate reporting of their education-related expenses to the Canada Revenue Agency (CRA).

T2202 Tax forms will be issued by The Calgary Flying Club no later than April 1st each year.