



2014 VICTORIA FLYING CLUB AIRCRAFT RENTAL RULES & REGULATIONS

- 1) All flying activities shall be conducted in accordance with the Canadian Aviation Regulations (CARs).
- 2) The Chief Flying Instructor, 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) All VFC aircraft shall be operated within the Weight and Balance limits specified by the aircraft manufacturer. Failure to do so invalidates VFC insurance coverage of pilot, passengers, and aircraft.
- 4) Licenced Pilots must be dispatched by authorized employees.
- 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) in 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 Registered Aerodromes with an unpaved runway, or a paved runway shorter than 2000' must receive authorization from the CFI or ACFI. [i.e. Duncan (CAM3) / Raven Field (CML2) / Courtenay (CAH3) / Tipella (CBB7)]
- 11) Landings, except in the event of an emergency, on beaches or roads are explicitly prohibited.
- 12) Club aircraft must be operated within glide distance of shore at all times.
- 13) VFC pilots 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 PIC's responsibility to provide their passengers with an adequate pre-flight safety briefing.
- 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 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 PRIME CONSIDERATION; collect calls from pilots will be accepted.

PILOT IN COMMAND PROCEDURES

BOOKINGS:

- 1) Bookings may be made in Person, on-line, or by phone.
- 2) Bookings for Aeroplanes will not be held for more than 30 minutes past the scheduled time.
- 3) After-hour bookings must be dispatched in Person or by phone prior to the office closing. The 'Flight Authority', keys, Journey Log, shall be left in the Aeroplane after the night line attendant leaves.
- 4) Bookings and their associated requirements must be recorded on the booking system.
- 5) The aircraft Journey Log & Documents must accompany every flight.

NO SHOWS:

- 6) Dual 'no shows' or 'cancellations' are charged for one hour of Instructor's time. 24 hours' notice of cancellation negates this rule.

SIGNING OUT:

- 7) The PIC must provide to Dispatch the PIC's full name, their passengers' full names, the route of flight, or exercise number(s), and the intended time of departure.
- 8) At the commencement of any pre-flight inspection, the Student or PIC shall receive the aircraft Journey Logbook & Documents in order to conduct the pre-flight inspection.
- 9) The PIC's flight must be authorized by Dispatch, or an Instructor. The PIC must acknowledge their flight by signing the PIC column.
- 10) The PIC must check the Journey Log for aircraft serviceability and time before inspection.
- 11) If the PIC is departing out of hours, they must advise Dispatch of their passenger's first names and emergency contact numbers.

RECORDING FLIGHT TIME:

- 12) Only Hobbs time will be accepted for flight times unless the meter is unserviceable.
- 13) The PIC must record the Hobbs time before starting the engine and after shutdown; this is defined as flight time.
- 14) If the PIC returns after hours and cannot sign in, the PIC must record Hobbs time in the Journey Logbook and the Night Flying Report.

SIGNING IN:

- 15) The PIC must complete the Daily Dispatch sheet with: flight time in the appropriate column (i.e. private, advanced or recreational), airtime, down time, and Hobbs time.

DEFECT CONTROL:

- 16) All defects discovered during a pre-flight inspection, or during Flight Operations must be entered in the Journey Log Book by the PIC. The PIC must notify Dispatch, and complete an Operational Defect Record.

**VICTORIA FLYING CLUB LICENCED PILOT
CURRENCY PROVISIONS**

- 1) VFC members are responsible for maintaining their own 24-Month 'Recency' as specified in Canadian Aviation Regulations 421.05.
- 2) Transport Canada defined '*Flight Reviews*' will be conducted by VFC Instructors upon request; VFC '*Annual Check-outs*' or '*Initial Check-out*' 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 annually complete the most recent edition of the Self-Paced Study Program, published annually in the *Transport Canada Aviation Safety Newsletter* in conjunction with their '*Initial Check-out*', or '*Annual Check-out*' a copy shall be retained in their Club File.
- 5) After one year as a 'Flying Member', Instructors 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) 'Check-outs' at another Flight Training Unit or Aircraft Rental Organization are not acceptable in place of VFC '*Initial Check-outs*', or '*Annual Check-outs*'.

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

DATE

MEMBER NAME (PRINT)

SIGNATURE

WITNESS NAME (PRINT)

SIGNATURE