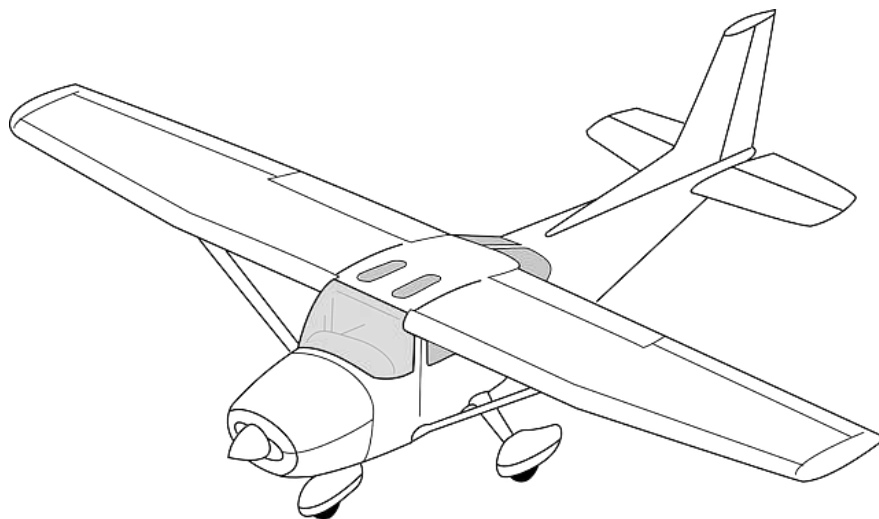




PACIFIC FLYING CLUB



OPERATIONS MANUAL and MEMBER'S HANDBOOK

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Introduction

Welcome to the Pacific Flying Club!

The staff of Pacific Flying Club is dedicated to helping you in any way we can and we are confident that you will enjoy the time spent with us and be successful in achieving your goals.

Pacific Flying Club provides licensed pilots the facilities to rent aircraft from an extensive fleet and to upgrade their skills as desired. Training is provided at the Recreational, Private and Commercial pilot level as well as Multi-Engine, Instrument and Instructor ratings. Admission, refund, withdrawal, dispute, dismissal, grade appeal and privacy policies for Commercial, Multi IFR and Instructor training are provided to the student at the time the student enrolls in these programs according to the Private Training Institutions Branch (PTIB) requirements. The PTIB regulates all private career training institutions and stipulates requirements for admission, refunds and other policies for students enrolled in a commercially registered program. Students enrolling in commercial programs should refer to the PTIB Contract Package for specific policies for that area of training.

Many students form lifelong friendships with other aviation enthusiasts and continue to fly with us as Club members; others go on to pursue careers in aviation and often will work as part of our Flight Instructor team.

This Operations Manual & Member's Handbook is designed to help new pilots understand the basics of obtaining their license and the benefits of Club membership. Licensed pilots will find information on Club policies and procedures regarding aircraft rental.



1. Respectful and Fair Treatment of Students

Pacific Flying Club maintains a community dedicated to ensuring that all members, guests and staff are able to learn, communicate and work in an environment that is free from harassment or discrimination. The environment ensures respectful and fair treatment of all students. Please refer to the Harassment Policy for a comprehensive guide. This policy is posted at the Club.

2. Policy for Drugs, Alcohol, and Cannabis

Members who use or are under the influence of alcohol or drugs are a risk to themselves, our staff, club members, and everyone else potentially affected by their flight.

Fit for duty means a physical and mental state without impairment due to the use or after-effects of alcohol, drugs (e.g. legal, illegal, prescribed/over-the-counter medication including cannabis) or other health conditions, which allows the member to perform their flying duties safely and effectively.

All members and students are required to:

- Be fit for flying at all times while at the Pacific Flying Club;
- Refrain from consuming, possessing, purchasing, selling, distributing, or engaging in any other conduct involving alcohol, drugs (legal or illegal including cannabis), and/or drug paraphernalia while on Club property;
- Refrain from consuming alcohol within twelve (12) hours of flying;
- Advise the Executive Director or his designate when they are using a legally prescribed or non-prescribed drug that may cause impairment;
- Notify the Executive Director or his designate if you suspect another member is unfit to fly.

In addition to the above, Members wishing to fly, must not use cannabis within twenty-eight (28) days prior to the flight. Flying is considered **safety-sensitive** is defined by the Canadian Human Rights Commission as “one that, if not performed in a safe manner, can cause direct and significant damage to property and/or injury to the member, others around them, the public and/or the immediate environment.”

The Pacific Flying Club considers all flying to be safety-sensitive.

A reminder that the Club facilities are strictly non-smoking and that specific restrictions are in place by law (e.g. prohibited in proximity to shared doorways) and by lease/policy (e.g. cannabis smoking is not permitted outside while on Club property).

Self-Reporting: Pilots are reminded that they are legally required to self-report to Transport Canada any use of prescription medication that could possibly invalidate their medical. The Executive Director must be provided this information at the same time so that he is apprised of any potential issues that may arise. This information will be dealt with confidentially.



2. Policy for Drugs, Alcohol, and Cannabis (Continued)

Members may be required to submit to alcohol or drug testing following an accident or incident, or where there is reasonable cause to believe that there has been a violation of this policy.

Pacific Flying Club takes fitness for flying very seriously. Compliance with this policy is a condition of membership. Violations of this policy may result in disciplinary action, up to and including termination of membership, subject to the Club's obligations subject to the Club's bylaws. This policy is posted at the club.

3. Personal Cell Phone Use

Distracted behaviours are safety issues on the ground and while in flight. The use of personal cell phones by students and instructors for texting, phoning, or any other reason is prohibited during a flight with the following exceptions:

- a. To contact Dispatch to advise of a late arrival
- b. To advise of mechanical or immediate procedural concerns
- c. Cell phones may be used to contact the tower in the event of an on-board radio failure
- d. Cell phones may be used to contact Dispatch to relay an urgent medical or emergency condition.

Use of cell phones for any reason other than those described as exceptions is prohibited for all in-flight personnel.

4. Passengers and Commercial Activities

Aircraft owned by the Pacific Flying Club may not be engaged in any commercial endeavor (charter work, carriage of freight, or other activity that provides personal profit). Where pilots are carrying passengers, their names must be included on the sign-out sheet prior to the flight. The pilot in command (PIC) is responsible for behavior and actions of their passenger(s).

5. Licensing and Medical

Aviation is governed by federal legislation. Both pilot licensing and medical requirements are set by Transport Canada. The following tables are a summary of the detailed information available in the Canadian Air Regulations (CARS).

TRANSPORT CANADA AVIATION LICENSES		
Minimum Age (years)	License/Permit	License restrictions & endorsements
14	Student Pilot Permit	No passengers Flight supervision by instructor
16	Recreation Pilot Permit	One passenger, Restricted to daylight hours and Canadian airspace only
17	Private Pilot License	May obtain the following ratings: <ul style="list-style-type: none"> • Night • VFR Over the Top • Single engine IFR • Multi-engine • Multi-engine IFR • Float
18	Commercial Pilot License	May obtain the following ratings: <ul style="list-style-type: none"> • Single engine IFR • Multi-engine • Multi-engine IFR • Float • Instructor
21	Airline Transport License	See CFI for details

AEROPLANE LICENSING / MEDICAL REQUIREMENTS						
License or Permit type	Age	Medical Category	Validity Period (over 40)	Knowledge	Skill	Minimum experience
Student Pilot Permit	14	1, 3 or 4	60 months	PSTAR 90%	Certified ready to solo	As per SKILL
Recreational	16	1, 3 or 4	60 months (24 months)	RPPAE 60%	FLIGHT TEST	Total: 25 hours Total Dual 15 hours Total Solo 5 hours Dual X-Ctry 2 hours

5. Licensing and Medical (Continued)

AEROPLANE LICENSING / MEDICAL REQUIREMENTS						
Private (PPL-A)	17	1 or 3	60 months (24 months)	40 hours Private Pilot Ground school PPAER 60%	FLIGHT TEST	Total: 45 Total Dual: 17 Total Solo: 12 Dual X-Ctry: 3 Solo X-Ctry: 5 Instrument:* 5 * 3 hours may be instrument ground time.
Commercial (CPL-A)	18	1	12 months (6 months)	80 hours Commercial Pilot Ground school CPAER 60 %	FLIGHT TEST	Grand Total: 200 PIC 100 X-Ctry 20 Following the issue of PPL-A: Total Dual: 35 Total Solo: 30 Dual X-Ctry: 5 Instrument:* 20 Night Dual 5 Dual X-Ctry 2 Solo 5 * 10 hours may be instrument ground time

Admission requirements for the CPL, Multi IFR and Instructor Rating are outlined in the PTIB Contract Package which is a requirement for all students enrolled in this program. International students must submit a copy of their passport and valid Study Permit where their course of study is 6 months or more. Students enrolled in commercial programs regulated by PTIB are provided with specific policies covering admissions, student refund, withdrawals, student disputes, student dismissal, grades appeal and privacy policies.

6. Ground School

Private:	Monday & Wednesday evenings	19:00 – 21:30
	Saturday mornings	08:30 - 11:00
	Online option	Access for 9 months

Ground school courses are instructor led, on-line courses that are conducted year-round. Once you've paid for the Monday/Wednesday or Saturday option, you may repeat as many times as you like or you may attend a particular night or session as a refresher.

Commercial:	Tuesday & Thursday evenings	18:30 – 21:30
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This course is offered twice a year (instructor led, on-line) depending on demand. The course is currently 80 hours long. Access to the on-line course is for a period of nine months from the date of registration. Prepayment is required along with your email address to allow us to order your access codes.

Those repeating the program again will be charged \$200.00. A summer session may be offered weekdays if demand warrants it.

Private and Commercial Attendance:

Attendance is taken for each session and a copy is retained in the student's permanent file. Ground school attendance at all sessions is required in order to meet the licensing requirements.



7. Transport Canada (TC) Guides

Be sure that you have the guides that apply to the license or permit that you are pursuing:

TP11919E	Study & Reference Guide	Student Pilot Permit
TP12467E	Study & Reference Guide	Recreational Pilot Permit
TP12880E	Study & Reference Guide	Private Pilot License
TP13014E	Sample Examination	For RPP and PPL
TP12475E	Flight Test Standards	Recreational Pilot Permit
TP13723E	Flight Test Guide	Private Pilot License
TP12881E	Study & Reference Guide	Commercial Pilot License
TP2810E	Study & Reference Guide	Flight Instructor Rating
TP691E	Study & Reference Guide	Instrument Rating
TP12775E	Instructor Guide	VFR Over-the-Top Rating
TP13462E	Flight Test Guide	Commercial Pilot License
TP5537E	Flight Test Guide	Flight Instructor Rating
TP9939E	Flight Test Standards	Instrument Rating
TP219E	Flight Test Standards	Multi-Engine Class Rating

These are available online at www.tc.gc.ca



8. Student Records

A **Pilot Training Record (PTR)** will be started for each new student once they begin flying. The student's instructor will enter completed details in the Pilot Training Record. Following a solo flight, the student is responsible for entering the flight details in their PTR. The PTR must match the entries in the student's personal log book. The PTR is kept at the Club and will be sent to Transport Canada once the student is licensed.

This PTR must not be removed from the Club without permission of the Executive Director.

Students will be asked to initial and/or sign each page as completed.

Students must maintain a current personal log book, that they will bring for each flight, in which they will record their flight experience. Please ensure that log entries are legible. This log book serves as a permanent record of your aviation experience and is submitted to Transport Canada along with the other licensing materials.

9. Payment of Fees

Flight training at Pacific Flying Club operates on a pay-as-you-go basis. There are no requirements to purchase blocks of time in advance. Items that require payment in advance include the Private, Commercial and IFR Ground School.

Members are responsible for any landing and parking fees assessed to the Club subsequent to the flight. Members **must have** a valid credit card number on account and are **not permitted** to carry balances owing on their account. If a member does not have a credit card then they must keep minimum \$1000 on account. The Club reserves the right to charge outstanding balances against this account if prior arrangements are not made.

Members requesting reimbursement of any funds held on account will be assessed a \$25 administration fee. All reimbursements are provided by cheque from which the administration fee will be deducted. Inactive accounts with credit balances will be assessed a yearly maintenance fee to cover insurance, any bonding requirements and overhead costs.



10. Student Refund Policy

To initiate a refund, written notice must be provided by the student to the institution when the student withdraws or by the institution to the student where the institution dismisses the student. Upon written notice that the student will be withdrawing from further training, all monies on deposit with the Club will be refunded subject to the following:

- Written notice of withdrawal or dismissal is deemed to be effective from the date it is delivered
- Should a student have commenced flight training, the Club reserves the right to charge an administration fee of the lesser of 30% of the cost of the program or \$500, if withdrawal notice is received in writing within 10% of program of study's duration.
- If withdrawal notice is received in writing within 30% of the program of study's duration, the Club may retain the lesser of 50% of the total fees due under the contract or \$500
- If the student withdraws after 30% of the course duration, no refund will be given.
- Refunds for ground school shall be prorated at the rate of \$30 per session (for PPL) and \$40 per session (for CPL) held since the student commenced training. Books and supplies purchased and received are non-refundable.
- Where a student withdraws or is dismissed, they are entitled to a 100% refund of any as yet to be received consumables that have been prepaid.
- Where the program has not commenced, the student is entitled to a full refund less any supplies received.
- All refunds will be processed and paid to the student or a person who paid the tuition or fees on behalf of the student within 30 days of the date the institution receives a student's notice of withdrawal or notice of dismissal is provided to the student or of the date the registrar (BCIT or other contracting agency) provides notice to the institution that the institution is not complying with any regulation
- If an international student delivers a copy of a refusal of a study permit to the institution (Private, BCIT, or other contracting agency), the application fee is non-refundable.



11. Student Dispute Policy

Any problems concerning fees and/or the performance of Pacific Flying Club's obligations to the student should be forwarded to the appropriate instructor immediately. Should the issue not be resolved at this level, the Executive Director should be contacted in writing within 14 days of the incident/occurrence or provision of service.

Any disputes regarding amounts outstanding should be directed to the Chief Financial Officer of the Pacific Flying Club in writing within 14 days of the invoice date or provision of service. Written notification shall be provided to the student within 15 days of receipt of a student written complaint to the Executive Director or Chief Financial Officer.

Should any issues remain unresolved at this point, the student/member should contact the Board of Directors of Pacific Flying Club through the Chair in writing no later than 45 days from the invoice date/incident/occurrence.

Transport Canada examinations are conducted by Transport Canada Pilot Examiners and written examinations conducted by Transport Canada and/or Transport Canada Authorized Examination Invigilators. Any dispute of a grade should be forwarded to Transport Canada.

Students are counseled that they are entitled to be represented by an agent or lawyer if desired.



12. Getting Ready to Solo

Students must:

Have:

- A category 1 or 3 medical is required for a Private Licence (PPL). A Recreational Permit (RPP) or Student Pilot Permit (SPP) requires a category 1, 3 or 4 medical.
- Identification in the form of a Canadian Birth Certificate, Citizenship Card or valid Passport.
- Proof of completion of the ICAO English Language proficiency assessment

Study:

- The 200 questions in the Transport Canada Guide TP11919E must be answered by research of the CARs and Aeronautical Information Manual (AIM). These materials are available at the Club or via Transport Canada's site at www.tc.gc.ca.
- The Study Guide for the Restricted Operator Certificate with Aeronautical Qualification.

Complete:

- Approximately 12 to 25 hours of dual instruction time in the aircraft.
- Pre-solo written examination (PSTAR.) This exam consists of 50 questions taken from the Transport Canada Guide TP11919E. A **minimum of 90%** must be achieved in this examination.
- Radio examination consisting of 50 questions based on the Study Guide for the Restricted Operator Certificate with Aeronautical Qualification. A minimum of 70% must be achieved in this examination.
- ICAO English Language proficiency assessment (as applicable-see Note below)
NOTE: An informal proficiency assessment is required for people who graduated high school in Canada and hold a Canadian passport. A formal proficiency assessment is required for anyone who doesn't qualify as above

13. Student Pilot Permit

Before your first solo flight a **Student Pilot Permit** will be issued by a Transport Canada appointed person (Clark Duimel or Avyn Duimel). Your account will be billed in the amount of \$250.00 plus applicable taxes to cover the costs of the licensing fee, radio examination, ICAO Language Assessment and Authorized Person fees.

Thereafter, each time you fly you must carry your Medical Certificate, Student Pilot Permit and Radio Operator's Certificate with you.



14. Medical Examinations

- Recreational:** Minimum, Category 4.
A Category 1, or 3 medical also validates a RPP.
- Private:** Minimum, Category 3.
A Category 1 medical also validates a PPL.
- Commercial:** Minimum, Category 1.

Category 1 and 3 medical examinations must be conducted by a Civil Aviation Medical Examiner (CAME). Category 4 medical forms may be signed by any physician. Normally students will do their aviation medical very shortly after they commence their training so that it is processed well before they are ready to solo.

There are doctors in the Lower Mainland that may conduct aviation medical examinations. A list of these doctors is available at:

<http://wwwapps.tc.gc.ca/saf-sec-sur/2/came-meac/l.aspx?lang=eng>.

The British Columbia Medical Services Plan (MSP) does not cover the cost of the aviation medical examination and students are advised to check the cost before booking with a CAME who may charge significantly more than the average cost of \$150 for a Category 3 medical and \$200 for a Category 1 medical.

15. Transport Canada (TC) Flight Test

Refer to:

TP12475E	Flight Test Standards	Recreational Pilot Permit
TP13723E	Flight Test Guide	Private Pilot License
TP13462E	Flight Test Guide	Commercial Pilot License

The student must bring:

- a. Proof of meeting the applicable medical standard for the licence sought.
- b. Letter of recommendation from the student's flight instructor to attempt the flight test.
- c. This letter must indicate that the student has:
 - Met the standards of a pre-flight test evaluation.
 - Completed a minimum of 75% of the training time required:
 - i. Recreational Permit: 19 hours.
 - ii. Private Pilot License: 35 hours.
 - iii. Commercial Pilot License:* 150 hours.

*The written examination must be completed prior to the CPL flight test.

Transport Canada has appointed the Executive Director, Manager, Flight Operations, and Manager, Multi Engine Operations as authorized Pacific Flying Club pilot examiners. The Pilot Examiners will conduct the majority of the Club's flight tests. Multi Engine and Multi IFR Flight tests are booked with the Manager, Multi Engine Operations or by utilizing the Transport Canada list of available examiners.



16. Transport Canada (TC) Written Examination

In order to attempt the **Transport Canada Private Written Examinations**, the student must:

- Take the appropriate practice examination at Pacific Flying Club and achieve a minimum mark of 80%.
- Have completed a minimum of 10 hours of flight training.
- Be recommended for the examination by the Chief Flying Instructor (CFI) or designate.
- Hold a valid medical as required.

If a high enough grade to warrant a recommendation for the written test is not achieved on the first practice examination attempt, subsequent practice examinations will be charged at \$25 each.

In order to challenge the **Transport Canada Commercial Written Examination**, the student must:

- Take the appropriate practice examination at Pacific Flying Club and achieve a minimum mark of 80%.
- Have 100 hours total time of flying.
- Be recommended for the examination by the Chief Flying Instructor (CFI) or designate.
- Hold a valid Category 1 medical.

If a high enough grade to warrant a recommendation for the written test is not achieved on the first practice examination attempt, subsequent practice examinations will be charged at \$25 each.

Pacific Flying Club has a Transport Canada Authorized Examination Invigilator onsite that can invigilate written examinations for the Private Pilot Licence. For Commercial Pilot Licence written examinations, the examination is taken at the Transport Canada office and must be pre-booked by the student.

The examination cost is \$200 for PFC students and \$250 for non-PFC students. Bookings can be made through PFC dispatch. Retests are \$100.00 per section.



17. Licensing

A written test is valid for two years and a flight test is valid for one year. Once you have completed either test you must complete all of the licensing requirements and be issued the license before either test expires. If the validity period for either test expires before the remaining licensing requirements have been met, Transport Canada will require that the expired test be redone.

To be issued a license or permit you must provide the following original documents to your instructor who will assist you with the application and check that all requirements for the license or permit are met:

- Student Pilot Permit (or Pilot's License or Permit in the case of a rating application or license upgrade).
- Valid Medical Certificate of the appropriate category.
- Complete an accurate Pilot Training Record.
- Pilot log book.
- Application for Flight Crew License. This will be completed with the help of your instructor. For the PPL, you must also submit a passport photo and Application for an Aviation Document Booklet.
- Proof of the written Transport Canada examination results and successful flight test.
- Proof of completion of the Aviation Language Proficiency Test.

The documents will then be forwarded to the Transport Canada Authorized Person (see the Executive Director or designate for more details).

Temporary Pilot's License:

The Pacific Flying Club's authorized person will sign the back of your Student Pilot Permit (or license as appropriate). This will be your temporary pilot's license and is valid for 90 days from the date of signature.

Pilots with a temporary license or permit may rent Club aircraft, subject to Club checkride provisions.

Permanent Pilot's License:

Once you have your pilot's license or permit you may rent Club aircraft. You will have an opportunity to upgrade to larger aircraft, obtain a night rating, and do a mountain familiarization flight following presentation of your license.

Transport Canada should send you your permanent license within 90 days. If you do not receive it, you must get in touch with them at aviation.pac@tc.gc.ca. They may issue a temporary licence if they are delayed in processing.

18. Bookings

Aircraft, simulator and/or instructors can be booked in person or over the phone or on-line at: www.pacificflying.com. The chart below outlines the minimum booking time required for specific activities.

Aircraft and Instructor Bookings (Suggested Minimum Hours per Booking)

	Rental	Dual Flight	Solo Flight	Flight Test	Check Ride	Mountain Check	Club Currency Ride (60 day)
Aircraft	2	2	2	3	2	3	1 (simulator can be used)
Instructor		2	Supervisor must be pre-arranged		2	3	1
Transport				3			

The additional time allows members to complete their safety walkaround prior to the flight. Following their flight, members are expected to call for fuel, clean the windscreen, clean the aircraft in accordance with the COVID-19 protocols, ensure that all trash is removed from the aircraft, and return the aircraft books and keys to dispatch **at least 10 minutes before** the hour.

The following protocol applies to bookings:

- Renters and students will be normally charged only the Hobbs (engine running) time used.
- In the event of a great disparity between the Hobbs time and the time booked the charge will be based on the Hobbs time or 50% of the time booked, whichever is greater.
- Full day bookings in the summer (May through September) will be charged a minimum of five hours.
- Full day bookings during the week in the winter (October through April) will be charged a minimum of four hours. Where the Hobbs time is less than the minimum charge time, the difference between the two times will be charged at \$35.00 per hour. Pilots are reminded not to push the weather, as the daily minimums do not apply if you are delayed due to weather.
- A member returning an airplane late by over fifteen minutes may be assessed a \$50.00 late fee. The fee will be credited to the inconvenienced member who had to wait or cancel their flight because of the delay. Note that the Club does not profit from this policy.



18. Bookings (Continued)

- Licensed pilots may be assessed a no-show fee based on a rate of:
 - \$70.00 for a two-seat aircraft.
 - \$70.00 for a four-seat aircraft.
 - \$70.00 for the twin.
 - \$35.00 per hour for solo bookings in excess of 3 hours.
 - \$175.00 for late cancellation of all-day booking
- If a member is more than 20 minutes late for a booking and does not notify dispatch of the delay, the Club reserves the right to release the aircraft to another member. The above no-show charges will apply if the aircraft is not able to be rebooked.
- No member may book more than 8 full day bookings in any 30-day period. If a member does so, the Club will cancel any bookings beyond this number unless an exception has been granted by the Executive Director.
- A member who books an overnight trip in advance and does not submit a trip request may have the flights cancelled if the trip request is not submitted within 10 days of the booking. For bookings made within 10 days of the intended flight, the trip request must be submitted within 24 hours of reserving an aircraft. In this case, there is no guarantee of aircraft availability.
- All full day flights must be cancelled by 5 pm the previous day unless there are extenuating circumstances. The 5 pm TAFs can be reviewed and if the weather is not suitable for the intended flight, the aircraft must be cancelled. Failure to do so will result in a no-show charge of \$70 for the first infraction and \$175 for subsequent infractions (5 hours x \$35 no-show fee). We recognize there will be situations where the weather was not as advertised and will be fair. If you feel the forecast changed from the 00Z TAFs, and deem you have been unjustly charged, please contact Clark Duimel or Avyn Duimel within 10 days of the charge. If the TAF deteriorates from the 5 PM report, the booking must be cancelled as soon as practicable and management advised so that we can apply flexibility where necessary.
- It is recommended that where practical, members plan alternate trips to various destinations (with approval) to be able to take advantage of bookings.
- Members are cautioned not to book an early morning departure if they will not be prepared to depart at the scheduled time. If a member has an aircraft booked for the day at 8 am but does not depart until 11 am because of flight planning or other preflight preparations, the Club and other members lose out on the possibility of doing check flights or other short flights for that part of the day. If you know you cannot be wheels up until 11 am, please do not book the aircraft prior to that time.



18. Bookings (Continued)

- The Club reserves the right to charge 50% of the unused time on the aircraft on these situations where there are people trying to get aircraft.

Questions regarding the above policies should be directed to the Executive Director.

19. Lessons

Dual Flights:

We recommend that students book a time with their instructors at least two weeks in advance to ensure preferred times are available. Flying lessons are booked in two-hour slots with most flights lasting approximately one hour. If a student is having difficulty obtaining training times with their instructor, please notify the instructor. If the situation is not resolved, please contact or see Clark Duimel as soon as practical. We recommend each student have a secondary instructor who can be booked if their primary instructor is away or unavailable. Students will want to obtain the phone number of their instructor so they can call or text their instructor to confirm flights and/or weather if questionable.

Solo Flights:

Once a student has completed their first solo, they will plan their flying schedule with their instructor to include both solo and dual flights.

In order to fly solo, a student **must be supervised** by his or her instructor or designate. In the event that the student's instructor cannot supervise the flight, the instructor will arrange supervision of the student with another instructor. The student must carry their **medical certificate, student pilot permit and radio operator's certificate** on their person.

Students should arrange solo flights with their instructor. The instructor will list the appropriate air exercises to be practised on a sign-out sheet. This sheet should be brought to the dispatcher by the student when signing out for the flight. The instructor must sign the solo authorization section of the sign out sheet.

Please ensure that supervision has been arranged with your instructor before you come to fly! It is the student's responsibility to let their instructor know when they have booked a solo flight and will require supervision. Under no circumstances should a student show up without having arranged prior supervision.



19. Lessons (Continued)

Weather:

Students should always check the Boundary Bay ATIS, obtain weather information from Nav Canada by phone or internet, or discuss the weather with a Flight Service Station (FSS) specialist before coming to fly. This is especially important if the weather is questionable. In the event of questionable conditions the student should call his or her instructor to mutually make a decision on whether to fly or not. This decision is a function of many factors, not the least of which are the intended exercises for the lesson. It may be possible to use one of the simulators for the particular exercise or substitute another lesson.

Please check with your instructor to obtain their personal telephone number (home, cell, etc.) so that you can call to discuss the status of the flight.

The following telephone numbers may be used to obtain weather information:

Lower Mainland ATIS:	604-591-9674/1-877-517-2847
Flight Services:	1 866 WX BRIEF (1-866-992-7433)
Nav Canada:	www.navcanada.ca

Cancellations and No-Shows:

- Flights cancelled due to bad weather are not charged and may be rescheduled at the student's convenience. However, you should first confirm that the instructor did not have an alternate plan (i.e. simulator, etc.)
- No-shows or cancellations of a 2 hour lesson booked with an instructor with less than 12 hours' notice will result in a \$62.00 charge.
- For longer bookings, a charge of 50% of the booked time may be applied. Please keep in mind the instructor can often not be rebooked on short notice and other students may have wanted to fly.



20. Rentals

Aircraft rentals are available to *licensed* members.

The following guidelines apply to rentals:

- Aircraft are booked in minimum two-hour time slots.
- Bookings of greater than two hours will be subject to the minimum Hobbs time requirements.
See **Section 18 on Bookings.**
- Overnight trips will require members to file a trip request in advance of the flight and normally at the time of booking. The trip request is subject to the Chief Flying Instructor's (or designate) and Maintenance department approval.
- The pilot must be current on the aircraft type to be flown.
See **Section 21 on Club Currency.**
- Ensure checkride status for the aircraft booked *prior* to coming to the Club.
See **Section 22 on Checkrides.**
- Sign-out the aircraft ten minutes prior to the booking time. Dispatch will request to see the pilot's license, photo identification, medical certificate and radio operator's certificate.
- Members must file a flight plan for flights that are 25 Nautical Miles or more from Boundary Bay and for night flights.

21. Club Currency

To ensure the continued safety of our members, Club policy requires that all members holding a Private or Commercial Pilot License fly at least once every 60 days on one of the Club's aircraft.

Recreational Pilot Permit holders with less than 50 hours PIC must fly at least once every 30 days on one of the Club's aircraft. Recreational Pilot Permit holders with 50 or more hours PIC must fly at least once every 60 days on one of the Club's aircraft.

Student Pilot Permit holders shall not conduct a solo flight if they have not had a dual flight in the last 14 days or the last 4 flights. See training program 5.2.3 (Dual/Solo Student Pilot Currency)

If the Club currency lapses, members will be required to do a circuit check (about 20 minutes) with an instructor prior to flying solo. It is acceptable for the member to complete the 60 day check ride using the Red Bird or Alsim simulator for a minimum of 0.3 hours. Members may complete circuit flying or more advanced procedures as appropriate in the simulator.



22. Checkride Policy

All licensed members flying solo are required to maintain current checkrides for their aircraft. A checkride is a dual flight with a qualified flight instructor, lasting approximately 1.3 hours (with the exception of the twin). The Chief Flying Instructor or designate also reserve the right to request a checkride at any time if there are issues regarding safety, lack of airmanship, etc.

An initial checkride in a four-seat aircraft, for pilots that are upgrading from a two-seat aircraft or for pilots that have not flown a four-seat aircraft at maximum weight, are required to complete a full-load check in addition to the regular checkride. The full load check may be done in a separate booking or may be conducted after the air work portion of the checkride has been completed. Note that the air work portion of the checkride **may not** be conducted with passengers on board.

Checkrides are required according to the following schedule:

Recreational Pilot Permit holder:

- A checkride is required every six months.
- Upgrades to the C172 require a two-hour checkride with an instructor. The time required for the checkride and the number of flights over which it may be accomplished is up to the discretion of the instructor performing the checkride.
- The pilot must have been signed off by an instructor for flights into Terminal Airspace and/or do at least one dual trip to Victoria.

Private or Commercial Pilot License holder:

- An annual checkride, with an instructor, is required six months after the flight test date.
- **All Pilot License** holders are required to complete a full load check once prior to flying the 4-seat aircraft with three or more passengers. The gross weight of the aircraft must be within ten percent of the POH maximum gross weight to qualify.
- **An open book written examination** must be completed for every checkride and given to the instructor completing the check ride, to ensure correctness and then the form will be given to the dispatcher to validate the checkride.
- **New members** at Pacific Flying Club will be required to do a checkride before flying solo on Club aircraft.

Please note that instrument rating or multi-engine flight test rides are **not** considered substitutes for checkrides.

22. Checkride Policy (Continued)

Checkrides cover different Club aircraft. The protocol governing which aircraft are covered by a particular checkride is outlined below:

- **A checkride on the Seneca** covers all other Club aircraft, provided that the pilot has flown the other aircraft type before. The initial checkride for the Seneca is five hours. For pilots with Seneca time in their log books this may be reduced to three hours at the discretion of the Chief Flight Instructor following consultation with the instructor that conducted the checkride. Rental of the Seneca is at the discretion of the Chief Flight Instructor.
- **Members due for a checkride** must perform the checkride in the C152 or C172 as appropriate. To fly the 172R, an initial booking to review the walk around and start-up procedure must be completed with an instructor in addition to a full checkride on a 172. Some aircraft such as FPAK do not require separate full checkrides but only an hour with an instructor to review start up procedures. Please check with the instructor or management.
- **To fly GBUD or FCAP** (aircraft equipped with a glass cockpit), an initial check consists of one simulator session and one flight in the aircraft. This check will satisfy the checkride requirements for 172Ps and 172Rs, providing that the member has had an initial check on that aircraft (see above).
- **Checkrides in the C172s and Glass Cockpit 172** cover the C152s, provided the member has C152 experience.

In summary:

If an initial checkride has been completed on all aircraft types then the following applies. Checkrides will be good for a maximum of one year. (A flight test conducted for the PPL carries a checkride validity period of six months.) You must fly every 60 days to maintain general currency. If you fall out of currency a dual circuit currency check is required to regain currency.

23. Weather and Operating Minima

Please refer to the PFC Flight Training Program - General Information section.

24. Cross Country Flights

Please refer to the PFC Flight Training Program, General Information section.



25. USA Trips

NOTE: *At this time (Dec 2020), transborder flights are not allowed due to restrictions put in place by the Federal Government.*

Please refer to the PFC Flight Training Program, General Information section. Pilots are reminded that transborder flights must be on a filed flight plan.

Please ensure that you have booked an aircraft that has a current U.S. decal; we are unable to reimburse members for the purchase of U.S. decals for other aircraft. All of the Club's four and six seat aircraft and two of the Club's two-seat aircraft have U.S. decals.

The Pilot-In-Command is responsible to ensure that the aircraft is equipped with ADSB if they are going to the USA.

It is recommended that an initial U.S. trip be conducted with an instructor to review specific procedures. All fines levied by U.S. or Canada Customs are the responsibility of the pilot. Charges arising from seizure of aircraft and subsequent fines and charges to recover the aircraft are the responsibility of the pilot.

26. Mountain Familiarization and Night Ratings

Please refer to the PFC Flight Training Program, General Information section. The Mountain Flying Familiarization program requires attendance at a seminar on mountain flying as well as a simulator session prior to flight.

27. After-Hours Sign-Out Procedures

- Please note that pilots wishing to fly after-hours must have a valid credit card on file with the Club.
- A night safe is located in the alcove between the Club and the apron. You will also need to know the gate code which is changed periodically by airport management.
- All keys, documents and journey logs will be returned to the safe for flights that end after-hours.
- Pilots flying after-hours may access the safe by entering a code on the safe's keypad. Pilots must ensure that they have obtained the correct code from dispatch since the code is changed on a regular basis.
- When accessing the safe, bear in mind that if the number is incorrectly entered three times you will have to wait three minutes before trying again.
- Members must leave a sign-out sheet and copy of flight plan if applicable in the safe prior to their after-hours flight.
- Upon completion of the flight, pilots must completely fill in the journey log and return the keys, aircraft documents and journey log to the safe.

27. After-Hours Sign-Out Procedures (Continued)

- No valuables such as cash will be left in the safe!

If you do not have the code to the safe, please call the following number after-hours:

Avyn Duimel: C: (778) 988-4379

28. Flight Planning

- All flights of a distance of greater than 25 miles from Boundary Bay, and all night flights, must file a flight plan.
- The pilot is responsible for amending flight plans with Flight Services in the event of a change to the flight's route or arrival time.
- Should a pilot estimate that he or she will not return to Boundary Bay on time, Club dispatch must be notified.

29. Emergency Notification

In case of emergency the Club must be called. After hours the following telephone numbers may be used:

Clark Duimel: C: 604-290-7886
H: 604-946-4379

Paul Harris C: 604-230-7242
H: 778-571-0057

NOTE: The emergency contact phone numbers are also included in the journey logbook.

Following an emergency, any subsequent take-offs must be authorised by the Chief Flying Instructor (CFI) or the CFI designate.

30. Insurance

Aircraft:

The following table summarizes the liability insurance for the different Club aircraft seating configurations:

Number of Seats	Liability Insurance Coverage (Canadian Dollars)
2	5,000,000
4	7,500,000

Note that the above coverage figures far exceed the legal requirements of \$300,000 per aircraft seat.

Pacific Flying Club's policy has a \$1,250 deductible, which is waived by a \$1.95 per Hobbs hour charge (\$4.95 for twin engine aircraft) levied in addition to the aircraft rental fee. However, the Pilot In Command (PIC) is responsible for a \$250.00 deductible in the event of accidental damage to the aircraft.

Charges for the waiver of insurance do **not** apply to Student Pilot Permit holders or for dual flights.

The above waiver **does not** cover airsickness or willful and /or negligent damage to the aircraft. Pacific Flying Club reserves the right to charge for the labor and materials needed to clean or repair the aircraft in these and/or other exceptional circumstances.

Note that the above insurance does not constitute personal coverage for the pilot or passengers. **All members and students are encouraged to obtain their own insurance, particularly when travelling out of province.**

Personal Insurance:

Pilots are advised that Pacific Flying Club does **not** carry personal health or life insurance. These forms of coverage are the responsibility of the pilot. All pilots are advised to carry the appropriate health insurance when flying outside of Canadian Domestic airspace and should advise their passengers to do the same.



31. Headset and Lifejacket Rentals

NOTE: Rentals may be affected during the changes required by following the Provincial Health Officer's restrictions for Covid-19.

- Headsets are available for rent at a cost of \$4.95 per Hobbs hour.
- Lifejackets are available at no cost to members. Please do not open the lifejacket packet unless it is required.

32. Fuel Credits and Fuel Surcharges

Members fueling aircraft at other airports must submit fuel receipts for credit and will be reimbursed at the Boundary Bay fuel rate in effect.

A fuel surcharge will be levied where the fuel rate at Boundary Bay Airport exceeds the base rate in effect as posted on the rate sheet. This fuel surcharge is levied by all schools at the Boundary Bay Airport and is based on cost recovery only. The base rate is \$1.25 per litre for members.

33. Retail Merchandise and Food

NOTE: This information has been modified due to the restrictions required by the Provincial Health Order for Covid-19.

The Club stocks a wide range of flying aids and accessories, monogrammed clothing and textbooks available at reasonable prices. Coin operated vending machines with cold drinks and snacks are located in the Club lobby.

34. Telephones

NOTE: This information has been modified due to the restrictions required by the Provincial Health Order for Covid-19.

Members may use the telephones in the lobby at any time. Telephones are located on the counter in dispatch and on the flight planning desk. Dial direct for local calls. Long distance calls will require Dispatch assistance. Members must call collect to use the long distance service. Members who need to reach dispatch may also text a message to 604-290-7701.

35. Recreation and Kitchen Facilities

NOTE: This information has been modified due to the restrictions required by the Provincial Health Order for Covid-19.

Members are welcome to use the fully equipped kitchen and to store lunch items in the refrigerator. Complementary spring water and coffee and tea are also available.

Our upstairs area has a pool table and foosball game as well as comfortable chairs in the briefing rooms that may be used for relaxation or study.



36. Club Activities

NOTE: *This information has been modified due to the restrictions required by the Provincial Health Order for Covid-19.*

Members of the Club are invited to participate in pilot information sessions (held between September and May). They are normally held on Saturday mornings and session details are posted on the Pacific Flying Club website.

37. Student Advising

Instructors are available to answer questions over the telephone or in person. Financing queries should be directed to the Chief Financial Officer. Students may at any time meet with the Executive Director to discuss future courses, career path choices or any other concerns that may arise.

38. First Aid

First Aid kits are located in the photocopy room and in the exit door area to the ramp. Alert Dispatch at the main desk to any first aid needs and a qualified attendant will be called to assist you. Each aircraft is equipped with a first aid kit. Please contact Dispatch if it has been opened.

There is an Automated External Defibrillator (AED) affixed to the wall outside the kitchen.

All injuries must be reported to the Executive Director or to Avyn Duimel within 24 hours.

39. Financing

Students wishing to apply for a student line of credit should contact their financial institution. Pacific Flying Club works closely with the Royal Bank located in Ladner BC. Details are available from Jamie Wells at jwells@pacificflying.com.

The British Columbia Student Assistance Program (BCSAP) also invites students pursuing their Commercial Licence, Multi-IFR or Instructor Ratings to apply for loan assistance. Students wishing to access this financing must be enrolled as full-time students and meet the published requirements. **Students must apply for this funding prior to or at the beginning of the intended course of study.** There is no government funding available for the Private Pilot Licence and you cannot apply for government student loans until you hold a Private Pilot Licence.

Please see Jamie Wells for further details regarding financing.

40. Student Counseling

Senior management is available to meet with students to discuss career options and aviation as a career. Feel free to contact Clark Duimel, Marcel Gimenez, or Paul Harris.

41. Telephone Numbers

Pacific Flying Club:

Telephone: 604-946-0011
Fax: 604-946-0821
E-mail: cduimel@pacificflying.com (Executive Director)
pharris@pacificflying.com (Manager, Flight Operations)
mgimenez@pacificflying.com (Manager, Multi Operations)
info@pacificflying.com (General Information)

Website: www.pacificflying.com
Instagram: [pacific_flying_club](https://www.instagram.com/pacific_flying_club)
Twitter: @PacificFlying
Facebook: @PacificFlyingClubCZBB

Dispatch Phone for Texting Updates: 604-290-7701 on status/arrival information

Weather /Notams	
WX briefer	1-866-992-7433
FSS. YVR. WX. NOTAMS	1-866-992-7433
VFR flight plans	1-866-992-7433
IFR flight plans	604-775-9601
ZBB tower	604-946-0911
ZBB ATIS	604-951-9674
YPK tower (Pitt Meadows)	604-465-9723
YPK ATIS	604-951-9674
YNJ tower (Langley)	604-534-9443
YNJ ATIS	604-951-9674
YXX tower (Abbotsford)	604-855-1199
YVR tower (Vancouver)	604-775-9531
YVR Harbour tower	604-688-9254



42. Dismissal Policy

The Executive Director reserves the right to withdraw flying privileges for any student or member who exhibits poor airmanship, does not adhere to all Club policies and procedures, or where safety is an issue.

43. Privacy Policy

The Club's Privacy Policy is posted at the Club and adheres to all federal and provincial regulations. Collecting, using and disclosing personal information in an appropriate, responsible and ethical manner is fundamental to the Club's operations. The Club strives to protect and respect personal information of its customers, employees, business partners and students in accordance with all applicable provincial and federal laws. Each staff member must abide by this organization's procedures and practices when handling personal information. Questions regarding the Club's Privacy Policy should be directed to Clark Duimel.

44. Lockers

Student lockers are available at the Club. You must preregister a locker with the Club through info@pacificflying.com. Lockers who have not been registered will be opened and contents removed and held for 60 days after which the contents will be disposed of.

45. Tuition Tax Receipts

All tuition tax receipts will be automatically issued by the Pacific Flying Club by February 28th of the following year.

As always, the responsibility for claiming a deduction rests with the student and students should ensure they meet the required criteria and have provided the club with their Social Insurance Number.

Refer to the CRA's website for information on tuition tax credits.



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