

Victoria Flying Club

INTERNATIONAL STUDENT APPLICATION FORM

#101 - 1852 Canso Road, Sidney, B.C., Canada, V8L 5V5
(250)656-4321 (250)656-2833 FAX (250)655-0910

E-MAIL vfc@horizon.bc.ca
WEB SITE <http://www.flyvfc.com>

PERSONAL INFORMATION

Name _____ Citizenship _____

Home Phone # _____ Business Phone # _____

Address _____ City _____

Country _____ Postal/Zip Code _____

Business Address _____ City _____

Country _____ Postal/Zip Code _____

Next of Kin / Emergency Contact

Name _____ Relationship _____

Home Phone # _____ Business Phone # _____

Address _____ City _____

Country _____ Postal/Zip Code _____

COURSE INFORMATION

I am applying for the following training course:

Commercial Pilot _____ Private Pilot _____ Instrument Rating _____ Instructor Rating _____

Last Aviation Medical (if applicable) _____/_____/_____
YEAR MONTH DAY

Date of Birth _____/_____/_____
YEAR MONTH DAY

METHOD OF PAYMENT

The Victoria Flying Club requires that all purchases including flight training be paid in the following manner:

1. Pay at the end of each session or at the end of each day; or
2. Pay by placing a lump sum on your account.

Failure to pay after each flight or at the end of each day will result in the requirement to pay prior to each flight.

Date ____/____/____
YEAR MONTH DAY

Signature _____

PIC PROCEDURES

I have read, understand and agree to comply with the *Pilot in Command Procedures Handout* and the *Rules and Regulations*.

Date ____/____/____
YEAR MONTH DAY

Signature _____

RULES & REGULATIONS

1. All flying shall be conducted in accordance with the Canadian Aviation Regulations (CARs).
2. The Chief Flying Instructor or designate has the authority to check the flying ability of any pilot wishing to fly Club aircraft.
3. All aircraft engines must be stopped before boarding or alighting passengers.
4. An Annual Proficiency Check is required to maintain flying privileges (the instructor is free) and 60 day currency is required.
5. In the event of loss or damage the pilot is responsible for the insurance deductible for any accident exceeding \$1000.00 or the cost of repairs up to \$1000.00.
6. It is the pilot's responsibility to brief passengers before flight on use of seat belts, doors, and all safety equipment.
7. Licensed pilots may be dispatched by an authorized employee.
8. Student pilots may only be dispatched by a Club instructor.
9. If a renter is over 30 minutes late for a scheduled flight, the aircraft may be assigned to another.
10. When an aircraft is not returned to the Club by the allotted time, and this causes cancellation of the next scheduled flight, the renter will be charged for the next scheduled flight except when inclement weather or unserviceability are valid reasons.
11. Club aircraft shall not be landed at unlicensed aerodromes except in an emergency.
12. In the event of aircraft unserviceability or an emergency landing away from Victoria, the pilot shall (a) notify the Manager or the Chief Engineer at the Club at (250) 656-4321 or (250) 656-2833, and (b) not attempt to take off without permission from the above.
13. Pilots are ENCOURAGED NOT to attempt to return to Victoria in inclement weather but instead call one of the phone numbers above for advice. SAFETY IS THE PRIME CONSIDERATION, and the pilot's collect telephone calls will be accepted.

INSURANCE

All Club aeroplanes carry \$5 million public liability insurance within which single limit coverage for the crew and passengers. Thus in the event of an accident all occupants are covered provided there are not violations of Transport Canada Regulations. In addition, all aeroplanes have hull insurance equal to their value with a \$1,000.00 deductible clause. Also the hangar and contents are insured and we carry a hangar keepers insurance which covers work on aeroplanes in the hangar.

WAIVER

In consideration of the VICTORIA FLYING CLUB'S acceptance of my application for membership and granting permission to fly its aircraft as pilot or student pilot, whether dual or solo, I accept all risk and responsibility of my personal safety and I release the VICTORIA FLYING CLUB from all claims and actions which might arise therefrom.

IN WITNESS WHEREOF signed

this ____ day of _____, 19____

in the city of _____

(Signature)

(Witness Signature)

Address _____

WAIVER - IF YOU ARE UNDER 19 YEARS OF AGE

I, _____, parent or guardian of, _____, request that the VICTORIA FLYING CLUB accept him/her as a member, and in consideration of the VICTORIA FLYING CLUB'S doing so and granting my child permission to fly VICTORIA FLYING CLUB aircraft as pilot or student pilot, whether dual or solo, I accept all risk and responsibility for my child's personal safety, I release the VICTORIA FLYING CLUB from all such claims and actions.

IN WITNESS WHEREOF signed

this ____ day of _____, 19____

in the city of _____

(Parent or Guardian)

(Witness Signature)

Address _____

HOW DID YOU FIND OUT ABOUT THE VICTORIA FLYING CLUB?

A Member _____
Telephone Book _____
A Friend _____
Other _____

The Newspaper _____
The Internet _____
Staff Member _____

FOR OFFICE USE ONLY

Type of Membership:

Invoice # _____

Social

Type of Course: _____

Flying

Instructor: _____

Associate

Entered in Computer

Membership Card

Recurring Charge

New Member Letter

New Member List

Patrician

Administration Completed by: _____

Provisional Approval Pending Board of Directors Approval:

CFI or Manager Signature

Date

Victoria Flying Club

PILOT IN COMMAND (PIC) PROCEDURES HANDOUT

This article is a condensation of the Club's procedures when booking aeroplanes, recording flight times and signing In and Out.

BOOKINGS

1. Bookings may be made personally or by phone with Dispatch.
2. Every booking must be authorized by Dispatch or one of the Staff.
3. If the time slot required is for more than 3 hours the destination or route must be included in the notes column on the Daily Dispatch sheet.
4. If an aeroplane is booked for a full day the minimum charge is for 3 hours flying prorated at one half the hourly rental rate.
5. Aeroplanes will not be held more than 30 minutes past the scheduled time if another Member wishes to use it.
6. Out-of-hours bookings will have the keys, Night Flying Report and Journey Log left in the aeroplane after the night Line Person leaves. Every effort will be made to have the correct fuel on board, however Staff will not defuel.
7. All bookings and their associated requirements must be recorded on the booking sheets.
8. The aircraft journey log must accompany every flight.

NO SHOWS

9. Dual, single lesson no shows are charged the current instructor's rate for the duration of the bookings. 24 HOURS notice of cancellation negates this rule.
10. PIC no shows are charged \$10.00 each hour. If the aeroplane can be rebooked, no charge is levied.

SIGNING OUT

11. The PIC must enter the following in the Dispatch Sheet before flight: the PIC's surname and initials, passengers' names, the route or exercise the PIC plans to fly and the time of departure. It must be legible.

12. The PIC's flight must be authorized by Dispatch or an instructor and the PIC must initial the PIC column.
13. The PIC must check the Journey Log for time and serviceability.
14. If the PIC is departing out-of-hours he/she must advise Dispatch of the PIC's passengers' names and, if they are not known to the Club, their address or telephone numbers. Also the PIC must advise Dispatch of any special requirements such as fuel, safety equipment, etc.

RECORDING FLIGHT TIME

15. Only Hobbs time will be accepted for flight time unless the meter is unserviceable.
16. The PIC must record the Hobbs time before starting the engine and after shut down; that is your flight time.
17. If the PIC returns after hours and cannot sign in, the PIC must record the Hobbs time in the Journey Log and the Night Flying Report. The PIC's Hobbs time and Journey Log time must be the same.

SIGNING IN

18. The PIC must complete the Daily Dispatch sheet with: flight time in the appropriate column (i.e. private, advanced or recreational), air time, up time, down time, hobbs time and PIC signature.

INK

20. MOT expressly FORBIDS the use of RED ink or PENCIL in Journey and Personal log books.