

The COPA Guide to the



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CANADIAN OWNERS AND PILOTS ASSOCIATION

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COPA For Kids Aviation Program

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 the local chapters of COPA, referred to as COPA Flights, to any youth ages 7-17 wishing to participate.

For many COPA Flights flying young people is the highlight of the summer season. COPA Flights are encouraged to organize and enjoy the thrill of providing children their first experience of flight.

To participate in the program as a pilot, you must be a COPA member in good standing, and although it helps to be a member of COPA Flight, this is not mandatory. It is important to note that **all COPA For Kids flying must be organized, conducted and supervised by a COPA Flight.**

One measure of the success of young-person flying programs is that many young people who had an introduction to flying at an early age have gone on to get their pilot licence and are now flying young people themselves!

COPA For Kids Aviation Program is New in 2009

The COPA For Kids program is sponsored by Travelers, the insurers of the COPA Gold and Silver Wings programs. It has been created as a Canada-only program for COPA Flights. The COPA For Kids program is similar to and has been inspired by an equivalent program in the United States and around the world called Young Eagles, which was 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 to demonstrate the wonders of flight to young people.



COPA members and non-members who are non-flying participants acting, for example, as a marshaller, escort, volunteer (including pilots who spend part of their time engaged in ground volunteer duties) in COPA For Kids events are covered for third party bodily injury and/or property damage while so engaged.

Pilots who fly young people under the COPA For Kids Program must carry their own aircraft hull and liability insurance for their aircraft. COPA's insurance policy does not provide hull and liability insurance coverage to pilots operating an aircraft under the COPA For Kids Program.

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 partaking in the Young Eagles program should contact the EAA Young Eagles office or their local EAA Chapter or EAA Representative.

COPA For KIDS Aviation Program Sponsor - Travelers

Written through its Lloyd's of London Syndicate, Travelers provides insurance coverage to a number of prominent Canadian aircraft operators and is the insurer of COPA Gold and Silver Wings insurance program. Travelers is one of the leading providers of specialist aviation insurance with clients ranging from major international airlines to smaller specialist operators and private owners. Its team of underwriters combine specialist knowledge and industry expertise to provide clients with solutions across a broad spectrum of risk management needs.

The Travelers Companies, Inc. is a worldwide property and liability insurance organization based in Saint Paul, Minnesota, USA. In Canada, Travelers operates through its licensed insurers St. Paul Fire and Marine Insurance Company and Travelers Guarantee Company of Canada. It offers commercial products which, coupled with its specialty expertise, meet a range of business insurance needs in different industry segments. All of its products are available through independent insurance brokers.

Throughout the United States and in selected international markets, Travelers provides a wide variety of property and casualty insurance and surety products and services to businesses, organizations and individuals. The company can meet insurance needs in more than 90 countries worldwide through its network of insurers and at the end of 2007 had assets worth around \$114 billion. Travelers consistently achieves high independent credit ratings which reflect its financial strength and ability to pay claims.



COPA For Kids Flight Requirements

Flying COPA For Kids is easy and fun to do! This COPA Guide will provide just about everything you need to know to get started flying young people in your area.

Who can be a Junior Aviator?

Junior Aviators must be 7-17 years old inclusive.

Junior Aviators must have a waiver form signed by the child's parent or legal guardian.

Where can I get information brochures, Waiver and Registration forms and Flight Certificates?

The information brochure, waiver and registration forms (part of the brochure) and COPA For Kids Certificates can be downloaded from the COPA For Kids website at www.copaforkids.org

How do Pilots Participate in the COPA For Kids Aviation Program?

The focal points for the COPA For Kids Aviation Program are the regional COPA Flights of which there are approximately 150 across the country. Each COPA Flight is encouraged to conduct COPA For Kids events and fly as many Junior Aviators as possible while adhering to the safety provisions in this Guide. To participate in the program as a pilot, you must be a COPA member in good standing, and although it helps to be a member of COPA Flight, this is not mandatory. It is important to note that **all COPA For Kids flying must be organized, conducted and supervised by a COPA Flight.**

Here is the suggested checklist to use for participating in COPA For Kids Aviation Program:

Become a member of COPA. Membership entitles you to many benefits, including participation in this important youth program. (see www.copanational.org/non-members/top_link.htm)



Join or introduce your self 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 <http://www.copanational.org/non-members/COPAFlightsActivelist.htm>

Offer both your aircraft and your time for free. It will be worth it.

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.

Who can be a COPA For Kids Pilot?

Pilots must possess an appropriate Pilot Licence or Permit, with passenger carrying privilege, for the aircraft be flown.

Pilots must 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.

Pilots must be a member of COPA (not necessarily a member of a COPA Flight).

Pilots who are not a COPA member cannot fly young people in the COPA For Kids program.

Aircraft Requirements

The pilot must have all documentation required by Transport Canada, including proof of liability insurance coverage on board of the aircraft.

Aircraft 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 (No flight authority document)

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 introductory instructional flight. Insurance requirements must still be met in this circumstance.

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

Aircraft participating in COPA For Kids flying are required to carry the same public liability and property damage insurance as any other aircraft flying in Canada.

The complete rules for insurance can be found in [CAR 606.02](#)

That CAR requires:

- For aircraft under 2300 lbs gross take-off weight - \$100,000
- For aircraft 2300-5000 lbs gross take-off weight - \$500,000

The COPA For Kids Aviation Program also requires passenger liability insurance coverage a minimum of \$100,000 per passenger seat.



COPA members and non-members who are non-flying participants acting, for example, as a marshaller, escort, volunteer (including pilots who spend part of their time engaged in ground volunteer duties) in COPA For Kids events are covered for third party bodily injury and/or property damage while so engaged.

Pilots who fly young people under the COPA For Kids Program must carry their own aircraft hull and liability insurance for their aircraft. COPA's insurance policy does not provide hull and liability insurance coverage to pilots operating an aircraft under the COPA For Kids Program.

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.

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 and aircraft qualifications (including insurance coverage for the aircraft and passenger seats) must be verified.

For more information or clarification of any flight requirements contact COPA at 613-236-4901 ext. 104 or E-mail: COPAForkids@copanational.org.

COPA For Kids Forms and documentation

Printed paper copies of all material are available to COPA Flights, and the Junior Aviator should receive a printed brochure beforehand and a flight certificate afterwards. Downloadable electronic versions are available on the COPA For Kids website.

Forms completed before the Junior Aviator leaves the Ground

There are two forms in the COPA For Kids brochure to be completed before the flight. The guardian / parent must complete their portion of the Junior Aviator registration and also sign the waiver. The pilot will then complete their portion of the Junior Aviator registration form. The waiver form must be completed in ink. The forms are then passed to the Flight's event administrator for processing, then after the event



these forms must be sent to COPA National for record keeping, also acceptable is a scanned original and may be emailed to COPA National.

Certificates (May Be Printed)

After the registration forms are passed to the administrator, the certificates may be prepared by hand or on a computer.

If no stock certificates are available for some reason, the entire certificate including the Junior Aviator entry data can be printed instead.

Printing the certificates is an option. If more convenient, the certificates may be completed by hand.

Sequence of Events if Preregistration is used

BEFORE

- Before the flight ensure that the **waiver form** is signed and the **registration form** of the COPA For Kids Aviation Program brochure is complete (The forms can be found on the COPA For Kids website at www.copaforkids.org)
- Before the flight print the certificate or complete by hand. (The certificate can be downloaded from the COPA For Kids website). Blank stock certificates may be obtained in advance from the COPA national office.

FLIGHT

- **Conduct the Junior Aviator flight at the COPA For Kids Aviation Program organized event.**



Note: The flight line should be clearly marked with a barricade or other distinctive features and all participants briefed that no one is allowed onto the flight line except when accompanied by a designated, qualified person.

AFTER

- Sign and present the COPA For Kids Junior Aviator Certificate to the Junior Aviator that has flown.
- Send your master list of Junior Aviators and pilots for each kid to be entered into the COPA For Kids logbook by COPA National office and,
- Send the completed COPA for Kids signed waiver and registration forms to the COPA National office for retention. A copy may be kept at the Flight if desired. Documents may be scanned and sent via email to copaforkids@copanational.org or mailed to:

COPA For Kids Aviation Program
Canadian Owners and Pilots Association
71 Bank Street, 7th Floor,
Ottawa, ON, K1P 5N2

Sequence of Events if Registration Occurs at Event

BEFORE

- Before the flight occurs ensure that the **waiver form** is signed and the **registration form** of the COPA For Kids Aviation Program brochure is complete. Blank stock brochures may be obtained in advance from the COPA national office. [The brochure can also be downloaded from the COPA For Kids website](http://www.copaforkids.org) at www.copaforkids.org.
- During or before the flight complete the certificate by hand. Blank stock certificates on heavier-weight paper may be obtained in advance from the COPA national office. ([The certificate can also be downloaded from the COPA For Kids website](http://www.copaforkids.org) as a PDF).

FLIGHT



- **Conduct the Junior Aviator flight at the COPA For Kids Aviation Program organized event.**

Note: The flight line should be clearly marked with a barricade or other distinctive features and all participants briefed that no one is allowed onto the flight line except when accompanied by a designated, qualified person.

AFTER

- Sign and present the COPA For Kids Junior Aviator Certificate to the Junior Aviator that has been flown.
- Send your master list of Junior Aviators and pilots for each kid to be entered into the COPA For Kids logbook by COPA National office and,
- Send the completed COPA for Kids signed waiver and registration forms to the COPA National Office For retention. A copy may be kept at the Flight if desired. Documents may be scanned and sent via email to copaforkids@copanational.org or mailed to:

The address to send completed waiver and registration forms is:

COPA For Kids Aviation Program
Canadian Owners and Pilots Association
71 Bank Street, 7th Floor,
Ottawa, ON, K1P 5N2

Organizing a COPA For Kids Day

Running a COPA For Kids Day, where several pilots fly many young people, is not difficult but it does require helpers on the ground and a measure of planning and organization.

Suggested List of Volunteer Staff Required

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

- verify, complete and check signed waiver and registration forms (also print certificates if pre-registration is used).
- brief Junior Aviators on aircraft safety.



- escort Junior Aviators to and from aircraft.
- complete COPA For Kids certificate and present to the Junior Aviators.
- photograph participants.
- monitor the safety of the ground and air operation (a pilot with no other duties should be dedicated to this role).

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 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. All waiver forms must be 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 "Boarding Pass" which will make it easier to track which kids have satisfied all the requirements.

COPA For Kids Certificates are completed with the youth's name, date and the location of flight. If pre-event certificates are not printed, the certificates should be completed neatly by hand instead. 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 master list of young people flying can be prepared. If there are more than 20 children, a split into manageable groups and assign different registration time to keep the waiting down to a minimum. A separate master list is kept for each registration time. Completed registration and waiver forms are placed in alphabetical order for each registration time.



The pilot's COPA For Kids number, 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.

COPA For Kids Day

Children should go directly to the registration table upon arrival at the event. When children arrive at the registration desk, their names are checked off on the master registration list and they are provided a sequence number and if possible an approximate time for their flight.

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.

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 appropriately aircraft.

Name tag labels can be provided to identify participants.

Once registered, participants will be asked to wait in a designated area for ground school to be held. Ground school should be limited to about 15-20 minutes. While the ground school is taking place the registration personnel can move to the flight line to allocate the children to aircraft.

Either the pilot or a designated, qualified person must escort the participant(s) to and from the aircraft.

Additional Notes

If there is more than one registration time, you may want to have two groups of registration people as the second group may arrive before the first group is finished.

It is helpful to have someone located near the registration desk that can recognize the aircraft so that the participants can be ready to go when the aircraft taxis in. **All aircraft must be shut down when loading or unloading - no loading or unloading with engine running!**



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

The flight line should be clearly marked with a barricade or other distinctive features and all participants briefed that no one is allowed onto the flight line except when accompanied by a designated, qualified person.

Ground School

The static aircraft or a model should be set up beforehand. The pre-flight volunteer will give each COPA For Kids group a briefing, emphasizing flight line safety and acceptable behaviour. A walk-around of the static 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.

Pilot Briefing

One pilot shall be designated to be in charge. He gets a weather briefing on the morning of the event and he decides if the weather is acceptable to proceed or not. Flights on days that have high winds or are excessively turbulent 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 meet prior to the start of the flights to confirm the flight pattern, altitude, frequencies and any other details and to receive a weather briefing.

All pilot currency, aircraft and insurance requirements must be verified before a pilot can participate in an event.

All aircraft should depart from the same runway and follow one common 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.

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 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.

Recruiting “Junior Aviators” from Schools and other Community Groups

One of the challenges in flying young people is finding kids who haven't already participated in this or other similar programs. After well over a decade of young-person flying that can be difficult in some parts of the country – most have already had flights!

Some COPA members involved in past kids-flying programs have gone looking for kids at schools and within community groups such as Big Brothers/Big Sisters, Scouts and Guides. Many of these organizations have insurance policies that specifically exclude “aviation risks”, which means that they probably won't 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. There is no easy solution to this except to look elsewhere for kids who want to go flying.

Some COPA Flights have had great success with recruiting kids by advertising in the local paper or on the local radio station well in advance. 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.



The COPA For Kids Aviation Program Logbook! (Future)

Every COPA For Kids flight will be logged in the COPA For Kids logbook, which will be accessible to the pilots, the COPA Flights and the Junior Aviators who have experienced a flight. Entries will be entered by COPA National staff and will be available on line in the near future.

We are planning for entries to be accessed and listed according to the Junior Aviator's name, the pilot's name and/or COPA membership number or by COPA Flight number.



Additional Information

For more information on the COPA for Kids program, including current goals and program news as well as downloadable brochures, forms and certificates, go online to

<http://www.copaforkids.org/>