

COPA GUIDE TO AIR MEETS

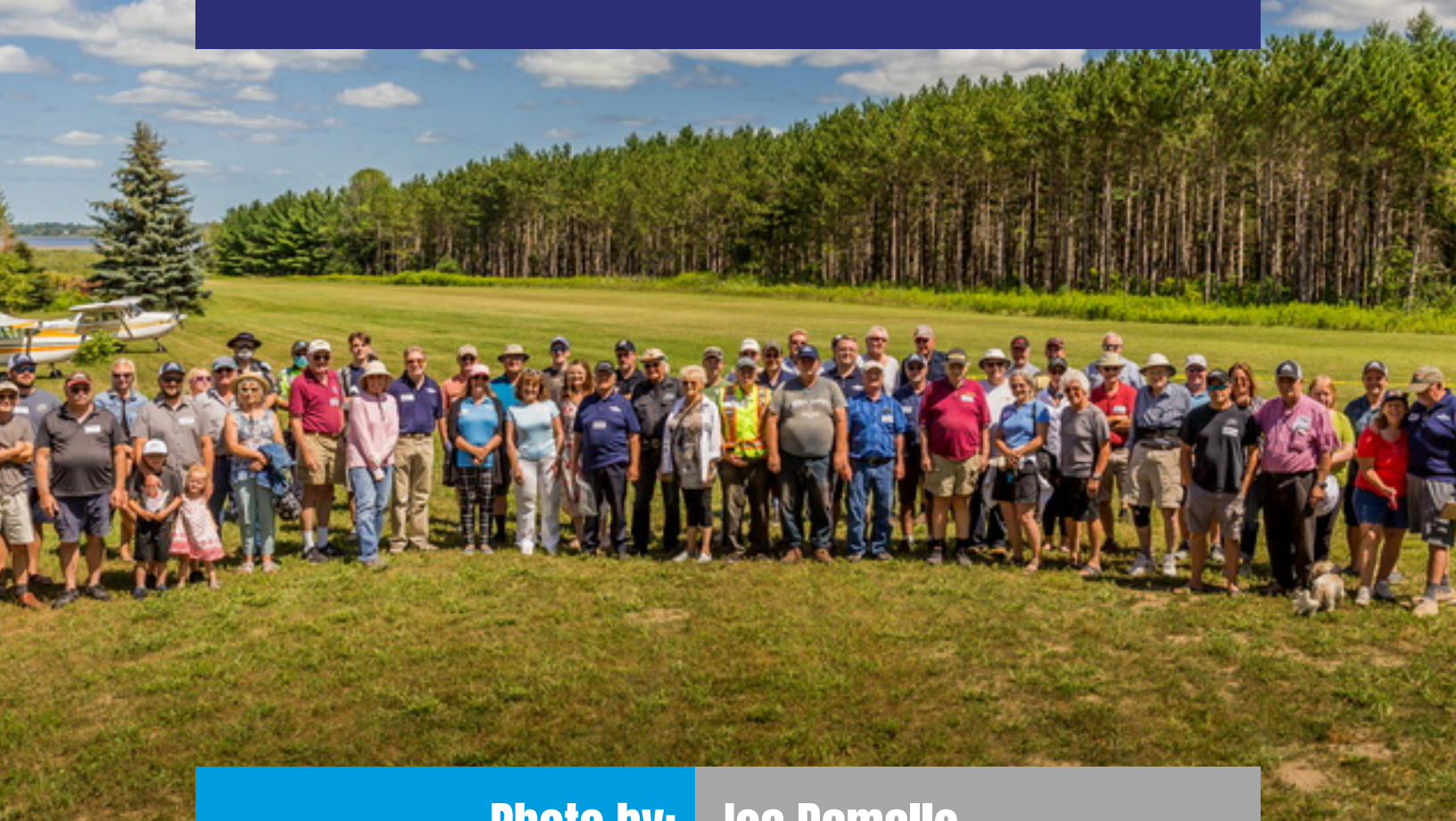


Photo by: **Joe Demello**



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ABOUT THE GUIDE TO AIR MEETS

This Guide provides information for organizers of COPA aviation events, primarily directed at COPA Flights and COPA members.

The Guide will help to ensure that events are safe, comply with federal regulations and have appropriate insurance protection for COPA members and COPA Flights when events are organized in the name of COPA.

As explained in the Fly-ins section, this Guide can be used to comply with the exemption from the requirement to obtain a Transport Canada Special Flight Operations Certificate.

From years of assisting in organizing aviation events and observing them, COPA has encountered recurring questions and issues regarding safety, legalities and liabilities. This Guide provides a reference document to address these questions. You are encouraged to provide feedback on this Guide and suggest improvements in safety or clarify of the content.

Please send your updates, comments or concerns to copa@copanational.org.



DEFINITIONS

AIR MEET

The term "Air Meet" is not formally defined in aviation legislation. For the purposes of this Guide and for insurance coverage for COPA-organized events, an Air Meet is defined as a pre-arranged gathering of aircraft, pilots, their passengers and/or invited guests for aviation-related recreational purposes. It is not necessary to have flying involved in order to conduct an Air Meet. A COPA Flight monthly meeting, for example, is an Air Meet. Air Meets may be formally or informally organized by a national organization such as COPA, an airport owner or authority, a flying club, an aircraft type club, a group of friends meeting to discuss club business, a breakfast or barbecue, "Rust Remover" safety seminar or just to socialize. Members of the public may or may not be invited and the gathering may be, for example, at an aerodrome, in a meeting hall or at someone's home. Air Meets also include Air Rallies, Fly-ins and COPA Discover Aviation events.

AIR RALLIES

Air rallies are a type of Air Meet where pilots fly along a route to specified points or airports, gathering information or clues along the way, answering questions at each airport or randomly picking cards to score the highest Poker hand after returning from those airports. Although some competition may occur during an air rally, the only acceptable form of competition, for the purpose of this Guide, is where no challenges or testing or demonstration of piloting skills occurs.

DISCOVER AVIATION

COPA's Discover Aviation (formerly known as *COPA For Kids*) is another type of Air Meet where local chapters or chapter of COPA (COPA Flight(s)) provide a youth-oriented motivational aviation experience, focusing on an introductory flight in an aircraft. These flights are provided free of charge by COPA Flights to any youth aged 8 to 17 inclusive wishing to become a Junior Aviator. For complete information consult the [COPA Guide to Discover Aviation](#).

FLY-INS

Fly-ins are a type of Air Meet where the flying of aircraft is involved. Examples include a fly-in breakfast and Discover Aviation Event.

SPECIAL FLIGHT OPERATIONS CERTIFICATE (SFOC) REQUIREMENT

The Canadian Aviation Regulations (CARs) govern the conduct of all fly-ins. Transport Canada defines a [fly-in](#) as follows:

"fly-in" - means a prearranged meeting of a number of aircraft at a specified aerodrome which will take place before an invited assembly of persons and at which no:

- (a) competitive flying; and
- (b) aerial demonstration will take place.

Whenever pilots are invited to fly to a specific airport and persons (aviators or otherwise) are also invited to be on the ground, such as during a fly-in breakfast, it is considered to be a fly-in by Transport Canada.

The CARs were recently modified to reflect that a Transport Canada SFOC is required for special aviation events, excluding fly-ins:

- CAR Part VI – General Flight Rules, Subpart 3 - [Special Aviation Events](#);
- 603.01 No person shall conduct a special aviation event, other than a fly-in, unless the person complies with the provisions of a special flight operations certificate - special aviation event issued by the Minister pursuant to Section 603.02.

Special Aviation Event is defined as:

- CAR Part I - General Provisions, [Subpart 1 - Interpretation](#);
- "special aviation event" - means an air show, a low level air race, an aerobatic competition, a fly-in or a balloon festival.

CARs 603.02 to 603.05 also provide information about how one obtains an SFOC.

It is worth repeating here that these COPA fly-ins **do not include**: aerobatics, competitions, high speed low passes, non-standard circuit procedures, spot landing, flour bombing and other activities that could be considered as either competitive or an aerial demonstration. If any of these are intended to occur, one of the other Divisions of Standard 623 comes into play for issuing an SFOC and if anyone takes it upon themselves to authorize or to perform any of these maneuvers at a fly-in, they may find themselves in violation of the regulations for having done so if an SFOC has not been Issued for the event. For COPA organizers of events who encourage these activities or build them into their fly-in, they may also step outside of COPA's Air Meet insurance coverage (refer to the insurance section below).

The Canadian Aviation Regulations and requirement for a SFOC do not apply to Canadian Military aircraft doing low passes or aerial demonstrations. The Minister of National Defence has authority over all military performances in air shows. Accordingly, the standards recommend co-ordination procedures with the Department of National Defence for air shows involving military performances. Moreover, these manoeuvres should be disclosed to the organizer's insurance company beforehand.

COMPETITIONS

In order to avoid the requirement for an SFOC, competitions must not involve demonstration of piloting skills with events such as a spot landings and flour bombing or demonstrating an aircraft's capabilities with events such as aerobatics. Poker runs and navigation exercises (but not races to see who gets there first) are examples of events that avoid being caught up in an SFOC application.

Here is an example of an invitation to an event with a Competition that does not require an SFOC:

***Somewhere, MB:** COPA Flight XX/The Have Fun Flying Club invites you to our Fly-In for breakfast on Sunday*

XX August, 2021 as usual and, (on any Sunday during the month of October), present your Journey Log to enter our Cross-Country Cup Competition. The Pilot flying to the most airports listed in COPA's "Places to Fly" section during the past month as verified by his/her Journey Log will receive the Cross-Country Cup. Simply fly in, enjoy breakfast, and enter to win.

INSURANCE

COPA AIR MEET INSURANCE

Air Meet Insurance premiums are paid annually by COPA to protect active COPA Flights for certain liabilities outlined in this Guide. For most Air Meets organized by a COPA Flight or COPA, such as a COPA Flight meeting, COPA's Air Meet insurance applies. COPA's Air Meet insurance also applies for fly-ins, as defined by Transport Canada (see above definition for fly-in), for COPA's Annual National Fly-In and Aviation Exhibition, air rallies that do not involve certain competitive activities as explained above and for COPA's Discover Aviation events as long as these events are clearly identified as being organized by COPA Flights or COPA. To qualify for COPA Air Meet Liability insurance coverage, the COPA Flight must be active in compliance with **Policy No.6** of the [COPA Guide to the COPA Flights](#).

You require a COPA Air Meet Certificate of Insurance for all your COPA events, and the COPA Flight must advertise this event as a COPA Flight event using the COPA branding. Additionally, you need a Certificate of Insurance when the owner of the property, airport or aerodrome (Private, Municipal, City, and Township) or other related third-party entities requests proof of insurance. To request a Certificate of Insurance, complete the form in appendix 2 of this document or online [here](#). Send the completed form to Magnes Insurance (eborys@magnesaviation.com).

Air Meet organizers may have ground-based activities to attract more people and in case of inclement weather these activities will provide entertainment for attendees who are delayed or prevented from flying or viewing aircraft arriving and departing. Some organizers may provide meals*, camping under the wing**, display areas for antique vehicles or model aircraft collections but these may not be covered by insurance unless they are disclosed to the insurer for their approval prior to the event. Also, some events may have kiddy rides, jumping air bounce castle or commercial rides and games. Most of these types of activities will require separate liability insurance.

In the case where free flights are being offered, the event must be labelled a COPA Discover Aviation event. Only COPA members are covered under this Air Meet Insurance. Non COPA members can participate in the Discover Aviation at their own risk and COPA shall assume no liability. A COPA Flight can purchase a Corporate membership, in which case, all COPA Flight members, whether COPA members or not (proof of COPA Flight membership required) would then be covered under the corporate membership. Please read [COPA Discover Aviation Event Guide](#) for complete details.

There is **no** COPA Air Meet insurance coverage for parachute jumps, hot air balloons, flying of model aircraft (you must apply for other insurance coverage under CoverDrone), damage to vehicles on display, pyrotechnics, fireworks or bonfires. If activities outside of COPA's Air Meet insurance coverage will occur, it is important that organizers obtain separate insurance coverage at their own expense and request a Certificate of Insurance that includes a Waiver of Subrogation from each participant: exhibitor, performer or third party service provider and have COPA National and the COPA Flight named as an Additional Insured on this Certificate. The organizers should send this request for a Certificate Insurance that would include the Waiver to Magnes Group (eborys@magnesaviation.com) and COPA National for review (copa@copanational.org).

**When using propane burners, setup must be verified by a qualified Fire safety coordinator and fire extinguishers must be placed in clear view and in close proximity.*

***Safety, security and care of camping guests must be organized beforehand by the Airfield Safety Officer.*

Note: Open Flame, Camp Fires, Bonfires may not be covered by insurance and are subject to [CAR 302.11 \(1\)](#) concerning open flame and sources of ignition on airports.

INSURANCE CONSIDERATIONS

For events that are not organized by a COPA Flight or COPA, or that fall outside of COPA's Air Meet insurance coverage, organizers are encouraged to contact COPA's broker, [Magnes Group Inc](#), 1-855-847-2672 for a quote and to take this expense into account as they develop a budget.

For COPA organizers of events who encourage activities outside of the definition of a fly-in, they may also step outside of COPA's Air Meet insurance coverage. If there is any doubt, please contact Magnes Group (eborys@magnesaviation.com), toll free 1-855-847-2672.





Well organized events have Marshalling and Emergency Response Services on site

Marshaller's "Follow me" vehicles are a great idea but organizers should check for how they are insured. The owner of the vehicle must advise his insurance company and normally children under the age of 18 may not be allowed to drive an ATV or other vehicle. See [this chart](#) for information on all-terrain vehicle legislation and also check with your insurer.

The COPA Air Meet policy extends liability coverage to third party property damage/bodily injury caused by non-licensed vehicles (i.e.: aircraft tug, lawn tractor, ATV, golf cart) operated airside, in the Flight's care, custody and control. Follow procedures in appendix 4 Shuttle - Vehicle Safety Procedures.

It is necessary that COPA Flights observe and fulfill the following conditions applicable to COPA's Insurance Coverage. Please note the following general guidelines:

- **Due Diligence:**
 - COPA Flights shall at all times use due diligence to ensure that everything practicable is done to avoid accidents and to avoid or diminish any loss.

- **Compliance with Regulations:**
 - COPA Flights must comply with all applicable Regulations.

CLAIM PROCEDURE

Immediately notify COPA National or the Magnes Group of any incident or accident likely to give rise to a claim under the COPA Insurance Coverage.

Provide full particulars in writing of the incident or accident and include any notice of any claim or impending prosecution from others along with any letters or documents relating to such. Render further information and assistance as the Insurers may reasonably require. Do not act in any way to the detriment or prejudice of the interest of the Insurers or COPA.

Organizers must not make any admission of liability or payment or offer or promise of payment without the written consent of the Insurers. If you wish to receive a copy of the complete Policy wording for COPA's insurance coverage please contact copa@copanational.org.

SMOKING AT AN AIRPORT

The following Canadian Aviation Regulation applies:

CAR 302.11 (1) Subject to subsections (2) to (4), no person shall, at an airport, smoke or display an open flame

(a) on an apron;

(b) on an aircraft loading bridge or on a gallery or balcony that is contiguous to or that overhangs an apron; or

(c) in an area where smoking or an open flame is likely to create a fire hazard that could endanger persons or property.

(2) The operator of an airport may display flare pots to provide temporary lighting for the take-off or landing of aircraft.

(3) The operator of an airport may, in writing, authorize maintenance or servicing operations on an apron that involve the use, production or potential development of an open flame or that involve the production or potential development of a spark where the operations are conducted in a manner that is not likely to create a fire hazard that could endanger persons or property.

(4) The operator of an airport may permit smoking in an enclosed building or shelter located on an apron where such smoking is not likely to create a fire hazard that could endanger persons or property.

AIRPLANE RIDES

If COPA Flight organizers advertise or provide “airplane rides” (other than for the COPA Discover Aviation flights) during the COPA event, it is essential that the organizers use commercial operators and if flying museum aircraft or flight schools, you must obtain a Certificate of Insurance from all of the above operators that includes a Waiver of Subrogation. The COPA Flight and COPA must also be named as Additional Insured. The organizers must send the Certificate of Insurance and Waiver to COPA for review (copa@copanational.org).

If you did not advertise airplane rides and someone else decides to offer them, such as a flight school that is located at the airport and offers them anyway, make sure to inform the public that you are not offering rides and also inform the operator in writing that your event in no way linked with that operation.

If free flights are being offered in private aircraft in return for a donation to a charity (other than for COPA Discover Aviation flights organized in accordance with the [COPA Discover Aviation Guide](#)) Transport Canada must be contacted for a decision on whether or not an SFOC is required and there may also be additional insurance required.

Tips for Organizers



- 01** Winter Fly-Ins on Rivers or Lakes
- 02** Arrival Advisory
- 03** Registering Aircraft and Pilots
- 04** Food Area
- 05** Signs, Handouts and Announcements

TIPS FOR ORGANIZERS

01 - WINTER FLY-INS ON RIVERS OR LAKES

To further enhance safety for Winter Fly-ins on rivers and lakes, take a moment to read Transport Canada's Guidelines and recommended practices applicable to your ice aerodrome.

Ice Aerodrome Development – Guidelines and Recommended Practices

Transport Canada

[Advisory Circular AC 301-003](#)

This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

02 - ARRIVAL ADVISORY

Arrival advisories for any type of Fly-In event and suggested arrival procedures are useful tools to minimize conflict when a large quantity of aircraft is expected to arrive in a short period of time.

Advisories are useful to enhance situational awareness but are for information purposes only, and in no way absolves the pilot in command from the responsibility of operating according to the CARS, and exercising good airmanship.

COPA Flights may broadcast airfield advisories but must never deliver clearances or authorizations for the operation, air and ground separation or handling of any aircraft attending an Air Meet. Pilots flying to an Air Meet and taxiing on the ground do so at their own risk.

Points to consider when organizing an event:

- If a large number of aircraft is expected, an arrival procedure should be developed and disseminated well in advance of the event to encourage a smoother traffic flow.
- Needless radio chatter should be discouraged.
- Many of the aircraft may be NORDDO. Do not develop procedures that are dependent on having a radio.
- If there is no positive ATC Control, aerodrome advisories should be broadcast frequently on the appropriate frequency by a knowledgeable radio operator.
- Consider that some pilots may not read the Arrival Procedure so do not incorporate non-standard circuit procedures into the plan.
- Conduct pilot arrival briefings to make pilots aware to not start engine(s) until a marshaller is present and crowd control is in effect.

03 - REGISTERING AIRCRAFT AND PILOTS

Registering visiting aircraft and pilots is a good practice. Keeping those records is recommended for many reasons. These records can be referred to establish trends, future improvements to your Air Meet, used by successors and to convince aerodrome owners of the importance of your airport. They may also be useful in the event of a claim after the event.

04 - FOOD AREA

When food is being served to pilots and the public, a **separate food line for pilots** is highly recommended because this will allow those visiting pilots more time to socialize and speak to or entertain your attending public and get on their way.

05 - SIGNS, HANDOUTS AND ANNOUNCEMENTS

Post conspicuous signs that outline basic safety cautions for the public. If a public address system is in use during the event, periodic announcements regarding the safety rules should be made, including the prohibition on any smoking outside of designated areas and not near aircraft. Most importantly, every volunteer, regardless of their job, should be aware of the safety rules and alert to problems when visiting or working on or near the flight line.

Print signs and provide a handout sheet giving directions, rules and safety measures.



No Smoking



Do not enter



No Touching



Washroom

TIPS FOR VOLUNTEERS & ATTENDEES

Here are some fast and easy tips that have proven valuable for Air Meet attendees:

- When you are near aircraft, the rule is: **"Always ask before touching."**
- For safety's sake, no smoking on the flight line or near airplanes.
- Slather on the sunscreen: One thing is certain, sunscreen works. Make sure you cover exposed areas of your body with at least an SPF 15. If you bring children, don't forget to cover them with sunscreen as well.

ADDITIONAL TIPS:

1. Wear a hat.
 - A hat can provide some protection from overheating.
2. Wear comfortable shoes.
 - Take good care of your feet. Wear the most comfortable walking shoes you have.
3. Use lip balm.
 - Apply often to prevent the sun from turning your lips into leather.
4. Wear sunglasses.
5. Check the forecast.
 - If there's a chance of rain during the day, be prepared with a light jacket or poncho, a small umbrella, and an extra pair of socks.
6. Drink lots of water/bring a water bottle.
 - Dehydration can hit even the heartiest attendees, especially on hot afternoons. Don't rely on soft drinks to prevent dehydration.
7. Watch the overhang!
 - It's natural to lean forward to look into the cockpit of your favorite aircraft, but wait just a second! Make sure your camera, binoculars or sunglasses around your neck do not strike the aircraft. Those items can leave nasty scratches.
8. More damage!
 - Folding chairs, baby strollers, food coolers, folding bicycles and other items can easily damage aircraft. Keep them away from the aircraft.



Do not put your child in an aircraft with adult supervision and the pilot present!

ARRIVAL TIPS FOR FLY-IN AIRCRAFT

1. Plan to arrive early, before the large influx of aircraft and depart outside of rush hour. Bring a friend/observer pilot to help look for other aircraft.
2. If you are not familiar with the airport, plan a visit before the event or look on the web, Google Satellite or Earth view, to plan your approach.
3. Check the local NOTAMs and review current VNC maps for local restricted airspace and hazards.
4. Read the Canada Flight Supplement and the organizers' arrival advisories if available.
5. Always use standard circuit procedures appropriate to the runway in use.
6. Mistakes do happen, so take time to discuss your plan with other pilots if you may have an impact on them, such as taxiing out of a parking area.
7. Do not start engine(s) until a marshaller is present and crowd control is in effect.



HEALTH, SAFETY AND SECURITY

Health, safety and security of participants, attendees, volunteers and the public must be the priority when organizing any social activities. Cancellation, rain date or an extreme weather contingency plan must also be considered.



Sun & Fun 2010: Use of tents is discouraged, unless you have an extreme weather contingency plan for those tents.

An accident is the worst possible thing that could happen at an Air Meet. Unfortunately, even the best of planning and preparation cannot guarantee that one will not occur. However, many specific actions can be taken to help minimize the risk of an accident at your event, **starting with the appointment of an Airfield Safety Officer (ASO)** as an integral part of the Planning Team. When someone has the responsibility of continually reviewing the plans for the Air Meet as they are developed, activities and situations that may create unsafe conditions can be identified and avoided. **The Airfield Safety Officer should have the freedom to work independently.** The ASO should be a knowledgeable individual with the authority to make decisions “on the spot” if a safety problem is found.

PREVENTION

There are at least three ways that accidents can be prevented:

1. Eliminate the hazard beforehand,
2. Make people aware of it, and/or
3. Implement some form of positive control.

AIR MEET SAFETY

AIRCRAFT OPERATIONS

All personnel assisting the ground flow of aircraft should wear orange safety vests and use orange batons or paddles. Each person should be briefed on the overall flow plan for arriving and departing aircraft and be trained and practised in appropriate signaling procedures. A standardized set of signals and procedures for directing aircraft ground operations is included in the appendix. Wing-walkers for taxiing aircraft are essential on a crowded flight line. Segregating tail-wheel aircraft to their own area will also enhance ground movement. Keeping people separated from moving aircraft and propellers is the most important job on the airport. Very few of the general public, especially children, know what “clear prop!” means.

SIGNS

You can never have enough signs. Do not make any assumptions that people will know where to go at the airport. Post conspicuous signs that outline basic safety cautions for the public like no smoking, remain behind barricades and the location of First Aid. Do not rely solely on a printed, small schedule of events. Post several large signs around the venue that lists the event timings and locations as well as arrows pointing toward them. If a public address system is in use during the event, reinforce the safety signs with periodic announcements regarding safety, including the prohibition of any smoking near the flight line and parked aircraft. Most importantly every volunteer, regardless of their job, should be aware of the safety rules and be alert to problems when visiting or working on or near the flight line.

CAR PARKING

Typically, more people drive to an Air Meet than fly. The flow of vehicles into the parking areas must be planned to minimize traffic conflicts between arriving and departing vehicles. The area should be well removed from the aircraft parking areas as well. Avoid pedestrian traffic across streets or roads wherever possible. Well-placed signs directing cars and people help significantly to reduce accidents. Usually, the traffic flow to and from an Air Meet is distributed over several hours and does not cause congestion, but, if a major street or road is involved in the traffic flow, consider requesting the assistance of the local police or sheriff to direct traffic. A courtesy call to the police to advise them of your plans should be made.

AIR MEET SAFETY

FIRST AID AND FIRE RESPONSE

When a large number of people are expected to attend, consider having these services available or nearby and as a minimum, inform the local ambulance and fire department(s) ahead of time that the event will take place so that they can be prepared to respond as soon as possible. Organizers should consider inviting the Fire Response or First Aid (paramedic) teams to display their equipment and capabilities with static information displays as part of the Air Meet.

PEDESTRIAN AND TAXIING SURFACES

Thoroughly survey all of the airport property for holes, tripping and slipping hazards – everywhere people will be walking and aircraft will be taxiing. Inspect any stairs or platforms people may climb on. Eliminate them if possible, otherwise make sure they are sound and have secure handrails. Do not route hoses or extension cords across any area where people will be walking. This especially includes the work areas for your volunteers. Do not assume that pilots will see hazards that may damage their aircraft. Mark them clearly or position a marshaller to keep aircraft clear.

EQUIPMENT CONDITION AND OPERATION

Inspect all of the equipment the volunteers and guests will be using. This includes tables, chairs, benches, etc. Look for frayed or ungrounded power cords. Make sure all heat shields are in place on cooking equipment. All volunteers should be trained on the equipment they are using – from coffee pots to grills to golf carts. Check fire extinguishers and first aid kits and have them placed in a designated place known to all volunteers.

AIR MEET SAFETY

PREPAREDNESS, IF AN ACCIDENT OCCURS!

If an accident occurs, Air Meet personnel must be prepared to summon emergency services at once. For large events, organizers may choose to have emergency equipment (Fire and Ambulance) already on the field. The ASO and Team Leaders should have cell phones or radios to enable immediate communication if there is an accident. For COPA-organized events, in addition to notifying emergency personnel, notify COPA or the Magnes Group promptly. COPA office 613-236-4901 or the Magnes Group Inc. office toll free 905-889-4933.

Information to be collected/provided includes:

- Date, time and location of the incident
- Names, addresses and telephone contact numbers for all injured persons
- Names, addresses and telephone contact numbers for all witnesses to the incident
- First aid and qualified medical personnel involved

Other considerations following an accident:

- Have someone from the organizing team take photographs of the incident as soon as possible, before the scene is disturbed or items are moved.
- Do not discuss the facts leading up to the incident or speculate with the news media at any time.
- Have one point of contact (POC) for media. Make every effort to ensure that this POC can be reached throughout the event. A scripted response should be prepared in advance. This can be used should the POC be momentarily unavailable.
- Report accidents to the Transportation Safety Board of Canada office nearest to the accident. Discuss this protocol ahead of time with your key personnel.

ROLES AND RESPONSIBILITIES

Below are suggested responsibility assignments. One person may fulfill more than one role and responsibility.

EVENT DIRECTOR

- The Event Director delegates responsibilities, provides direction, guidance, role clarification and briefings to all participants and volunteers. Additionally, the Event Director monitors progress and status of each element of the event and inform airport management, local town council, medical, police and fire departments of this event. Also, in the event of an accident, the Event Director acts a spokesperson for media and immediately notify COPA or The Magnes Group.

AIRFIELD SAFETY OFFICER (ASO)

- The ASO is responsible for all aspects of safety and security of aircraft, fly-in participants, attendees and the public during the event. The ASO will:
 - Provide a secure no-aircraft movement area on the airport for public access.
 - Plan under the wing camping and recreational vehicle areas and provide safety and security to the guests camping overnight.
 - Plan and coordinate all aspect of aircraft, vehicle & people movement, including setup of barricades, supervision of escorts and marshallers, pre-planning of aircraft and vehicle movement during the event, and emergency vehicle access.

A clear delineation of responsibility between the Airfield Safety Officer and permanent airport manager needs to be discussed and agreed beforehand. The Airfield Safety Officer should have the freedom to work independently.

FIRST AID COORDINATOR

- The First Aid Coordinator is responsible for overseeing all aspects of health and injury treatment of participants, attendees, volunteers and the public. This individual will identify and recruit First Aid trained and qualified personnel amongst volunteers and/or participants and provide a First Aid area with appropriate First Aid kits. If a large quantity of people is expected, the First Air Coordinator will request the presence of a Paramedic or EMS team, in addition to a St-John Ambulance team. [Click here](#) to request St-John Ambulance First Aid Coverage.

FIRE, EMERGENCY AND SECURITY COORDINATOR

- The Fire, Emergency and Security Coordinator reports to the Event Director and must be able to oversee all aspects of hazards to participants, attendees, volunteers and the public i.e.: fire, explosion, weather adversity, etc. The Coordinator shall plan and map out emergency access routes for Fire or EMS vehicles.

ROLES AND RESPONSIBILITIES

Additionally, the Fire, Emergency and Security Coordinator will:

- Inform and provide to local medical, police and fire departments emergency vehicle access route maps;
- Recruit and brief access route clearing team;
- Scrutinize fire prevention measures at cooking areas;
- Oversee all aspects of security including access, crowd control and the potential for conflict; and
- Communicate with local police for any major conflicts.

EVENT AND HYGIENE COORDINATOR

- The Event and Hygiene Coordinator must be able to oversee all aspects of logistics, scheduling, locating, set-up and dismantling of all required facilities and equipment. The Coordinator must also liaise with the local Public Health and Safety organizations to ensure a full understanding of local procedures that will address all aspects of hygiene, maintaining site cleanliness, emptying garbage bins, disposing of bulk disposable products, spill cleanup, public portable toilets & wash stations sanitation. The Coordinator must also have a team that can maintain a safe and hygienic environment for the visiting public and the volunteer staff as required. Additionally, the coordinator must monitor food service areas.

BRIEFINGS

VOLUNTEERS BRIEFING

The Event Director, directors, coordinators, and all key volunteers must be present for a coordination briefing prior to the start of the event.

The aim of this event briefing will be to ensure that the entire team can work in a unified fashion to manage the event safely and to respond quickly and effectively to an accident.

The Event Director needs to have all volunteers aware that there is **only one point of contact for media**. At the briefing, share with the volunteers the name of the person who is responsible for media relations (in case of an accident). Ensure that everyone understands that they should not discuss the facts leading up to the incident or speculate with the news media at any time.

The Event Director will publish, brief and provide an event schedule (including set-up and tear-down) and assign specific people to oversee and staff each part of the event.

The Event director must ensure that all volunteers pay attention to and look out for and report:

- Dangerous situations (fuel/gas leaks, fire hazards, unstable structures and unsafe areas);
- Sick or intoxicated people; and
- Assist handicapped and elderly

Walk the site with all volunteers and organizers. Thoroughly survey the entire airport property for holes, tripping and slipping hazards – everywhere people will be walking. Inspect any stairs or platforms people may climb on. Eliminate them if possible, otherwise make sure they are sound and have secure handrails. Avoid routing hoses or extension cords across any area where people will be walking. If this is unavoidable, install proper bridging material over hoses and tape electrical cords to the ground with tape that is designed for this purpose. This also includes the work areas for your volunteers.

Inspect all of the equipment the volunteers and guests will be using. This includes tables, chairs, benches, etc. Look for frayed or ungrounded power cords. Make sure all heat shields are in place on cooking equipment. All volunteers should be trained on the equipment they are using – from coffee pots to grills to golf carts. Check fire extinguishers and first aid kits and have them placed in a designated place known to all crews.

MARSHALLERS' BRIEFING

The Airfield Safety Officer (ASO) should prepare and seek approval from the Event Director for the marshallers' briefing well in advance of the event. During this briefing the ASO should include a walk around and inspection of the site with the designated marshallers.

The ASO should ensure that ALL personnel assisting the ground flow of aircraft should wear orange safety vests and use orange batons or paddles. Each team member should be briefed on the overall flow plan for arriving and departing aircraft and be trained in appropriate signaling procedures. A standardized set of signals and procedures for directing aircraft ground operations is included in the appendix. Wing-walkers for taxiing aircraft are essential on a crowded flight line. Keeping people separated from moving aircraft and propellers is the most important job on the airport.

Very few of the general public, especially children, know what "clear prop!" means.

Note:

Air Cadets are often requested to perform marshaling duties, due to their high enthusiasm and discipline. Some of the enthusiastic volunteers are quite young and still require adult direction and supervision. Do not assume they know everything about aircraft. Ensure that particular attention to their personal safety is highlighted, especially around rotating propellers and whirling blades.

BUZZING AT A FLY-IN IS ILLEGAL

If someone decides to do a low approach and then make a high-speed pass down the runway and pull up before joining the circuit, they are in violation of the regulations because this constitutes an air demonstration, which is beyond what is permitted at an Air Meet. This air demonstration cannot be ad-hoc and requires an approved SFOC. Using the excuse that you had to pull up and go around due to traffic is **no excuse** for breaking the rules, compromising safety and conducting a non-standard circuit procedure.

Is a buzz job an aerial display or demonstration?

Any time a **non-standard**: approach, overshoot, climb-out cross-wind and then down-wind, are performed, it could easily be established that an aerial display or demonstration was conducted and therefore the organizers, if found to be condoning such activity, would be in direct contravention of CAR 603.01 because no SFOC had been issued.

Note that the assembly of persons just has to be invited, not “paying.” **Do not condone or encourage anyone to conduct any manoeuvre that would be assessed as non-standard circuit procedures.**

If you witness such behavior, inform the pilot immediately that this is in violation of the regulations and the Event Director is encouraged to inform Transport Canada for enforcement action against the pilot.

Pilots who conduct non-standard circuits can expect to be found in contravention of [CAR 602.01](#)

RECKLESS OR NEGLIGENT OPERATION OF AIRCRAFT

No person shall operate an aircraft in such a reckless or negligent manner as to endanger or be likely to endanger the life or property of any person.

PLANNING AN AIR MEET

ESTABLISHING OBJECTIVES

The most fundamental step in planning an Air Meet is to determine WHY you want to do it.

An Air Meet requires planning efforts by many people over an extended period of time. Defining an objective for your Air Meet creates a purpose for the effort that will help motivate the volunteers and assure their support. Don't forget that all COPA Flight members are volunteers. They will work long and hard when they understand the objective of the event. Fundraising for a charity, promoting aviation and showcasing your airport, educating pilots with Rust Remover or safety seminars are all good examples of reasons to hold an Air Meet.

Next, determine WHAT the event will consist of. A COPA Flight Air Meet aimed at fund-raising will have different features than one designed for education. Establish clear objectives for your Air Meet and record them as this will help throughout the planning process to keep everyone on track, to weed out ideas and activities not consistent with the event and to help generate enthusiasm among the volunteers.

To be successful, an organized approach with designated responsibilities and a work plan is essential. Decisions and tasks need to be performed in logical order and at the appropriate times.

DEFINE YOUR CUSTOMERS:

- What is the target audience you intend to draw to your Air Meet? This relates directly to the objectives established.

DEVELOP A THEME:

- Air Meets can be public events or aimed at a specific audience such as COPA members. Whether aimed just at pilots or intended to attract the general public, a name or theme for your event that can be marketed to attract public attention or focus your event on a target audience.

FORM THE PLANNING TEAM:

- Assemble a team to assist in planning for take specific responsibilities for execution of the event.

ESTABLISH A DATE AND A PLANNING TIMETABLE:

- Setting a date for your Air Meet or Fly-In is not a trivial task. Picking a date that does not conflict with other Fly-Ins in your region or other significant public events requires research and should be done as far in advance of the event as practical. Coordinating with regional tourism organizations should be considered. Develop milestones for firming up aspects of the event that should be agreed upon or committed to well in advance.

PLANNING AN AIR MEET (CON'T)

CONFIRMATION WITH THE AIRPORT MANAGER:

- Good relations with the Airport Manager are an essential ingredient for a successful Air Meet that will occur at an airport. This should be established at the beginning of the planning process.

CONFIRM CO-ORGANIZERS:

- COPA Flights typically request assistance from and cooperation of other parties. Clearly the Airport Manager must be involved and may participate as a co-organizer. Other airport groups or local civic groups should also be involved. These relationships are important and must be clearly defined. Co-organizers should be established as soon as practical in the planning for an Air Meet. They will have a role in defining the overall character of the event and will contribute experience and resources that help facilitate both the planning and execution. If a group or individual is contributing resources and is invited to be an active member of the planning process, their role as a co-organizer should be clearly defined and they should also understand that they may share the legal and financial responsibility for the event. Documenting the relationship and roles of all co-organizers for the Air Meet is strongly recommended.

ESTABLISH FINAL BUDGET:

- Air Meets cost money. Costs of publicity, supplies, rentals, permits, etc. Will be incurred depending on the type of Air Meet. The Planning Team should identify the costs associated with the Air Meet, secure funding and develop a budget as soon as possible. COPA National does not have a budget to cover shortfalls in your budget. Plan accordingly.

DEVELOP A PUBLICITY PLAN:

- A good publicity plan will make the difference between a successful Fly-In and a failure. As discussed earlier, each Air Meet should be designed to attract a specific target audience based on the objectives of the Air Meet and the type of activities provided.

GET COMMITMENTS FOR FACILITIES IN WRITING:

- COPA Flights that own a hanger or meeting hall may be positioned to host an Air Meet totally from their own facility. However, many COPA Flights depend on the use of borrowed or rented hangers and buildings to house activities. The Planning Team must approach the owners of facilities in a timely fashion, confirm the facilities that will be used for the event and agree to any terms in writing so that there are no surprises or misunderstandings.

OBTAIN INSURANCE:

- Air Meets create a risk for accidents and legal action. This risk applies not only to the organizing COPA Flight, but also for COPA National and any other groups that are co-organizers of your event.

COPA National has purchased liability insurance to provide protection for COPA organized activities including Air Meets that are organized by COPA Flights. Your COPA Flight must be active as per Policy No. 6.3.1 as indicated in the [COPA Guide to the COPA Flights](#). Additionally, you MUST announce, advertise your event as “organized by COPA Flight XXX” to qualify for COPA’s Air Meet insurance, Please refer to the Certificate of Insurance request form below to find more details regarding what is or what is not covered by COPA Air Meet insurance.

To obtain a Certificate of Insurance, complete the request form and return to Magnes Insurance (eborys@magnesaviation.com), so that COPA insurance is in place BEFORE your event and any requirements for additional coverage are identified and budgeted in the planning process.

OBTAIN PERMITS:

- In most Provinces, a food license or permit must be obtained from the local Public Health Department in order to serve food to the public. Depending on the activities involved, other permits may also be required and the Planning Team must determine what they are and obtain them before the event. This is an important requirement in order to avoid embarrassment and possible prosecution if your Air Meet is closed down because it did not have a proper permit.

REFINE OPERATING PLAN:

- There are many very specific tasks and responsibilities that must be defined for an Air Meet. The Operating Plan is a document prepared to specifically identify all key tasks, assure they are integrated and provide all key volunteers with a common plan for getting the job done. Every Air Meet is unique and the suggested work plan included on the following page is to be used as an example that can be adapted to each event.

EVENT SCHEDULE GUIDE

1. COMMUNICATION PLAN

- Phone numbers [cell phones] of all key personnel
- Radio frequencies for ground communication
- Emergency phone numbers

2. SAFETY

- List and location of safety equipment [fire extinguishers, first aid kit, etc.]
- Emergency services on-site and their locations [map]
- Name of Safety Officer and contact number/frequency

3. ADMINISTRATIVE

- List of all permits required and where they will be located
- Name of person(s) responsible to obtain permits
- Submission of the request for Certificate of Insurance form for COPA Air Meet insurance

4. SET-UP PLAN

- Starting time and date
- List/description of set-ups to be done
- Location of special equipment or supplies needed
- Name of person in charge of each area

5. AIRPLANE PARKING

- Description of ground support to be provided for arriving and departing aircraft
- How aircraft will be routed depending on active runways [map]
- Where aircraft will be parked [map]
- Number of volunteers and training required
- Signage and equipment required
- Name of the person in charge

6. CAR PARKING

- Where cars will be parked [map]
- Routes in and out of the parking areas [map]
- Level of control to be provided – will local Police assistance be provided?
- Number of volunteers required
- Signage and equipment required
- Name of the person in charge

7. CROWD MANAGEMENT

- Safety zones and prohibited areas [map]
- Signage and equipment required, in particular barriers to separate the public from taxiing aircraft
- Number and location of toilets and lavatories
- Name of person in charge

8. ACTIVITIES LIST

- Description of each activity
- Schedule
- Location and facilities required [map]
- Number of volunteers required
- Name of the person in charge for each activity – including vendors
- Name of overall coordinator

9. TEARDOWN AND CLEAN-UP PLAN

- List/description of each teardown to be done
- Time for each tear-down
- Name of person in charge of each area

The above template for an Operating Plan undoubtedly appears detailed and tedious. Many COPA Flights probably hold Air Meets regularly without writing down any formal plan. However, “winging it” introduces risk and the chance for mistakes.

If the Planning Team builds the Operating Plan over a period of time, as the details of the Air Meet are determined, the task will be easier and yield many benefits:

- **Completeness** – the Operating Plan helps assure all the bases are covered
- **Integration** – everything is coordinated and fits together
- **Communication** – everyone knows who is in charge and what needs to be done
- **Staffing** – the number of volunteers required from the COPA Flight is easily coordinated
- **Effectiveness** – volunteers always perform better when the job is well defined and they understand what needs to be done

Another value of a well-developed Operating Plan is that it streamlines the planning and preparation for future Air Meets. With a few years of experience and refinement, the document becomes standardized and makes it much easier for the COPA Flight to hold successful Air Meets as the membership and leadership changes

EXECUTION:

- On a given day, whether the planning is finished or not, your Air Meet will occur. Hopefully, all jobs have been identified, they are staffed with people that know what to do, the weather is good and the airplanes and people come. Ensure that all key organizers are in place and have communications with the team throughout the event.

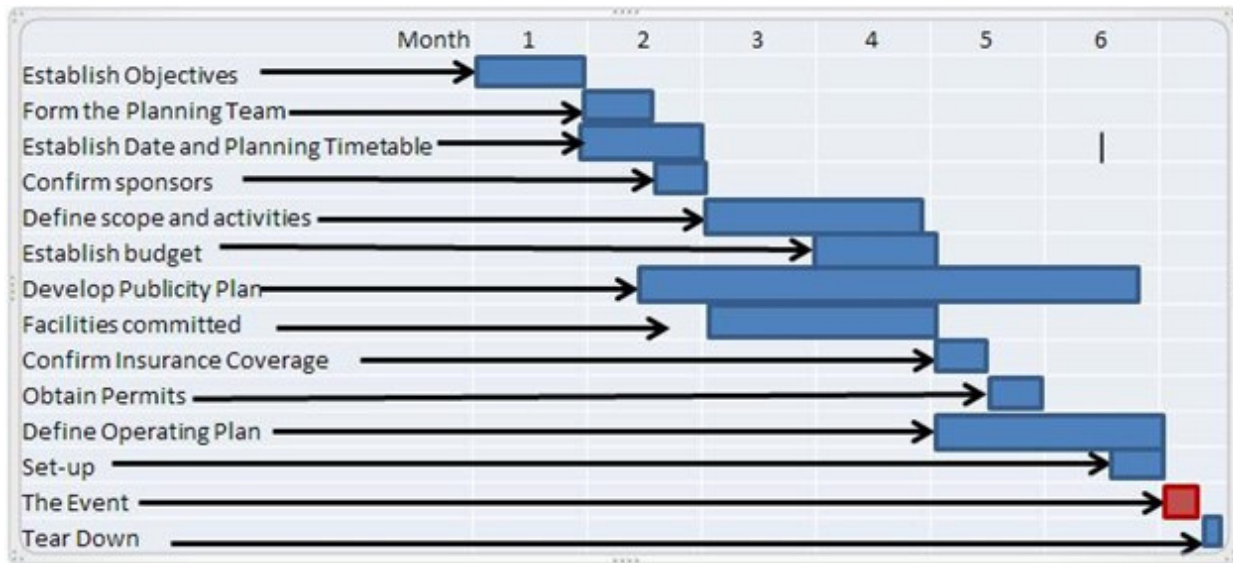
CLEAN-UP:

- Informally leaving this part of the Air Meet workload to the hardy few who stay till the end is inefficient and unfair. Clean-up should be clearly defined and a specific crew assigned for the job. Be sure to include the teardown dates when applying for the Event Insurance.

SETUP:

- Even the simplest of Air Meets require some advance set-up days before the event. Checking equipment, positioning signs, stocking supplies and having one final review of the plan assures that all elements are covered. When aircraft are landing and people are lining up for pancakes is not the time to be dealing with unplanned details and still be setting up equipment. The Operating Plan is the guide for this day. Be sure to include the set-up dates when applying for the Event Insurance.

SAMPLE TIME CHART FOR YOUR EVENT



CONTINGENCY PLANNING

- What if it rains on the day of your event? What if your marketing is not as effective as anticipated and attendance is much less than planned? There are many uncertainties that affect the final success or failure of an Air Meet and your event could turn out different than planned. They are undesirable but not the end of the world. It is prudent to regularly consider elements where something might go wrong and build contingencies into the total plan to minimize the risk or consequences.

FINANCIAL LOSS

- If attendance at your Air Meet is less than expected, organizers may lose money on the event. This risk can be minimized with good planning. The secret is to make as many costs as variable as possible (not incurred until there is revenue to support them) and not commit money for fixed costs until as late as possible. The amount of food supplies purchased should be determined as close to the event as possible so that the impact on attendance from the weather can be assessed. Some suppliers will accept unopened food if returned in a specific timeframe, which can recover some of the costs. Every event will have different conditions but time spent on making the plan flexible to avoid a potential loss is very worthwhile.

WEATHER

- Poor weather does not mean a Fly-In will not occur. Most Fly-Ins are attended by more people who drive in rather than fly. If sufficient shelter is available, a pancake breakfast or other meal service and activities can still be very successful. Assess how weatherproof your event will be. Evaluate your car parking areas. The entrance and exit areas may become impassible after a couple hundred cars have passed. In general, think your way through what you will do to minimize the impact if it rains.

TOO MUCH SUCCESS

- What if more people show up than anticipated? Include a plan for overflow airplane and car parking. Have a plan to purchase more food or other supplies, if needed, with enough lead-time to have them on-hand before the original purchase runs out.

FOLLOW-UP

Once the Fly-In is over, the airport is cleaned up and the last volunteer has gone home, there are still a few chores left to do:

THANK THE VOLUNTEERS

- The Flight's Leadership should make a special effort to acknowledge the efforts of all the members that worked to make the Air Meet a success. The Planning Team should be recognized by name for their effort. COPA Flights are encouraged to write an article and submit photos to communications@copanational.org to be shared in the COPA Flight magazine and eFlight newsletter. Also make a point of reviewing the original objectives of the event and summarize how well they were met. The sense of accomplishment from meeting the Air Meet Objectives will give the volunteers an additional reward.

THANK YOUR CO-ORGANIZERS, SPONSORS AND PARTICIPANTS

- Letters to each sponsor summarizing the success of the Air Meet and stating an appreciation of their support and involvement should be sent promptly after the event. A letter thanking participants for their support should also be sent. These letters are not only gestures of courtesy; they also start the process to bring the people back to your event next year.

DEBRIEF THE TEAM

- While the event is still fresh in people's minds, hold a debriefing session to evaluate how the event turned out. Three simple questions are good framing for this meeting:
 - What worked?
 - What didn't work?
 - What should be done differently next time or next year?

This is valuable information and is an objective way to capture and forward experience to the next Planning Team. Copies of the Operating plan and other documents that help define how the event was planned and the details of execution should be organized for the future.

APPENDIX

Appendix 1 - Marshalling

Appendix 2 - Certificate of Insurance Request Form

Appendix 3 - Checklist

Appendix 4 - Shuttle Vehicle Safety



APPENDIX 1 MARSHALLING

MARSHALLERS AND FOD

Aircraft marshalling and parking areas must be kept clear of objects, such as removing debris, small stones, cables, etc... These can be hit or blown by one aircraft's propeller into bystanders, another aircraft, or may damage propellers. The term FOD stands for Foreign Object Damage and is applied to these and similar objects.

MARSHALLING

The aim of the marshaller is to assist the pilot in the safe maneuvering of the aircraft on the ground by using recognized hand and arm signals.

DANGER ZONES

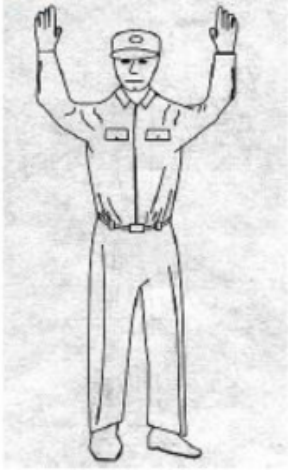
Danger zones are areas where there is a risk of injury to personnel when aircraft are operated on the ground. They comprise the areas around engine, propellers and helicopter rotors. Helicopter rotor blades can be especially hazardous in gusty wind conditions. The gusts can cause 'blade sailing' where the rotor blades can come much closer to the ground than their normal operating height.



HAND SIGNALS

Taken from section 4-3-25 of the U.S. Aeronautical Information Manual

Flagman Directs Pilot



Proceed Straight Ahead



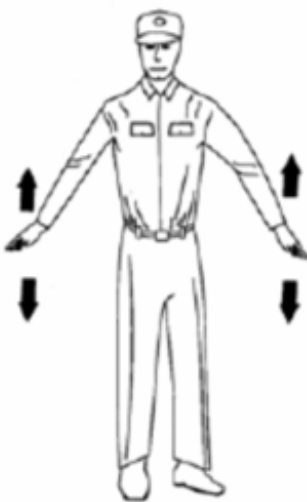
Right Turn



Left Turn



Slow Down



Stop



**All Clear
(O.K.)**



Start Engine



APPENDIX 2

CERTIFICATE OF INSURANCE REQUEST FORM

Certificate of Insurance Request Form
 Formulaire de demande d'un Certificat d'assurance
 Email to: Retourner par courriel: eborys@magnesaviation.com

Contact Information / Coordonnées					
COPA Flight #: Escadrille#:		Captain: Capitaine:			
Main contact: Contact principal:		Email/Phone #: Téléphone/Courriel			
Name of event: Nom de l'événement:		Airport: Aéroport:			
Date(s) of event (incl. set-up & teardown): Date(s) de l'événement (incl. mise en place et démontage):					
Alternative/Rain dates (if applicable): Dates alternatives en cas de pluie (si applicable):					
Type of event/coverage (check as many as apply): Type d'événement / couverture (cochez toutes les cases qui s'appliquent):					
<input type="checkbox"/>	COPA AGM Fly-in AGA COPA RVA	<input type="checkbox"/>	Fly-in RVA	<input type="checkbox"/>	Fly-out Sortie aérienne
<input type="checkbox"/>	Safety Seminars Séminaires de sécurité	<input type="checkbox"/>	Trade Show Exposition commerçants	<input type="checkbox"/>	Camping at the airport Camping sur l'aéroport
<input type="checkbox"/>	COPA Flight Meetings Réunions d'escadrille	<input type="checkbox"/>	Non-racing air rally Rallye aérien sans course	<input type="checkbox"/>	Discover Aviation Découvrir l'aviation
<input type="checkbox"/>	Shuttle or Wagon pulled by a motorized vehicle Navette ou Wagons tiré par un véhicule motorisé	<input type="checkbox"/>	Office/Storage Space Bureau/Espace de rangement	<input type="checkbox"/>	Other (explain below) Autre (Élaborez SVP)
<input type="checkbox"/>	Food & beverages will be provided Boissons et repas fournis (non restaurateur)	<input type="checkbox"/>	Alcoholic beverages will be provided Boissons alcoolisées seront fournies		
Additional Insured: List those persons or organizations which have requested to be named on the policy. Please indicate their relationship to the event. (ie: Premises owner, co-organizer, etc.) Assuré additionnel: Liste des personnes ou organisations qui désirent être nommé sur cette police. SVP Indiquez leur relation avec cet événement (ex: propriétaire du terrain, co-organiseurs, etc.)					
Legal Name Nom légal		Address Adresse		Relationship Relation	
Will you have any of the following activities at your event (check all that apply): Aurez-vous les activités suivantes durant l'événement (indiquer toutes les activités)					
<input type="checkbox"/>	Parachute Jumps, Hot Air Balloons Sauts en parachute, Mongolfières	<input type="checkbox"/>	Model Aircraft Flying Avions téléguidés		
<input type="checkbox"/>	Military aerial display Démonstration aérienne militaire	<input type="checkbox"/>	Pyrotechnics, Fireworks, Bonfire or Campfire Pyrotechniques, Feux d'artifices , Feux de joie ou de camp		
<input type="checkbox"/>	Display Model Aircraft, Antiques, Vehicles, etc Exposition de modèles réduits d'avions , Antiquités, Véhicules, etc...	<input type="checkbox"/>	Air show/Air Demonstration Spectacle aérien/Démonstration de vol		
<input type="checkbox"/>	Fare paying airplane rides, Kiddy games or rides Tour d'avions payant, Manège pour enfants	<input type="checkbox"/>	Aerial Competition, Flour bombing or Other Explain: Compétition aérienne, bombardement ou Autre expliquer:		
There is no coverage for these activities under COPA's Air Meet Policy. It is important you obtain separate coverage and a Certificate of Insurance from each participating performer, supplier & operator and have COPA named as an Additional Insured including Waiver of Subrogation on their coverage. Il n'y a pas de couverture d'assurance COPA pour ces activités mentionnés précédemment. Il est important que vous obteniez la couverture d'assurance nécessaire individuelle et que la COPA ainsi que votre escadrille soient nommés à titre d'assuré additionnel et compris la renonciation à la subrogation sur le Certificat d'assurance de tous les opérateurs, fournisseurs et participants.					
Other Information: Autre information:					

APPENDIX 3 CHECK LIST

Type of Event	Organized By	Insurance	Requirements	Regulation
Fly-in, Safety Seminar Non competitive Air Rally	COPA Flight	COPA Air Meet	Exemption in accordance with the COPA Guide to Air Meets	TBD
	non COPA	Liability Insurance Recommended		
Competition (race or other) Aerial Demonstration	COPA Flight	Additional Coverage, Participant, Certificates/Waiver	Special Flight Operations Certificate required	CAR 603.01
	non COPA	Liability Insurance, Participants, Certificates/Waiver		
Trade Show	COPA Flight	COPA Air Meet, Participant, Certificates/Waiver	Verified by Fire Safety Coordinator and Fire Extinguishers	None
	non COPA	Liability Insurance Recommended, Certificates/Waiver		
Military Aerial Display	COPA Flight	Advise Insurer	SFOC Not Required	DND Air Command
	non COPA			
Discover Aviation	COPA Flight	Refer to Guide to Discover Aviation	Exemption in accordance with the COPA Guide to Air Meets	TBD
	non COPA	Not allowed	Not Allowed	Not Allowed
Aircraft Rides	COPA Flight	Operator Insurance, Certificates/Waiver		
	non COPA			
Display of Vehicles Antiques or Collections	COPA Flight	Operator Insurance, Certificates/Waiver		
	non COPA			
Cooking (By Volunteers)	COPA Flight	COPA Air Meet	Verified by Fire Safety Coordinator and Fire Extinguishers	CAR 302.11(1)
	non COPA	Liability Insurance Recommended		
Cooking (Catered)	COPA Flight	COPA Air Meet, Certificates/Waiver	Verified by Fire Safety Coordinator and Fire Extinguishers	CAR 302.11(1)
	non COPA	Liability Insurance Recommended, Certificates/Waiver		
Camp Fire	COPA Flight	COPA Air Meet	Verified by Fire Safety Coordinator and Fire Extinguishers	CAR 302.11(1)
	non COPA	Liability Insurance Recommended		
Smoking	COPA Flight	COPA Air Meet	Verified by Fire Safety Coordinator and Fire Extinguishers	CAR 302.11(1)
	non COPA	Liability Insurance Recommended		
Camping Under Wing	COPA Flight	COPA Air Meet	Safety, Security and Care by Airfield Safety Officer	None
	non COPA	Liability Insurance Recommended		

APPENDIX 4 SHUTTLE VEHICLE SAFETY

VEHICLES/WAGONS/ATV SAFETY POLICY AND PROCEDURES

Vehicles must only be operated by adult operators selected and trained by the COPA Flight. All the equipment, wagon, tractor and hitches must be DI (Daily Inspection) by the operator in accordance with the safety checklist.

One safety person (spotter) who can communicate to the operator and accompany the wagon must monitor passengers to ensure no safety issues during operation of wagon. Loading and unloading must be at the designated station only. Tractor/wagon must stay on designated safe route selected for the event and within the max speed of 5 mph. Small children must be accompanied by an adult.

Tractor wagon must be stopped if a person attempts to load/unload while moving. Operator or Safety person to give a briefing prior to start:

- Shout “STOP,” use an orange flag or the use of a loud whistle if there is a safety issue
- Identify safety “spotter” monitor to provide assistance
- Load/unload at designated point only
- Parents accompanying children must stay alert to avoid injury, ask spotter/operator to stop if you have a problem



BUS/TROLLEY SAFETY POLICY

Busses or trolley trains must only be operated by adult club operators selected and trained by the club. All the equipment, tractor and hitches must be DI (Daily Inspection) by the operator in accordance with the safety checklist. One safety person (spotter) who can communicate to the operator and accompany the trolleys/wagons must monitor passengers to ensure no safety issues during operation. Loading and unloading must be at the designated station only. Tractor/trolleys must stay on designated safe route selected for the event and within the max speed of 5 mph. Children must be able to sit in seat unaided and aged between 4-7-year old. Small children may be accompanied by an adult.

APPENDIX 4 SHUTTLE VEHICLE SAFETY

The bus/trolley/train must be stopped if a person attempts to load/unload while moving. Operator to give a briefing prior to start:

- Shout “STOP” or the use of a loud whistle if there is a safety issue
- Identify safety “spotter” monitor to provide assistance
- Load/unload at designated point only
- Parents walking beside stay alert to avoid injury, ask spotter/operator to stop if you have a problem





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