Kamloops Model Airplane Society
Tolko Airfield Site Rules 2024

The following rules package must be available to all RPAS Pilots while operating RPAS at this site, either electronically or in print. Nothing in these rules relieves the RPAS pilot of their individual CAR compliance requirements. Any MAAC member attending an Event at this site must agree to attend or obtain any modeller briefing, in group or individually (i.e. arriving late)

ADMINISTRATIVE

Club name: Kamloops Model Airplane Society (#530, Zone C)

Location: 6500 Old Highway 5, Kamloops, BC

Pilot Station Coordinates: 50° 50' 26.40"N, 120° 16' 5.70"W

Club Contact: Randy Battison, President, 250-319-8869

All persons flying Remotely Piloted Aircraft Systems at this site must:

1. Be members of MAAC in good standing
2. Be members of KMAS or an invited guest and
3. Agree to comply with CARS Part IX (Canadian Aviation Regulations), MAAC safety code and KMAS site rules. CAR Compliance is an individual responsibility.

Any MAAC member attending an Event at this site must agree to attend any modeller briefing, or otherwise read and follow all site/Event rules. The Club or site operator is responsible to take reasonable steps to ensure a modeller briefing occurs for each modeller using the site.

Unaccompanied spectators (any observer who is not a club member unless invited) and animals should stay out of the pit area.

Pets should always be under the control of the owners.

Smoking is not permitted anywhere beyond the spectator fence and is strongly discouraged elsewhere.

The club will review these rules annually.

Tolko Field

Tolko field is located at 6500 Old Highway 5, Kamloops, BC V2H 0B7. The Map Coordinates are: N50 degrees 50 minutes 26.20 seconds; W120 degrees 16 minutes 6.23 seconds. The elevation is 1375 feet AMSL. Directions with photos can be found at http://kmasrc.ca/Club%20Location.html

Access To Tolko Field

Entrance to Tolko Field is made through a locked gate off Old Highway #5 East. The KMAS gate lock is secured by the bottom padlock on the Lock Tree. This padlock is keyed for over 40 members keys and is changed each year. If you are the first person to enter and unlock the padlock, please relock the padlock back on the tree, after opening the gate. This is a very expensive padlock and we need to protect it from vandals taking it.

If you are the last person leaving the Field, please:

1. Make sure all chairs and stools are put inside the Hangar.
2. The fan in the left corner of the first room is unplugged, if on.
3. If you used the tractor or opened the tractor doors, check that both doors are latched and locked with the padlock, making sure the rain cover is over the end of the padlock.
4. If you used any keys from the Key Lock Box, return these to the Lock Box.
5. The inner door is closed and locked with the padlock.
6. The outer door is closed and locked with the padlock.
7. The gate is closed and locked with the padlock.

On the table in the first room of the Hangar, there is a binder which contains the Attendance Logbook for persons to sign-in, prior to using the field. Please remember to sign-in so we know who is in attendance, should any questions arise. There is also a container which contains copies of the KMAS Club Rules, which all members need to review and sign.

Site/event emergency response requirements

In the event of an emergency, call (9-1-1) - the site address to be provided to first responders is:

6500 Old Highway 5, Kamloops, BC

Fire Protection And First Aid

Battery Fires - There are two white sand pails for battery fires. They are under the sun shade against the wooden posts, one on each side. If there is a battery fire, simply pour sand from one of the pails on the battery, until it is completely covered, and the oxygen supply is cut off.

If the fire is the result of a crash and is in the long grass or wooded area, another member should also respond with a fire extinguisher, in case the grass catches fire. There is a fire extinguisher on one of the poles under the sun shade with the sand pails. There is also a dedicated Fire Rake and Shovel to the left in the first room, on the wall, as shown on the diagram.

Using a Fire Extinguisher:

1. Pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
2. Aim low. Point the extinguisher at the base of the fire.
3. Squeeze the lever slowly and evenly.
4. Sweep the nozzle from side-to-side.

Note: If there is a grass fire and it is obviously out of your control, please call Phil Bean at Tolko 250-318-4975 and 1-800-663-5555 or (*5555 from a cell phone) as soon as possible and report the fire.

The diagram below shows the Hangar locations for Exits, Fire Extinguishers and First Aid Kit. The Double Tractor Garage doors are secured on the outside and shouldn't be considered an Exit when closed.
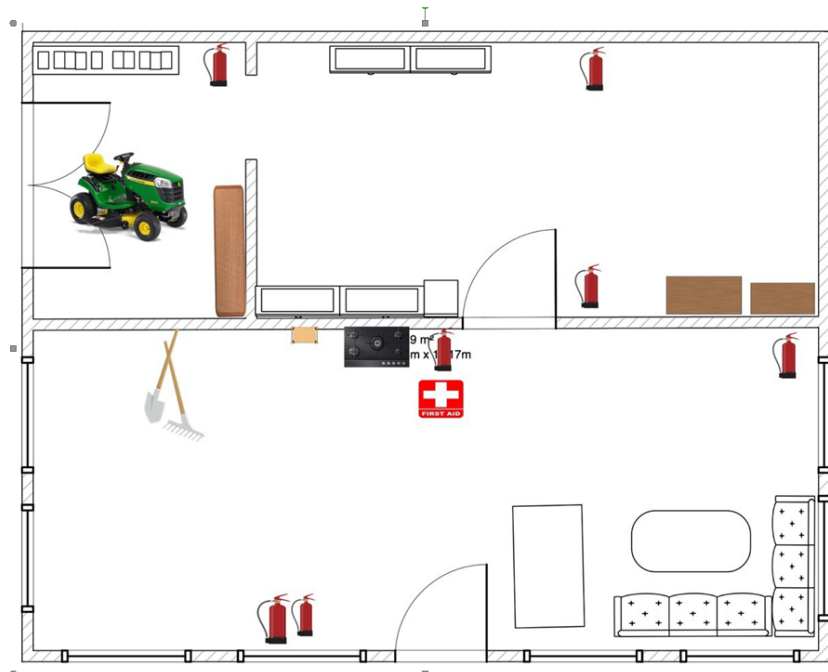
Modelling Rules

MAAC Approved Modeling Categories

The following categories of MAAC modelling are approved at this site/event. In addition to the MAAC Safety Code, there may be site specific rules contained in this document.

Approved Category	Weight/Power Limits	Altitude/operating limits
mRPAS	Less than 250 grams	400'agl
RPAS	25kg or less	400'agl
Tethered (Control-Line)	Not approved	
Free flight		

Space Models	<3.3lb/F engines	400'agl
Surface Vehicles	Not approved	

MAAC Approved Site Add-Ons

This site is not approved for any MAAC add-ons. RPAS must remain below 400'AGL and weigh less than 25kg.

Approved Add-on	Weight/Power Limits	Altitude/operating limits
RPAS Weight		
RPAS Altitude		
RPAS Altitude and Weight	Not Approved	
Permanent Event Approval		
RPIC		

RPAS/Model technical specifications or requirements or restriction

1. RPAS requirements - mRPAS cannot be registered with Transport Canada. mRPAS are however regulated under CAR900.06 and part VI of the CAR. Compliance with MAAC safety code meets those requirements.
2. There are no CAR restrictions on RPA operating below 400'agl or weighing less than 25kgs.

RPAS pilot/operator qualifications or requirements

1. mRPAS requirements – mRPAS do not require an RPAS operators' certificate. There are no MAAC or CAR age restrictions for mRPAS flight. Compliance with MAAC safety code and these site rules is mandatory.
2. All RPAS pilots using this site must have BASIC RPAS certification.

Crew qualifications or requirements

There are no special crew requirements for daily RPAS operations. Events have special requirements as follows:

Visual Observers

1. Visual observers are optional during daily flying, but **mandatory during events**. No member shall operate an RPAS when a VO is required unless:

   a. The visual observer(s) has been briefed or trained on any site/event procedures upon spotting a potential conflict with full-scale aircraft. Any responsible person can be trained/briefed to be a VO. This includes spouses, children of appropriate maturity, or friends.
   b. A minimum of one visual observer per flight line is required.
   c. VO must not watch the models – their sole role is to scan the surrounding sky for approaching full-scale aircraft.
   d. Position the VO where they have unobstructed sight lines is important – sitting in the shade beside a camper/structure is not acceptable. Equally they must be situated to have a

        reasonable communication ability with all pilots/modellers.

    e. Use visual aids as required – sunglasses, wide brim hats, sunshades, binoculars or similar. If positioned far from pilot stations, provide suitable notification means such as air horns, lights, radios etc.

2. Ensure a clear command/response protocol is in place – there is no time for debates or confusion. MAAC has adopted the following minimum:

    a. MAAC models/RPA give way in all circumstances – no exceptions. There is never any onus on full-scale pilots to yield to models – ever.

    b. Upon spotting any airplane that might pose a hazard with modeling activities, yell in a loud clear voice "AIRPLANE". **If in doubt, issue the warning**.

    c. Upon hearing this command, all pilots shall descend to as low as altitude as safely possible, and if required land. The goal is to vacate the airspace vertically and then determine if RPA can continue to operate safely.

    d. Lateral deconfliction maneuvers are prohibited above 60'AGL. Descending to 60'agl (tree top level) is the accepted Transport Canada initial response. Members operating near/off aerodromes have different specific response requirements.

    e. Upon determining the full-scale aircraft is no longer a threat, the VO or other persons shall yell in a loud clear voice "ALL CLEAR".

    f. Thereafter modeling activities may resume as normal.

Air Boss – ATC Coordinator
This site does not require an Air Boss.

RPIC – RPAS Pilot in command
Not approved or required.

Instructors/Demo flights
Any club member may provide a demonstration flight to a non-member provided they are using a "buddy-box" type system where they can take control of the model immediately. Handing the transmitter back and forth is not acceptable.

Spotters
Spotters should be used any time there more than 1 pilot stations in operation. Helper and mechanic use are up to each individual member to decide.

Airspace Requirements Or Permissions
This site is in uncontrolled Class G airspace. No airspace permission is required. The nearest controlled airspace vertically is Class E Kamloops Transition area at 700'agl. The nearest controlled airspace lateral is Kamloops (CYKA) Class E control zone located 5.7nm SW.

Adjacent Aerodromes
There are no adjacent aerodromes within 3nm of this site and no full-scale flight paths to affect our RPAS activities.

Normal mRPAS/RPAS/ model operating Procedures

1. Prior to daily operations, at least one member shall check the Aviation NOTAM for Kamloops (CYKA) using either the NAV CANADA website or RPAS Wilco. They may share the results with other site users either verbally, electronically or in print. Every member is still responsible to ensure they have the latest NOTAM information in some fashion.

2. The MAAC mandated minimum weather conditions to commence or continue MAAC RPAS operations are (you may use Kamloops CYKA aviation weather (METAR) available at RPAS Wilco site or NAV CANADA weather portal as an approximation):

   a. no cloud ceiling (BKN or OVC) estimated less than 1000' above the site approved altitude, and
   b. the RPA will be able to remain 500' vertically and 1 sm (statute mile) horizontally clear of any cloud, and an estimated horizontal visibility of 3sm (5km) or more around the flying area, and
   c. no other local obscuring conditions (fog, smoke, haze etc.) exist which could make spotting full-scale aircraft difficult.

3. MAAC endorses the use of a single shared RPAS Wilco site survey provided:

   a. A new site survey is conducted/checked at least once every 56 days (NAV CANADA schedule), and if there are changes the updated site survey is made available to all members.
   b. All site survey information is readily available to all RPAS pilots on site (electronically or in print).
   c. Prior to each flying session, members must check Aviation NOTAM for critical flight safety information, or changes to airspace or aerodromes. Members may share NOTAM information verbally or in print with other members at the site.
   d. Members must each visually confirm no changes to site obstructions, local obstacles, and that weather conditions stipulated in any MAAC requirements are met.

4. Members shall not operate an RPAS at night unless it is brightly lit, weighs less than 25kg, and remains below 400'agl. Members shall use the Kamloops Airport CYKA ATIS to determine legal night.

5. Pilots may fly in formation provided they agree to do so.

   a. Under normal circumstances, a maximum of five (5) aircraft may be flying at one time at Tolko Field. Three or more at the same time require spotters for all aircraft.

6. All pilots shall refer to the map/diagram for normal site set-up areas such as parking, spectator areas, pit, or assembly areas, and start-up/run-up areas including confirmation of the MAAC required buffer distances.

   a. The MAAC minimums should normally be respected – 7m flight line to pilot stations, 10m to pits, 30m to spectator and parking.
   b. All models, including electric powered models, will be restrained before being armed or started in the designated start-up areas.
   c. No breaking in engines in the pit area while other members are flying.
   d. No taxiing in the pit area. Engines off when clear of runway after landing

7. The following are the site take-off, approach, landing and recovery procedures:

a. recommended flight time is a maximum of 15 minutes per flight. Gliders may be exempt if they maintain sufficient height and distance from motorized planes.
b. Hand launching and bungee launching shall be done in agreement with any pilots flying – normally off to one side of the pilot stations/dock.
c. No Intentional Flying over any general area where field workers or equipment are active. Note: The presence of active field workers could easily require that no flying take place at all.
d. No Flying or landing behind the Flight Line, no matter how far away from the runway. See the maps at the end of this document for clarification of where the Flight Line is.
e. Pilots should loudly announce their intention to take off, the direction they are taking off to, landing, touch and go, etc. and other pilots on the flight line should acknowledge the announcement Pilots shall take off into the prevailing winds, or otherwise in agreement with all pilots flying.
f. For everyone's safety, pilots at Tolko Field, should not allow their aircraft to become airborne until it has passed the last flight station. And likewise, when landing.
g. No person shall proceed past abeam the pilot stations without permission of other pilots flying.
h. If a pilot needs to cross the runway to retrieve a plane on the grass runway while other planes are flying, the pilot retrieving shall obtain verbal permission from all other flying pilots, prior to proceeding. Thereafter no new models may take-off until the downed model is recovered. No flying directly over the recovery crew.
i. If a pilot needs to go out into the long grass or wooded areas, they will wait until all planes have landed, then place the Traffic Safety Cone in the centre of the runway (Tolko Field), before proceeding. Once they have returned and retrieved the Traffic Safety Cone, flying may commence. At no time will pilots fly when the cone is on the runway.

Non-RPAS Normal Modeling procedures

Space model operations

The following is our normal operating procedures for launching space models.

1. A fire extinguisher must be present for all rocket launches/operations.

2. All pre-flight inspections or assembly shall be done in the designated area.

3. Batteries shall not be connected to launch/ignition equipment unless the model is on the launch pad either restrained or ready for launch – no exceptions.

4. Our launch and recovery area is illustrated in the field layout drawing below – including any no-by-stander zones. NOTE – MAAC has variable rules stipulating NO bystanders permitted within certain distances of any launch/recovery area. Launch observers will be in the area behind the fences and or in the viewing area of the sunshade behind a barrier.

    a. Orange safety cones/pylons must be set up 15 meters around the outer edge of the launch area – at 3 meter intervals.
    b. yellow surveyors' tape must be attached to the safety cone markers on the south side of the launch area, to alert bystanders of the launch and recovery area.

5. No launches will commence until half an hour after sunrise and will end a half hour before sunset, the time of which is available on the Weather Network App for the town of Kamloops. Night launching is not allowed at this site.

6. We use solid propellant Estes Rocket engines up to an N size. Most rockets launched are in the B-D size range.

Aviation safety

1. No space model launches will occur below the site mandated weather minimum. Members may determine the weather themselves with direct observation or use any other source:
    a. If cloud is present below 1000' above the model flying area (above max rocket expected altitude)
    b. a horizontal visibility requirement of less than 3sm around the modeling area, and
    c. if there are other obscuring conditions (fog, smoke, haze etc.) which could make spotting full-scale aircraft **or bystanders** difficult.

2. There are 3 aerodromes/waterdromes as listed in the Canada Flight supplement located south of this site:
    - Kamloops (CAH7) waterdome 10.51 nm SW
    - Kamloops Airport (CYKA - aerodrome - cert) 10.72nm SW
    - Kamloops (CBC4 Heliport - cert) Royal Inland Hospital 10.6 nm S

    The aerodrome traffic pattern does not normally come over our launch site, however we can see the occasional transient aircraft.

3. No member may launch a rocket unless 10 seconds before launch and again immediately before ignition they conduct a 360-degree scan of the sky for any full-scale aircraft which may enter the rocket flight envelope during ascent or descent.

    The following are required procedures to assist in ensuring aviation safety:

    a. Prior to inserting the launch key, or otherwise arming the launch system, the modeler or their spotter shall scan the sky in a full 360 degrees for any approaching full-scale aircraft. The countdown shall not commence until all involved are satisfied there is a safe launch window.
    b. If prior to launch, any member spots an approaching full-scale airplane they are to yell our "AIRPLANE" in a loud clear voice.
    c. Upon hearing this, any persons controlling the launch shall immediately render the launch system inoperative (remove launch key, remove power etc.) and stop all launch activities.
    d. The involved members shall then monitor the full-scale aircraft and not resume launch activities until they are assured there is no safety risk.
    e. At the 5 second mark, the launch officer shall pause the countdown one more time to scan the sky one more time. If all clear, then commit to the launch procedures.

Public safety

1. All members shall ensure that the launching area is clear of all obstructions and persons except for mechanics and/or officials.

2. MAAC "spotters" are mandatory at this site for all model rocket launches. The following are site procedures for ensuring by-stander safety:
   a. When any member or other person spots a by-stander approaching the launch or recovery area that might present a safety concern, they are to yell out "BY-STANDER" in a loud voice.
   b. ALL members must immediately stop any launch preparations and disarm the power/launch system.
   c. If a model has already been launched, the spotter or modeler should endeavor to warn the bystander to remain clear of the launch/recovery area and outside the safety buffer distance. Yelling in a firm loud voice "STOP - stay back" and waving your arm(s) is suggested.

Member safety

1. Launch sites must be roped-off with hi visibility tape and/or marker pylons and rope to restrict access into the launch area and keep guests and spectators a safe distance back from the launch site.
2. When Space modelling is to take place at the Kamloops Model Airplane Society flying area, an advanced notice will go out advising all club members. No RPAS flying is to take place when Space modelling activities are taking place.

<p align="center">**Emergency Procedures**</p>

1. Tolko flying site is wholly in uncontrolled airspace and there are no fly-away procedures required.
2. If there is any type of near miss or safety concern between a full-scale aircraft, bystander and our RPA/models, **ALL FLYING/MODELLING** SHALL cease immediately. The members involved should fill out a MAAC reportable occurrence report and submit that to MAAC and the Site/Event organizer and follow MAAC policy with the following exceptions A new Transport Canada RPAS occurrence form is attached to these rules for your use as follows:
   a. If the member(s) involved believe the risk was very minimal, they may complete their own self declaration or risk assessment using the MAAC form. Submit a copy of the form to the Site/Event when able and recall if this involved RPAS you must keep this form for one year (CAR901.49 (2)). Resume flying/modelling when done.
   b. If the member or Site/Event operators deems the event serious, flying/modeling will not resume until members are given permission by the Site/Event organizers – in writing.
   c. If there is physical contact between a full-scale aircraft, a by-stander, a spectator and a MAAC RPAS/model – all flying/modelling will cease until MAAC confirms you may resume operations.
   d. This process is for **your** protection.

3. In the event of any normally expected modelling mishap which requires any degree of repair, the model may only be "field repaired" if all normal modelling supplies and tools are present and used in accordance with established modeling practices or manufacturer instructions.

a. Any repair other than minor (replacing broken propeller etc.) shall be treated as a maiden flight/operation. Ensure RPAS logbook entries are made.
b. Any repair that cannot be fixed at the field, shall only be repaired at the modellers/owners shop or other repair facility. Ensure RPAS logbook entries are made.

Tolko Field Flight Map
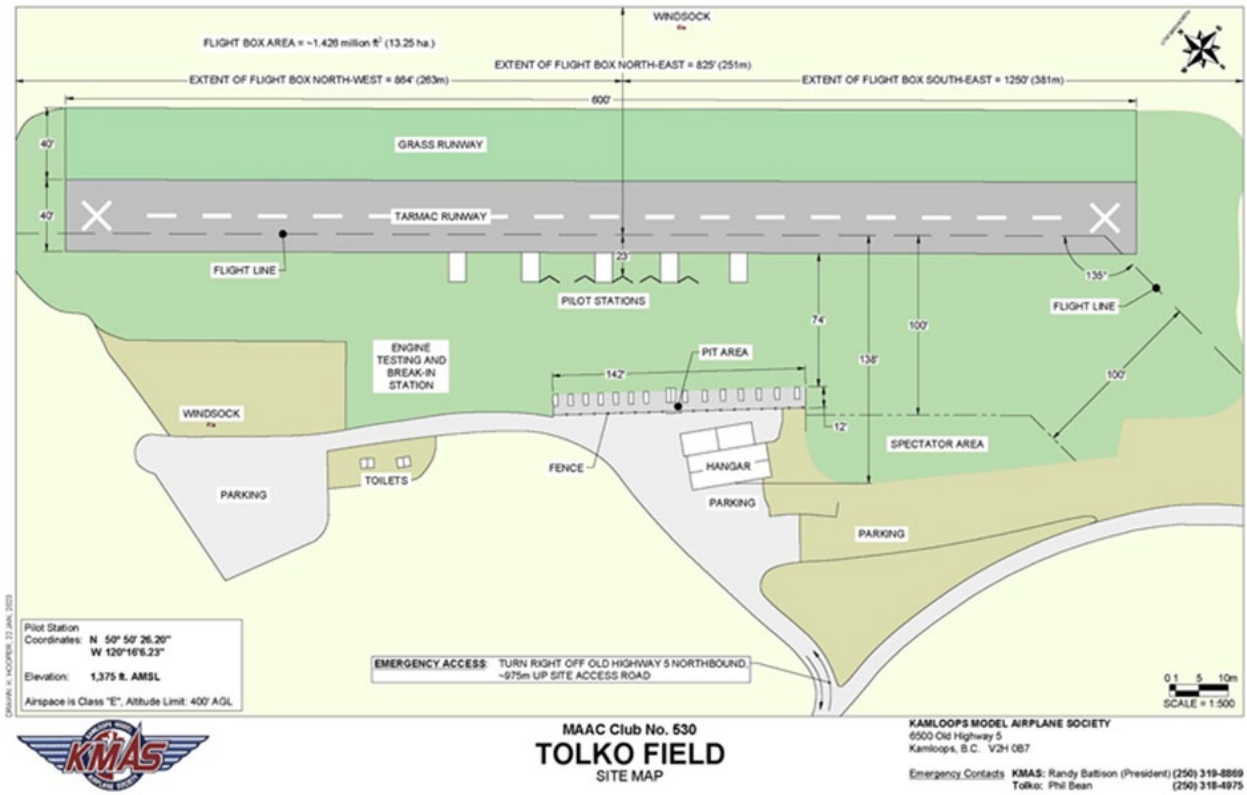
Tolko Field Rocket Launch Layout

MAAC Club No. 530
TOLKO FIELD
SPACE MODELING - ROCKET LAUNCH PAD MAP
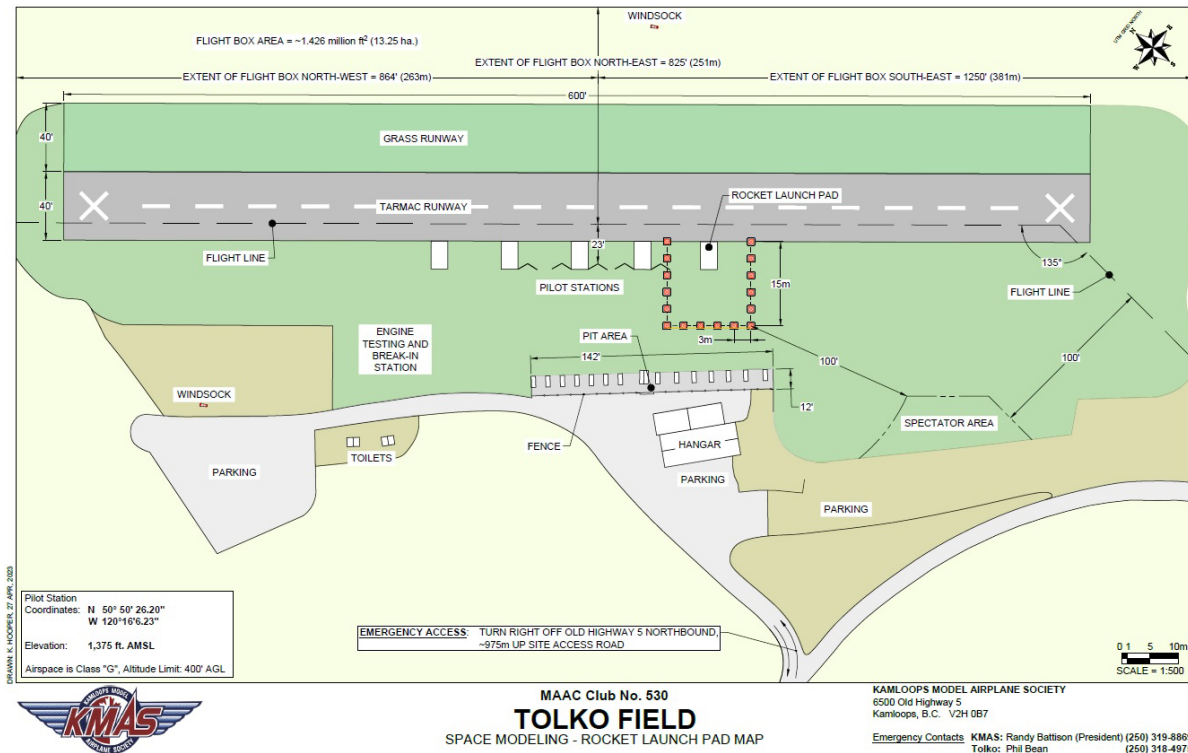
MAAC Add-ons

RPAS Operations Above 400'AGL
This site has not been approved by MAAC to operate RPAS above 400'agl.

RPAS Operations Above 25kg
This site has not been approved by MAAC to operate RPAS weighing more than 25kg.

Permanent Event Approval
This site has not received MAAC approval to host events at their discretion.   All individual events must receive MAAC approval.

Event Approval (Permanent or individual)

This site has not been approved for permanent event approval – all events must be processed per below.   If you have any doubts about your event, contact your Zone Director or the SAG directly.

1. ALL MAAC events that require approval or want MAAC insurance must occur at SOC sites and be approved by MAAC. All outdoor events with operable RPAS must be approved by MAAC.

2. **Outdoor events that are clearly listed as "member-only" events** regardless of reason such as competitions, fun-fly's, fly-in's, airshows, air racing, demonstrations or any other organized gatherings do **not** require MAAC Event SFOC compliance. **All advertising/notice including internal to MAAC must include the following phrase**:

    This event is closed to the public - only MAAC members and crew may attend. Invited guest(s) of a MAAC member are permitted provided they are supervised.

3. **"Advertised events"** - regardless of what you "named" your event, if your outdoor event includes operable (flying) RPAS and is open/advertised to the general public in any fashion, you must meet the MAAC SFOC requirements (the SAG will work with clubs on the rules required). All advertising/notice, including internal to MAAC **must** include the following phrase:

    This event is open to the public and all MAAC members, crew, and their invited guests. MAAC Event SFOC compliance is required.

Foreign RPAS Pilots (US or other)
MAAC has already obtained Transport Canada approval for foreign RPAS pilots to operate RPAS at our MAAC sites and events (MPPD14 approved July 2023). Foreign pilots simply join MAAC and follow the provisions of MPPD14 (on the website). Also see the RPAS Wilco NOTAM (2024-02).

Over 400'agl and above 25kg
Not approved

The following are the normally expected process and rules for an event.

1. The club/event organizers shall:
    a) Prior to submitting an event approval application, ensure they have read all MAAC policy and

have submitted an event package indicating they have complied as best as possible.

b) Ensure the site meets all MAAC event organizational and logistic requirements such as signage, parking control, spectator safety barriers, washroom and food provisions, and fire/medical safety requirements commensurate with the expected attendance.

c) Ensure the event complies with MAAC event policy and any CAR or SFOC requirements.

d) Ensure the MAAC events warning sign is posted for the event.

e) Ensure all attending modellers/RPAS pilot are **current MAAC members**.

f) Take reasonable steps to ensure all attending modellers/RPAS pilots **receive a briefing** on site or event rules using the MAAC minimum checklist (attached).

g) Ensure all follow up actions are completed after the event, most notably any Transport Canada paperwork.

2. In addition to all the above and the club rules, at any event where the public is in attendance under the MAAC SFOC, the event organizers are responsible to ensure:

a) MAAC warning signs are posted at all public entry points.

b) A copy of the MAAC SFOC and application are on site and available to all RPAS pilots.

c) All RPAS pilots sign the Transport Canada sign in sheet.

d) All RPAS pilots receive a briefing on site rules and

e) A visual observer is always present RPAS are flying.

3. Any member attending an event shall.

a) Comply with all CAR, SFOC, MAAC and club/event rules as required.

b) Not operate a model or RPAS unless they attend or obtain a pilot briefing.

PILOT/OPERATOR DAILY BRIEFING CHECKLIST
EVENT NAME/SITE HERE

Completed by _____

Date _____

Once completed, keep a copy of this checklist for one year. MAAC also encourages clubs to scan the completed form and send to their Zone Director. If an item is not pertinent, please tick the "no" box and record the reason or simply write "N/A" in comments.

Administrative			
ITEM	YES	NO	COMMENTS
Welcoming comments and introductions • Name of hosting Club and Event • Names and in person introductions of any/all responsible persons. o Event/Contest Director o Air Boss etc o Safety officers o Others **Please ensure all pilots understand who oversees the event or is in charge.**	☐	☐	
IF the Event is operating under the MAAC Event SFOC • Explain the Transport Canada RPAS pilot sign in sheet. • Provide the location of SFOC copies. • **Provide Pilot reminder** - CAR compliance is up to each member/pilot – remind them to ensure **they** met **their** requirements – the following must be readily available: o Gov issued photo ID. o RPA certificate of registration o Pilot certificate and recency docs o MAAC Safety assurance declarations for each RPA if required. **Clubs and event organizers shall not request or demand to see proof of any TC required Pilot/owner documentation.**	☐	☐	
ALL Pilots/Operators • Must be MAAC Members – Clubs/Event organizers **should** use online member validation tool if need be. • Explain Pilot/operator event Registration process. • Explain Pilot/operator briefing process (latecomers and if multiple day event). • Reminder – CAR compliance is up to each member/pilot – ensure they have been briefed on how to meet all Site requirements. If they are not sure – ASK for help.	☐	☐	
Visiting Foreign Pilots • ALL must be MAAC Members – join online if need be. • Other RPAS process explained below	☐	☐	

Housekeeping, guests, and spectators • Parking • Limits for guests and spectators. • Washroom/rest facilities • First Aid provisions • Pets/children • Garbage • Weather events and monitoring (wind, approaching storms etc) • Any other issues necessary	☐	☐	
Event Schedule • General schedule of the event • When open flying occurs etc • If multi-day, follow up or wind-up schedule. • Any awards or closing ceremonies	☐	☐	
Event Emergency provisions • On site emergency tools (first aid/fire response) • Who is responsible to initiate response (Fire/Ambulance/Police) • Number to call in case of emergency (911 or #) • Address to use for First Responders.	☐	☐	
Airspace Requirements/Permissions			

Airspace type – describe airspace including owner.
• If Class G uncontrolled = no further action required.
• If controlled/restricted airspace
   ○ Who/How to obtain permission from Airspace Authority.
   ○ ATC **suspension/shut down protocols.**
      • **ED/CD or Air Boss?**
      • **Visual Observer call out – if they say stop flying, we stop flying.**
	☐	☐	

Permitted/prohibited Modelling Categories			
List the model categories allowed at the event. • mRPAS and/or RPAS • Tethered/Control Line • Free Flight • Space • Surface (cars/trucks/boats)	☐	☐	
If an RPAS event, which of the following RPAS "ADD-ONS" are approved for this event. **IF not approved**, clearly state the limits and above/exceeding is not approved. • RPAS Altitude (>400') • RPAS Weight (>25KG, <35KG) • RPAS Weight and Altitude (>400' and (>25KG, <35KG) • RPIC (RPAS Pilot in Command – see SOC) • **Briefly explain** what rules are applicable to the above	☐	☐	

– or where to find them for the event	☐	☐	
RPAS/Model Technical Specifications/Restrictions			
Describe any CAR/MAAC/Club specs or restrictions on the type of RPAS/Model to be operated at this event? • Size weight propulsion limits/restrictions • Manufacturer declaration as required (controlled/restricted airspace)	☐	☐	
RPAS Pilot/Operator Qualifications			
All modellers MUST be MAAC Members	☐	☐	
This site requires RPAS Basic/Advanced/RPIC rules (explain as required)	☐	☐	
Describe any Club/Event/SOC specific pilot qualifications (wings, club check-outs etc.)	☐	☐	
Explain Direct supervision/instruction of students for site	☐	☐	
Explain Guests/non-MAAC hands on demonstration flights (buddy-box etc.)	☐	☐	
Foreign pilots • MAAC membership • Transport Canada Basic RPAS is the minimum (RPIC is site specific in the SOC) – TRUST is not recognized by TC/MAAC • Registration marking requirements – cover any AMA markings – replace with MAAC # and 930433 **bs and event organizers shall not request or demand to see proof of any TC required Pilot/owner documentation.**	☐	☐	
Crew Qualifications and Procedures			
Visual Observer rules for the site/event • Qualifications • Training/briefing • Position and any aids. • Responsibilities • Authority and PILOT MANDATORY responses	☐	☐	
AIR BOSS rules for the site/event • Introductions as required. • Responsibilities • Authority and pilot MANDATORY responses	☐	☐	
Spotters/helpers/mechanics • When to use • Pilots' responsibility to provide training/briefing. • Responsibilities • Go no-go zones	☐	☐	
Adjacent Aerodrome Procedures (Within 3NM)			
List and describe procedures for all Aerodromes within 3NM of the event? • Describe any additional event rules concerning these	☐	☐	

aerodromes.			
Provide any local full scale flight path information not included in the site survey or readily apparent.	☐	☐	
If this event is on an aerodrome: • Describe any **additional** event rules concerning this aerodrome. (anything not in club rules)	☐	☐	
Normal RPAS/Model Operating Procedures			
RPAS WILCO Site Survey location/provision • Event NOTAM briefing – daily and by who. • Weather minima determination and briefing for event. • Local obstructions/restrictions briefing for event	☐	☐	
If night flying is allowed during the event: • How/where "night" is defined. • Are there additional procedures for night flying?	☐	☐	
Formation flying: • List any additional procedures for formation flying. • List any limits on number of airborne models	☐	☐	
Fail-Safe settings on Transmitters • **If in controlled/restricted airspace fail safe must be functional – remind pilots of settings.** • Range checks and other checks reminder	☐	☐	
Pits, set up and start up areas. • Describe all rules for set up, the pits and start up areas	☐	☐	
Flight line – Flying area – NO FLY Zones – other local concerns • Describe the flight line/flying area set up. • Clearly discuss any no-fly zones	☐	☐	
Model operation rules - Describe the club/event rules. • taxi out, take off, hand launching, bungees, • circuits, flight priority, mixed types of models, call outs, • recovery of downed models, taxi in and shutdown and any other flying rules	☐	☐	
Emergency RPAS/Model Operating Procedures			
Procedures for lost link or fly away models. • Who is responsible for reporting to Airspace Operator? • Any phone numbers to call	☐	☐	
Incident and Accident **prevention** • NO test flying at events. • If model is "questionable" – do not fly! • If airborne and control is in doubt (any reason) intentionally put model down away from people.	☐	☐	
Procedures to follow in case of a reportable incident/accident.	☐	☐	

- What you need to report to whom - Serious accidents – - First response – fire and first aid - Who calls emergency services? - Flying cessation - Witness statement collection/ photos/ prohibition on statements. - COMPLETE Transport Canada or Transportation Safety Board Occurrence Reports as required			
Damage/field repairs. - Reminder – if RPAS are operating under the MAAC Safety Assurance Declaration (controlled airspace, above 400', 25kg+) field repairs require special procedures. - Otherwise use good judgement – no maiden flights at advertised events.	☐	☐	
Non-RPAS Normal operating procedures			
Are there any procedures for Non-RPAS models and explain as need be? - Tethered/Control Line - Free Flight - Space - Surface	☐	☐	
Diagrams/Maps			
Explain where the following are located as required. - Site Set up diagram. - Site Flying Area - Airspace Map - Adjacent aerodrome map - CFS entries as required. - Any other diagrams/maps - TC traffic pattern map	☐	☐	
POST EVENT FOLLOW UP			
- Event Organizers - Ensure any TC SFOC forms or requirements are submitted properly and on time. - Seek any feedback from participants. - Forward any relevant feedback to MAAC.	☐	☐	

RPAS Event sign in sheet: This is only required for events operating under the MAAC Event SFOC.

PARTICIPANT'S STATEMENT/DÉCLARATION DU PARTICIPANT
ATS-23-24-00050858V2

DATE of Event / Date de l'événement: _____

LOCATION of Event / Lieu de l'événement: _____

This is to certify that I have read and thoroughly understand and will comply with all the Conditions of Authorization contained in the SFOC-RPAS - Special Aviation Event issued for : / La présente atteste que j'ai lu, que je comprends bien et que je m'engage à respecter toutes les conditions d'autorisation contenues dans le COAS-SATP - manifestation aéronautique spéciale émis pour :

NAME of Event / Nom de l'événement:
_____

Pilot Name and TC PC Number/ Nom du pilote et Numéro du PC de TC	MAAC No.	Pilot Signature and date/ Signature du pilote et date
1.		
2.		
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15.		
Local Special Aviation Event SFOC-RPAS – Responsible person / Event Director **Titulaire du COAS-SATP de la Manifestation aéronautique spéciale - Personne responsable / Directeur de l'événement local** **Name/Nom :** **Signature :**		

Use the form multiple times as needed to capture all the participants / Utilisez le formulaire plusieurs fois au besoin pour saisir tous les participants.

The Certificate holder / Responsible Person shall complete a Special Aviation Event Participant's Statement and send it to TC.SATPCentredexpertise-RPASExpertisecenter.TC@tc.gc.ca, within 5 business days following the Special Aviation Event. / Le titulaire du certificat / personne responsable doit remplir une Déclaration des participants à la manifestation aéronautique spéciale, et l'envoyer à l'adresse TC.SATPCentredexpertise-RPASExpertisecenter.TC@tc.gc.ca, dans les 5 jours ouvrables suivant la manifestation

W A R N I N G !

AEROMODELING
MAY CAUSE
SERIOUS INJURY!

PROCEED AT
YOUR OWN RISK!

AVERTISSEMENT !

L'AÉROMODÉLISME
PEUT CAUSER
DES BLESSURES GRAVES!

PROCÉDEZ À VOS PROPRES
RISQUES!

CLUB CHECK LISTS

KMAS recommend that all pilots get into the habit of using a Radio & Pre-Flight checklist: just like full-scale pilots, before each flying session. The purpose of pre-flight checks is to ensure that your RC plane is in a fit condition to fly, and that everything is working as it should be. Exact pre-flight checks might differ from plane to plane, but there are some fundamental checks that all RC airplanes need to have done, immediately before flight.

If you neglect to carry out the pre-flight checks before you fly your RC airplane, and something is badly amiss, then an avoidable crash is very likely. Many RC pilots have lost their beloved aircraft seconds after take-off, simply because they didn't do the checks!

PRE-START

1. All servos are secure, and linkages to servo and control surfaces are secure.
2. Servo horns and control horns are secure and not loose.
3. Servo linkages are able to move freely and are not binding.
4. All servo connections to the receiver, battery pack and ESC are secure and correct.
5. Receiver Battery - Voltage Check
6. The receiver and motor battery pack are securely fixed and cannot move during flight.
7. Receiver antenna (aerial) is correctly positioned and not damaged.
8. The propeller nut is tight and spinner is secure.
9. The wing and tail plane (and fin) are secured properly, as per the instructions (i.e. with the correct method of fixing; rubber bands or wing nuts etc.)
10. All control surface hinges are secure i.e. you can't pull the control surface away from its respective flying surface.

STARTUP

11. Aircraft Secure
12. All Clear - Ahead (prop) and Behind.
13. Radio Transmitter On, Radio Receiver On and Checked for Interference (All control surfaces stable.)
14. Run Up - Mixture Set (engine testing to take place in testing area)
15. Idle (gas) – Reliable, the motor power works correctly.
16. Fail Safe Check completed - engine running - secure aircraft - Turn transmitter off - best practice is to set the failsafe to put the aircraft into a flat spin or auto-rotation (heli) condition, so it does not fly away but comes down as gently as possible as close as possible to the location where signal was lost.
17. Transmitter Operation Check - Aircraft Control surfaces checked for correct direction. All control surfaces move in the correct sense e.g. moving the rudder stick left moves the rudder to the left.
18. Throttle set.

RANGE CHECK

The purpose of the range check is to make sure the radio signal from transmitter to receiver is strong, so that you can fly your RC airplane at a normal distance away from you, without it going out of radio range. If your plane does go out of range, then you lose all control. A Range Check should

always be performed prior to the first flight of **Each** plane, each day.

Note: 2.4GHz transmitters need to be switched to their Low Output Power mode (approximately 10%) to properly conduct the test. For 72 MHz transmitters, retracting the antenna to its minimum length diminishes the output power in the same manner. If equipped with an RF Meter, a low reading may indication a weak signal.

Perform a range check with a radio system thus:

1. Switch on the transmitter then the receiver and walk at a distance of 30-36 paces (meters) or so away from the plane. Verifying full control at ranges up to and exceeding 30-36 paces before Loss of Signal (LOS) occurs, will indicate proper transmitter and receiver function.
2. While observing the plane, test the movement of all control surfaces for full movement. If you have difficulty seeing the control surfaces, have a fellow member watch and indicate movement, or lack of. If the surfaces start 'twitching' or not responding properly to your stick movements, do not fly. Check the batteries of the radio gear, they may need replacing - low batteries in the transmitter drastically reduce the radio range. Also check for loose connections to the receiver etc., and also the condition of the antenna(s).
3. If the batteries and connections are OK but, the control surfaces still don't respond properly, then other people may be using your frequency nearby. Again, do not fly if this is the case. Interference is a big killer of RC airplanes, and you need to be sure that your frequency is clear before you get airborne.
4. Always take a few minutes to perform these RC airplane pre-flight checks before you commence your flying session. Get in to the habit of pre-flighting your plane every time; the checks take just a couple of minutes to do and will save you the grief of a crashed airplane, if something is amiss.

PRE-TAKEOFF AT PILOT STATION

5. Fly over area clear of people & vehicles – Safety Cone is not on the Runway (Tolko Field).
6. Engine check - Full Power - Performance O.K. At Inks Lake, this is performed while the plane is in the water and a second person holding the tail
7. Controls - Free and Correct
8. Rate Switches - Set
9. Trims - Set for Take-off
10. Timer - On
11. Wind Sock/direction - Checked
12. Runway - Clear
13. "Announce" - loudly announce your intention to take off and the direction you are taking off to. Other pilots should respond to verify they have heard your intention.

PRE-LANDING

14. Pilots should make every attempt to land into the wind, to control the speed of their airplane and should be aware of Cross Winds, that may cause your plane to veer towards other pilot stations.
15. "Announce" - loudly announce your intention to land and the direction you will be landing your airplane from, e.g. "From the Right or From the Left". Other pilots should respond to verify they have heard your intention.