

## **NORTHER VIRGINIA FLYING CLUB, INC.**

### **OPERATING RULES**

1. All members of the Club shall comply with all Federal Aviation Regulations, state, airport and Club rules while operating Club aircraft.
2. All members must be checked out and approved for solo by a flight instructor designated by the Board of Directors before soloing any Club aircraft, regardless of past experience.
3. All flights must be booked in accordance with the club's current scheduling software.
4. Club aircraft shall not be used to give flight instruction to anyone except club members. A Northern Virginia Flying Club, Inc. member acting as a pilot in command in the club aircraft shall fly in the left front seat. FAA rated instructors and members with the express written permission of the club President, and a proficiency check conducted by an instructor may fly from either the left or right front seat at their discretion.
5. Flying the aircraft outside of the Continental U.S.A. is prohibited. (to be changed to allow Canada flights)
6. Before all flights, check flight log book to see that the tach time is correct. If there's a discrepancy annotate such in the flight log. Actual flight time (tach time) shall constitute payable time, to the nearest tenth.
7. All Flight time shall be logged in the club flight logbook. Time will be accounted for in hours and tenth of hours.
8. If you return to the home airport when fuel is unavailable, call the FBO the following morning.
9. On completion of a flight, the pilot must tidy up the aircraft. Waste paper and extra charts (a sectional chart for the local area should be kept in the aircraft) will be removed, seat belts straightened, etc.
10. SMOKING IS PROHIBITED in all club aircraft.
11. Always check the squawk book before each flight.
12. Post flight procedures include installation of the gust lock, closing of all vents, baggage door and other doors locked, all electrical switches off, refueling and the aircraft tied down. Aircraft will be placed in hangar when hangar becoming available.
13. It is the member's responsibility to pay all parking and land fees.
14. Appropriate precautions shall be taken when leaving the aircraft unattended.
15. Do not move the club aircraft by pressing down on the tail surfaces of the aircraft.

16. If oil level when engine is cold is less than ten (10) quarts, add the appropriate amount. Ten (12) quarts is the maximum amount of oil.
17. Do not use scrapers or any objects that may scratch the plane's surface to remove frost or ice.
18. Operate within operating limitations of the aircraft at all times.
19. If a member becomes stranded and cannot return with the plane on time, the member must check with Schedule Master and contact any member that has the plane reserved.
20. Members may not have more than five reservations at any one time without prior approval from a club officer.
21. Northern Virginia Flying Club aircraft are not to be used for hire.
22. The member who is pilot in command is responsible for any damage to the aircraft not reimbursed by insurance and due to willful violation of Operating Rules, Bylaws, insurance or FAA rules or regulations.