



# 2019 VICTORIA FLYING CLUB

## MEMBER RULES & REGULATIONS

1. All flying activity shall be conducted in accordance with the Canadian Aviation Regulations (CARs).
2. The Chief Flying Instructor (CFI), or delegate has the authority to check the flying ability of any pilot wishing to fly VFC aircraft and reserves the right to cancel any flight booking.
3. VFC Aircraft shall be operated within the Limitations specified by the Aircraft Manufacturer. Failure to do so invalidates VFC insurance coverage of Pilot, Passengers, and Aircraft.
4. Licensed Pilots shall be dispatched by an Authorized Employee.
5. Abinitio Solo Training flights shall be dispatched by a Flight Instructor.
6. Only VFC members with current Flight Privileges may act as Pilot-in-Command (PIC) of Club aircraft.
7. VFC aircraft may not be used for Flight Training or Charter by pilots other than VFC Flight Instructors.
8. Aircraft engines must be shut-off prior to boarding or alighting passengers; the only exception is Flight Instructors sending students solo.
9. Landings except in the event of an emergency are not permitted at un-registered aerodromes.  
[Aerodromes not appearing in the Canadian Flight Supplement (CFS)]
10. Landings, except in the event of an emergency, at a Registered Aerodrome with a paved or unpaved runway shorter than 2000' must receive authorization from the CFI.  
[i.e. Duncan (CAM3) / Raven Field (CML2) / Courtenay (CAH3) / Tipella (CBB7)]
11. Landings on beaches or roads, except in the event of an emergency, are explicitly prohibited.
12. Club aircraft must be operated within gliding distance of shore at all times. (CARs 406.54)
13. VFC members must show proof of having completed a Mountain Flying Course prior to entering or over-flying a mountainous region in which the highest peak exceeds 4000' above sea level.
14. Dangerous goods, including fuel under pressure or not, are explicitly prohibited from being carried onboard VFC aircraft.
15. It is the Pilot-in-Command's responsibility to brief their passengers on the use of seatbelts, doors, and safety equipment.
16. For aircraft rentals beyond a twelve-hour period, the Pilot-in-Command shall contact VFC at the end of each flying day to update Dispatch of the flight progress.
17. In the event of an unserviceable aircraft, or an emergency landing, the pilot shall (a) Notify VFC at (250)-656-2833, (b) Not attempt to takeoff without permission from the CFI or delegate.
18. VFC Aircraft may not be flown in formation without permission from the CFI.
19. Pilots are encouraged not to attempt to return to Victoria in inclement weather, but instead call the Club for advice. *SAFETY IS THE PRIMARY CONSIDERATION*; collect calls from pilots will be accepted.

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## STUDENT PILOTS

### SAFETY PRECAUTIONS:

1. Student Pilots shall adhere to the limitations specified in the Flight Training Course – Safety Precautions handout.
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## PILOT IN COMMAND PROCEDURES

### BOOKINGS:

1. All bookings and their associated requirements shall be entered into the booking system.
2. Bookings may be made in person, on-line, or by phone.
3. For aircraft bookings exceeding 3 hours, the destination or route shall be included in the booking.
4. For aircraft booked for a full day, a minimum daily charge may apply if the aircraft is underutilized.
5. Aircraft will not be held for more than 30 minutes past a scheduled booking time.
6. The aircraft Journey Log & Documents shall accompany every flight.

### NO SHOWS:

7. Dual lesson 'No Shows' shall be charged a minimum of one hour of the Instructor's time. 24 HOURS notice of cancellation negates this policy.
8. PIC no shows or cancellations within four hours of a booking may be subjected to a cancellation fee. If the aircraft can be re-booked, no charge will be levied.

## FLIGHT DISPATCH:

9. A Dispatch Request must be entered into the electronic user interface detailing the particulars of an intended flight, including the direction of flight or destination(s), the PIC's and Passenger's full names and weights.
10. All Flights must be 'Authorized' by a Dispatcher or Flight Instructor; the PIC must sign the PIC Acknowledgement section of a 'Flight Authority'.
11. The PIC is ultimately responsible to inspect the Journey Logbook and conduct a pre-flight inspection of the Aircraft to ensure serviceability, and verify adequate fuel and oil levels for their intended flight. After-hour bookings must be dispatched in Person or by phone before the office closes. The Flight Authority, Keys, & Journey Log shall be left in the aircraft after the night line attendant leaves.

## RECORDING FLIGHT TIME:

12. Hobbs time will be accepted for billable 'Flight Time' unless the meter is unserviceable.
13. The PIC shall record on the 'Flight Authority' the Hobbs time prior to starting the engine and at shutdown; this is shall define 'Flight Time'. Additionally, Take-Off time & Landing time shall be recorded to define 'Air Time'

## RETURN FROM FLIGHT:

14. The PIC must complete the 'Flight Data' section of the Flight Authority to be presented to Dispatch with the Aircraft Journey Logbook & Keys upon return from flight.
15. For after-hour Flights, the PIC shall place the Flight Authority, Aircraft Journey Log & Keys in the Night Drop Box.

## DEFECT CONTROL:

16. Any airworthiness defects discovered on a pre-flight inspection or during flight operations must be entered in the journey log book by the Pilot in Command in accordance with CARs 605 Schedule 1 Item
17. The pilot in command must also complete an Operational Defect Record form and Dispatch personnel must be made aware of the defect.

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## LICENCED PILOT CURRENCY PROVISIONS

1. VFC members are individually responsible for their own 24-Month 'Recency' as specified in Canadian Aviation Regulations 421.05.
2. Transport Canada defined 'Flight Reviews' shall be conducted by VFC Instructors upon request; VFC 'Annual Check-outs' do not qualify as 'Flight Reviews'.
3. All VFC members must successfully complete an 'Initial Check-out', and annually complete an 'Annual Check-out' in order to maintain 'Currency' in Club aircraft.
4. Recreational Flying Members must complete the most current edition of the Self-Paced Study Program, published annually in the *Transport Canada Aviation Safety Newsletter* in conjunction with their 'Initial Check-out', and 'Annual Check-out'; a copy shall be retained in their Club File.
5. After one year as a 'Flying Member', an Instructor will be provided 'free-of charge' to a maximum of 2 hours for 'Annual Check-outs'; aircraft rental rates apply.
6. Members who fly less than 12 hours Flight Time per year must maintain a '30-Day Currency' in aircraft in order to maintain 'Currency' in Club aircraft.
7. Members who fly more than 12 hours Flight Time per year must maintain a '60-Day Currency' in aircraft in order to maintain 'Currency' in Club aircraft.
8. Members intending to exercise the privileges of their Instrument Rating in Club aircraft must conduct a Bi-Annual Instrument Proficiency Checks with an approved Pilot Examiner.

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I have read, understand and agree to comply with the *Aircraft Rental Rules and Regulations* and *Pilot in Command Procedures*. Furthermore, I will retain a copy of these Rules, Regulations, and Procedures provided to me for review.

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DATE

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MEMBER NAME (PRINT)

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MEMBER SIGNATURE

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WITNESS NAME (PRINT)

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WITNESS SIGNATURE