

**DISCOVERY FLIGHT STANDARD OPERATING PROCEDURE
MAR2022**

1. The purpose of discovery flights is to introduce the flying club to potential members and student pilots that are interested in joining the club or taking flying lessons.
2. Discovery flights are normally coordinated through the flying club office. The administrative assistant will inform the CFIs of any discovery flight requests. CFIs may volunteer to take discovery flights based on their availability.
3. Prior to the discovery flight, the CFI will:
 - A. Make contact with the potential member/student. Phone or a video platform is highly recommended and should be the norm vice exception.
 - B. Discuss the types of aircraft at the flying club and each aircraft's pros and cons. Expected cost and availability should be discussed in order to allow the member to determine which aircraft they would like to use for the discovery flight and/or flight training. Do not steer the person to one specific aircraft. However, CFIs may provide recommendations based on the goals and financial situation of the potential member/student pilot.
 - C. Schedule the aircraft in Sky Manager. If the potential member/student pilot does not have an account, use "A-Intro Flights" for the member on the reservation. It is important to list the potential member/student pilot name in the comments section of the reservation for MWR accounting.
4. At the pre-flight briefing, the CFI will:
 - A. Ensure the potential member/student signs a covenant-not-to-sue, unless they are active duty.
 - B. If the flight will be logged as DUAL in a logbook, ensure TSA requirements are met and documented, if required. Note: U.S. citizenship verification is not required solely for "intro" or "discovery flights."
 - C. Discuss FAA passenger briefing requirements.
 - D. Discuss change of controls procedures.
 - E. Ensure air sickness bags are available for the flight.
 - F. Ensure water is available for the flight.
5. For the flight, the CFI will:
 - A. Limit the flight to approximately one hour, unless the potential member/student desires a longer flight.
 - B. Keep the ground time short in order to maximize flight time and prevent the potential member/student from getting overheated, especially in the summer months. The CFI should do the majority of the ground checks and tasks.
 - C. Flight maneuvers should be limited to basic airmanship maneuvers.
 - D. Flight in a designated training area is not required. A trip around the city or along the St Johns River allows the potential member/student pilot to see the local attractions or benefits of obtaining a pilot certificate.
 - E. Landing pattern demonstration at an outlying field is at the discretion of the CFI and desires of the potential member/student pilot.
6. After the flight, the CFI will:
 - A. When checking in the aircraft in Sky Manager, ensure the potential member/student's name is in the remarks section if using the A-Intro Account.
 - B. Assist the potential member/student with payment through the credit card machine.

- C. If the potential member/student is going to become a member, assist them in creating their account in the credit card machine and have them pay their dues. Once paid, and if a Sky Manager account is already created, update their Flight Proficiencies to show their dues have been paid.