

Foothill Flying Club
Rules, Regulations, and Policies

Version 20100220



Foothill Flying Club
1749 W. 13th Street, Upland, CA 91786

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I. Club Membership

Club Dues

- A. New members will be assessed a one time \$200.00 non-refundable initiation fee.
- B. Club dues are \$20.00 per month and are non-refundable.
- C. New members will begin paying dues upon completion of their first flight.
- D. Club dues are automatically charged to the member's credit card each month.
- E. Members may elect to become "inactive" and not be billed for dues.
 - i. The request to become inactive must be in writing.
 - ii. Any member on inactive status is required to submit a request in writing to become active, and must complete a club evaluation flight prior to their flight privileges being reinstated.
- F. Members may elect to terminate membership at any time.
 - i. Request for termination must be in writing
 - ii. Member will be subject to an initiation fee should they choose to join the club again at some future point in time
- G. Foothill Flying Club reserves the right to terminate a membership at any time and for any reason.

Insurance

- A. Insurance coverage limits are as follows:
 - i. HULL VALUE: Agreed / Insured
 - ii. LIMIT OF LIABILITY: \$1,000,000 Combined Single Limit Bodily Injury and Property Damage, with Passenger Liability limited to \$100,000
 - iii. MEDICAL PAYMENTS: \$3,000 per person
- B. Deductibles are as follows:
 - i. \$250 Not In Motion
 - ii. \$1000 In Motion
- C. Members accept financial responsibility for all damage to Club aircraft, while operating or attempting to operate, up to the amount of the deductible for any one accident or incident. Damages arising from actions or violations not covered by insurance are the complete financial responsibility of the member.
- D. Members may wish to obtain Renter's insurance through other sources, to cover deductibles and to further reduce their own exposure.
- E. Foothill Flying Club and the individual members thereof are Named Insured.

II. Checkout and Currency Requirements

- A. Each member must receive a checkout from an authorized Foothill Flying Club Certified Flight Instructor (CFI) prior to operating an aircraft as Pilot in Command (PIC). Each checkout shall consist of:
 - i. A standardized evaluation flight completed in accordance with the Foothill Flying Club standard Flight Evaluation Checklist.
 - ii. A thorough review of all Foothill Flying Club rules, regulations, and policies, culminating in the completion of the Foothill Flying Club “Club Rules Quiz”.
 - iii. A thorough review of the aircraft systems and procedures, culminating in the completion of the Foothill Flying Club Aircraft Familiarity Quiz.
- B. All checkouts will be at member’s expense.
- C. Student Pilots may not operate as PIC (solo) unless under the direct supervision of an authorized instructor and having completed an appropriate pre-solo progress check and pre-solo written exam. The CFI must approve each solo flight prior to takeoff.
- D. Member Currency Requirements
 - i. No sport, private, commercial, or airline transport pilot may, without authorization from Foothill Flying Club, operate an aircraft unless that member has completed a flight in the same make and model Foothill Flying Club aircraft in the preceding 60 days.
 - ii. Student pilots may not operate as PIC (solo) unless that member has completed a flight in the preceding 30 days and has met the other requirements of student solo flight as set forth in Part II subpart C of this agreement.
 - iii. If a member allows their currency to lapse, they must complete an evaluation flight with an authorized instructor.

III. Dispatch Operations and Procedures

Aircraft Scheduling

- A. Members may schedule an aircraft 24 hours a day, seven days a week using the online scheduling system. If member does not have Internet access, scheduling can be accomplished by calling Foothill Flying Club’s main phone number or by stopping by the office during normal business hours.
- B. Multi-day rental is permitted only with prior consent from Foothill Flying Club. For multi-day rental, member will be charged for a minimum of four hours per day for “Training Fleet Aircraft”. “Cross-country Fleet Aircraft” and “Specialty Fleet Aircraft” may have less or no daily minimums.
- C. For flights beginning and ending on the same day, if aircraft is scheduled for four or more hours, member agrees to pay a charge of at least two hours for each four hour period. (Check rides excluded).
- D. Every effort should be made to show up for a scheduled flight. If a flight must be cancelled for any reason, it should be done as soon as possible to free the time for other members. A flight can be cancelled by calling Foothill Flying Club, or by using the online scheduling system.
- E. If a member is to be more than 10 minutes late for a scheduled departure, Foothill Flying Club should be contacted as soon as possible. If the member has not called or made any

other arrangements by 15 minutes after the scheduled departure time, the aircraft will be released from the schedule and made available to other members.

- F. No-shows: If the member has not called or made any other arrangements by 15 minutes after the scheduled departure time, the aircraft will be released from the schedule and made available to other members. The member who failed to show for his reserved time will be subject to a \$40 no-show fee. Repeated offenses may be cause for termination.

Aircraft Check-Out

- A. Aircraft check-out will be accomplished through the use of an electronic key box, which automatically logs when the aircraft key was taken and returned, and by whom. An aircraft dispatch sheet must also be filled out. Further instructions may be available at the Club Office.

Aircraft Check-In

- A. Upon return from flight, renter will complete aircraft dispatch sheet by recording Hobbs meter reading, and Tach or GPS reading (as appropriate), any additional expenses, and any aircraft squawks.
- B. Rental expenses will be paid at the time the aircraft is returned to Foothill Flying Club
 - i. The basic rental rate is computed by multiplying the total elapsed Hobbs meter time by the hourly rental rate for the aircraft.
 - ii. Any fuel, oil, or maintenance purchased by the member at other airports will be reimbursed in the form of credits issued against the flight balance as calculated above provided:
 - 1. All receipts are presented at the time the aircraft is checked in. For after-hours check in, receipts must be attached to the completed dispatch paperwork
 - 2. For maintenance, the work must have been authorized by Foothill Flying Club prior to being started.
 - iii. Charges other than fuel, oil, and maintenance (e.g. hangar, tie down, landing fees) will not be reimbursed unless specific authorization to receive those services has been given.
- C. All materials and accessories will be returned with the aircraft. If any items are not returned and cause the delay or cancellation of another members use, than the offending member will be liable for the time scheduled of the non-dispatched flight.

After-Hours Operation

- A. Aircraft will be made available to club members before and after normal business hours through the use of an electronic key management system. Club members will have access to the aircraft keys by entering their unique PIN into the number pad on the key box. The removal and return of the airplane key to the key box is electronically logged, so members should avoid handing over keys directly to other members.
- B. If the flight is concluded before or after normal business hours, the club member will return the airplane key to the key box, and will deposit the completed post-flight paperwork in the after hours drop box.

- C. Any member wishing to participate in after-hours operations must have a credit card on file with the club. All fees related to the after-hours flight will be billed to the member's credit card the following business day.

Aircraft Tie-down / Parking

- A. Club aircraft will generally be parked on the ramp North of the Club Office or in designated Cable Airport Transient Aircraft Parking Spaces.
- B. When parking on the ramp, aircraft must be properly secured in a marked parking space with tie-downs. Wings and tail must be moored securely, and wheel chocks must be used.

Aircraft Fueling

- A. It is the responsibility of the Pilot in Command to ensure proper fuel quantity prior to flight.
- B. Club aircraft should not be refueled after completion of a flight unless otherwise specified, as this could lead to the aircraft being in excess of its maximum takeoff weight for the next scheduled flight.

Aircraft Oil

- A. Club aircraft must not be operated without the proper quantity and grade of engine oil as specified in the Pilot Operating Handbook.
- B. It is the responsibility of the Pilot in Command to ensure proper oil quantity prior to starting the engine using the technique outlined in the Pilot Operating Handbook.
- C. If oil must be added, use only an approved grade. A small supply of appropriately graded oil is stored in each aircraft.

IV. Certified Flight Instructors

Requirements

- A. Club members who are Certified Flight Instructors or Certified Sport Pilot Instructors may use club aircraft for conducting instruction provided the following criteria are met:
 - i. Instructor has received written authorization from Foothill Flying Club to use club aircraft for flight instruction.
 - ii. Both student and instructor are current members in good standing of Foothill Flying Club. No instructor may use club aircraft to provide instruction to a student who is not a member of the club.
 - iii. Instructor holds a current and valid Certified Flight Instructor or Certified Sport Pilot Instructor certificate.
 - iv. Instructor has completed the Foothill Flying Club Instructor Information sheet.

Benefits

- A. In recognition of the service provided by instructors to their fellow club members, Foothill Flying Club will waive an instructor's monthly membership fees, provided the instructor continues to actively instruct students.

- i. Instructors who fail to average one or more hours of instruction per month may be deemed “inactive” at the discretion of Foothill Flying Club.
- ii. Instructors will be notified in writing of their impending change to inactive status.
- iii. An instructor on “inactive” status will be required to pay monthly membership dues.

V. Student Pilots

Solo Flight

- A. On all solo flights, the student pilot is PIC with full authority and responsibility for assuring a safe flight.
- B. Prohibited Maneuvers and Flight Conditions:
 - i. Spins.
 - ii. Special VFR Flight.
 - iii. Flight between the hours of official sunset and sunrise.
 - iv. Flights into Class B, C, or D airspace (unless student has log book endorsement from an authorized instructor)
 - v. Carrying of passengers.
- C. Student pilots may not venture beyond the practice areas and must not land at another airport (except in the case of an emergency or precautionary situation) without proper endorsement from an authorized instructor.
- D. In the event of an emergency or precautionary landing at an unauthorized airport students must contact Foothill Flying Club prior to further operation.
- E. Student pilots must follow all endorsements given by an authorized instructor.

Approved Practice/Training Areas

- A. The designated practice areas are outlined on charts in the Foothill Flying Club office.

VI. Safety Practices and Procedures

Weather Minimums and Limitations

- A. VFR weather minimums as specified in FAR §91.155 apply.
- B. “VFR on top” flights in club aircraft are not authorized unless flying under an IFR clearance.
- C. Student Operations:
 - i. The above limitations apply, however the instructor responsible for supervising the student may elect to impose stricter limitations on the student.
- D. Wind Limitations:
 - i. For student pilots: 10 knots; 5 knots crosswind
 - ii. For sport pilots and above: 24 knots; 10 knots crosswind

Reporting of Aircraft Discrepancies:

- A. When an aircraft discrepancy is noted, members must report the discrepancy to the dispatcher on duty. If no dispatcher is on duty, member must report discrepancy via the 24 hour contact number.
- B. In accordance with FAR §91.213, no aircraft may be operated with an “open discrepancy” if that discrepancy renders inoperative an instrument or piece of equipment required by the aircraft’s Minimum Equipment List, or if that discrepancy in any way affects the safe operation of the aircraft.

Aircraft Accident Procedures

- A. Remove all passengers to a safe area and render emergency first aid if necessary.
- B. Secure assistance if possible – contact police/sheriff, EMS, etc.
- C. If in a remote area, make every practical effort to signal others of the situation.
- D. Preserve the integrity of the accident/incident site for investigators.
- E. Notify Foothill Flying Club and report all known details, including those that must be passed along to the FAA and NTSB.
- F. Make no statements about the accident/incident to anyone other than official representatives of the FAA or NTSB. Legal consultation is recommended.
- G. A written statement must be given to Foothill Flying Club as soon as practical.

Precautionary/Emergency Landings

- A. Should it be necessary to make a precautionary landing at an airport, the pilot may, at his discretion, continue the flight after the cause of the malfunction has been identified and corrected or the circumstances leading to the precautionary landing (i.e., weather conditions) have been re-assessed and found to be acceptable.
- B. Pilots must immediately contact Foothill Flying Club in the event of an emergency landing, be it on or off-airport. The flight must not re-dispatched without explicit permission and instruction from Foothill Flying Club.
- C. Do not tamper with any wreckage after an emergency landing.

Fuel Management

- A. Sufficient fuel must be on board the aircraft prior to departure to fly to the first point of intended landing and, assuming normal cruising speed, fly after that for at least 45 minutes.

Minimum Operating Altitudes

- A. Except during takeoff, landing, and emergencies no Foothill Flying Club aircraft may be operated at an altitude lower than 500 feet AGL.
- B. Pilots must fly higher than 1000 feet above the highest point within 2000 feet of the airplane over congested areas.
- C. The minimum altitude for ground reference maneuvers is 600 feet AGL.

Simulated Emergency Landing Practices

- A. Engine failures shall be simulated by no means other than retarding the throttle to idle. The flight instructor shall retain control of the throttle throughout the procedure.
- B. No simulated emergency landing approach shall go below 500 feet AGL unless the procedure is being conducted at an airport.
- C. The use of carburetor heat is strongly recommended during the procedure.

VII. Non-compliance

- A. If any member does not comply with the rules and procedures set forth herein, the following actions may be taken individually or in combination:
 - i. Verbal or written warning
 - ii. Policy review followed by verbal or written test of policy in question
 - iii. Policy review followed by verbal or written test of club and/or FAA rules and policies
 - iv. Assessment of fines
 - v. Temporary or permanent loss of club privileges

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Foothill Flying Club

I have read and understood the rules, regulations, and policies as specified in version 20100220 of the *Foothill Flying Club Aviation Rules, Regulations, and Policies* document. I agree to abide by the terms set forth within.

Printed Name

Signature

Date

Foothill Flying Club
1749 W. 13th Street, Upland, CA 91786

Foothill Flying Club Members

Aircraft Rental Agreement

“Only bona fide members of Foothill Flying Club may rent Club Aircraft”

- A. Renter is to return the aircraft at the agreed time, weather permitting. In the event of a delay, Renter will notify Foothill Flying Club immediately of any such delay.
- B. Renter hereby expressly, acknowledges and binds himself and his heirs for all liabilities to pay Foothill Flying Club the following:
 - i. Service and time charge computed at the applicable rate as specified in Renter’s applicable rate schedule for the period of this rental.
 - ii. A sum equal to the cost of all damages to the aircraft, or loss of equipment of said aircraft during the rental period as well as any damages to other persons or property, OR the deductible amount set forth in the current revision of Foothill Flying Club Rules, Regulations and Policies, whichever is the least, caused by failure to comply with the rules and regulations of the FAA, the terms of this agreement or by the negligence of the Renter.
- C. Renter also agrees to comply with the following requirements:
 - i. To observe all rules and regulations of the Federal Aviation Administration (FAA) and Foothill Flying Club.
 - ii. The Pilot-in-Command assumes all responsibility for operation of the aircraft, and shall not permit anyone else to fly the aircraft. Pilot-in-Command will only fly the aircraft from the left seat unless authorized by Foothill Flying Club to fly the aircraft from the right seat.
 - iii. To inspect and make a good preflight check of the aircraft before start and takeoff as prescribed by the manufacturer and the Pilot Operating Handbook. No takeoff may occur unless the aircraft is in airworthy condition for this flight.
 - iv. All Sport Pilot flights shall be made under VFR conditions.
 - v. Sport Pilot Renters may only fly within sight of the ground. (i.e. “VFR on top” is prohibited).
 - vi. Flight over mountainous terrain and water is prohibited unless the member receives express permission via a log book endorsement from a Foothill Flying Club Certified Flight Instructor.
 - vii. If flying cross-country, a flight plan must be filed with FSS. A copy of that flight plan shall be filed with Foothill Flying Club. For the purpose of this rule, a “cross-country flight” is defined as any flight with a landing greater than 50nm from Cable Airport (KCCB).
 - viii. No Renter is allowed to fly outside the U.S. continental limits
 - ix. Unless there is an emergency, no Renter is allowed to land on unpaved runways.
 - x. All accidents must be reported to Foothill Flying Club immediately or as soon as possible. The Renter shall not in any manner aid or abet any claimant, but shall cooperate fully with the insurance company in all matters connected with the investigation and defense of any claim or suit.
 - xi. Renter agrees that in case he must abandon the airplane at some distant point because of weather, accident, or incident, he shall pay the expenses incurred in returning the aircraft back to Foothill Flying Club. If the aircraft is abandoned, the renter agrees to notify Foothill Flying Club immediately after

the abandonment. Foothill Flying Club will not be held liable for any personal expenses incurred by the renter related to or stemming from the abandonment.

- xii. Renter shall pay all fines, penalties, forfeitures, court costs and other expenses for parking, landing fees or legal violations assessed against Foothill Flying Club, the aircraft, the aircraft owner, the aircraft leasor , or Renter with respect to the use of the aircraft while on rental to Renter.
- xiii. Foothill Flying Club shall not be liable for loss or damage to any property left, stored or transported in or upon aircraft either before or after the return thereof to Foothill Flying Club whether or not said loss or damage was caused by Foothill Flying Club, its agents or employees. Renter assumes all risks of such loss or damage and waives all claims against Foothill Flying Club, its agents and employees by reason thereof and Renter agrees to hold Foothill Flying Club, its agents and employees harmless from and to defend and indemnify Foothill Flying Club, its agents and employees against all claims based upon or arising out of such loss or damage.
- xiv. Renter agrees to pay all of Foothill Flying Club costs and agrees to pay all other reasonable attorney's fees incurred by Foothill Flying Club arising out of, or in any way connected with the enforcement of the terms or conditions of this agreement.
- xv. Foothill Flying Club reserves the right to cancel this rental agreement and take possession of the aircraft at any time and any place when in its judgment there is deemed to be sufficient cause for such actions and the Renter agrees to bear all expenses incurred in flying the aircraft back to the Foothill Flying Club ramp.

I have read and understand the above agreement, and agree to abide by the terms and conditions set forth within.

Renter's Signature: _____ Date: _____

Printed Name: _____

Witness's Signature: _____ Date: _____

Printed Name: _____

Waiver of Liability and Hold Harmless Agreement

- I. I acknowledge that any Aircraft Rental/Flight Operations provided by Foothill Flying Club involves the possibility of physical injury or death and/or damage to property.
- II. In consideration of participating in Foothill Flying Club Aircraft Rental/Flight Operations, I hereby state the following:
 - i. I WAIVE, RELEASE AND DISCHARGE Foothill Flying Club, and any of its officers, employees, representatives, Aircraft Owners, Aircraft Lessors, or agents (collectively "the parties") from any and all claims, losses, or liabilities for death, personal injury, partial or permanent disability, property damage, medical or hospital bills, theft, or damage of any kind, including economic losses which may arise by reason of my participation in Aircraft Rental/Flight Operations. To the extent possible by law, I hereby waive, release and discharge all parties notwithstanding their own negligent acts or omissions or the negligent acts or omissions of others.
 - ii. I agree that I will not bring any action or claim against any of the parties hereby released for any reason associated with flight operations or any activity related to Aircraft Rental/Flight Operations or within aircraft or airport facilities.
 - iii. I INDEMNIFY AND HOLD HARMLESS the parties hereby released from any and all claims made or liabilities assessed against them as a result of my participation in Aircraft Rental/Flight Operations.

III. I HEREBY AFFIRM THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER. I HAVE READ THIS DOCUMENT AND I UNDERSTAND ITS CONTENTS. I ACKNOWLEDGE THE POSSIBLE HAZARDS IN THE USE OF AIRCRAFT AND I AM FULLY AND VOLUNTARILY WAIVING ALL LIABILITY THAT MAY ARISE BY REASON OF THIS PARTICIPATION AFTER FULL CONSIDERATION OF THE RIGHTS I AM WAIVING. THIS WAIVER IS IN CONSIDERATION OF MY BEING ALLOWED TO PARTICIPATE IN AIRCRAFT RENTAL/FLIGHT OPERATIONS WITH Foothill Flying Club.

-OR-

IV. I HEREBY AFFIRM THAT I AM THE PARENT OR LEGAL GUARDIAN OF: _____ . I HAVE READ THIS DOCUMENT AND I UNDERSTAND ITS CONTENTS. I ACKNOWLEDGE THE POSSIBLE HAZARDS IN THE USE OF AIRCRAFT AND I AM FULLY AND VOLUNTARILY WAIVING ALL LIABILITY THAT MAY ARISE BY REASON OF THIS PARTICIPATION AFTER FULL CONSIDERATION OF THE RIGHTS I AM WAIVING. THIS WAIVER IS IN CONSIDERATION OF MY SON/DAUGHTER BEING ALLOWED TO PARTICIPATE IN AIRCRAFT RENTAL/FLIGHT OPERATIONS WITH Foothill Flying Club.

Signature: _____ Date: _____ Witness Sig. _____ Date _____

Printed Name: _____ Print Name _____

Foothill Flying Club

Credit Card Authorization Form

I, _____, hereby authorize Foothill Flying Club to charge my credit card for monthly membership dues and any expenses arising from after hour's use of club aircraft. Charges to my credit card account shall not exceed: \$_____ per month.

Credit Card Information:

VISA MasterCard American Express Discover

Credit Card Number: _____

Expiration Date: ____ / ____ VID Code: _____

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ - _____

Telephone: (____) ____ - _____

Authorization:

Authorization Valid Until: ____ / ____
Month / Year

_____/_____/_____
Cardholder's Signature Date

Your completion of this authorization form helps us to protect you, our valued customer, from credit card fraud. Foothill Flying Club will keep all information entered on this form strictly confidential.

Foothill Flying Club

Club Rules Quiz

Member name: _____ Date: _____

Office Use Only:

Score: _____

Corrected to 100%: Yes No

Graded by: _____

Date: _____

1. What must a member do in order to avoid paying club dues during an extended absence?

2. If you are not a student pilot, and if you have not flown a Foothill Flying Club aircraft within _____ days, you must receive a flight evaluation from a Foothill Flying Club authorized instructor before acting as Pilot in Command. Solo Student Pilot = _____ days.
3. You're at home and see the storm of the century raging outside. There is no way you're going to make that flight you have scheduled later in the day. What must you do to avoid paying a "no-show" fee? _____
4. You're happily flying along when suddenly the engine starts running rough. You choose to make a precautionary landing at the nearest airfield. What should you do before having a mechanic check the engine? _____
5. You schedule a club training-aircraft from 10:00AM to 6:00PM to fly to a nearby destination to spend the day. Upon your return, you record a total Hobbs time of 2.5 hours. How many hours will you pay for? _____hours. (Check rides excluded)
6. You've just earned your CFI certificate, and would like to start teaching a friend to fly in a club aircraft. What actions must you and your friend take in order to be in compliance with club rules?

7. True or False: Before flying off for that \$100 hamburger at the Santa Barbara Airport (KSBA), you must leave a copy of your flight plan with Foothill Flying Club.
8. The maximum dollar amount for which a member can be held liable in the event of an accident involving club aircraft is \$_____.
9. A student practicing forced landings with an instructor may not descend below _____ feet AGL unless the practice landings are being conducted at an airport.

10. True or False: Wind Limitations, unless endorsed differently by a club CFI.
- I. For student pilots: 10 knots; 5 knots crosswind
 - II. For Sport pilots and above: 24 knots; 10 knots crosswind.
11. True or False: After returning from a flight you should fill the fuel tank to prevent condensation from forming.
12. Why should you always return the airplane key to the key box even when the next renter is standing by? _____
13. What is the 24-hour contact phone number for Foothill Flying Club to be used in the event of an emergency? _____
14. True or False: It is the club's responsibility to ensure proper fuel quantity prior to flight.
15. True or False: When you're away from Cable Airport and need to add some oil, you should make sure to only use the high quality aviation grade oil available at most airports.

Foothill Flying Club Member Information Sheet

Member Info

Today's Date: _____

Name: _____ Date of Birth: _____
Address: _____ Day Phone: _____
Email: _____ Eve Phone: _____
Cell Phone: _____

Emergency Contact(s)

Name: _____ Day Phone: _____
Relation: _____ Eve Phone: _____
Address: _____ Cell Phone: _____

Name: _____ Day Phone: _____
Relation: _____ Eve Phone: _____
Address: _____ Cell Phone: _____

Pilot Certificate

Certificate Number: _____ Date of Issue: _____

Date of Last BFR: _____

Medical Certificate

Class: I II III None Expires: _____

My most recent application for an FAA medical has been denied, suspended, or revoked.
My most recent application for an FAA medical has not been denied, suspended, or revoked.
I have never applied for an FAA medical certificate.

Experience

Total Hours: _____

Hours in last 12 months: _____

Hours in last 90 days: _____

Pilot Ratings

Pilot Certificate	Aircraft Category	Airplane Class
<input type="checkbox"/> Student <input type="checkbox"/> Sport <input type="checkbox"/> Recreational <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> ATP	<input type="checkbox"/> Airplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Glider <input type="checkbox"/> Lighter-than-air <input type="checkbox"/> Powered Lift <input type="checkbox"/> Powered Parachute <input type="checkbox"/> Weight-shift Control	<input type="checkbox"/> Single-engine Land <input type="checkbox"/> Single-engine Sea <input type="checkbox"/> Multi-engine Land <input type="checkbox"/> Multi-engine Sea
Instrument Ratings		Rotorcraft Class <input type="checkbox"/> Helicopter <input type="checkbox"/> Gyroplane
<input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered Lift		Lighter-than-air Class <input type="checkbox"/> Airship <input type="checkbox"/> Balloon
		Powered Parachute Class <input type="checkbox"/> Powered Parachute Land <input type="checkbox"/> Powered Parachute Sea
		Weight-shift Control Class <input type="checkbox"/> Weight-shift control Land <input type="checkbox"/> Weight-shift control Sea

Flight Instructor Ratings

Aircraft Category	Airplane Class
<input type="checkbox"/> Airplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Glider <input type="checkbox"/> Powered Lift	<input type="checkbox"/> Single-engine <input type="checkbox"/> Multi-engine
	Rotorcraft Class <input type="checkbox"/> Helicopter <input type="checkbox"/> Gyroplane
Date of Last CFI Renewal: _____	Instrument
Date of Last TSA Renewal: _____	<input type="checkbox"/> Airplane <input type="checkbox"/> Helicopter <input type="checkbox"/> Powered-lift

Ground Instructor Ratings

<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Instrument
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I certify the information provided above is accurate to the best of my knowledge.

Member's Signature

Date

Foothill Flying Club

New Member Checklist

Member's Name: _____

Paperwork complete

Member Information Sheet

Credit Card Authorization Form

Waiver of Liability and Hold Harmless Agreement

Signed Aircraft Rental Agreement

Signed agreement to abide by Rules, Regulations, and Policies

Member has paid initiation fee

Member has been set up for automatic dues payment

- QuickBooks Account has been set up.
- V Card has been Created and Sent
- Flight Schedule Pro account has been set up.
- E Commerce account has been set up.
- Constant Contact Email has been added.

Student pilot has provided proof of citizenship (Passport or Birth Certificate)

– Photocopy kept in member's file

Member has provided either a valid medical certificate or driver's license

– Photocopy kept in member's file

Member has provided a pilot certificate (student or above)

– Photocopy kept in member's file

Written tests completed

Aircraft Familiarity Quiz

Club Rules Quiz

Checkride completed by authorized CFI. Aircraft: _____

CFI name: _____ Date: _____

Key box password issued

- Door Card Issued

Online scheduling access provided

Review airport operations (parking, fueling, airport layout)

Member is authorized to rent club aircraft

Member is authorized to rent club aircraft under the supervision of a club instructor.

Administrator's Signature

Date

Foothill Flying Club
1749 W. 13th Street, Upland, CA 91786
Upland, CA 91786

Foothill Flying Club Rules and Regs Overview of revisions.

1. Version 20081201 – Original document.
2. Version 20100220 – Updated New Member Checklist