



FLYING ORDERS

May 2022



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PREFACE

1. The Windsor Flying Club Flying Orders are issued as a means of establishing Club policy and to define club standard operating procedures (SOP). The orders are divided into four sections as follows:
 - a. Section 1 – General Administration,
 - b. Section 2 – Flight Administration,
 - c. Section 3 – Flight Operations, and
 - d. Section 4 – Flight Training.
2. The WFC Flying Orders are supplementary to the Aeronautics Act, Canadian Aviation Regulations, and the applicable aircraft Approved Flight Manual. Pilots are cautioned to familiarize themselves with all flying orders and directives and to always adhere to the most restrictive Flying Order.
3. Proposed amendments are to be submitted in draft form to the Chief Flying Instructor for review. Proposed changes will be presented to the Windsor Flying Club Board of Directors for approval.



RECORD OF REVISIONS

Revision	Effective Date
Original	2003
1	2008
2	June 2009
3	January 2011
4	September 2011
5	November 2011
6	May 2014
7	December 2014
8	April 2015
9	October 2016
10	February 2018
11	April 2019
12	March 2020
13	May 2022



1. General Administration

1.1 Membership

1.1.1 Membership Types

There are several types of membership available at the Windsor Flying Club.

Membership Type	Validity Period	Dues
Initial Membership	12 months	\$150.00
Flying Membership (Renewal)	12 Months	\$100.00
Life Membership	Life of the Member	\$1000.00
Honorary Life Membership	Life of the Member	N/A
Associate Membership	12 Months	\$25.00
Monthly Membership	30 days from date of purchase	\$30.00

Membership is open to any member of the public, business or corporation.

1.1.2 Privileges

Members of the Windsor Flying Club may attend functions, meetings and enjoy the use of the Windsor Flying Club's facilities. An Initial, Flying, Monthly or Life member who holds a valid Transport Canada issued pilot's license, complies with Transport Canada regulations and Windsor Flying Club policies may rent Windsor Flying Club aircraft for recreational use. Members who do not hold a valid Transport Canada issued pilot's license may receive flight instruction in Windsor Flying Club aircraft.

1.1.3 Suspension of Flying Privileges

Deliberate violation of Canadian Air Regulations or the Windsor Flying Club's Flying Orders will not be tolerated and will result in the suspension of flying privileges.

Operation of Windsor Flying Club aircraft in a reckless, negligent or unsafe manner will not be tolerated and will result in the suspension of flying privileges.

Any staff member of the Windsor Flying Club may suspend a member's flying privileges if the staff member believes the member is, or will be, in violation of the Canadian Air Regulations or the Windsor Flying Club's Flying Orders. Suspension of flying privileges will occur only if the member refuses to comply with the Canadian Air Regulations, the Windsor Flying Club's Flying Orders, or is about to operate or has operated, a Windsor Flying Club aircraft in a reckless, negligent or unsafe manner.



1.1.3 Suspension of Flying Privileges Cont.

The Chief Flight Instructor will investigate the incident and either reinstate the privileges of the member or uphold the suspension. The member may appeal the Chief Flight Instructor's decision to the Board of Directors for a final decision.

1.1.4 Expiry

Memberships expire on the first day of the month following the month in which their annual dues were initially paid. The expiry date will be permanently attached to each member's record, so that each member's annual dues are due on the same date every year.

1.1.5 Dues Payment

Annual dues are due on or before the expiry date of the membership.

If a member pays their annual dues late, but within 60 days of expiry, the expiry date remains unchanged and the member is reinstated as a member in good standing.

If a member fails to pay their annual dues within 60 days of their expiry date, their membership will terminate. If a member wishes to rejoin the Club, they must again pay the initial fee of \$150.00 and a new expiration date will be issued.

The Windsor Flying Club's aircraft insurance policy allows only club members to rent Windsor Flying Club aircraft. Therefore, a member will not be allowed to rent or receive instruction in a Windsor Flying Club aircraft as long as their membership dues are outstanding. Membership dues shall be paid prior to any flight in a club aircraft. It is the responsibility of the member to ensure all dues are paid in full prior to renting a Windsor Flying Club aircraft.

The Windsor Flying Club will attempt to contact the member regarding the member's renewal date, however it is the responsibility of the member to ensure their membership is paid on time.

1.2 Smoking Policy

Smoking or vaping are not permitted in the Windsor Flying Club building, airside, or in Windsor Flying Club aircraft.

1.3 Pets

Pets are not normally allowed in the Windsor Flying Club building. Members are allowed to walk their pets through the building in order to access their airplanes. Members with pets shall give due consideration to the membership and assure their pets are **leashed** and under control at all times.



1.4 Hours of Operation

The following are the normal hours of operation of the Windsor Flying Club:

Monday thru Saturday:

January - February	08:00 – 18:00
March-April	08:00 – 19:00
May - September	08:00 – 20:00
October	08:00 – 19:00
November - December	08:00 – 18:00

Sunday:

All Year	08:00 – 18:00
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The Windsor Flying Club is usually open every day of the year except for December 25. Hours of operation are reduced during the Christmas holiday period. The holiday schedule will be posted at the Club.

Night flying will normally be scheduled for those evenings on which ground school is being held. Prior arrangements may be made to fly at other times after discussion with your Instructor or the Duty Instructor.

In cases of severe weather, the Windsor Flying Club may be closed during normal hours of operation. It is suggested that members call ahead if in doubt.

1.5 Billing and Payment

The Windsor Flying Club accepts cash, cheque, debit card, MasterCard or Visa.

The manager may approve a prepaid account for an individual member and that member must maintain sufficient funds in the account for any purchases made.

Post-dated cheques will not be accepted.

Payment is due immediately upon completion of the flight. Negative account balances will not be permitted.

Flights that will terminate after business hours must be prepaid based on the planned length of the flight



2. Flight Administration

2.1 Aircraft Bookings

2.1.1 General

Booking of aircraft, instructors, and other club resources is accomplished through Flight Schedule Pro. Members may access the scheduling program directly via the internet or by calling or visiting the club. In any case, all members require an active account.

Members may book the aircraft of their choosing, but from time to time, the Windsor Flying Club may change the booking to another aircraft of the same type. Bookings will be moved to accommodate aircraft maintenance scheduling and equipment requirements for instruction.

In the event that an aircraft becomes unavailable, training solo or recreational bookings on an aircraft of the same type may be cancelled or rescheduled in order to accommodate dual flights. All efforts will be made to accommodate the needs of all members.

2.1.2 Engine Start Times

The beginning time of the booking is the intended engine start time. Members shall arrive early enough to complete all pre-flight preparations and plan on starting the engine at the time on the schedule. In any case, it is the member's responsibility to have the aircraft back at the club no later than 15 minutes prior to the next booking time.

2.1.3 Cancellations

If a member must cancel a booking they shall do so as early as possible to allow other members to make use of the airplanes and instructors.

A \$35.00 charge may be assessed for the cancellation of a booking less than 12 hours prior to the scheduled start time for reasons other than weather.

2.1.4 Late Policy

Students shall arrive 15 minutes prior to the scheduled engine start time to allow for pre-flight inspection and briefing. Students that arrive late may be billed for ground briefing from the scheduled engine start time to the time they arrive. Recreational pilots that arrive late will ensure that the aircraft is returned from the flight on time for the next scheduled pilot.



2.2 Flight Authorization

2.2.1 General

All flights in Windsor Flying Club aircraft and training flights in non-club aircraft shall be entered and duly authorized on the Flight Authorization Sheet at the Operations Desk prior to flight.

A Windsor Flying Club Instructor must authorize all flights to aerodromes with a single runway less than 2500 feet in length, or without a paved surface. The pilot in command must calculate take-off and landing distances.

With regards to flight authorization, Air Cadets on the Power Pilot Scholarship program and Pilot Examiners are deemed to be members of the Windsor Flying Club at the discretion of the Board.

2.2.2 Training Flights

A Windsor Flying Club Instructor shall authorize all dual and solo training flights except for flight tests. Flights that are conducted under the supervision of and dispatched by a flight instructor are to be considered as training solo flights.

Pilot Examiners using Windsor Flying Club aircraft shall authorize their flights. Flight tests are considered dual instruction.

2.2.3 Recreational Flights

Flights that are conducted by licensed members under the privileges of their licence are to be authorized by the pilot. These flights will not be considered as training flights.

2.2.4 Authorization Requirements

Prior to being authorized, all pilots shall be prepared to produce the following:

- A valid Transport Canada issued pilot's license endorsed for the type of flight to be conducted.
- A valid medical certificate.
- For the purposes of flight tests- proof of accreditation as a Pilot Examiner.
- A logbook showing any required or applicable logbook certifications or authorizations.
- A completed weight and balance form computed as per [Section 2.7](#) of this document.



Prior to a flight being authorized, all pilots shall ensure the following items have been met:

- The pilot is current as per [Section 2.3](#) of this document and the Canadian Aviation Regulations.
- A pre-flight inspection of the aircraft is completed and the aircraft is serviceable.
- The aircraft has sufficient fuel and oil as per [Section 2.5](#) of this document.
- A Passenger Information Sheet, if applicable, is filed as per [Section 2.6](#).
- Weather minima exist as per [Section 3.2](#) of this document.
- All Flight Information Files (FIF) have been reviewed and initialed.
- The Flight Authorization Sheet is completed and signed (no initials).
- For flights that will operate beyond 25 nautical miles from Windsor Airport:
 - Flight Plan filed with Flight Services.
 - Journey Logbook and all aircraft documents on board.

2.3 Pilot Currency

2.3.1 General

Before renting any aircraft, a member must be current on the type of aircraft and for the type of flying they will be conducting. Currency status on one type of aircraft (example PA38) does not constitute currency on another type of aircraft (example C172). All currency check rides must be conducted by a Windsor Flying Club flight instructor. The rides must be notated in the member's logbook and signed by the instructor. All check rides will include a review of applicable emergency procedures.

To be considered 'current' a pilot must have successfully completed a biennial check ride within the last 2 years and be **day current**.

Day Currency

To be considered **day current** pilots must fly a minimum of 1 hour or perform a minimum of 3 take offs and landings in accordance with the currency period of their flight experience category.

Night Currency

An initial Night Check ride is required for rental of Club aircraft at night if the member did not receive all of their night training at the Windsor Flying Club. Additionally, the member must be **day current** and must have performed 5 take off and landings in the previous 6 months.

Hours and landings performed at night will account for the requirements necessary to maintain **day currency**.



IFR Currency

An initial IFR check ride is required for rental of Club aircraft for IFR flight if the member did not receive all of their IFR training at Windsor Flying Club. Additionally, the member must be **day current**.

Biennial Check

This check shall consist of a full county check and circuit check combined. Pilots who received their PPL, CPL or Recreational Pilot Permit from Windsor Flying Club within the previous two years will be considered to have fulfilled the requirement of a biennial check for currency standards. Biennial check may contain additional test material as defined by the CFI.

IFR Check

An IFR check shall consist of instrument flying with full and partial panel instrumentation, recovery from unusual attitudes, one precision, one non-precision approach and demonstration of a successful hold entry. IFR flight authorization and Windsor Flying Club weather minima shall be reviewed with the member.

Circuit Check

A Circuit Check shall consist of at least 3 takeoffs and landings, and should when possible, include a crosswind landing.

County Check

A County Check shall consist of all the exercises in the circuit check with the addition of slow flight, stall, steep turns and a forced landing from an altitude of at least 2000' AGL.



Night Check:

A Night Check shall consist of successful navigation to Leamington Airport, turning on the ARCAL, conducting a low approach, returning to Windsor Airport for a minimum of three (3) landings. On the way back from Leamington, satisfactory instrument flying must be demonstrated. Flight authorization and payment procedures after normal Club hours must be reviewed. Note: To carry passengers at night, the CARs require five (5) take-offs and landings within the last six (6) months.

A review of the applicable emergency procedures shall be included with any check.

2.3.2 Student Pilots

Student Pilots must fly at least once every 14 days or a dual flight is required prior to any solo flight.

2.3.3 Day Currency- Pilot with less than 100 hours TT

- i) the currency period shall be 30 days.
- ii) If currency has expired by up to 30 days (up to 60 days since last flight) a circuit check will be required.
- iii) If currency has expired over 30 days (over 60 days since last flight) a county check is required.

2.3.4 Day Currency- Pilot with more than 100 hours TT

- i) the currency period shall be 60 days.
- ii) If currency has expired by up to 30 days (up to 90 days since last flight) a circuit check is required.
- iii) If currency has expired by over 30 days (over 90 since last flight) a county check is required.



2.4 Serviceability Assessment and Aircraft Acceptance

It is the responsibility of the Pilot in Command (PIC) to ensure that the aircraft is serviceable. Failure to conduct a proper pre-flight inspection may result in suspension of flying privileges.

Under no circumstances is the PIC to undertake corrective maintenance action without the approval and direction of the Person Responsible for Maintenance (PRM).

2.4.1 Aircraft Defects at Base

Any aircraft or equipment found to have an unserviceable condition shall be reported to the Duty Instructor or Operations Desk personnel. After consultation with an Instructor the unserviceable condition shall be entered in the aircraft journey log by the pilot discovering the condition and the aircraft removed from service by the Duty Instructor.

Known defects that have been deferred are noted on the aircraft status board, as well as in the aircraft journey log.

2.4.2 Aircraft Defects away from Base

Any defect found to exist while the aircraft is away from base must be dealt with by the PIC in accordance with the club maintenance control procedures. The PIC must contact the club to report the issue to the PRM to receive direction as to how to proceed.

Defect deemed to affect airworthiness by the PRM must be rectified prior to further flight and this can only be done by an appropriately rated AMO (Approved Maintenance Organization). The PRM will arrange for correction of the defect. Upon completion the AMO shall make the appropriate journey log entries and sign off the aircraft as airworthy prior to any further flight.

Defect deemed not to affect airworthiness by the PRM may be deferred with verbal approval of the PRM. Before any further flight the PIC must make a journey log entry reflecting the action taken and noting who approved the deferral and when the approval was received.



2.5 Fuel and Oil

2.5.1 Minimum Fuel Quantity

The quantity of fuel on board prior to each flight must be enough to conduct the flight **PLUS ONE HOUR AT 65% POWER** according to the aircraft POH.

Fuel quantity must be confirmed visually before each flight.

Landing with less the 1 hour of fuel on board is considered reckless behavior and may result in suspension of flying privileges.

2.5.2 Aircraft Refueling

Upon returning from a flight an aircraft shall be refueled.

When refueling aircraft, fuel tanks should be filled to:

PA-38 -18 gallons (bottom of "X" in each tank)

C-172 -30 gallons (total of 2 tanks).

The above shall be standard practice and may be altered from time to time at the direction of the CFI, Duty Instructor or Ops Desk personnel.

Adding fuel to the aircraft with passengers on board is prohibited.



2.5.3 Oil

Oil quantity must be confirmed visually before each flight.

The minimum oil quantity for each type is as follows:

PA-38	4 quarts
C-172	5 quarts

The aircraft oil need not be topped up more than 1 quart above the minimums. If an extended cross- country flight is planned, it is suggested that additional oil be carried in containers.

Unused oil and funnel should be returned to the storage room.

Windsor Flying Club aircraft may be using one of several different types of oil. The required type of oil shall be confirmed with the aircraft status board or Journey Log prior to adding it to the aircraft.

When oil is added to a club aircraft it shall be recorded on the flight authorization sheet prior to flight. The type of oil, quantity, aircraft and date shall be recorded on the Oil Tracking Sheet by an instructor or OPS Desk staff.

2.5.4 Fuel Draining

Draining of fuel from Windsor Flying Club aircraft for the purposes of weight and balance is prohibited. Fuel draining may only be performed as a maintenance function by trained personnel. Fuel sampling as a normal part of pre-flight inspection is allowed.

2.6 Passenger Carrying

Names, addresses and emergency contact phone numbers of all passengers are to be recorded on a Passenger Information Sheet and submitted to the Operations Desk personnel prior to departure.



2.7 Weight and Balance

It is the responsibility of the PIC to ensure that the aircraft is not flown outside the weight and center of gravity limits according to the POH.

Under NO circumstances is the aircraft to be flown when these limits are exceeded. When only the front seats are to be occupied and no baggage is to be carried, the weight and balance binder may be used. If the rear seats are to be occupied or baggage is to be carried, a complete weight and balance calculation must be completed and left in the weight and balance slot.

2.8 Aircraft Rental Billing

Aircraft rental is billed by flight time. Flight time is calculated using the Hobbs meter start and stop times. Should an aircraft not be equipped with a serviceable Hobbs meter, actual start and stop times will be used.

Pilots must pay for their flights upon landing.

If an aircraft becomes unserviceable after engine start but prior to flight there will be no charge for aircraft rental.

2.9 Pilot Liability

Windsor Flying Club aircraft are fully insured for \$5 million liability with a two thousand dollar (\$2,000.00) deductible for damage. Under normal circumstances the PIC would not be expected to pay the deductible or a portion of it in the event the incident was not a result of faulty pilot technique or careless actions.

If the accident can be directly related to negligent performance or an obvious violation of Air Regulations or these directives, the pilot may be held liable to pay for all or a percentage of the deductible. The Board of Directors in discussion with the Manager/CFI will deal with each case individually and rule on the amount of liability.

Pilots accept this responsibility for the deductible when signing the flight authorization sheet.



2.10 Fuel Purchases by Members

2.10.1 Fuel Purchases from the Windsor Flying Club

Only Windsor Flying Club members may purchase fuel. If a fuel key is issued to a Windsor Flying Club member, that key is the property of the Windsor Flying Club and must be returned upon request.

2.10.2 Fuel Purchases at Other Airports

The aircraft rental rate includes the cost of fuel and oil.

If a member purchases fuel or oil for a Windsor Flying Club aircraft and wishes to be reimbursed, the member must submit a receipt.

Any reimbursement will be applied against the aircraft rental charge. If the member's account is in arrears, the reimbursement amount will first be applied to the member's outstanding account balance and then any remainder will be applied against the aircraft rental charge.

The member may also elect to be reimbursed by cheque or account credit. The member will allow up to 5 business days for a cheque to be issued.

The member will be reimbursed at the "Fuel Rebate Price" based upon the number of litres purchased. If the fuel purchased was metered in gallons, it will be converted to litres and then the "Fuel Rebate Price" will be applied.

The member will be reimbursed at the "Oil Rebate Price" based upon the quantity of oil purchased.

2.11 Away Flights- Minimum Flight Times

Any booking of 4 hours or greater will be subject to a minimum billing of:

Monday through Friday - 2 hours per day
Saturday, Sunday and Holidays - 3 hours per day

These minimums may be waived at the discretion of the CFI or General Manager.



2.12 Aircraft Documents, Journey Log

Pilots are reminded to verify that the documents for the aircraft are on board as part of the pre-flight inspection. A pilot may conduct a take-off in a Windsor Flying Club Aircraft without carrying the Journey log on board if not intending to land and shut down at any location other than Windsor Airport.

If a full stop landing is planned at an aerodrome other than Windsor, the logbook shall be brought up to date and carried onboard. Upon return to Windsor, the appropriate logbook entries shall be made by the PIC.

2.13 Flight Plans

A flight plan must be filed with Flight Services for every flight in a Windsor Flying Club aircraft that exceeds 25 NM. This includes flights to Pelee Island and Chatham airports.

Pilots planning to make a full stop landing at the Leamington Airport from Windsor must file a flight plan with Flight Services.

2.14 Entering times on flight sheets

Each aircraft is equipped with a Hobbs Meter. The time shown on the meter is to be logged on the time card on the aircraft clipboard prior to start up and after shut down. The elapsed time registered on the meter is to be recorded as the **Flight Time** on the Flight Authorization Sheet. This time must also be entered in the appropriate aircraft column and type of flight column.

The take-off and landing times are also to be recorded on the card attached to the aircraft clipboard. Upon returning after the flight, the PIC shall record the take-off and landing times on the Flight Authorization Sheet in the time up time down columns. The elapsed time from take-off to landing shall be recorded as **Air Time** using the time conversion table at the Operations Desk.

3. Flight Operations

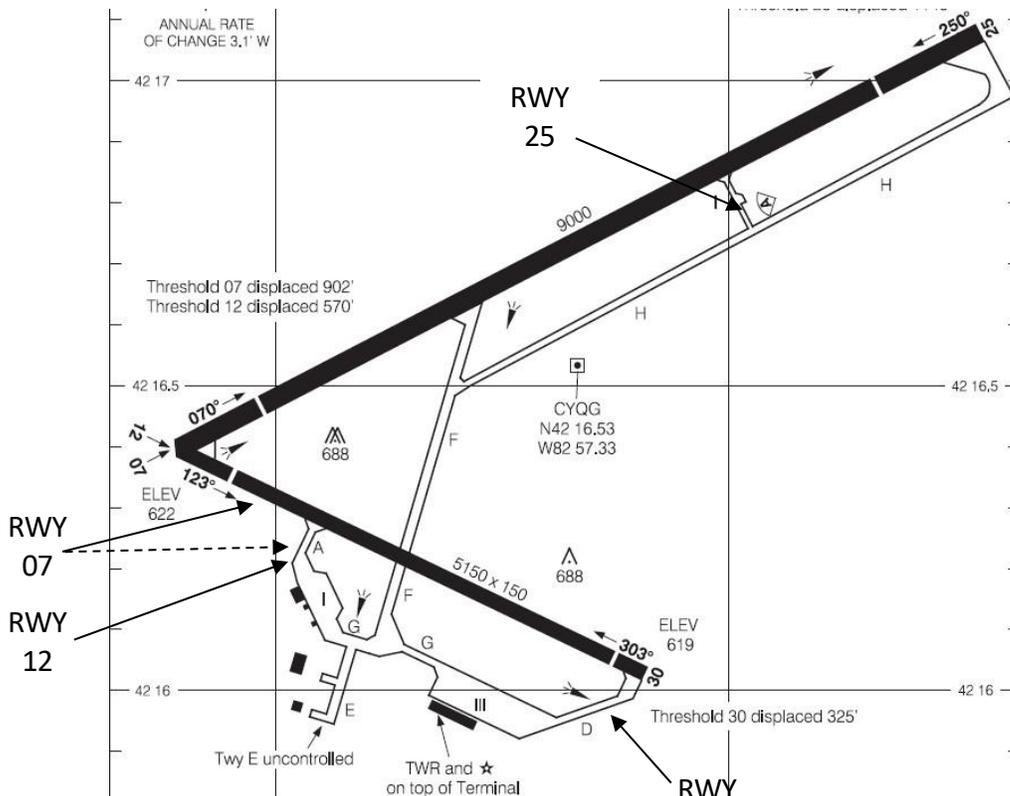
3.1 Local Flying Procedures

Pilots are expected to familiarize themselves with the local airspace and the procedures to be followed when flying within it.

The Windsor Airport Control Zone and a portion of the local flying area underlie the Detroit Metro Terminal Control Area. As a result, altitude restrictions will be issued to aircraft flying within the control zone. Aircraft should plan to enter the control zone at or below 2500' ASL.

3.1.1 Run-up Areas

Unless directed by an Instructor or the Tower, run-ups should be carried out in the locations shown below for the runway in use. Alternatively, run-ups may be carried out on Apron 1 (across from the Flying Club) prior to your initial contact with ATC. Use caution when manoeuvring on the apron and give way to other aircraft. Upon initial contact with ATC indicate that you have completed your run-up if you have done so.

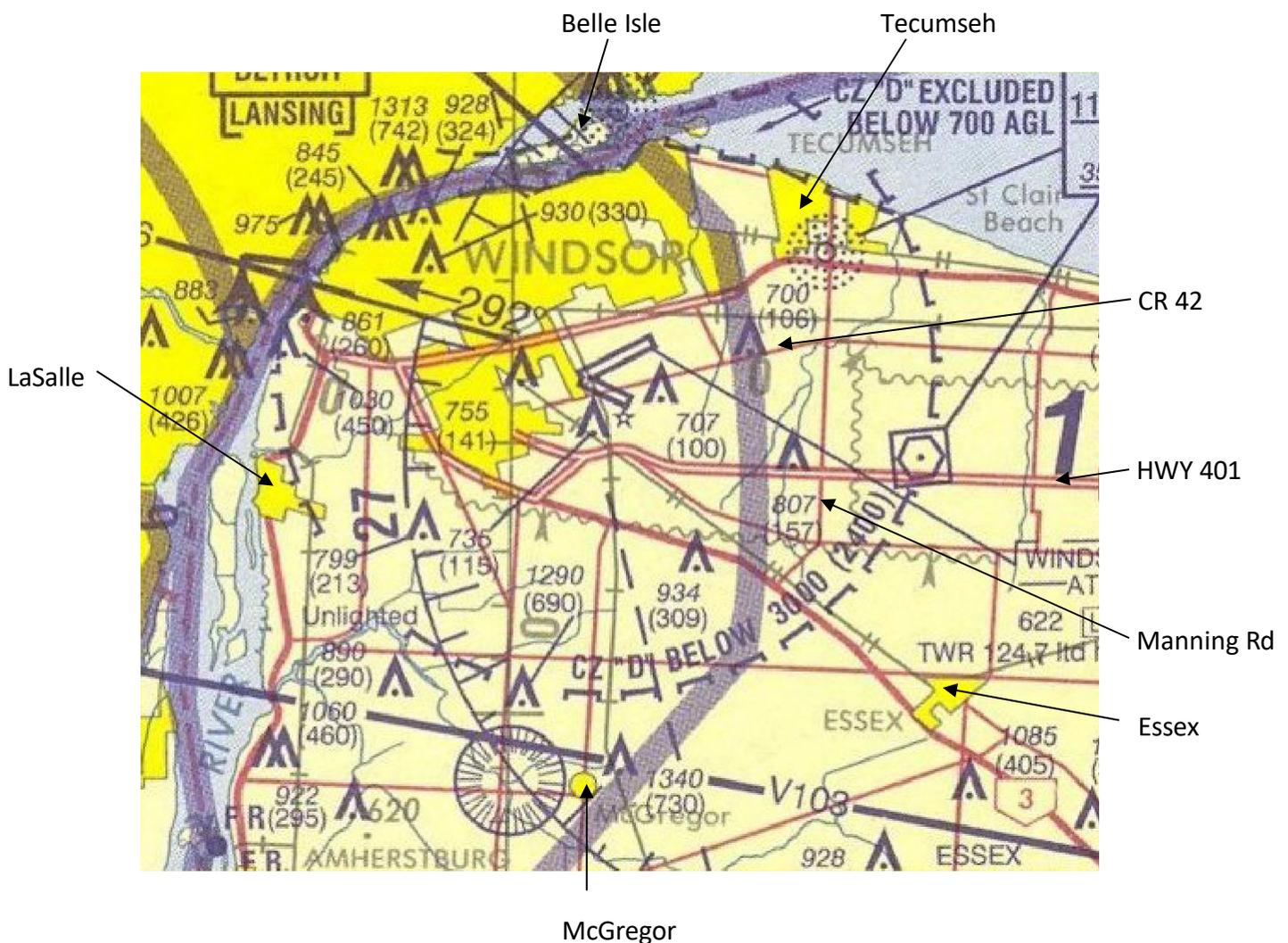


3.1.2 Riverside Descent Area

The Riverside Descent Area is a portion of the Windsor Airport Control Zone that is used by Detroit Terminal to descend aircraft on approach to Detroit City Airport. Flights to the north of the airport should expect to be restricted to 1700'ASL when the Riverside Descent Area is active. The status of the Riverside Descent Area is indicated on the Windsor Airport is ATIS. The boundaries of the area can be found on the Windsor VTPC and in the CFS.

3.1.3 Local Landmarks

On occasion pilots may be required to report their position at or in relation to local landmarks, which are not published. The map below shows a selection of those landmarks. Pilots should make an effort to become familiar with these landmarks.





3.1.5 Detroit Class B Airspace.

Aircraft planning to enter Detroit Bravo airspace shall:

- (i) If departing CYQG during tower operational hours, the PIC; upon initial contact with Windsor ATC; will request a discrete transponder code. Upon leaving the zone Windsor ATC will instruct the PIC to contact Detroit ATC at which time the PIC shall advise intentions and request clearance to enter Bravo airspace
- (ii) If departing CYQG after tower operational hours or approaching from outside the Windsor control zone the PIC must contact Detroit ATC to advise intentions and to request clearance to enter Bravo airspace.

Detroit 'approach' can be reached on 134.3 or 126.85 for a clearance request.

Clearance prior to entry is mandatory.

3.2 Weather Requirements

Forecast Weather

Local Flights:

The weather minimum in this section is required for the duration of the flight plus one hour.

Cross Country Flights (Greater than 25 NM):

The weather minimum in this section is required for the duration of the flight plus two hours.

Dual & Solo Training Flights

Refer to applicable Program Outline for limitations.

3.2.1 Wind Conditions, Humidex and Wind Chill Factor

Duty Instructor's discretion when wind, including gusts, exceeds 20 knots.

No flight operations when wind, including gusts, exceeds 30 knots.

The maximum crosswind component is not to be exceeded.

Flight operations shall cease if the humidex is over 40 or wind chill factor is below -30.

3.2.2 VFR Day Flights

The minimum reported ceiling and visibility shall be at least 1500 feet AGL and 3 miles.

Special VFR is permitted in emergencies only.

3.2.3 VFR Night Flights

Minimum reported ceiling and visibility shall be at least 3000 feet AGL and 5 miles.



3.2.4 IFR Flights

General:

Any IFR flying with Windsor Flying Club staff or aircraft will conform to the approach minima of an Alternate Aerodrome. The alternate minima are defined in the Canada Air Pilot.

Training Flights - IMC Conditions:

Training flights in whole or in part IMC may be authorized and conducted by instructors who have a minimum of seventy (70) hours of instrument time including thirty (30) hours of actual IMC time.

Training flights in whole or in part IMC may be authorized and conducted by instructors with less than the aforementioned requirements if they are co-authorized by the CFI or delegated instructor. In this case, both authorizing instructors shall sign the flight authorization sheet after an appropriate weather, NOTAM and lesson plan briefing.

Recreational Flights - IMC Conditions:

Members who wish to file and fly IFR must meet all Windsor Flying Club and CARs currency requirements. The flight(s) must be authorized by the CFI or delegated instructor after an appropriate weather and NOTAM briefing.



3.3 Over Water Flights

Windsor Flying Club single engine aircraft shall NOT be flown over water unless the aircraft is within gliding distance from a suitable landing area or the aircraft is carrying approved life jackets for every person on board. Life jackets are available at the Operations Desk.

Training flights over water are prohibited beyond gliding distance to a suitable landing area in the event of an engine failure.

3.4 Passenger Briefings

The Pilot in Command on every flight is responsible for ensuring that his passengers are completely briefed and are familiar with the normal and emergency procedures applicable to the aircraft type being flown. This shall be done prior to starting the engine.

3.5 Hand Propping of Aircraft

Hand propping an aircraft can be an extremely dangerous.

NO member or employee of the Windsor Flying Club may hand prop a Windsor Flying Club aircraft. If an aircraft cannot be started, or has a dead battery, it is considered to be a maintenance issue and [Section 2.4](#) procedures apply.

3.6 Landings on Grass Strips

Pilot inexperience with relatively short grass strips with obstacles dictates the following policy:

- i) Windsor Flying Club aircraft may land at local grass strips only during dual flights or when specifically authorized by the CFI on the day of the flight.
- ii) Pilots wishing to conduct landings on short or soft fields shall first receive a checkout from a Windsor Flying Club Instructor and have their logbook endorsed as competent.
- iii) It is the responsibility of the PIC to ensure that permission has been obtained from the aerodrome operator and that the runway is serviceable. Pilots are encouraged to call ahead.
- iv) Prior to leaving with intent to land at a grass runway, takeoff and landing distances MUST be calculated using the applicable aircraft POH for the aircraft configuration and the conditions of the day. A 20 percent safety factor will be added to the distances obtained from the POH. Pilots should be prepared to show their work to obtain approval.
- v) Only high-wing aircraft may land or take off on grass runways.
- vi) The grass strip must be on the CFI's list of approved grass runways.
- vii) Windsor Flying Club aircraft are forbidden to land or take off from gravel runways.
- viii) Ab-initio training shall not be conducted on grass runways.



3.7 Formation Flying

The CFI must authorize each formation flight. Authorization will only be granted to those members who have received training and are considered proficient in formation flying. A pre-flight briefing must be conducted prior to every formation flight.

3.8 Minimum Altitudes - Low Flying

All pilots flying Windsor Flying Club aircraft must adhere to the minimum altitudes published in the Canadian Air Regulations. Other than for the purpose of conducting a take-off or landing, aircraft shall not be operated below 500' AGL. Low or hazardous flying will not be tolerated, and may result in suspension of flying privileges.

3.9 Dropped Objects

Dropping anything from Windsor Flying Club aircraft is prohibited except with written authorization from the CFI. Authorization must be obtained for each individual flight where an object is to be dropped. No object shall be held or mounted outside the aircraft. Eg. selfie sticks, cameras or recording devices etc.

3.10 Aircraft Tie Down

All aircraft are to be chocked after each flight and control locks installed. During winter operations, engine heaters should be plugged in when the temperature is below +15°C and engine blankets installed when the temperature is below freezing.

Following the last flight of the day, the pilot is responsible for ensuring the airplane is properly tied down and the rudder locks are installed. During winter operations, the wing, tail, and canopy covers must also be properly installed.

Aircraft shall not be parked at the tie-downs with less than the minimum fuel requirements as per Section 2.5 of these orders.



3.10.1 Club Hangar

When a club aircraft is to be stored in or removed from the club hangar special attention must be paid in manoeuvring the airplane. It is for this reason only trained personnel may operate the hangar door or move any aircraft in or out of the hangar. Training will be provided by a Windsor Flying Club instructor in accordance with the hangar training checklist.

The aircraft is not to be started with the tail pointed towards the hangar. The airplane must be pulled onto and aligned with the taxiway before starting the engine.

3.11 Winter Operations

3.11.1 Engine Oil Starting Temperature

Aircraft using W100 oil shall not be started with an oil temperature below 60°F (15°C). Aircraft using 80W shall not be started with an oil temperature below 45°F (7°C).

Aircraft shall have their engine heaters plugged in after each flight when the outside temperature is below 15°C.

Engine blankets shall be installed after each flight when the outside temperature is below 0°C.

3.11.2 Clean Aircraft Concept

The Windsor Flying Club follows a strict “Clean Aircraft Concept”. All critical surfaces shall be free of contamination prior to take off.

All wing, tail, and windshield covers shall be installed following the last flight of the day when the Environment Canada forecasted overnight low will be less than 5°C and there is no forecast of rain.



3.11.3 Winter Cross Country Flights

The following procedures must be followed when operating aircraft away from CYQG on winter cross country trips:

1. The engine cover must be installed whenever the airplane is not in flight.
2. The engine heater must be plugged in at least 3 hours prior to engine start so that the oil reaches a minimum temperature of 45°F.
3. Before departing Windsor, you should call the FBO at your intended destination and ensure that tie downs and a 110V power outlet will be available when you arrive.
4. The following items shall be carried onboard WFC aircraft during winter cross country operations:

Cross Country Overnight Winter Operations Kit

<u>Item</u>	<u>Weight (lbs)</u>
Tie-Down Ropes- 3 pcs X 13 ft long each	2
50' Electric Extension Cord	4
Engine Cover	9
Windshield Cover	1
Wing Covers (Left and Right)	22
Tail Covers (Left and Right)	2
Control Lock	2
Tow Bar	1
Total Weight	43 lbs

There are blue carrying bags in which to stow all of the aircraft covers.

Ensure that you are properly equipped in the event of an emergency landing en route. Be sure to consider the overnight low temperature.

3.11.4 Temperature Limitations

The minimum ground temperatures in which Windsor Flying Club aircraft may be flown are:

Cessna 172R: -25°C

Piper Tomahawk: -15°C

No Windsor Flying Club aircraft shall be operated if the wind chill factor is colder than -30.



3.12 Runway Length and Width Limitations

All Windsor Flying Club aircraft for the purpose of takeoff or landing shall use runways that are a minimum of 75 feet wide and 2500 feet long unless the pilot in command considers an in-flight emergency to exist and that landing on a runway less than 75 feet wide and/or 2500 feet long is the safest course of action.

A licenced member can have this restriction reduced to runways that are a minimum of 50 feet wide and 2000 feet long by successfully completing the applicable Windsor Flying Club training course.

This limitation does not apply to charter or non-revenue flights.

3.13 Recreational Pilot Permit holder Limitations

Members who hold a Recreational Pilot Permit are limited to taking off and landing at Windsor Airport only.

Members who hold a Recreational Pilot Permit may be permitted to fly to other airports provided they have been there previously with a Windsor Flying Club instructor.

Members who hold a Recreational Pilot Permit are restricted to only flying to airports in Canada within a 100nm radius of Windsor Airport.

3.14 Post Aircraft Occurrence Procedures

Any member, while operating an aircraft, who is involved in an occurrence where the aircraft is damaged will have their flying privileges suspended immediately. Privileges may be restored following a successful Biennial Check conducted by the CFI. The check shall specifically emphasize the manoeuvre and phase of flight during which the damage occurred. Special flying privileges such as short field/grass strip flying will also be suspended after the occurrence and may be reinstated after a successful review by the CFI. Students who have not yet learned all Biennial Check exercises will have their previously learned exercises reviewed.

4. Flight Training

4.1 Instructor/Student Assignment

A member may fly with the instructor of their choice.

An instructor may be initially assigned to a member but the member is free to change instructors at any time.



4.2 Instructor Ground Briefing

Pilots receiving flight instruction will not be charged for first 0.2 hours of pre-flight and post-flight briefings. Pilots receiving briefings or ground instruction lasting longer than 0.2 hours will be charged for the balance of the briefing time.

Preparatory Ground Instruction will be billed in full.

4.3 Ground School

Current paid Windsor Flying Club members, who hold a PPL or higher, may participate in the PPL ground school free of charge, space permitting.

Members who do not hold a licence must pay the ground school fee. Members who have paid the ground school fee may participate in up to 2 complete ground school cycles. Any additional ground school will be charged at 75% of the current ground school price.

Ground schools will be offered for licences and ratings other than PPL when demand is sufficient. It is important to let the CFI know if you are interested in receiving ground instruction for any other licence or rating so that a class may be scheduled.

4.4 Spin Policy

Spins may be performed in Windsor Flying Club aircraft only if there is a Windsor Flying Club flight instructor on board that is acting as pilot in command. The aircraft must be flown in the utility category.