MAAC OUTDOOR FIELD SITE RULES
Winnipeg Radio Control Club Inc. (WRCC)

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.

Administrative Rules

Club: WINNIPEG RADIO CONTROL CLUB (#69, Zone D)

Location: WRCC Main Field Wheels
115 Ed Spencer Drive, Winnipeg, Manitoba R2N 4G3

Pilot Stations Coordinates: 49° 47' 40"N, 97° 05' 38"W

Contacts: Brian Korchinski, MAAC # 35260-L , Club President
Email: WRCCPresident@gmail.com
Phone: 1-306-514-0839

Conditions for Use - All persons using this modelling site must:

a. be MAAC members in good standing.
b. be members of WRCC, or an invited guest of WRCC and
c. agree to follow the MAAC Safety code and all other site rules.

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 breifing occurs for each modeller using the site.

1. Potential new club members may be allowed one or two “trial” flights under the direct supervision and responsibility of a qualified WRCC club member (both must be MAAC members). Only pilots who have been qualified by a WRCC approved instructor shall be allowed to fly solo.
2. Guests (including children) shall be the direct responsibility of the host/sponsoring member. The safety of guests and visitors/spectators is paramount and they are to remain in the marked spectator area. Guests are to be escorted at all times when forward of the spectator fence, and children in particular are to be closely supervised.
3. All vehicles must park in the designated parking area. No vehicles shall access or be parked on the flying field. Under no circumstances are vehicles to be parked on the waste treatment plant paved roadways.
4. All members, guests, visitors and spectators shall be responsible for their own refuse and shall endeavor to keep the field in as clean a condition as possible. Please note that glow plugs, bolts and

similar pieces of refuse can become lethal projectiles when picked up by a propeller or power lawn mower.

5. There will be no smoking, vaping or open flame sources east of the spectator fence line.

6. A washroom facility is located at the south end of the parking lot.

7. These Rules will be available to club members electronically either through email and/or saved to the clubs' website where members can obtain and review them whenever necessary.

8. Members, visitors and spectators are expected to follow all directions given by the WRCC Safety Officers. In short, if a question arises concerning a judgment, the WRCC Safety Officers' directions shall be followed and the matter may be brought up later with the WRCC executive. Our Safety Officers are working on behalf of the membership - Safety is everyone's responsibility, and everyone is expected to help out in this respect.

9. These Rules contained herein will be reviewed and updated by the Club Executive on a regular basis, and when new regulations and/or requirements are implemented.

Site/event emergency response requirements

1. **In the event of an emergency, call 9-1-1 , or City of Winnipeg Police Non-Emergency at 204-986-6222. The address to be provided to first responders is:**
   - **115 Ed Spencer Drive,**
   - **accessible from Seniuk Road running parallel to the South Perimeter Highway. Seniuk Road intersects with St. Mary's Road just past the South Perimeter Highway.**

2. First Aid Kit is located in the locked metal box on the north side of the sunshade.

3. Red Sand pails are located by the set up tables in case of battery fires. If there is a battery fire, pour sand from one of the pails onto the battery fire until it is completely covered and the fire is being extinguished.

4. If a downed model starts a fire in the grass or the surrounding field, call 9-1-1 immediately for fire service and clear the hazardous area of people and objects**.**

5. A fire extinguisher, sufficient for the type of model(s) being flown, is the responsibility of each pilot.

6. **FOR EVENTS ONLY** – a general type fire extinguisher will be provided by the club and will be located in a highly visible location at or near the sunshade. Each pilot should bring their own individual fire extinguisher for the type of model(s) they intend to fly.

MAAC Approved Modelling 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)	3kg/.25ci	3 flying circles
Free flight	Not approved	
Space Models	<1.5kg/F engines	N/A
Surface Vehicles		

MAAC Approved Site Add-ons

This site is not approved for any MAAC "add-ons".

Approved Add-on	Weight/Power Limits	Altitude/operating limits	Rules
RPAS Weight	25kg	400'agl	Site rules
RPAS Altitude	25kg	400'agl	Site rules
RPAS Altitude and Weight	25kg	400'agl	Site rules
Permanent Event Approval	Not approved		
RPIC			

Approved Add-on	Weight/Power Limits	Altitude/operating limits
RPAS Weight	25kg	400'agl
RPAS Altitude	25kg	400'agl
RPAS Altitude and Weight	25kg	400'agl
Permanent Event Approval		
RPIC		

RPAS/Model technical specifications or requirements or restriction

1. mRPAS 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. RPAS CAR requirements - There are no special CAR restrictions on RPAS models

3. Club/Site/Event requirements - All models being flown shall conform to regulations governing safety and noise emission.
   a) All internal combustion model engines must have attached an effective silencing device (muffler). Internal combustion engine powered model aircraft (including helicopters) shall be operated only between the hours of 10:00 a.m. and 9:00 p.m and with a 90 decibel (slow C-weighting) maximum noise level measured as described below.

b) Electric powered aircraft may be operated outside these hours but must comply with an 80 decibel maximum noise level measured as described below.
c) The standard of acceptable noise level for operation at the field will be measured at (7) meters from the model, with the engine/motor set at full throttle.

RPAS Pilot/operator qualifications or requirements

1. mRPAS requirements – mRPAS do not require an RPAS operators' certificate however are regulated under CAR900.06 and part VI of the CAR. **There are no MAAC or CAR age restrictions on mRPAS flight**. mRPAS operation at MAAC SOC sites does not require any CAR RPAS pilot certification, registration, or logbooks.

2. All RPAS pilots using this site must have **BASIC RPAS certification.**

3. Club/Site requirements - Only pilots who have been qualified ,either by completing the WINGS program and/or by a check flight by a WRCC approved instructor shall be allowed to fly solo.

4. **FOR EVENTS ONLY,** pilots must provide proof of current MAAC membership.

CREW qualifications or requirements.

1. mRPAS requirements - mRPAS do not require crew at this site.

2. RPAS CAR requirements - This site does not require a dedicated Visual Observer for RPAS operations below 400'agl and sub25kg operations.

3. Club/Site requirements - Helpers/spotters can be used by any pilot at any time at their discretion.

4. **FOR RPAS EVENTS ONLY** – A Visual Observor and spotter are mandatory. The spotter is positioned at each pilot station where a flight is being conducted from. One visual observer shall be located near the flight line per the rules below.

Crew Rules

Visual Observers

1. Visual observers (VO) are optional for daily flying but **mandatory for RPAS SFOC events**. All members shall observe the following general procedures:
   a. A visual observer(s) must be a member who has been briefed or trained on any site/event procedures upon spotting a potential conflict with full-scale aircraft.
   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. These rules ensure a clear command/response protocol is in place – there is no time for debates or confusion. MAAC has adopted the following minimum:

   a. Upon spotting/hearing or being advised (ATC or otherwise) of any airplane that might pose a hazard with modeling activities, the VO or any other person shall yell in a loud clear voice "AIRPLANE". **If in doubt, issue the warning**
   b. MAAC models/RPA shall give way/get out of the way of full-scale aircraft in all circumstances – no exceptions. There is never any onus on full-scale pilots to yield to models – ever.
   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.
   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 is in uncontrolled airspace – an Air Boss is not required

Instructors/Demo flights
Introductory flights to prospective new club members who are not yet members of MAAC be conducted by a designated flight instructor of the club provided that the flights are conducted in accordance with the MAAC Safety Code and that a buddy box system is used. Non MAAC members participating in such flights under the above conditions are covered by the MAAC Insurance Policy.

Spotters
Helpers/spotters can be used by any pilot at any time at their discretion.

FOR EVENTS ONLY – it is mandatory to have a spotter at each pilot station where a flight is being conducted from

Airspace requirements or permissions

This site is in uncontrolled Class G airspace – permission to operate mRPAS and RPAS is not required.

The nearest controlled airspace vertically is Class Winnipeg Terminal Area starting at 700'agl, and laterally is 8.94nm from James Armstrong Richardson Intl aerodrome (CYWG Class E).

Adjacent Aerodrome Procedures (within 3nm)

There are no aerodromes within 3nm of this site, therefore MAAC see and avoid procedures are deemed adequate for aviation safety.

Normal mRPAS/RPAS/model operating procedures

1. Prior to daily operations, at least one member at the field shall check the Aviation NOTAM for Winnipeg International airport (CYWG) 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 to be obtained using CYWG aviation weather (available on the NAV CANADA portal or RPAS Wilco):
   a. no cloud ceiling (BKN or OVC) present less than 1000' agl (OVC 010 or BKN 010), and
   b. the RPA will be able to remain 500' vertically and 1 sm (statute mile) horizontally clear of any cloud, and
   c. a horizontal visibility of 3sm (5km) or more around the flying area exists, and
   d. no other local obscuring conditions (fog, smoke, haze etc.) exist which could make spotting full-scale aircraft difficult.

3. Pilots should produce their own site survey using RPAS Wilco which would provide them the necessary up to date information related to the WRCC site for the date and time of their anticipated flight(s). In addition, unless otherwise required by (a controlling agency agreement) or in the SOC, MAAC endorses the use of a single shared RPAS Wilco site survey provided:

   a. A new site survey from RPAS Wilco is generated at least once every 56 days (NAV CANADA schedule), and 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 at a minimum visual determination and/or cell phone network time as displayed on personal cell phone to determine legal night.

5. There is no maximum limit on the number of airborne RPAS permitted, provided all pilots agree to any additional airborne RPAS that exceed available pilot stations, and those pilots stand near the pilots stations. Pilots may fly in formation provided they agree to do so.

6. Refer to the **Field Layout Diagram** in the **Diagrams/maps section** near the end of this document which shows the normal site set-up areas such as parking, spectator areas, pit, and start-up/run-up areas including confirmation of the MAAC required buffer distances are as follows:

   a. 15m flight line to pilot stations, 25m flight line to pits , 40m flight line to spectator and parking area.
   b. Refer to the **Diagrams/Maps** section near the end of this document for the **Tethered Circles Flying Diagram** showing the flight (safety) line, the "no spectators" area, the spectator line and parking area.

7. Pre-flight assembly and daily testing requirements:
   a. All model components must be inspected to ensure they are in working order and ready for safe flying operation.
   b. All pilots must perform a range check to verify components are working properly and that fail-safe setting are active.

8. Pilots using 72 MHz radios must do the following:
   a. All 72 MHz radios must be narrow band. Only RC aircraft frequencies, as approved by the D.O.C. may be used. Permitted Tx frequencies are listed in the MAAC Safety Code.
   b. 72 MHz Frequency control procedures shall be in effect. Members are required to provide their own frequency pins indicating the frequency in use. Unpin from the frequency board when not flying. Pins are not to be left on top of the board, as this normally indicates someone that is awaiting a frequency to become available. Pins abandoned on the board are to be put in the frequency board lock box.
   c. The maximum recommended time pins are to be left on the frequency board is 15 minutes, particularly when another member, present at the field, is sharing the same frequency.

9. All models will be restrained before being armed or started in the designated startup areas.
   All planes must be started in either of the two designated starting areas at the north and south ends of the pit area.
      a. Plane restraints must be used; either a tail fork, a person holding the plane, or using a start table. A wing up against a field box is not considered proper restraint.
      b. Observe proper field etiquette by avoiding the positioning of your aircraft in such a way that the prop wash or exhaust blows onto other members' aircraft, or otherwise poses a hazard or problem.
      c. Propeller driven planes are to be started facing towards the runway/away from the spectator area.
      d. Electric powered planes are to be armed facing towards the runway/away from the spectator area.
      e. Jet aircraft must be started with the exhaust facing away from the spectator area.
      f. Refrain from running engines at full throttle for extended periods in the pit area – if necessary take your plane to the engine test area at the north end of the field.

10. Refer to the **Diagrams/Maps** section near the end of this document for the **Site Flying Diagram** showing the flying area length and depth, and showing the no-fly zones, a depiction of the flight line and runway.
    a. NOTE – WRCC allows tethered operations on the same flying area. Refer to the **Diagrams/Maps** section near the end of this document for the **Tethered Circles Flying Diagram** showing the flying circle areas, flight (safety) line**.**

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

    a. Pilots, or their spotter, shall call out all model movements.
    b. Pilots shall take off into the prevailing winds, or otherwise in agreement with all pilots flying.
    c. All flying and landings are to be done while the pilot remains at a pilot station.

d. Aircraft shall not be brought to the flight line by passing between or near the pilot stations. Every effort must be made to keep running aircraft away from the pilots at the pilot stations.
e. There will be no free taxiing behind the pilot stations and the flight line, except from the start areas directly to the flight line.
f. Aircraft may be either carried or taxied from the start areas/tables to the flight line. The model may also be taken directly to the ends of the runway or with permission of pilots at the pilot stations, to the edge of the flight line in front of the start areas/tables.
g. To avoid placing any transmitters between pilots and their airborne models. Pilots ready to take off should never proceed to any pilot station by walking in front of the occupied pilot stations. Only proceed to an available pilot station by walking around and approach from behind the pilot stations
h. All flying will be done to the East (far side) of the North-South runway. Pilots are encouraged to fly parallel to the runway. The 'flight line' is a line extending to infinity, parallel to and on the inner edge of the runway. There will be NO FLYING west (on the pilots' side) of the flight line under ANY CIRCUMSTANCES. Do not fly near the highway or service road. This rule may be modified under special circumstances (e.g. pylon racing events). However, it should be recognized that it is a hazardous condition when any aircraft is allowed to pass between the pilot and the pit area.
i. Upon landing, pilots may taxi their planes off the west side of the runway, no nearer than 15m from the end of either the north-edge or south-edge of the runway pavement, depending on the landing direction and at an angle <u>away</u> from the starting tables,.
j. No person shall proceed to the flightline in front of the pilot stations without permission of other pilots at pilot stations.
k. The recovery of landed models in the flying area shall not be done without the agreement of all pilots occupying the pilot stations. This includes landed planes that have stopped while still on the runway and not taxied off under their own power. No other models may take-off until any downed models are recovered. No flying directly over the recovery crew.
l. When retrieving aircraft, the transmitter (Tx)must stay inside the flying field. The Tx shall not be taken to the aircraft (for retrieval outside field limits) and it is recommended that the Tx be left at the pilot station. Two people maximum are allowed in the farmer's crop to retrieve aircraft (to minimize crop damage).
m. Pilots shall not stand on the surface of the active runway at any time. It should not be necessary to or cross the active runway or flight path except when taking off, or for the retrieval of downed aircraft.
n. Hand launching and bungee launching shall be done in agreement with any pilots flying – normally off to one side of the pilot stations/dock.

12. Helicopter Specific Field Rules. All helicopter pilots shall follow all rules addressed to the fixed wing aircraft and are entitled to all fixed wing privileges.
    a. No hovering behind the flight line.
    b. Keep hovering to a minimum when the runway is in use.
    c. Hovering only flights or set-up flights are to be done in the hovering area, which is on the runway or on the grass area east of the runway.

Non-RPAS Normal Modeling procedures

Tethered model operations

General safety rules

Tethered model operations will not take place concurrently with any other model operations actively taking place at the site. For demonstration purposes and during events, all other model activities will be suspended during the tethered model demonstration.

1. The flying area/circle edge will be clearly marked as shown in the **Tethered Circles Flying Diagram** in the **Diagrams/Maps** section near the end of this document. There can be three flying circles each measuring approximately 21m in diameter with a 3m buffer outer zone.
2. All tethered/control line flying will be done to the East (far side) of the North-South runway. The 'flight line' is a line extending to infinity, parallel to and on the inner edge of the runway. There will be NO FLYING west of the flight line under ANY CIRCUMSTANCES.
3. Should any non-flying person (spotter) observe a person moving towards the circle they will move towards the individual while raising their hand and yelling - **STOP!** - repeatedly until the person has stopped. The spotter will counsel the person as to where it is safe to stand. Understand some people using the park may not speak English.
    a. The pilot will upon hearing - STOP! - will climb the model to a 30-degree high level flight altitude immediately and monitor the situation until it is resolved by the spotter.
    b. If the person continues their approach, the spotter SHALL continue to try to establish communications/visually warn with the individual. The pilot SHALL continue high level flight at 30 degrees and evaluate the situation.
    c. There must NEVER be any potential for contact between a tethered flying model and a person regardless of reason. If required, you are expected to intentionally crash your model to avoid any risk for a bystander.
    d. If the pilot can walk with model over to another area they should do so, or as a last resort ground the model.

4. In all cases the pilot shall take all actions to prevent contact between a flying model and a person regardless of reason.

Member safety

1. All pre-flight inspections or assembly shall be done in a designated area
2. Prior to operating a tethered model, the operator shall ensure all other members/crew/spectators are aware of the flying area/control-line circle dimensions, either verbally or with surface markings.
3. A safety thong must be used when flying a tethered model.
4. Members shall not use the control line circle if any RPAS activities are occurring, without permission of the pilots present. Conversely, RPAS pilots shall not start or make flight ready any RPAS until the control line circle has finished their current flight. Any disagreements shall be referred to the most senior site member, but in any event RPAS have priority for field use.
5. No model shall be armed or started unless it is restrained. Plane restraints must be used; either a tail fork, a person holding the plane, or using a start table.
    a. A wing up against a field box is not considered proper restraint.

b. Observe proper field etiquette by avoiding the positioning of your aircraft in such a way that the prop wash or exhaust blows onto other members' aircraft, or otherwise poses a hazard or problem.
c. Refrain from running engines at full throttle for extended periods in the pit area – if necessary take your plane to the engine test area at the north end of the field.
d. Members shall ensure any control line models are restrained in a start up area prior to tuning or other powered maintenance.

Space model operations

1. All space model operations at this site must take place in accordance with the MAAC safety documents.
2. 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
   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.
3. All members shall ensure that the launching area is clear of all obstructions and persons except for mechanics and/or officials.
4. The launch areas at this site are the same circle areas used for tethered model operations. Refer to the **Diagrams/Maps** section near the end of this document for the **Tethered Circles Flying Diagram** showing the flight (safety) line, the "no spectators" area, the spectator line and parking area. The spectator line is 25m from the yellow flight line and approximately 34m from the red flying circles.
5. 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.
   a. If prior to launch, any member spots an approaching full-scale airplane they are to yell our "AIRPLANE" in a loud clear voice.
   b. 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.
   c. The involved members shall then monitor the full-scale aircraft and not resume launch activities until they are assured there is no safety risk.

6. MAAC "spotters" are mandatory at this site. 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.

Spectator safety

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. The spectator line is 25m from the yellow flight line and approximately 34m from the red flying circles.

Refer to the **Diagrams/Maps** section near the end of this document for the **Tethered Circles Flying Diagram** showing the flight (safety) line, the "no spectators" area, the spectator line and parking area. The spectator line is 25m from the yellow flight line and approximately 34m from the red flying circles.

Emergency procedures

WRCC is in uncontrolled airspace and there are no aerodromes within 3nm of this site. However, other aerodromes nearby include:

1. Lyncrest Aerodrome (CJL5) uncontrolled – 5.8nm North East
2. Winnipeg (City of Winnipeg) Heliport (CWG2) – 6.34nm North
3. Winnipeg (Health Sciences Centre) Heliport (CWH7) – 7.0nm North
4. James Armstrong Richardson Intl Aerodrome, DND (CYWG) – 8.94nm North West

All pertinent information for the above aerodromes and heliports are contained in the RPAS Wilco site survey for this site.

If you have a fly-away toward CYWG Controlled airspace (0.5nm northwest), and in your opinion the model may enter CYWG airspace, call NAV CANADA 204-983-6705 and advise them of the situation.

Fly-away or lost link

1. Notify others nearby and on site of situation and ask for assistance
2. Pilot and others should maintain visual contact with the RPAS for as long as possible
3. Verify that the remote controller or transmitter is still powered on
4. Move toward the model and/or away from obstacles to try and regain communications and control
5. Reorient antenna on the controller or transmitter by moving antenna or repositioning the transmitter
6. If flying a quad equipped with Return to Home (RTH) function properly set, activate the RTH. Check whether control has been regained.
7. Continue to maintain visual of RPAS for as long as possible
8. Contact appropriate ATC or aerodrome operator using ABCD (ie: **A**ltitude, **B**attery life remaining, **C**olour of RPAS , **D**irection of flight)
9. Contact police or fire if RPA is heading towards a populated area.

Loss of Visual Contact

1. Notify others nearby and on site of situation and ask for assistance
2. Check if anyone has visual of the RPAS
3. Consider increasing altitude to clear known obstacles and to try to re-establish visual
4. If possible, try to maintain altitude and slightly change direction of RPAS.
5. Pilot and others should continue looking for RPAS in last known flying area.

Incident Accident

1. 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. 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/TC form. Submit a copy of the form to the Site/Event organizers 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.

Model damage/repair protocol

1. 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.

MAAC Add-ons

RPAS Operations Above 400'AGL - not approved

RPAS Operations Above 25kg - not approved

RPAS Operations Above 400'AGL and Above 25kg - not approved

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.

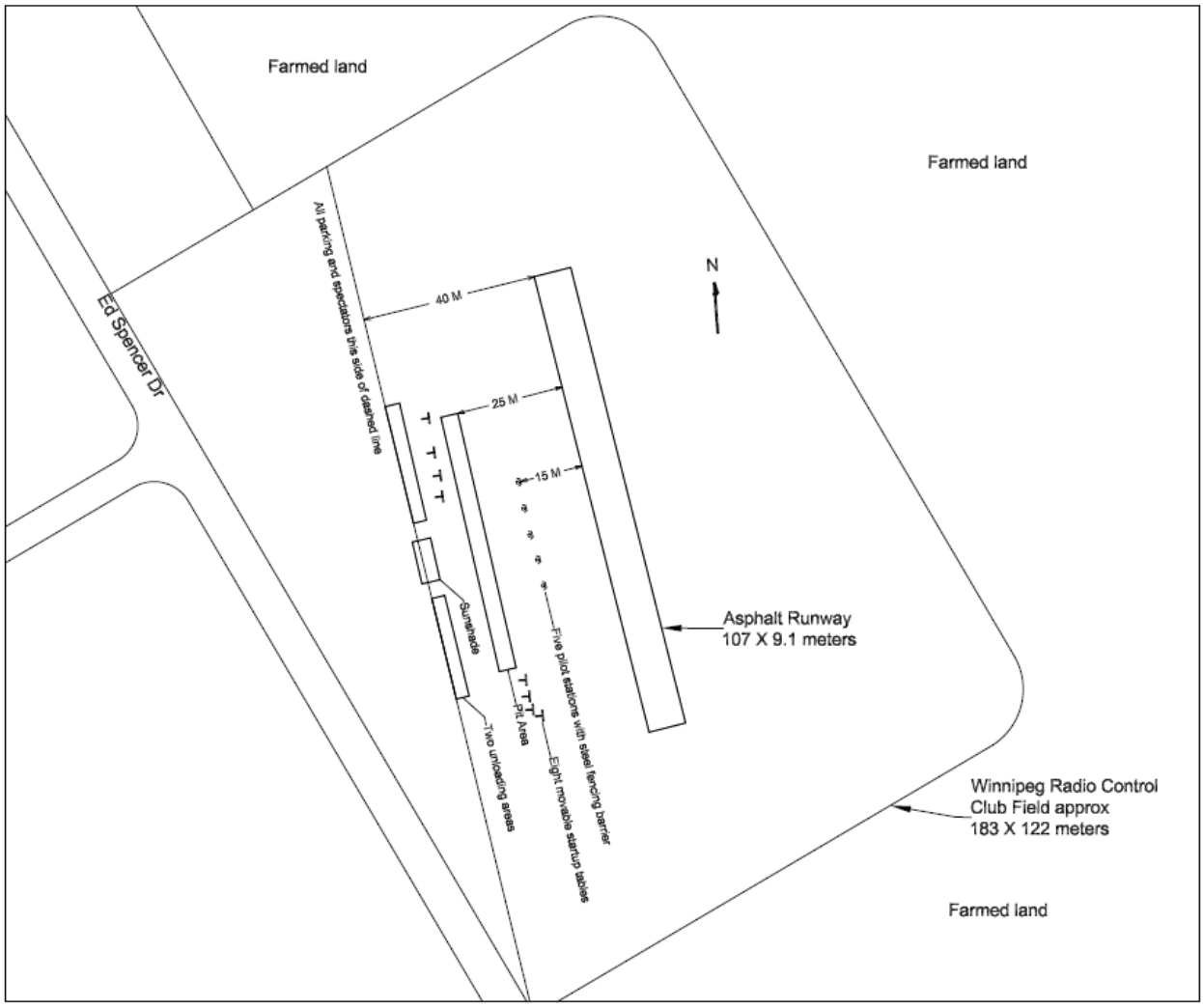
WRCC Event Rules – in addition to the above

1. A general type fire extinguisher will be provided by the club and will be located in a highly visible location at or near the sunshade. Each pilot should bring their own individual fire extinguisher for the types of model(s) they intend to fly.

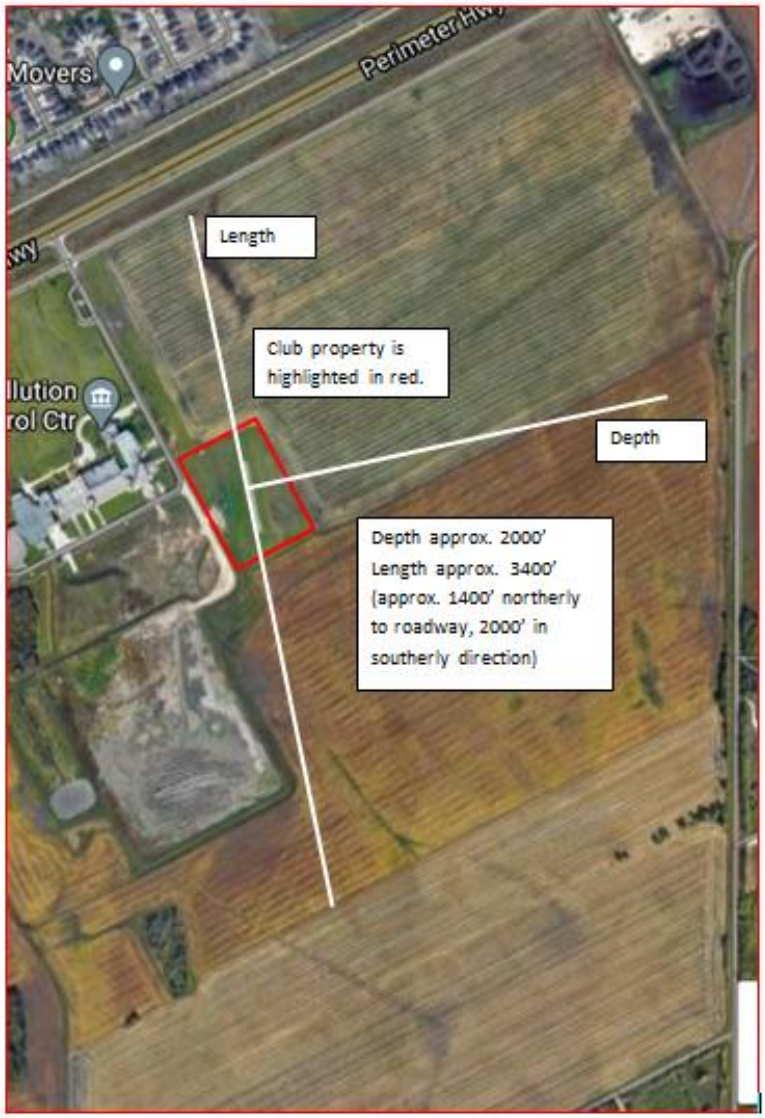
2. First Aid kit will be checked to ensure all items are accounted for, in good working order and placed in a visible area.
3. Visiting pilots will require sign in, MAAC registration verified and be briefed on the site rules and field details.
4. Parking and spectators will be managed and coordinated by event volunteers.
5. Washroom facility is present and may be expanded for expected crowd size.
6. Spotters are required at each pilot station where a flight is being conducted from.
7. A Visual Oberver may be used to monitor the airspace during flights.
8. Event volunteers will be briefed to keep a look out for any issues or developing issues that need to be immediate addressed. IF YOU SEE SOMETHING, SAY SOMETHING.

Diagrams/maps

FIELD LAYOUT showing distances from flight line for pilot stations, pit area and starting tables, parking and spectator areas.

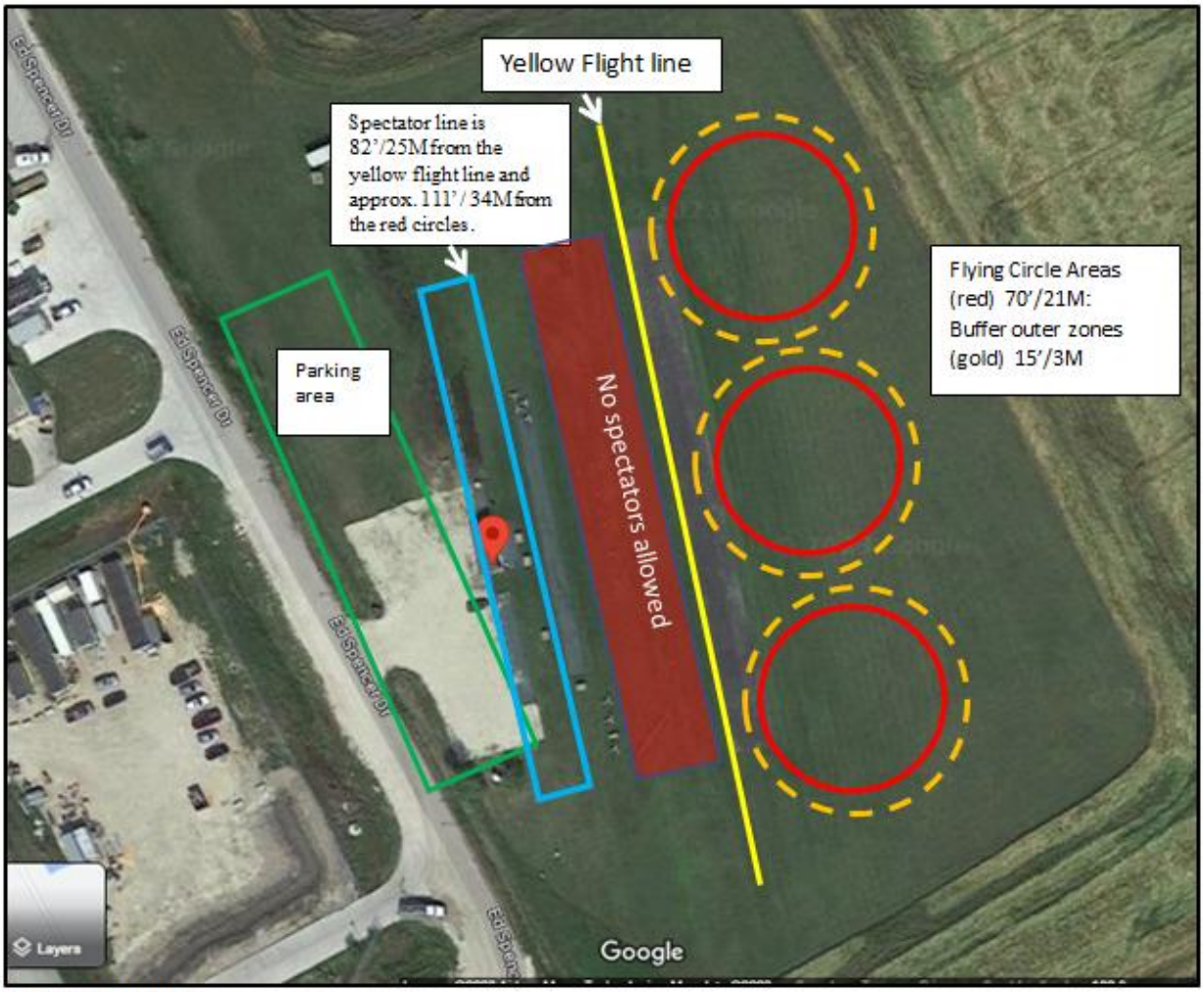


Site Flying area diagram



Flight Line and No Fly Zones around field location diagram.

Tethered Circles Flying Diagram



End of document

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.
  ○ Event/Contest Director
  ○ Air Boss etc
  ○ Safety officers
  ○ 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:
  ○ Gov issued photo ID.
  ○ RPA certificate of registration
  ○ Pilot certificate and recency docs
  ○ 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 **Clubs and event organizers <u>shall not</u> 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.	☐	☐	

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!

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.		
3.		
4.		
5.		
6.		
7.		
8.		
8.		
10.		
11.		
12.		
13.		
14.		
15.		

Local Special Aviation Event SFOC-RPAS Holder – 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