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CANADIAN OWNERS AND PILOTS ASSOCIATION

COPA For Kids Guide

12th 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. Pilots participating in the COPA for Kids program must be current COPA members. Where COPA Flights hold event days, 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 program is delivered in two ways:

- 1) Through event days organized by COPA Flights across Canada
- 2) As one-off flights organized by pilots and passengers according to their own schedule

The COPA For Kids volunteer pilots are presented with a special lapel pin to recognize their contribution to the program.



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 the next generation of Canadian pilots 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 participate?

Any person between the ages of 8 and 17 can participate. Participants 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 COPA's online registration module, available at copanational.org. Using the online module eliminates the need to submit paper documents back to COPA following the flight. A separate how-to-guide will be distributed to the COPA Flights outlining the registration portal.

For COPA Flights who do not wish to use COPA's registration module, paper forms can be obtained by

contacting COPA. Note, paper copies used outside of the online registration portal are required to be submitted back to COPA.

Pilots wishing to conduct flights outside of a COPA Flight event day must pre-register the flight with COPA in order to be covered under our insurance policy. The registration form and waiver are available on our website or by contacting COPA.

NOTE: For one-off flights held outside of a COPA for Kids event day, participant kits will only be sent upon receipt by COPA of the completed registration form and waiver. The flight will not be covered under COPA's insurance if the registration form and waiver are not received by COPA prior to the flight.

Participant Packages

Participant packages are broken down into two age groups: 8-13 and 14-17.

Kids in the 8-13 age bracket receive the traditional flight certificate as well as the popular foam puzzle-airplanes.

Youth in the 14-17 age bracket receive a Pilot's Logbook as well as complimentary access to online groundschool for the Private Pilot's License. Sponsored by Hangaaar, the course meets all of the Transport Canada requirements for ground school. Upon completion, students are eligible to take the Transport Canada written exam. More information on the course is available on Hangaaar's website: <http://www.hangaaar.com>. Instructions on how to access the course are provided in the logbooks.

All participants will receive a copy of COPA's annual Flight Training Scholarship Guide, a comprehensive resource highlighting the numerous scholarships and bursaries that are available to people looking to enter various aspects of the aviation industry at all levels.



Hangaaar

Online Ground School for Pilots in Canada

Take Your Ground School Anywhere.™

Who can be a Volunteer Pilot

Any licensed pilot can participate as volunteer pilot for COPA for Kids, subject to the following conditions. The pilot must:

- Be a current COPA member
- 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. Ref: [CAR 401.05 Recency Requirements](#)

Note:

Note that no financial compensation is permitted for your time or aircraft operating expenses, 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
- ✓ Is 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

Additional Stipulations for One-Off flights occurring outside of a scheduled event day:

- ✓ Aircraft provisions as outlined above apply in their entirety
- ✓ Flights must occur at a registered aerodrome in Canada

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) 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 participate in 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-in-motion insurance and pilot life insurance are not requirements for this program and COPA's insurance policy does not provide for these protections.

To further protect pilots providing COPA for Kids flights, 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.

Certificate of Insurance

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

Note: for one-off COPA for Kids flights conducted outside of an organized event, the parent or legal guardian must accompany the participant in the aircraft.

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.

Vulnerable Sector Checks

Vulnerable Sector, or "VS" Checks, have become standard and accepted requirements for individuals working in positions of authority with minors. Starting in 2019, COPA will require that all participating pilots complete a Vulnerable Sector Check. These checks will be required to be renewed on a 3-year basis. Where the pilot has previously conducted a check for another organization (ie. Air Cadets), COPA

will accept an original copy of that check, provided it has been completed within three (3) years of the date the pilot intends to conduct a COPA for Kids flight. Pilots are encouraged to begin the process as soon as possible, as processing times differ in certain areas of the country. For more information on VS Checks, refer to the RCMP: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

The *Criminal Records Act* requires that a VS Check be performed for "a paid or volunteer position" only when that "position is one of authority or trust relative to those children or vulnerable persons." A child means a person under the age of 18. Vulnerable persons are defined as:

- "a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:
 - a) Is in a position of dependency on others; or
 - b) Is otherwise at a greater risk than the general population of being harmed by a person of trust or authority towards them."

The information will be retained by COPA in accordance with the organization's policies on the collection and storage of personal information.

The required letter from COPA is contained in Appendix B of this document. **Note:** COPA does not reimburse expenses associated with obtaining a VS Check.

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.

Photo Release

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. The text of the participant waiver contains a release clause pertaining to future use of photos taken at a COPA for Kids event in COPA's marketing materials. COPA Flights are encouraged to submit high-quality, digital photos to COPA following their events.

Recruiting Participants

Sources of participants 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 participants 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 and waiver forms should be completed by the parents in advance of the flight.

COPA For Kids Certificates are completed with the participants' 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 participants should be prepared to keep track of everyone who flies. It is necessary to match the participants with the pilots who flew them and submit that information to COPA following the event either electronically or in paper form.

When Participants Arrive

Junior Aviators should go directly to the registration table upon arrival at the event. Registration staff should review all 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. Participants' 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 participant on the flight, it should be noted at this time to ensure that the participant is assigned to an appropriate aircraft that can carry both at the same time.

Nametags 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 behavior. 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 participants 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 participants 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.

APPENDIX A: Checklist

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
- Congratulatory certificates prepared by hand or on a computer
- Participant packages presented when the Junior Aviator returns from the flight
- Completed paper 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 at copaforkids@copanational.org .

APPENDIX B: Vulnerable Sector Check Volunteer Letter

Presentation of this letter to your local police force is required to obtain a Vulnerable Sector Check



To Whom It May Concern:

The bearer of this letter is a member in good standing of COPA, the Canadian Owners and Pilots Association. COPA is the national advocacy group for general aviation in Canada, representing over 16,000 pilots and aircraft owners in every province and territory. Through our 200 Chapters (called “COPA Flights”) in communities across Canada, COPA delivers a volunteer-run program for youth called “COPA for Kids” that gives young Canadians, aged 8-17, the opportunity to experience a flight in a small, general aviation aircraft or helicopter.

The flights are preceded by a ground school-type session where participants learn the basics of the theory of flight and aircraft operations. As required by law, participants are provided with a thorough briefing on safety and emergency procedures prior to boarding the aircraft. The flights themselves are usually 15-25 minutes in duration.

The volunteer pilots supply their time and their own personal aircraft to provide the rides to participating youth. Pilots receive no compensation for their time or for the operating expenses of their aircraft. Due to the nature of some aircraft, it is not always possible for the parent to accompany the youth for their flight. While there has never been an incident in the history of our program, due diligence requires that COPA mandate volunteer pilots to undergo a Vulnerable Sector Check to be eligible to volunteer in this position.

For more information on the COPA for Kids Program or about COPA, visit our website: <http://www.copanational.org> or contact our office: 613-236-4901

Regards,

Christine Gervais
President and CEO

Advance, promote and preserve the Canadian freedom to fly.

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www.copanational.org • @COPAnational

COPA For Kids Rev. 08-2021