



COPA

CANADIAN OWNERS AND PILOTS ASSOCIATION

COPA For Kids Guide

11th Edition



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Introduction

The mission of the COPA For Kids Aviation Program is to provide a motivational aviation experience, focusing on an introductory flight in an aircraft. These flights are provided free of charge by members of the local chapters of COPA (COPA Flights) to any motivated youth aged 8 to 17 inclusive. COPA For Kids flying events must be organized and supervised by a COPA Flight. These events are covered under the COPA Aviation Insurance Program.

The COPA For Kids aviation program has become a success with over 10,000 Junior Aviators flown since the start of the program, thanks to the efforts of COPA members, pilots, and volunteers across Canada.

COPA For Kids Aviation Program

The COPA For Kids Aviation Program is similar to and has been inspired by an equivalent program in the United States and around the world called Young Eagles, created by the Experimental Aircraft Association (EAA) Aviation Foundation in 1992. The Canadian Owners and Pilots Association and the COPA For Kids Aviation Program are not associated with the EAA Young Eagles Program. Both EAA and COPA applaud each other's efforts to involve young people in aviation, and each organization offers their members their own way of demonstrating the wonders of flight to young people.

The COPA For Kids volunteer pilots are presented with a special lapel pin to recognize their contribution to the program. COPA National provides lapel pins to COPA Flights that hold these events for distribution to pilots flying Junior Aviators. COPA For Kids (CFK) logbooks are also available free of charge from the COPA National Office.



Three COPA For Kids awards are presented annually to highlight the efforts of the volunteers who make these events possible. These awards are:

- Event Coordinator
- Ground Support Volunteer
- Imagine award (recognizing efforts that go beyond the basic COPA For Kids flight)

Nominations for events held in the current year are accepted at anytime. These nominations must be submitted no later than 31 December of the year under consideration. Awards will be announced by the end of January. Nomination materials should include detailed descriptions of the accomplishments of the nominee, any relevant background information and letters of recommendation from fellow COPA members. The nomination forms can be downloaded at this link:

https://www.copanational.org/wp-content/uploads/2017/02/CFK_AIG_Award_Nomination_Form.pdf

Those awards are sponsored by AIG Canada, the Underwriter for COPA's VIP Aviation Insurance program and exclusive sponsor of the COPA For Kids Aviation Program. You may visit their link for more information: <http://www.magnesaviation.com/copa/>.

It is important to note that to maximize participants' safety and to qualify for COPA's liability insurance, all COPA For Kids flying must be organized and supervised by a COPA Flight and conducted in accordance with all of the provisions of this Guide. In order to ensure that Junior Aviators are entered in our logbook, completed forms must be sent to COPA within 30 days after the event. If your event is cancelled and no forms will be sent, please advise COPA National at copaforkids@copanational.org.

COPA Flights are highly encouraged to provide event information for inclusion in the COPA Calendar to copaforkids@copanational.org. Your event will be advertised on the COPA website and published in the *COPA Flight* magazine.

COPA members who are also EAA members are reminded that the COPA For Kids Aviation Program and Young Eagles Program cannot be combined in any way.

EAA member pilots who are interested in participating in the Young Eagles program should contact the EAA Young Eagles office or their local EAA Chapter or EAA Representative.

Our Sponsor

AIG Insurance Company of Canada (AIG Canada) is one of Canada's leading property/casualty insurance companies, providing a wide range of business and consumer products to the marketplace through its network of independent brokers. AIG Canada has been doing business in Canada for over 45 years and

is a federally licensed insurer operating in all Canadian provinces and territories.

With its 400+ employees located in Vancouver, Toronto, and Montreal, AIG Canada is dedicated to providing innovative insurance products, underwriting expertise, and excellent claims services to its more than 23,000 policyholders across the country.

Additionally, AIG Canada's aviation team is made-up of dedicated underwriting, claims, and customer service specialists managed from Toronto and who provide comprehensive aviation insurance solutions to meet our clients' needs.

In 2012, AIG Canada reported gross premiums of \$996 million, assets of \$4.68 billion, and policyholder surplus of \$1.32 billion. What's more, in that same period, AIG Canada handled over 10,500 claims and paid out \$441 million.

AIG Canada is part of American International Group, Inc., a world leading international insurance organization serving customers in more than 130 countries and jurisdictions. With a 90-year history, one of the industry's most extensive ranges of products and services, deep claims expertise, and excellent financial strength, American International Group, Inc. helps its commercial and personal insurance clients to manage virtually any risk with confidence. www.aig.com/aerospace

Participating in COPA For Kids

Flying Junior Aviators is a worthwhile endeavor and fun to do! This COPA Guide will provide everything you need to know to get started flying young people in your area.

Who can be a Junior Aviator?

Any young person can be a Junior Aviator. Junior Aviators must:

- be 8-17 years old inclusive
- submit a registration form
- have a waiver form signed by his/her parent or legal guardian.

Where can waiver/registration forms be obtained?

The waiver and registration forms are contained in an information brochure that can be downloaded from the COPA website at <https://www.copanational.org/en/copa-for-kids/> or obtained in hard copy (at no charge) by contacting the COPA office at copaforkids@copanational.org or calling 613-236-4901. COPA For Kids certificates can also be obtained from that same website.

Who Can be a Volunteer Pilot?

Any licensed pilot can participate as volunteer pilot in a COPA For Kids Flying Event subject to the following conditions. The pilot must:

- be a current COPA member. If the organizing COPA Flight is a current COPA Corporate member then all pilot members of that COPA Flight qualify. In this case, the COPA Flight Corporate membership number must be entered on the Pilot Registration Form.
- have an appropriate and current Pilot License or Permit, with passenger carrying privilege, for the aircraft being flown
- meet all Transport Canada recency requirements including a minimum of five takeoffs and landings within the previous six months in the category and class of aircraft to be used. See [CAR 401.05 Recency Requirements](#) for more information.

Note:

The COPA Membership entitles you to many benefits, including participation as a pilot in this important youth program (see <https://www.copanational.org/en/join/>). Join or introduce yourself to a COPA Flight that regularly holds COPA For Kids events. You can obtain the contact information for the nearest Flight in your area by consulting this page <https://www.copanational.org/en/copa-flights/> .

Offer both your aircraft and your time for free. It will be worth it. Note that no financial compensation for your time or aircraft expenses is permitted, and tax receipts will not be issued. The COPA For Kids Aviation Program does not have charitable status.

What Kind of Aircraft Can Be Used?

Aircraft must:

- be Canadian registered,
- must carry on board all documentation required by Transport Canada, including proof of liability insurance coverage and the additional COPA For Kids requirement for passenger liability
- must be authorized for carrying passengers in Canada. These aircraft types are:
 - Certified Aircraft, including aeroplanes, helicopters, gliders and balloons (Standard *Certificate of Airworthiness*)
 - Amateur-built aircraft including aeroplanes, helicopters, gliders, gyroplanes and balloons (*Special Certificate of Airworthiness – Amateur-built*)
 - Owner-maintenance aircraft (*Special Certificate of Airworthiness – Owner-Maintenance*)
 - Limited Class aircraft, including warbirds and other limited class aircraft that are approved for passenger-carrying (*Special Certificate of Airworthiness – Limited*)

- Advanced ultralights

Basic Ultralights

Basic ultralights are not authorized for COPA For Kids flying due to their prohibition on carrying passengers. One exception is that they can be used if the pilot is an ultralight instructor, the instructor has notified TC that he or she is operating a flight school, as required by [CAR 406.05](#), the Junior Aviator is 14 years of age or older and the flight is conducted as an ultralight introductory instructional flight. Insurance requirements including \$100,000 passenger liability insurance must still be met in this circumstance.

Other owners of basic ultralight aircraft are welcome to participate in COPA For Kids events, but their aircraft can only be used for static display and for ground familiarization.

Insurance

In order to minimize any insurance coverage issues, the COPA For Kids Aviation Program and Young Eagles Program cannot be combined in any way.

To avoid disappointment on the day of the event, the insurance requirements should be specified to participating pilots in advance. On the day of the event, the pilot (license, medical, COPA membership status or the COPA Flight Corporate membership status) and aircraft (including insurance coverage for the aircraft and the COPA For Kids requirement for passenger liability) qualifications must be verified.

For Pilots and Aircraft:

For insurance purposes, pilots who fly young people under the COPA For Kids Aviation Program must be current members of COPA or be a member of the organizing COPA Flight that has a current COPA Corporate membership.

Aircraft used for COPA For Kids flights are required to carry at least the following public liability and property damage insurance, as specified by Transport Canada in CAR 606.02 and the minimum COPA For Kids requirement for passenger liability as described below:

- For aircraft less than 2300 lbs gross take-off weight - \$100,000 public liability and property damage and \$100,000 passenger liability per passenger seat.
- For aircraft greater than or equal to 2300 lbs and less than 5000 lbs gross take-off weight -

\$500,000 public liability and property damage and \$100,000 passenger liability per passenger seat.

- For aircraft greater than or equal to 5000 lbs and less than 12500 lbs gross take-off weight - \$1,000,000 and Passenger Liability CAR minimum of \$300,000 for each passenger seat.

Aerobatic maneuvers and/or other non-standard flying are strictly prohibited.

Hull insurance and pilot life insurance are not requirements for this program and COPA's insurance policy does not provide for these protections.

In order to further protect pilots providing flights during COPA for Kids events, COPA's insurance provides for \$1,000,000 Combined Single Limit Third Party Bodily Injury (including Passenger Liability) and Property Damage each occurrence. This coverage and limit are in excess of the liability coverage carried by the pilot / owner of the aircraft, including the minimum(s) of \$100,000 or \$300,000 per seat Passenger Liability depending on the gross take-off weight of the aircraft involved.

For Support Personnel:

The organizers from the COPA Flight as well as COPA members and non-members who are, for example, a marshaller, escort, or other volunteer (including pilots who spend part of their time engaged in ground volunteer duties) are covered for Third Party Bodily Injury and/or Property Damage while so engaged.

Do you need a Certificate of Insurance for your event?

As long as your COPA Flight is active, as per Policy No. 6.3.1 in the [COPA Guide to the COPA Flights](#), and you announce, advertise or invite, specifying "organized by COPA Flight XXX" and have registered your event with COPA, then your event is automatically insured by COPA Air Meet insurance. However, please refer to the [Certificate of Insurance request](#) form for more details regarding what is or is not covered by COPA Air Meet insurance.

You only need a Certificate of Insurance when the owner (Private, Municipal, City, etc...) of the property, airport or aerodrome or others participating in your event requests proof of insurance. For more information or clarification of any insurance requirements, contact COPA at 613-236-4901 or E-mail: copaforkids@copanational.org.

Organizing a COPA For Kids Event

Running COPA For Kids event is not difficult but it does require a measure of planning and organization, including several volunteers on the ground to ensure that safety and security is maximized and COPA insurance coverage remains applicable. Running another Fly-in event simultaneously during a COPA For Kids event is not recommended unless an appropriate number of personnel are available so that safety is ensured for both events.

The success of a COPA For Kids Flying Event relies on two fundamental criteria:

- Duty of Care
- Operational Procedures

Duty of Care

COPA wishes to emphasize the need to protect children from harm, including minimizing one-on-one access to children. COPA For Kids waiver and registration forms duly completed provide traceability. It is imperative to return these forms to COPA within 30 days after your event.

Public Safety Canada best practices have a clear statement: "Organizations will be held accountable for the harm caused to participants resulting from their failure to exercise their duty of care."

General definition of Duty of Care regarding children:

All adults who work with children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people. Whether working in a paid or voluntary capacity, these adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.

In order to keep COPA For Kids events from being overburdened with organizational requirements, COPA does not require background checks. In order to minimize risks, organizers should ensure that, to the maximum extent possible a single adult, other than a parent or guardian, should not be left alone with children at an event. Although this cannot be avoided for some flights, common sense dictates that if there is any suspicion of a participant's intent, he or she should not be permitted to participate.

Operational Procedures

The simplest and easiest way to control procedures around the activities of a COPA For Kids event is to ensure that everything is done properly and according to requirements. These requirements are detailed in a checklist incorporated at the end of this document. This checklist covers all aspects related to the Pilot and to the Aircraft, as well as to the Junior Aviator.

It is imperative that the COPA Flight organizing the event ensures that all items on that checklist are attended to with meticulous attention. All necessary forms or documents must be filled-in properly and signed by the relevant persons. It is particularly important that the Pilot and the Flight Supervisor sign the upper portion of the checklist prior to flight, not sometime after the flight. Note that these two signatures cannot be delegated.

At completion of the flight, a COPA For Kids Certificate should be presented to the Junior Aviator as a memento of this exciting achievement.

Release agreement or waiver for photography

The intent of the COPA For Kids program is to initiate and motivate young people to take up flying as a career or a hobby. Taking photographs of the children is not a requirement and COPA leaves the decision with the COPA Flight Executives whether or not to proceed with taking photos. If you decide to take photos, it is advisable that these photos do not enable identification of the children; for instance, photos of children holding up their certificate will facilitate identification of the children by name and this could lead to some unintended issues. COPA Flight are advised to exercise extreme care in publishing photos of Junior Aviators.

Recruiting Junior Aviators



Sources of Junior Aviators include schools and community groups such as Big Brothers/Big Sisters, Scouts and Guides. Despite our insurance requirements some organizations may have insurance policies that specifically exclude “aviation risks”, which means that they may not be willing to hand out COPA For Kids material or notifications of COPA For Kids Days for fear of being sued if there is an accident.

Surveys of Junior Aviators reveal that the largest percentage of Junior Aviators found out about the program through local media advertising. Many local newspapers and radio stations will run these types of “community service announcements” free of charge, especially when they hear that the flights are free and are provided by volunteers as a community service.

COPA Flights are highly encouraged to provide event information for inclusion in the COPA Calendar to copaforkids@copanational.org.

Volunteers

For an efficient and safe operation, people should be assigned to:

- Verify, complete and check signed waiver and registration forms.
- Brief Junior Aviators on aircraft safety.
- Escort Junior Aviators to and from aircraft.
- Complete COPA For Kids certificate and present it to the Junior Aviators.
- Monitor the safety of the ground and air operation (a pilot with no other duties should be dedicated to this role).
- Check all pilot and aircraft documents.

Insurance coverage is provided for all organizers and volunteers (see the Insurance section).

Suggested Materials and Equipment

- tables and chairs
- signs directing cars to exact location on the airport and for various stations such as sign-up, collecting forms, issuing certificates etc.
- pencils and pens
- name tag labels

- one static display aircraft or model
- barriers separating flight activities from ground activities

Preparation

If possible all registration forms should be completed by the parents in advance of the event and waiver forms must be completed and signed before flight. When the parents hand in their Junior Aviator's completed registration form and signed waiver, they can be given a proof-of-entry ticket "Junior Aviator Pass" which will make it easier to track which kids have satisfied all the requirements.

The pilot's name, address, aircraft type, registration and COPA membership number can be inserted by hand or printed on a label. A label can then be put on each child's registration form. **The registration form MUST be signed by the pilot before the flight.**

COPA For Kids Certificates are completed with the Junior Aviator's name, date and the location of flight. The certificates should be completed neatly by hand or the spaces filled in by a computer and printer.

Carrying out these tasks in advance speeds up the event and make it easier to organize the flying while ensuring that each parent has signed the waiver and registered their child.

A manifest of Junior Aviators should be prepared to keep track of everyone who flies.

When the Junior Aviators Arrive

Junior Aviators should go directly to the registration table upon arrival at the event. Registration staff should review each Junior Aviator's Forms and documentation to ensure the parent or legal guardian has consented to the flight and signed the waiver form. If any information is missing on the registration form it should be completed at this time. Junior Aviators' names are added to the manifest or checked off in the case of pre-registration. They are then provided a sequence number and if possible an approximate time for their flight.

If a parent or guardian wishes to accompany the Junior Aviator on the flight, it should be noted at this time to ensure that the Junior Aviator is assigned to an appropriate aircraft that can carry both at the same time.

Name tags can be provided to identify participants.

Ground School

Once registered, participants should go to a designated area for ground school. A static display aircraft or a model should be available. A briefing must be provided to everyone who will fly, emphasizing flight line safety and acceptable behaviour. A walk-around of the static display aircraft or model should

follow the flight line safety briefing. Aircraft components should be explained to assist the participants being flown in understanding how aircraft work.

As a minimum, the following topics should be covered in the ground school:

- Ramp procedures for approaching and walking away from the aircraft
- Aircraft entry and exit procedures (How to climb into the aircraft and **How to unbuckle seatbelts and operate the exit door in the event of an emergency**)
- In flight procedures (use of headphones, **remaining quiet when the pilot signals to do so for radio communications, landing and takeoff**, etc...)

Ground school should be limited to about 15-20 minutes. While the ground school is taking place the registration personnel can allocate the participants to aircraft.

Either the pilot or a designated, qualified person must escort the Junior Aviators and any additional passengers to and from the aircraft. The flight line should be clearly marked with a barricade or other distinctive features and all participants briefed that no one is permitted on the flight line side of the barricade unless they are accompanied by a designated, qualified person.

It is helpful to have someone located near the registration desk who can match up an aircraft that is taxiing in with participants assigned to that aircraft so they can be ready to go when the aircraft is ready to take them on the ramp. All aircraft, fixed or rotary wing, must be shut down when loading or unloading.

At the end of the day the COPA For Kids signed waiver and registration forms should agree with the manifest. This ensures that all children were flown and that the pilot whose name is on their registration is actually the one who took them.

Flying Considerations

One pilot shall be designated to be in charge of the flying operation. He/she prepares a weather briefing and decides if the weather is acceptable. Flights on days that have high winds or excessive turbulence should be avoided. A minimum ceiling of 3000 feet and a visibility of 5 sm is required for the duration of the event.

All pilots must receive a briefing on weather, the flight pattern, altitude, frequencies and any other details.

Remind all pilots to brief passengers regarding safety.

How to unbuckle seatbelts and operate the exit door in the event of an emergency

All pilot documents, currency, aircraft and insurance documents must be verified before a pilot can participate in an event. Ideally, this should be done prior to the event so that there is time for deficiencies to be corrected (for example finding a missing document).

All aircraft should depart and arrive using a common runway and procedures and follow one common sight-seeing route to reduce risk of collisions.

There should be a designated, qualified person on the ground with a radio to which pilots report their position at pre-determined checkpoints for flight following and sequencing purposes.

All pilots are responsible for the safety of the participants in their care.

If a "hand-propped" airplane is being used then a qualified person must assist in the starting procedure. The pilot of the aircraft must be in the pilot seat during the hand-propping procedure.

All aircraft, fixed or rotary wing, must be shut down when loading or unloading - no hot loading or unloading!

ATC & FSS Notification

If the event is to be held at or near an airport that has a Flight Service Station or Control Tower then the facility supervisor should be notified of the event a few weeks in advance. Depending on the expected traffic Nav Canada may increase the number of Tower or FSS staff on duty to accommodate the additional traffic.

The Nav Canada facility supervisor will need to know:

- event date
- start and completion times
- approximate number of flights
- aircraft types involved
- route and altitude
- frequency for communications if outside of the Control Zone or Mandatory Frequency area.

The COPA For Kids Aviation Program Logbook

Every COPA For Kids flight will be logged in the COPA For Kids [logbook](#), which can be searched by name of Junior Aviator or pilot, Flight number, membership number or date. This information is entered by COPA National staff when the registration forms are returned to the COPA office. **Please ensure that the registration form and waiver are complete to avoid disqualification from the logbook**

Donations: The next step, Learn to Fly

COPA would like to introduce participants in the COPA For Kids Aviation Program to the next step, learn to fly, for Junior Aviators that want to pursue aviation as a hobby or career. COPA's Neil Armstrong annual Scholarship provides funding to help outstanding students, who demonstrate financial need, to accomplish their goals. Scholarship applicants must be not less than 15 years of age and not more than 21 years of age, as of March 01 in the year of application.

Many parents and other organizations have seen value in the COPA For Kids Aviation Program and manifested the desire to contribute by donations. Any payment, donation or otherwise to the COPA For Kids Aviation Program from parents is not permissible, however a great way for parents to donate is to encourage them to visit COPA's Neil Armstrong Scholarship tax deductible fund at <http://copafoundations.org/new-page/>

Note: No financial compensation for your time or aircraft expenses is permitted, and tax receipts will not be issued. The COPA For Kids Aviation Program does not have charitable status. Download the one page flyer "Your next step, Learn to Fly" at https://copanational.org/wp-content/uploads/2017/02/Next_Step_AIG-1.pdf

Checklist (for the COPA Flight records only)

Aircraft & Pilots (check off) OK or No Go

- COPA Membership status or the COPA Flight Corporate membership status
- Current Pilot License or Permit, with passenger carrying privilege, for the aircraft being flown
- Valid Medical Certificate
- Transport Canada recency requirements including minimum of five takeoffs and landings within previous six months in category and class of aircraft to be used
- Aircraft must be Canadian registered
- All documentation required by Transport Canada **on board of aircraft**, including proof of public liability insurance and property damage applicable aircraft to be used
- Passenger liability insurance minimum coverage for all seats as per CAR 606.02
- Aircraft must be authorized for carrying passengers in Canada
- The pilot must then complete their portion of the registration form, sign and date**
- Aerobatic maneuvers or other non-standard flying is prohibited

Pilot _____ Date _____

Flight supervisor _____ Date _____

COPA Flight (check off) Done

- The registration form and waiver **must be completed before the flight**
- Verification of parent/guardian`s completed portion of the registration form and signed the waiver
- Verification of pilot`s completed portion of the registration form, signed and date**
- Congratulatory certificates prepared by hand or on a computer
- Certificate presented when the Junior Aviator returns from the flight
- Completed forms sent to COPA as soon as possible after the event**

If your event is cancelled and no forms will be sent, please advise COPA National at copaforkids@copanational.org .