



# 1. DON'T HIT NOTHIN' 2. DON'T DO NOTHIN' STUPID 3. SEE #1

*You'd think that would be all the rules we need, wouldn't you?*

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**Welcome to California Airways.** Our goal is to provide the safest, most affordable, and most enjoyable flight training and aircraft rental you'll ever experience. But we need your help. Please read these rules and procedures carefully, and please follow them at all times. Failure to follow these rules may result in disciplinary actions including fines and/or termination of club membership. Remember, if you have any questions, please ask. We're here to help.

**GENERAL RULES.** All members must:

- Comply with all Federal Aviation Regulations, regulations and ordinances of Hayward Airport, and all regulations and ordinances of any airport to or from which you operate.
- Operate all aircraft in accordance with the Pilot Operating Handbook or Airplane Flight Manual, and all required placards, in a safe and courteous manner.
- Immediately report any accident, incident, or any violation, citation, or other action by the FAA or a law enforcement agency, arising from your operation of **any aircraft**, to club management.
- Ensure that club aircraft under your control are **not** operated outside the contiguous borders of the continental United States, unless prior written permission has been received from club management.
- Ensure that club aircraft under your control are **not** operated for compensation or hire, and are not operated by any person other than authorized by club management.
- Pay California Airways for services rendered at the conclusion of each flight, or when services are rendered. Failure to pay outstanding balances **will** result in a lock on the member's scheduling account. Penalty interest will accrue at a rate of 1.5% per month on all unpaid balances. Members will also be responsible for any

and all legal and/or administrative costs incurred by California Airways to recover unpaid balances (including but not limited to attorney fees).

- At **any** time, receive remedial flight and/or ground instruction if, in the opinion of a club-designated CFI, it is warranted. If there is a dispute, the decision of the Chief Flight Instructor is final.
- At **any** time, California Airways may choose to terminate a customer's membership. As a privately-held business, we reserve the right to refuse service to any person.

### **INITIATION FEES AND MONTHLY CLUB DUES**

- There are **no** initiation fees to join California Airways. How's that for a good value?
- Monthly dues of **\$25** are payable once per month, only in the months that you fly. Dues will normally be assessed upon your first rental in a particular month. If you do not fly in a particular month, no dues are assessed.
- Club members who do not pay dues will have their account locked and membership privileges suspended until dues are paid.
- Members who have purchased a package training program (either Part 61 or Part 141) are **exempt** from club dues for the duration of their program.

### **REQUIREMENTS FOR SOLO RENTAL.**

- Prior to renting a club aircraft solo, you must receive a checkout from a **club-designated** CFI in **each** model of aircraft that you plan to operate solo or without a club-designated CFI onboard.
- You must also meet the minimum certification and pilot experience levels mandated by our insurance providers. This document is available on our website ([www.california-airways.com](http://www.california-airways.com)) and is posted in our office.
- For **each** aircraft that you plan to operate as pilot-in-command, you must complete a written familiarization sheet and have it approved by a club-designated CFI, prior to solo operation or operation without a club-designated CFI onboard.
- At the discretion of the club-designated CFI who conducted your flight checkout, you may be authorized to rent certain aircraft models solo, without completing an additional flight checkout in that aircraft. You must, however, complete a familiarization sheet for that aircraft, and you must have **previous logged flight experience** in that make and model of aircraft. For example, a checkout in a Cessna 172 usually allows a pilot to operate a Cessna 152 without an additional flight checkout, as long as that pilot has prior experience in a Cessna 152. If there is a dispute, the Chief Flight Instructor's decision is final.
- For Part 61 student pilots only: Prior to solo flight, you must complete a pre-solo phase check with a club-designated CFI (other than your regular CFI).
- For Part 61 student pilots only: Prior to solo cross-country flight, you must complete a pre-solo cross country phase check with a club-designated CFI (other than your regular CFI).
- Part 141 students have separate phase-check requirements, as detailed in California Airways' Part 141 Training Course Outlines.

## CURRENCY REQUIREMENTS.

- In addition to the recency-of-experience requirements mandated by 14 CFR Part 91, California Airways **requires** that all members renting an aircraft solo (or without a club-designated CFI onboard) comply with the following:
- You must have logged pilot-in-command flight time **in a California Airways aircraft** within the previous **60 days** as pilot-in-command. In the case of high-performance, complex, or multiengine aircraft, within the previous **45 days**. Any member not meeting this currency requirement must satisfactorily demonstrate proficiency to a club-designated CFI. This proficiency check **can** be limited to three landings in the aircraft, at the discretion of the CFI.
- Under **no** circumstances will a club member be allowed to rent aircraft solo (or without a club-designated CFI onboard) if a club-designated CFI determines that the member needs additional flight and/or ground instruction prior to solo rental.

## OPERATIONS OVER MOUNTAINOUS TERRAIN.

- Before operating over mountainous terrain, or to airports with a field elevation of more than 3,500' MSL, you must receive instruction in mountain-flying techniques and satisfactorily demonstrate these skills to a **club-designated** CFI. Previous logged mountain flying experience may be substituted at the discretion of the Chief Flight Instructor or Assistant Chief Flight Instructor.

## SCHEDULING PROCEDURES AND CANCELLATION POLICIES

- All aircraft and flight simulators should be scheduled via our online scheduling system at [FlightCircle.com](https://FlightCircle.com). If you don't have Internet access, call our office at 510-887-7686 during business hours and we will schedule the resource for you.
- If you need to change or cancel a flight booking, please do so more than **24 hours** prior to your departure time.
- Cancellations made less than 24 hours prior to departure, and that are not caused by medical, weather, or mechanical issues, **will** be assessed a cancellation fee equal to one hour's dry rental rate for that aircraft.
- **Prior** to renting an aircraft overnight, advise club management of your destination. This information may be typed in the comment box on our reservation system.
- If you plan on starting or ending your rental period outside normal club business hours, the **'lockbox'** outside our office will usually be used to pick up and deposit your aircraft's pouch. The combination is available from our office. If you plan on leaving late at night or early in the morning, please **call our office** on your day of departure and ask a staff member to put your aircraft pouch in the lockbox.
- You must return club aircraft **promptly** at the end of the reserved period, unless permission to extend the reservation has been granted by either club management or the club member who has the airplane scheduled after you. (In case of dispute, make sure you have the name of the person who granted the extension.)
- A **separate** rental agreement will be required for all trips exceeding 500 nm one-way distance from Hayward Airport, or those trips expected to last in excess of 20 Hobbs hours. This agreement is available on our website at [www.california-airways.com](https://www.california-airways.com).

## REQUIRED PREFLIGHT ACTIONS

- In addition to the preflight actions required by the Federal Aviation Regulations, California Airways members are required to:
- **File a flight plan** with a nearby FSS for any trip exceeding 100 nm one-way distance from Hayward Airport by day, or 50 nm by night.
- Prior to each flight, **check the aircraft 'squawk' board** in the club office for written mechanical discrepancies.
- Prior to each flight, **check the aircraft maintenance status board** in the club office to verify compliance with all FAA-required inspections and maintenance.
- Prior to each flight, **perform a weight & balance calculation** for the proposed flight.
- Prior to each flight outside the Hayward Airport traffic pattern, **receive a weather briefing**, including but not limited to, weather information, TFRs, NOTAMS, and all other related information.
- Remember that the Federal Aviation Regulations state that the **pilot-in-command** is responsible for performing these preflight actions. California Airways cannot be held responsible for violations or other problems caused by a member's failure to properly perform these preflight actions.
- If you notice damage to the aircraft or other discrepancies, report the problem to our office **prior** to flight.

## RAMP PROCEDURES

- Prior to starting the engine, you **must** pull the aircraft out of its tiedown spot and point it so that its tail is not aimed at nearby parked aircraft. This is best accomplished by turning the airplane through 90 degrees and lining it up with the ramp centerline. This rule does not apply to our multiengine aircraft.
- Please be courteous and mindful of other ramp tenants.
- Trash cans are located on the Green Ramp.
- Read the POH carefully; There is a composite prop on some aircraft and different procedures may apply.
- Aircraft oil and oil funnels are located in our club office. If you use the extra quart of oil that is provided in each aircraft, **please** report that use to club management so that we may replace the oil.
- Cans of Pledge cleaner and soft microfiber towels are provided in each aircraft. Please use these, **NOT** glass cleaners, to clean aircraft windshields.
- Please do not leave minors unattended in the aircraft at **any** time. Repeated violations of this policy will result in membership termination.

## APPROVED AIRPORTS

- You may **not** operate club aircraft on dirt, grass, or gravel runways without written authorization from the chief flight instructor or assistant chief flight instructor for **each** planned operation. At no times may club aircraft be operated at any unpublished landing areas.
- In order to be reimbursed for any maintenance costs, renters **must** land and service aircraft at airports with onsite maintenance facilities. If renters are flying

to airports that do not have on site maintenance facilities, **the renter will bear full responsibility for all maintenance costs and have no expectation of reimbursement from California Airways.** This rule does not apply in emergency situations, nor is it intended to interfere with pilot decision making. If the renter wishes to operate to/from airports without on site maintenance facilities using aircraft operated by California Airways, they must inform California Airways **before** assuming command of the aircraft. California Airways, in its sole discretion, may elect to reimburse maintenance costs should they arise from flying to/from these airports.

### **NOISE ABATEMENT**

- You **must** comply with published noise abatement procedures for all airports at which you operate. At Hayward Airport:
- No touch-and-gos or stop-and-go operations on Runway 28R **at any time**. Only full-stop landings are allowed.
- No touch-and-gos or stop-and-gos are allowed on any runway **before 8:00 a.m.** or **after 9:00 p.m.** On Sunday mornings, no touch-and-gos or stop-and-gos are allowed before 10:00 a.m. on any runway.
- High-performance and multi-engine aircraft **must** use Runway 28L for departure.
- Safety permitting, start your crosswind turn **before** the golf course so as to avoid overflying houses.

### **ACCIDENTS, INCIDENTS, AND INSURANCE**

- We require that all pilots purchase aircraft renters' insurance, available through Aviation Marine (<http://www.aviation-marine.com/>).
- Our club insurance is designed to protect our aircraft owners and our club. It is not designed to specifically protect you, the renter. If you are operating a California Airways aircraft and any form of damage or injury occurs, the insurance company **may** 'subrogate' against you (i.e. sue you for damages) if there is evidence that the incident was due to **pilot error**. If you do not have separate renters' insurance, and you are involved in an incident or accident that results in an insurance claim, you **may** be held liable for all costs arising from the incident/ accident.
- You will need to agree to pay all damages to any aircraft dispatched to you belonging to or managed by California Airways in the case of an incident or accident, whether in the air or on the ground when it is caused by me (moving or non-moving). **Minimum non-owned coverage amounts are: \$20,000 for Diamond Star aircraft; \$5,000 to all other aircraft.**

### **POSTFLIGHT PROCEDURES**

- When you taxi in at the end of your flight, do **not** turn the aircraft while the engine is running so that its tail points at the tiedown space. Shut down the engine and push the aircraft back into its tiedown space by turning it through 90 degrees.
- Please fasten the **seatbelts** neatly.
- Please lock the cabin **doors** (assuming the lock is operative.)
- The penalty for leaving the **control lock** unsecured is \$25 per occurrence.

- The penalty for not **tying down** the aircraft is \$25 per occurrence.
- The penalty for leaving **trash** and/or **food** in the aircraft is \$25 per occurrence.
- The penalty for leaving the **master switch** on is \$400 for the first occurrence, \$1,000 for the second occurrence. A third occurrence will result in termination of your membership. There will be no exceptions to these policies.
- If an infraction occurs while a CFI is giving instruction, the **CFI**, not the student, shall be liable for the associated fines.
- You **must** ensure that the aircraft is fueled after your flight. A \$10 service charge will apply to aircraft that were not refueled. APP is reachable on 129.72 or 510-670-2864.

### **REFUND POLICY:**

#### **CALIFORNIA AIRWAYS ACCOUNT REFUND POLICY**

It is the policy of California Airways to return upon request any unused portion of funds that a pilot has applied on to their account for lessons or aircraft rental if the request is made within thirty (30) days of deposit. In the event that a customer requests a refund of the unused portion of funds beyond thirty (30) days of deposit, California Airways will charge a fee equal to 20% of the remaining unused portion of funds.

**Whew. That's a lot of rules.** But don't forget the most important one: **HAVE FUN!**