



Calgary Flying Club Policies

Policies Governing the all Operations of the *Calgary Flying Club* and its division *Calgary Aviation College*

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1. 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. We strive to deliver efficient service and promote a friendly atmosphere so that you remain a satisfied and committed aviator with our organization. Above all else, CFC is committed to safety, and many of the policies outlined in this document reflect that commitment.

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 CFC including facilities, aircraft and instructor bookings, aircraft operating limitations, and the like.

The highest priority at CFC is safety, and often the reader will find that some of our aircraft usage policies exceed Transport Canada's minimum safety requirements. Our high safety standards are not only meant to improve safety, they also result in lower insurance premiums and correspondingly provide our renters the benefit of less expensive aircraft rental rates.

1.3 Definitions

The following definitions are used in this document:

Member: A person associated with the CFC having fully paid annual membership dues.

Client: A non-member licensed pilot or student making use of CFC facilities or aircraft.

Student: A person undertaking private pilot training or recreational pilot training at CFC.

Renter: A member, student, or client who rents an aircraft from CFC.

Guest: A person accompanying a member or a client making use of CFC facilities or aircraft.

1.4 Membership and Client Categories

To address the different needs of both members and clients, different categories have been established for each. The tables below provide details regarding requirements, benefits and fees for each category of member and client.

Membership Categories

		FULL MEMBERSHIPS			PARTIAL MEMBERSHIPS	
		Sustaining Lifetime Membership	Sustaining Annual Membership	Regular Annual Membership	Enthusiast Annual Membership	Honorary Membership
Annual Dues		\$25	\$100+\$25	\$100	\$50	\$0.00
Requirements						
1	Current pilot license, student pilot permit, or previous possession of a pilot license.	YES	YES	YES	NO	NO
2	Other Requirements	NO	NO	NO	Any member of a full CFC member's household. (or) Any Canadian/ USA licensed pilot & members of his/her Household.	May be awarded to any individual for a designated period of time, at the discretion of the board of directors.
Member Benefits						
1	May be nominated for sustaining membership.	N/A	N/A	YES	NO	NO
2	Entitled to attend and vote at a CFC member's Meeting.	YES	YES	NO	NO	NO
3	Entitled to accept nomination for directorship.	YES	YES	YES	NO	NO
4	Entitled for advanced flight training at CFC	YES	YES	YES	NO	YES
5	Free access and use of general CFC facilities.	YES	YES	YES	YES	YES
6	Free attendance of continued flight education lectures.	YES	YES	YES	YES	YES
7	Member rates: AVGAS	YES	YES	YES	NO	NO
8	Member rates: Aircraft rental.	YES	YES	YES	NO	NO
9	Member rates: Aircraft maintenance.	YES	YES	YES	NO	NO
10	Personal aviation accident insurance.	YES	YES	YES	YES	NO
14	Future exclusive member benefits.	YES	YES	YES	TBD	TBD

Client Categories

		STUDENTS	NON MEMBER LICENSED PILOTS
ANNUAL ACCESS FEES		\$100.00	\$0.00
INCLUSIONS & EXCLUSIONS			
1	Private Pilot License Training	YES	N/A
2	Advanced Pilot training	NO	NO
3	Aircraft rental	N/A	NO
4	AVGAS purchase	N/A	Standard Rates
5	Aircraft maintenance	N/A	Standard Rates
6	Aircraft recovery	N/A	Standard Rates
7	CFC member benefits	NO	NO

2. Facilities

2.1 Hours of Operation

- a) The facilities are generally open from 07:30 to 19:00 daily, but these hours may be longer or shorter depending on season and weather.
- b) Members and clients wishing to utilize aircraft outside of regular business hours must obtain an after-hours briefing from CFC Dispatch and follow all after-hours procedures listed in this document regarding the facilities and aircraft.

2.2 Use of Facilities

- a) All members have full access to the upstairs facilities, including the rec room, study areas, kitchen, sun deck and day room.
- b) Members, clients and their guests are responsible for leaving facilities in clean and neat condition after use.
- c) Members and clients are responsible for all guests accompany them to the CFC including their passengers on a flight using CFC facilities. Children under the age of 14 must be accompanied by an adult at all times while on the premises, both inside and out.
- d) Members and clients are only allowed into the hangar area when authorized by a CFC staff member.

2.3 Ramp Operations

- a) All unattended aircraft shall be tied down, chocked with control lock installed with pitot cover when parked. This policy applies regardless of weather conditions or the duration of time the aircraft will be left unattended.

- b) Following completion of any flight, the pilot will be responsible to secure the aircraft and to report approximate remaining fuel levels to dispatch. Refueling is the responsibility of CFC staff.
- c) For off-site refueling, pilots will be reimbursed for incurred fuel costs incurred on their personal credit cards.
- d) Aircraft shall be pulled out of any divots on the ramp prior to engine start.
- e) Pilots shall adhere to all ramp markings, and taxi only in designated areas.
- f) Aircraft shall only be moved using a tow bar.
- g) Aircraft shall be taxied no faster than a person could briskly walk while in ramp areas. High speed taxiing is prohibited in any area or on any taxiway.

3. Aircraft and Instructor Bookings

3.1 Flight Authorization Rules

- a) To be authorized for flight, each member or client is responsible to ensure that all relevant licensing and other documentation is current and carried with them and that their accounts are in good standing.
- b) When a member or client signs out a CFC aircraft, dispatch, he/she is making a legal declaration that they are conforming to all regulations and CFC policies pertaining to the flight, including the insurance deductible.
- c) All training flights must be authorized by a qualified CFC instructor and the pilot training record (PTR) for the student must be readily available. For solo training flights, students must have their student pilot permit or pilot license, medical certificate and radio license available for every flight.
- d) All rental flights must be authorized by a dispatcher or an authorized instructor. A pilot license, medical certificate, radio license and personal logbook must be readily available for every flight.

3.2 Recency and Currency Requirements

- a) The recency and currency requirements provided herein apply to all members and clients.
- b) All pilots (members, clients and students) are responsible for adherence to CARs recency and currency requirements.

- c) All pilots are initially required to complete a check flight and ground check on type of CFC aircraft.
- d) Currency policies specific to CFC may only be overridden by the Chief Flight Instructor.
- e) Students must fly a minimum of 1 hour every 14 days to remain current on CFC aircraft. If more than 14 days have lapsed, a dual instructional flight is necessary but may be waived at the discretion of the CFI.
- f) Must have acted as PIC on type within the past 90 days for Private license or 180 days for commercial license.
- g) At the discretion of the CFI, and provided 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. For example, currency on a Cessna 172 may permit currency on a Cessna 152 but will not permit currency on a Cessna 182.
- h) Pilots not meeting the above requirements will be subject to a currency flight with an instructor at the discretion of the CFI or his/her designee.
- i) All members and clients with rental privileges must complete at least one annual dual flight with a CFC instructor for the purpose of demonstrating currency and competency. The instructor may require more than one flight as he/she deems necessary for currency of the pilot.

3.3 Recency and Currency Requirements for Twin Engine Aircraft

- a) To rent twin engine aircraft, renters must have:
 - i. 250 hours total time
 - ii. 25 hours of Multi-Engine time; 10 hours on type
 - iii. If it has been more than 90 days since the twin was last flown, a complete check out is required.
 - iv. Check out done by Chief Flight Instructor or assigned delegate.
- b) Currency on a particular twin engine aircraft does not maintain currency on any other aircraft type.

3.4 Bookings, Cancellations and No-Shows

- a) Students and Instructors are expected to arrive 30 minutes prior to their booking.
- b) Flying members are to arrive early enough to complete any flight planning so that they are ready to do their preflight inspection at the start of the booked time.
- c) Renters are to be considerate of the other members when returning the aircraft by ensuring that they return the aircraft on time and that the aircraft is left neat and clean.
- d) If a renter is more than 15 minutes late for his or her booking, the aircraft and/or instructor may be re-assigned and a no-show fee will be charged.
- e) If an instructional flight or rental flight is cancelled with less than a 48 hour notice, a late cancellation fee of \$90 plus tax applies. If a member or client does not arrive for a scheduled booking, a no-show fee of \$200 plus tax may be billed for each 2 hour block booking unless the cancellation is due to weather conditions or extenuating circumstances. To cancel a booking, a call to dispatch will be required in all cases.
- f) Students must coordinate with instructors to avoid cancellation fees.

3.5 Wet and Dry Aircraft Rental

- a) Aircraft will normally be rented at the “wet rate” which includes the price of fuel.
- b) Dry rates for aircraft need management approval prior to flight.

3.6 Loaner Headsets

- a) Borrowing a CFC headset is possible on a first come first serve basis with a refundable deposit as specified by Dispatch.

4. Aircraft Operations

4.1 General Policy

- a) Licensed 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 CFC aircraft.
- b) A flight package including an extended rental approval from for extended flights, a flight plan, and other required information shall be submitted before any flight.
- c) Flight plans must be filed for all day or night flights to other airports or flights greater than 25NM of CYBW.

- d) Spins and/or spiral dives are only permitted with a CFC instructor on-board.
- e) With the exception of flight training exercises, aerobatic maneuvers are not permitted in CFC aircraft at any time except for the Citabria and only when conducted under the supervision of a CFC Transport Canada-certified Aerobatic Instructor. Solo aerobatics are permitted in the Citabria, but only those manoeuvres specifically authorized by a CFC Transport Canada-certified Aerobatic Instructor.
- f) Passengers may be carried during aerobatics, but under strict conditions:
 - a. Only loops, aileron rolls, barrel rolls, and ½ Cuban 8 manoeuvres are permitted with passengers (spins are not permitted);
 - b. The renter must have demonstrated acceptable proficiency (including unusual attitude recognition and recovery) to a CFC Transport Canada-certified Aerobatic Instructor;
 - c. The renter must demonstrate having received 10 hours dual flight instruction by a Transport Canada-certified Aerobatic Instructor in the conduct of aerobatic manoeuvres (stricter interpretation of CAR 602.28(a));
 - d. As per CAR 602.28(b), the renter must have conducted one hour of aerobatic flight in the preceding six months; and
 - e. The CFC Chief Flying Instructor must specifically authorize an individual renter in this regard.
- g) Any defects discovered during the aircraft pre-flight check shall be immediately reported to dispatch.
- h) Pilots must operate the aircraft within the limitations expressed in the POH, CARs, the Aeronautics Act, CFC policies, and any other laws or statutes of countries whose airspace is entered.
- i) Prior to any solo/rental flights, all pilots shall complete the type-specific open book exam and ensure a copy has been submitted, reviewed by an instructor and placed in their file.
- j) 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 shall be signed out and recorded with each stop as a separate flight including cases when taxiing off the runway.
- k) The CFI retains the right to impose any additional safety limitations on any flight.
- l) Weather minimum may be adjusted at the discretion of the CFI or delegate.

4.2 Solo Training Flights

- a) Minimum weather conditions and fuel requirements for solo student training flights under VFR day and night conditions 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 those listed below. This shall be noted in the student's PTR.
- d) All weather minimums are to be forecasted to remain for duration of flight and 1 hour thereafter for cross-country flights.

Solo Training Flight Requirements

	Visibility	Ceiling (AGL)	Air Temperature	Wind	Minimum Fuel
Day VFR			Minimum -25°C (ambient)	Less than 20 KTS or 25 KTS gusts or Cross-wind component less than 10 KTS	Fuel reserve as required by CARS plus 15 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'			

4.3 Dual Training Flights and 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 and Rental Flight Requirements

	Visibility	Ceiling (AGL)	Air Temperature	Wind	Minimum Fuel
Day VFR			Minimum -30°C (ambient)	Max demonstrated cross-wind 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 subject to authorization by the CFI or Duty Instructor

4.4 Aircraft Minimum Fuel and Oil Requirements

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

4.5 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 at or before sunset.
- c) Pilots must carry at least two functioning flashlights during night operations.

4.6 Minimum Flight Altitude

- a) Except for the purpose of take-off and landing, in the event of an in-flight emergency, or for flight training purposes, no pilot shall operate an aircraft below 500 feet AGL.

4.7 Soft Field Operations

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

4.8 Securing Items in Aircraft

- a) All loose items in the aircraft during ground and flight operations shall 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.

4.9 Use of Checklists

- a) Checklists will be supplied with each of the CFC aircraft. Pilots using CFC aircraft are to use the checklists while operating CFC aircraft to ensure safety.
- b) Checklists shall contain all the required manufacturer checks and additional checks deemed important by CFC.
- c) CFC dispatch shall ensure that checklists are available for each aircraft.
- d) Ground checklist items and equipment set-up are to be completed when parked to allow full attention by the student/pilot during taxiing with the exception of checklist items required during taxiing.

4.10 Practice Areas

- a) Unless authorized by an instructor, all practices shall be conducted within designated practice areas as shown on VFR Navigation Charts.

4.11 Securing Aircraft

- a) All planes parked on CFC ramp will be tied down, and control locks in place.
- b) In the winter appropriate covers and heaters will be utilized.
- c) Every effort will be made to secure an aircraft when not in use at all locations where a ground stop is required.
- d) Adequate securing of the aircraft is dependent on the duration of the layover and the current forecast weather.

- e) The designated procedure for securing an aircraft is as follows:
 - i. Park aircraft in the designated parking location following direction of a marshal if present.
 - ii. Every effort should be made to park the aircraft into prevailing wind .
 - iii. Secure the aircraft in such a manner that it cannot move. Chocks are preferable to using the parking brake, as brakes may be prone to failure, and it may cause aircraft damage if towing is attempted with the brake engaged.
 - iv. Aircraft parked overnight will always be tied down or put in a hangar.
 - v. For short duration parking, if the winds are forecasted or exceed 15 knots for the period the aircraft is to remain stationary, the aircraft shall be secured with tie down or put in a hangar.
 - vi. Tie down ropes, chocks, and control locks must be carried on-board for all flights.

4.12 Forced and Precautionary Landings

- a) If a forced or precautionary landing be necessary, all relevant procedures in the POH should be followed to maximize safety during landing.
- b) In the event of an accident or incident, including unscheduled or forced landings, the pilot shall immediately shut down and secure the aircraft, and if able, ensure that it is not an obstruction to traffic or safety of persons or property. In no case should the pilot attempt to taxi or take off.
- c) In the event of a forced landing, do not move or disturb the aircraft unless absolutely necessary to prevent injury or to ensure public safety.
- d) As soon as practical, contact CFC through the quickest means. Do not attempt to take off from landing area without permission from CFC dispatch.
- e) As applicable and necessary to comply with Transport Canada and the TSB of Canada following an incident or accident, all pilots shall follow procedures outlined in the AIM.
- f) All accidents, incidents, forced landings or safety issues shall be IMMEDIATELY reported to CFC dispatch.
- g) In the event of an accident or incident, pilots shall comply with all instructions given by Transport Canada, CFC, and shall submit a written report to CFC.

- h) Pilots shall cooperate fully with TSB, Transport Canada, law enforcement, and CFC and shall not discuss accidents or incidents with anyone other than the above.
- i) In the event of an accident or incident, no statements shall be issued to public media by members and clients. Guests should be advised that public discussion of the event may not be in their own best interest.
- j) Any potential safety or regulatory concerns involving CFC operations shall be reported directly to CFC dispatch, instructor, CFI, or management via email. CFC will then review the concern and take corrective action if necessary.

5. Trip Policy

5.1 Multi-Day Bookings

- a) CFC requires 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 purposes.
- b) An Extended Rental Approval Form must be completed, reviewed and approved by the CFI for every multi-day, USA bound, or for flights farther than 300NM. These forms may be found at CFC dispatch.

5.2 Landing Fees

- a) Members and clients should be aware that certain airports charge a landing fee. The payment of all landing fees with an added administration fee of \$10.00 will be the responsibility of the renter.

5.3 Maintenance Problems Away from CYBW

- a) In the event of maintenance problems are encountered away from home base during a flight, the pilot must inform CFC dispatch of the problem who will in then contact CFC maintenance staff and will advise the pilot on an appropriate course of action.
- b) All repairs must be authorized by CFC maintenance staff.
- c) The member or client will maintain responsibility for the aircraft while awaiting further instructions from CFC.
- d) CFC is not responsible, financially or otherwise, to provide alternate travel arrangements in the event of mechanical problems.

6. Administration Policy

6.1 Payment Methods

- a) All members and clients will be required to provide a valid credit card number that will be kept on file.
- b) CFC does not provide credit to any members or clients.
- c) Accounts must be paid in full upon the completion of all flights.
- d) Members and clients whose accounts are in arrears will be denied service until all outstanding amounts are settled.
- e) Delinquent accounts are subject to interest charge of 2% per month and may be sent to a collection agency.
- f) The preferred payment methods are: cash, debit, credit card and cheque.
- g) Members and clients must have prior approval by the General Manager for payment by personal cheque. NSF cheques will be subject to a \$40.00 service charge.

6.2 Tax Forms

- a) All students working towards a career in aviation should keep their computer copy receipts as a backup.
- b) At the end of each calendar year, advanced training students will be sent a TL11B tax form for tax benefits by mail.
- c) Additional copies if required will be available at a 15.00 charge.