

## Sky-Vu Flyers, Inc.

### Considerations for Selecting and Retaining Club-Approved Instructors (CAIs)

Revised May, 2019

This document is intended to assist in the *selection* of Certified Flight Instructors (CFIs) who wish to be Club-Approved Instructors for the Sky-Vu Flyers flying club. In addition, this document provides guidance for the ongoing expectations of CAIs to maintain their status as active CAIs.

#### Considerations for Selection of Club-Approved Instructors (CAIs)

- Must possess current medical and appropriate license and rating(s) in order to act as CFI in any club aircraft
- Agrees to accurately and positively represent and reinforce club policies, practices and expectations of members
- Must maintain a clear understanding that they are not employees of Sky-Vu Flyers and are in fact, independent contractors
- Agrees to communicate/coordinate with other CAIs/Safety Officer regarding members who demonstrate lack of good piloting techniques and/or poor judgment
- Should obtain separate liability insurance policy and provide annual documentation showing current coverage
- Preference for selecting a CFI who is interested in being a CAI for Sky-Vu Flyers will be in the following order – current member, past member and non-member
- Should have specific flight experience in each make and model of the club's fleet along with long-term and more recent flight and instructional experience
- Should develop and maintain a working knowledge of the member handbook including an understanding of the information contained therein and where to find specific information on selected topics including:
  - Scheduling rules and etiquette
  - Currency requirements for each aircraft
  - Minimum pilot requirements and operating characteristics/peculiarities for each aircraft
  - General maintenance expectations and requirements for members
  - New member orientation information and member expectations
  - General provisions of the Articles of Incorporation, Bylaws and Rules
- Should be actively engaged in club activities, e.g. meetings, social events, etc. Should attend at least 4 monthly meetings during the calendar year
- Should possess a high degree of knowledge of each Sky-Vu aircraft and proficiency in each
- Should be willing to maintain currency in all Sky-Vu aircraft, including logging a minimum of two hours in each aircraft per year (including instructional time). If no instructional time, should still reserve and fly club aircraft to maintain proficiency in each.
- Should have current knowledge of minimum pilot requirements for each aircraft, or demonstrate ability to reference where to find this information.

#### Considerations for Maintaining Status as an Active CAI

- Should maintain currency in all Sky-Vu aircraft, including logging a minimum of 24 total hours each year. Logged hours are not limited to club aircraft and/or dual instruction.

- Should demonstrate active engagement in club activities including attendance of a minimum of four club meetings per year and attendance at club social outings such as holiday parties, picnics, etc.
- While not a requirement, CAIs are encouraged to make presentations at club meetings on relevant safety, piloting technique, maintenance and other aviation-related topics intended to enhance members' aviation knowledge, safety and operational performance.
- CAIs should network with other CAIs and/or Safety Officer regarding marginal or poor operational performance or other significant concerns they may have about a member's piloting skills.
- CAIs are required to inform the Safety Officer or other board member of any occurrences that impact their ability to fly and/or instruct including actual suspension of medical, health concerns that would likely cause inability to renew a medical, revocation of pilot certificate, revocation of liability insurance, and traffic citations such as DUI, OWI and other similar violations.