

# **Organisation and Procedures Manual**

**NEW ZEALAND HANG GLIDING AND  
PARAGLIDING ASSOCIATION INCORPORATED**



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## SECTION 2 ORGANISATION

Reference CAR Part 149.51

### 2.1. Personnel Requirement

- 2.1.1.1 The Association for the grant of a Recreation Organisation Certificate shall engage, employ or contract a senior person identified as the President who;
- (a) is acceptable to the Director; and
  - (b) has control over the exercise of the privileges of the certificate; and
  - (c) has the authority within the Association to ensure that the exercise of privileges can be financed and carried out in accordance with the requirements prescribed by CAR Part 149.
- 2.1.1.2 The Association for the grant of a Recreation Organisation Certificate shall engage, employ or contract sufficient personnel to exercise the privileges of the certificate who are;
- (a) acceptable to the Director; and
  - (b) adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the certificate; and
  - (c) responsible for ensuring that the Association's organisation complies with the requirements of CAR Part 149; and
  - (d) ultimately responsible to the President

### 2.2. Authorised Activities

- 2.2.1.1 Administer the issue of Pilot Proficiency Certificates.
- 2.2.1.2 Administer the issue of Instructor Certificates.
- 2.2.1.3 Administer the issue of Glider Warrant of Fitness Certificates.

#### **2.2.2. Maintaining Competence And Suitability Of Personnel**

- 2.2.2.1 If any of the above personnel for any reason no longer fulfill the criteria (as outlined in OPMF 00) to be deemed Fit and proper to hold the privileges of the certificate, the Director must be notified immediately, either directly or via the Administrator or President. Those persons who hold the privilege to administer the issue of certificates (as outlined above under “Authorised Activities”) shall maintain that privilege by fulfilling the requirements as described in the OPM. (e.g. Instructors must hold a valid first aid certificate and attend seminars within the specified time allowed or lose that privilege, and WOF issuers must periodically reapply for that privilege using OPMF 43, or remain elected as safety officers and thus have that privilege automatically maintained.)
- 2.2.2.2 The Administrator and President shall, extra to the processes described above, have their competency assured and maintained via the process of internal auditing (by the NZHGPA Auditor) and external auditing (by CAA) as described in the Auditing section.

- 2.2.2.3 The NZHGPA Auditor shall in turn, be assessed and maintained as being suitable by being interviewed by CAA as and when they deem necessary.
- 2.2.2.4 Furthermore, all members and officers are subject to the Quality Assurance processes described in the Auditing section.

## 2.3. JOB DESCRIPTIONS

### 2.3.1. President

#### General

- 2.3.1.1 Delegates to a General Meeting shall elect a senior member of the Association identified as the President. The President has control over the exercise of the privileges of the Recreational Organisation Certificate and the authority within the Association to ensure that the exercise of privileges can be financed and carried out in accordance with the requirements prescribed in CAR Part 149 and this OPM.

#### Qualifications

- 2.3.1.2 The President shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. The President shall have sufficient knowledge of the Association activities to determine that its responsibilities are being discharged.

#### Authority / Responsibilities

- 2.3.1.3 The President is accountable to Members and the Director of Civil Aviation Authority New Zealand and shall have the authority and responsibility for:
- (a) Ensuring that the Association complies with the requirements of CAR Parts 91/106/149 and this OPM.
  - (b) The overall control and direction of the Association.
  - (c) Monitoring quality performance control over Administration, Operations, and, Training, and other offices and sub-offices of the Association.
  - (d) Directly appointing suitably qualified persons as assistant office holders for temporary periods as may be necessary to overcome deficiencies in any aspect of the Association.
  - (e) Supporting recommendations made by the Internal Auditor for correcting performance deficiencies in the offices of the Association, and Member Organisations and may direct (if necessary) that approved control measures are executed without delay. [Note: The Internal Auditor has the authority to give directives on matters related to offices of the Association responsibilities.]
  - (f) Considering recommendations from the other office holders on issues involving outside organisations, e.g. CAANZ, local bodies, private flight training schools, manufacturers (i.e. glider certifications & structural safety), and landowners (damage claims etc.).
  - (g) Liasing with other organisations and authorities.
  - (h) Ordering a delay on directives given by an Office Holder providing an immediate vote on the issue is sought of the full Executive Council. The Executive Council decision shall be final.
  - (i) Obtaining authorisation from the Director concerning aviation events.



- (j) Acting and liasing in accordance with any delegation issued by CAANZ.
- (k) 11. Holding a CAA delegation under part 149 for issue of pilot and instructor certificates

### **2.3.2. IMMEDIATE PAST PRESIDENT**

#### **GENERAL**

- 2.3.2.1 If the delegates at an AGM elect a new president the outgoing president will become known as the “Immediate Past President” (IPP).

#### **QUALIFICATIONS**

- 2.3.2.2 Providing the IPP maintains full membership of the NZHGPA and FPP status the only qualification required is that of being the president prior to the election of the current president.

#### **AUTHORITY/ RESPONSIBILITIES**

- 2.3.2.3 The IPP has no authority in the decisions of the current executive but may be called on as an advisor in any capacity.
- 2.3.2.4 The IPP role is ensure a smooth transition of management of the organisation and that the incoming president is informed of any unresolved matters that may require their attention.
- 2.3.2.5 The IPP will continue to hold any delegation under CAA Rule Part 149 for the issue of licences and ratings until such time as the delegation is transferred to the new president and/or the administrator as the case may be.

### 2.3.3. Internal Auditor

#### General

2.3.3.1 The Executive Council shall appoint a senior member as Internal Auditor who will be directly responsible to the President on matters of internal quality assurance.

#### Qualifications

2.3.3.2 The Internal Auditor shall be a responsible person, acceptable to the Director. The Internal Auditor shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Internal Auditor shall have a sufficient understanding of quality assurance procedures as prescribed in this manual to undertake the Quality Assurance responsibilities required under CAR Part 149.

#### Authority / Responsibilities

2.3.3.3 The Internal Auditor is accountable to the President and shall have the authority and responsibility for;

- (a) Ensuring that the Association complies with the requirements of CAR Parts 91/106/149.
- (b) Carrying out internal auditing of the Association and Member Organisations as specified in this Organisation and Procedures Manual.
- (c) Reporting to the President any and all non-compliance, non-conformance and observations found on these audits.
- (d) Providing an annual report on quality assurance issues to the Executive Council.
- (e) Recommending priorities for actioning any deficiencies found on these audits.
- (f) Carrying out spot audits when detailed by the President.
- (g) Acting and liaising in accordance with any delegation issued by CAANZ.

### 2.3.4. Vice-President

#### General

2.3.4.1 Delegates to a General Meeting shall elect a senior member of the Association to fulfil the responsibilities of Vice-president.

#### Qualifications

2.3.4.2 The Vice-president shall be a responsible person, acceptable to the Director. The Vice-president shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Vice-president shall have a good understanding of general administration procedures, sufficient knowledge of Association activities, and operation of computer hardware and software.

#### Authority / Responsibilities

2.3.4.3 The Vice-president is accountable to the President and shall have the authority and responsibility for:

- (a) Establishing procedures to administer the activities listed in this Organisation and Procedures Manual to comply with the requirements of CAR Part 149.

- (b) Ensuring that all administration procedures and policies contained within this Organisation and Procedures Manual are complied with.
- (c) Providing an annual report on administration issues to the Executive Council.
- (d) Attending to the Associations correspondence in an appropriate manner.
- (e) Receiving fees from Member Organisations and recording membership details.
- (f) Operating the (two signature) bank account(s) of the Association in accordance with the by-laws of the Association.
- (g) Providing an annual audit of the Association finances and assets.
- (h) Presenting the annual audit to the Association A.G.M., Registrar of Incorporated Societies and also to the official Association circular for publication.
- (i) Maintaining and distributing the minutes of the Associations General Meetings.
- (j) Providing internal liaison within the Association.
- (k) Organising and conducting postal voting and telephone conferences.
- (l) Recording the decisions of other meetings e.g. phone conferences.
- (m) Acting promptly upon all Association matters and where appropriate, delegating or referring matters to other Executives.
- (n) Informing Member Organisations of resolutions passed by the Executive Council at General Meetings.
- (o) Publishing in the official Association circular, or other information bulletins, resolutions passed at Executive Council Meetings and General Meetings.
- (p) The distribution of amendments to the OPM to the registered manual holders.
- (q) Ensuring that all manuals are reviewed at least every three years. Note that amendments must be distributed and entered where and when applicable.
- (r) Ratifying certificates by verifying all flight certificate application forms are signed by the appropriate people and issuing stickers promptly (within 7 days of receipt of a flight certificate application).
- (s) Notifying Pilot Members and Affiliated Members who have not renewed their membership.
- (t) Maintaining a directory of the Association Office Holders and assistant(s) and Member Organisation officials.
- (u) Annually reviewing the validity of all Instructor ratings (e.g. valid first-aid certificates and attendance of Instructors' seminars).
- (v) Providing appropriate (database) information to CAANZ, Office Holders and members when requested.
- (w) Acting as President in the absence or incapacity of the President.
- (x) Direct supervision of a suitably qualified administrator employed by the Association to assist in the administration of the Association business.
- (y) Acting and liasing in accordance with any delegation issued by CAANZ.

- (z) Keep on record all correspondence sent to and received from all non NZHGPA organisations.

### **2.3.5. Operations Manager**

#### **General**

- 2.3.5.1 The Executive Council shall appoint a senior member of the Association to the position of Operations Manager, who in their considered opinion has the ability to fulfil the responsibilities of the position as outlined below. The position shall be reviewed annually following the AGM.
- 2.3.5.2 The Operations Manager shall be responsible for flying activities of the Association. In carrying out this function the Operations Manager is responsible for the development, implementation, and function of operational standards and safety.

#### **Qualifications**

- 2.3.5.3 The Operations Manager shall be a responsible person, acceptable to the Director. The Operations Manager shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Operations Manager shall be a qualified pilot who has a good understanding in most aspects of hang gliding or paragliding activities and should have a sound knowledge of this manual.

#### **Authority / Responsibilities**

- 2.3.5.4 The Operations Manager is accountable to the President and shall have the authority and responsibility for:
  - (a) Ensuring that all hang glider and paraglider operations and maintenance is carried out under the conditions of the Association's Recreational Organisation Certificate and complies with the rules in CAR Parts 91/106/149.
  - (b) Ensuring that all operational procedures and policies contained within this manual and Pilot Training manuals of the Association are complied with.
  - (c) Providing an annual report on operational and maintenance issues to the Executive Council prior to the AGM for distribution.
  - (d) After the AGM, establishing communication with Organisation Safety Officers, particularly with new Organisation Safety Officers and new Operations Managers.
  - (e) Ensuring that operational standards remain consistent throughout the Association.
  - (f) Liaising directly with CAANZ and other aviation bodies on behalf of the Association on safety matters and changes in CARs.
  - (g) Selecting the appropriate procedures to be employed in each accident/incident investigation, and deciding who are the most appropriate persons to be delegated to conduct any part of the work.
  - (h) Communication with all persons outside the Association in respect of accidents/incidents.
  - (i) Publishing in the Association official circular medium, an abridged report of accidents and incidents.

- (j) Applying for extensions to permitted airspace as required for special events (e.g. competitions) via the President.
- (k) Informing CAANZ (at least 12 weeks in advance) of large planned events via the President.
- (l) Promulgating information affecting airspace safety or changes.
- (m) Overseeing the organisation and operation of league and national competitions and other major events.
- (n) Attending to matters relating to competition awards.
- (o) Disseminating relevant information contained in the Civil Aviation Information Publications to the secretary of Member Organisations.
- (p) Ensuring that all maintenance procedures and policies contained within this manual are complied with.
- (q) Reviewing and upgrading maintenance methods and programmes to ensure the continuing airworthiness of hang gliders and paragliders
- (r) Providing an annual return of statistics to the Director CAANZ via the President.
- (s) Assessing and categorising defects reported and communicating with the Executive Council the implications of the defects.
- (t) Reviewing and/or amending Warrant Of Fitness checklist procedures and ensuring checklists are received from the Member Organisation Safety Officers.
- (u) Investigating reported deficiencies in flying equipment design.
- (v) Recommending safe remedies and/or modifications as necessary.
- (w) Promulgating faults and their remedies and/or modifications to Owners, Member Organisations Safety Officers and to the Associations official circular.
- (x) Ensuring that Member Organisation Safety Officers report back the status of advised modifications. ( Modifications listed on Maintenance Information Bulletins).
- (y) Responsible for the appointment and oversight of a Flight Safety Committee and Safety/Incident Committee.
- (z) Directing and assisting the Flight Rules Committee to inspect and/or test new commercial designs of flying equipment with a view to providing subjective evaluations for inspection approvals.
- (aa) Acting and liasing in accordance with any delegation issued by CAANZ.

### **2.3.6. Training Manager**

#### **General**

- 2.3.6.1 The Executive Council shall appoint a senior member of the Association to the position of Training Manager, who in their considered opinion has the ability to fulfil the responsibilities of the position as outlined below. The position shall be reviewed annually following the AGM.

2.3.6.2 The Training Manager shall be responsible for all the training activities. In carrying out this function the Training Manager shall be responsible for the development, implementation, and function of instructional flight standards.

#### **Qualifications**

2.3.6.3 The Training Manager shall be a responsible person, acceptable to the Director. The Training Manager shall be adequately qualified and trained to plan, perform, supervise, inspect and otherwise exercise the privileges of the Recreational Organisation Certificate. The Training Manager shall be an Association Instructor, who has a minimum of three years hang gliding or paragliding experience, has a good understanding in most aspects of hang gliding or paragliding activities and should have a sound knowledge of this manual.

#### **Authority / Responsibilities**

2.3.6.4 The Training Manager is accountable to the President and has authority and responsibility for:

- (a) Ensuring that all hang glider or paraglider training carried out under the Association Recreational Organisation Certificate comply with the rules in CAR Parts 91/106/149
- (b) Ensuring that all training procedures and policies contained within this manual and Pilot Training Manuals of the Association are complied with.
- (c) Reviewing and upgrading methods of flight training and instruction to keep pace with development in hang gliding or paragliding.
- (d) Ensuring that training standards remain consistent throughout the Association.
- (e) Organising as required, Instructors, Tandem and Towing Seminars for members. Should any other person organise a Seminar, the seminar should be approved prior to occurring and the organiser shall provide a list of all known attendees. The Training Manager is responsible for advertising the event, reviewing the contents, and may attend.
- (f) Providing an annual report on training issues to the Executive Council prior to the AGM for distribution.
- (g) Ensuring that Training Schools and Member Organisations have access to current training manuals.
- (h) Annually reviewing Training Manuals, and amending where necessary.
- (i) The amending and the distribution of the Association Training Manuals, Instructors Training Manuals, and Towing Manuals to all Member Organisation Safety Officers and Instructors.
- (j) Overseeing training practices in Member Organisations.
- (k) Referring to the Executive Council any deficiencies in training.
- (l) Maintaining and updating examinations for flight certificates.
- (m) Maintaining an acceptable standard of pilot proficiency on examinations by checking randomly answered written examination papers and flight certificate applications.
- (n) Ensuring that people instructing hold adequate qualifications.
- (o) Acting and liasing in accordance with any delegation issued by CAANZ.

### 2.3.7. Member Organisation

#### **General**

- 2.3.7.1 Member Organisations, being incorporated societies or incorporated clubs that are interested in foot launched aviation and the objectives of the Association, or similar organisations in the process of becoming incorporated. Member Organisations are expected to function with a minimum of supervision or intervention from the Association.
- 2.3.7.2 Safety associated with hang gliding and paragliding operation is closely related to specific rules and restrictions applying to pilots, sites and weather conditions. This cannot be established on a national basis. The aim is to provide a basis of rules under which each Member Organisation must operate. The importance of safety cannot be over emphasised. Safety can only be established effectively at Member Organisation level. Therefore Member Organisations must conform and comply with this manual and be prepared to establish their own by-laws as circumstances may demand. Provision is made for the extension of the Association by-laws as experience indicates is necessary.

#### **Authority / Responsibility**

- 2.3.7.3 Member Organisations are accountable to the President for the conduct of hang gliding and paragliding within their organisation and shall have authority and responsibility to:
- (a) Ensure that all Member Pilots conform and comply with the requirements of the CAR Parts 91/106/149 and this manual.
  - (b) Elect member/s to the position of Organisation Safety Officer.
  - (c) Ensure that all flying sites are under the supervision of a Member Organisation.
  - (d) Co-ordinate activities between other Member Organisations to protect local sites.
  - (e) Ensure that any dispute regarding sites, flying rules, or matter of administration that occurs between Member Organisations and which cannot be resolved, are referred to the Executive Council who will make appropriate rulings.
  - (f) Organise annual safety checks for Warrant of Fitness.
  - (g) Promote regular reserve parachute repacks.
  - (h) Maintain vigilance on hang gliding and paragliding flying equipment used in their Organisation.
  - (i) Inform members about any relevant CAR Supplements or other Safety Bulletins which may be issued from the Association.
  - (j) Disseminating other safety information relating to maintenance of flying equipment or flying operations (including sites) in their organisation.
  - (k) Encourage members to undertake first aid training.
  - (l) Encourage pilots to carry on site (or at least in their vehicles) first aid kits holding sufficient items for attending to typical hang gliding or paragliding injuries.
  - (m) Liase with the managers of land from which flying is carried out.
  - (n) Form the best possible relationship with site owners and managers to ensure on going access for Member Pilots. (see: Country Code - section 4 Operations)

- (o) 1. Advise Member Pilots of site owner's and manager's requirements with respect to access and conduct.
- (p) Elect delegates to attend Association General Meetings as prescribed in the constitution rules. These delegates will be eligible for contribution towards their travelling cost as prescribed in this manual.
- (q) Ensure copies of the rules for each Member Organisation are held by the Association Administrator.
- (r) Keep a record of training revenue for audit purposes.

### **2.3.8. Organisation Safety Officers**

#### **General**

2.3.8.1 Member Organisations are to incorporate within their organisational structure the position of Organisation Safety Officer for hang gliding and paragliding. They shall elect one or two members to the position of Organisation Safety Officer. The Organisation Safety Officer(s) shall be responsible for operational safety within the Member Organisation.

#### **Qualifications**

2.3.8.2 The Organisation Safety Officer shall be a responsible person, acceptable to the Association. The Organisation Safety Officer shall be adequately qualified and trained to monitor and maintain a level of safety acceptable to the Association. The elected member(s) should have sufficient knowledge of the activities of the organisation to fulfil the responsibilities outlined below.

#### **Responsibilities**

- 2.3.8.3 The Organisation Safety Officer shall be accountable to the President / President of the Member Organisation and is authorised and required to perform the following functions:
- (a) Organising annual Warrant of Fitness checks of hang gliders and paragliders and equipment checks.
  - (b) Authorise (where appropriate) flight certificate applications.
  - (c) Organising reserve parachute repacks.
  - (d) Investigation of proposed flying sites.
  - (e) Restrictions relating to existing flying sites.
  - (f) Ensuring accident/incident reports are filed and to furnish copies to the Executive(s) of Operations as per the hang gliding and paragliding Accident and Incident Procedures. Section 4-Operations
  - (g) Reporting equipment failure to the Hang Gliding or Paragliding Operations Manager.
  - (h) Liaising with the Flight Safety Committee regarding accidents/incidents.



## 2.4. APPOINTED OFFICERS JOB DESCRIPTIONS

### 2.4.1. Chief Medical Advisor

#### **General**

2.4.1.1 The Association will appoint a Chief Medical Advisor to advise on treatment of membership applications by persons suffering conditions, listed on the reverse of OPMF00, which could affect their ability to fly. Appointment of a CMA shall be made in consultation with CAA. The CMA's name is to be published in Airborn with the Associations Office given as the point of contact. An executive councillor shall be appointed to liase with the CMA.

#### **Qualifications**

2.4.1.2 Registered Medical Practitioner, acceptable to CAA, with knowledge of paragliding and/or hang gliding.

#### **Authority / Responsibilities**

- 2.4.1.3 Where a pilot suffers a medical condition listed on page two of OPMF00 but is fit to fly without any restriction, the CMA is able to sign that pilot's medical release, or direct another medical practitioner to do so.
- 2.4.1.4 In all other cases the CMA shall recommend to the Executive a course of action in the form of endorsement(s) or a refusal to grant a medical exemption.
- 2.4.1.5 To maintain a set of guidelines that can be used by pilot's GPs to carry out assessments (in a similar fashion to a SCUBA diver's medical) where a pilot has one of the illnesses listed on the medical declaration form and wishes to fly. These are to be available from the Associations Office.
- 2.4.1.6 NOTE:
- (a) The existence of risk should be communicated to younger pilots (and their guardians) prior to instruction. The probability of risk is not considered to be significant enough to warrant an increase in the minimum age for hang gliding and paragliding above its current minimum of 16 without parental consent, or younger if parental consent is granted.
  - (b) Where parental consent is granted for flight training of youths under the age of 16, special consideration should be given to an assessment of that person's visio/spatial co-ordination skills.
  - (c) Medical standards applied for driving in NZ should be applied to recreational pilots.

### 2.4.2. Book Store Operator

#### **General**

2.4.2.1 Operate a bookstore for members supplying flying books, literature, videos and other similar products to further hang gliding and paragliding. The store is independent of the Association Office and not liable for GST (exemption from IRD has been obtained). Operation of the store is to be annually put out to tender.

#### **Responsibilities**

- 2.4.2.2 To cater to the need of members for books on HG and PG.
- 2.4.2.3 To Annually present to the Association an accurate stock take statement at the end of each financial year.
- 2.4.2.4 To annually present to the Association a financial statement, including balance sheet and operating statement.
- 2.4.2.5 NOTE:
- (a) The bookstore operator is to receive a \$200-\$500 honorarium per year, or 10% of the bookstores net profit.

### **2.4.3. Administrator**

#### **General**

- 2.4.3.1 The Executive Council shall employ a suitably qualified person as Administrator who will be directly responsible to the Vice-president on matters detailed in the 'Administration' section of this OPM.
- 2.4.3.2 The position of Administrator shall be put out to tender for a three-year period with an Administrator's term beginning in the middle of a membership year.

#### **Qualifications**

- 2.4.3.3 The Administrator shall be a responsible person, acceptable to the director. The Administrator shall be adequately qualified to collect, index, store, maintain and dispose of the records as required in the 'Administration' section of this OPM. Selection and appointment of the Administrator shall be made after an interview with the President / Vice-president to confirm their suitability for the position.

#### **Authority / Responsibilities**

- 2.4.3.4 The Administrator is authorised and responsible for:
- (a) Under the direction of the Vice-president, carrying out all procedures detailed in the 'Administration' section of this OPM which are required of the Vice-president.
- (b) Holding the CAA delegation under part 149 for issue of pilot and instructor certificates.
- (c) Issuing certificates as in (2) above when presented with a correctly completed OPMF pertaining to that certificate.

### **2.4.4. Assessor**

#### **General**

- 2.4.4.1 The Training Managers of each discipline may appoint (and maintain a list of) assessors to assess the level of skill and experience of foreign pilots applying for ratings. This assessment shall be an alternative to an initial seminar attendance for currency requirements.

#### **Qualifications**

- 2.4.4.2 The criteria the Training Managers should use for appointing an assessor should include:

- (a) the experience and qualifications of the assessor - it is anticipated that the assessor shall have held the ratings for which the pilot is being assessed for a minimum of 2 years,
  - (b) the assessor should be active in the relevant discipline - where the ratings are for any tandem rating or instructor ratings, the assessor should be an active tandem pilot or instructor, as appropriate,
  - (c) the assessor shall be a pilot who, in the opinion of the Training Manager, is senior, respected and whose opinion is held in high regard by other pilots.
- 2.4.4.3 The Training Manager may exercise some discretion in applying these criteria, in the context that the assessor is required to make judgements on the skills and qualifications of visiting pilots, and the assessor's opinion on these matters must be accepted and respected by other Members.

**Authority / Responsibilities**

- 2.4.4.4 An Assessor is authorised to make assessments of pilots on behalf of the NZHGPA.
- 2.4.4.5 The Assessor should charge the candidate a fee for making the assessment.
- 2.4.4.6 The Assessor shall submit a detailed report on the tests undertaken by the candidate to the Association Administrator. This report should include notes on their performance, and an evaluation as to whether the candidate has passed or failed the assessment. The Administrator shall file the report, and send a copy to the Training Manager for approval.

## SECTION 3 ADMINISTRATION

### 3.1. Requirements

3.1.1.1 Reference CAR Part 149.53/55/57/59/63

#### 3.1.2. Resources

3.1.2.1 The Association for the grant of a Recreation Organisation Certificate shall establish procedures to ensure that there are sufficient resources available to enable the satisfactory exercise of the activities listed in this manual.

#### 3.1.3. Records

3.1.3.1 The Association shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary for the activities listed in this manual.

3.1.3.2 The procedures shall ensure that:

- (a) There is a record of each internal quality assurance review and action of the Association.
- (b) There is a record of each member who conducts training courses or assessments. The record shall include details of their experience, qualifications, training, competence assessments and current authorisations.
- (c) There is a record of each member being trained or assessed by the Association. The record shall include details of, where applicable: enrolment; attendance; subjects and ground or flight operations covered in their training and instruction; any ground or flight times; and the results of any assessments.
- (d) There is a record of instructor comments after each period of instruction in sufficient detail to identify student performance in attitude and skill.
- (e) There is a record of each member who has received an authorisation from the Association. The record shall contain: holders name; details of the authorisation; the pin number; the date of issue; the date of expiry; and any limitations placed on the authorisation.
- (f) All records are legible and of a permanent nature.
- (g) All records shall be retained for a period of at least 3 years.
- (h) Accident reports shall not be released to third parties, as this information may be obtained from CAA under the official Information act.

#### 3.1.4. Technical Documentation

3.1.4.1 The Association shall hold copies of all relevant equipment manuals, relevant technical standards and practices, technical bulletins and instructions, and any other documentation that is necessary to establish standards or control the activities listed in this manual.

3.1.4.2 The Association shall establish a procedure to control all documentation. The procedure required shall ensure that:

- (a) All documentation is reviewed and authorised before issue to members.
- (b) Obsolete documentation is promptly removed from circulation, and changes to documentation are reviewed and authorised by the organisation.
- (c) The current version of each item of documentation can be identified to preclude the use of out of date editions.

### **3.1.5. Identification Register**

3.1.5.1 The Association shall establish and maintain a 'pilot identification number' (PIN) register.

## **3.2. Procedures**

3.2.1.1 The Association shall maintain its head office at the address of the current Administration Officer as listed in the Directory contained in OPM section 1.12.

Email: [nzhgpa.admins@clear.net.nz](mailto:nzhgpa.admins@clear.net.nz)

3.2.1.2 The Administrator shall maintain the following records, data and resources:

- (a) Financial records.
- (b) Certificate of Incorporation.
- (c) Recreational Organisation Certificate.
- (d) Membership Database (Identification Register of Pilot Identification Numbers).
- (e) Accident and Incident reports.
- (f) Defect reports.
- (g) Current copy of Civil Aviation Rules- Part 106/91/149.
- (h) Current copy of New Zealand Sports Drug Authority's 'Banned List'.
- (i) Records of pilot members being trained or assessed by the Association. Details of ( where applicable ) enrolment, attendance, subjects and ground or flight operations covered in their training and instruction, any ground or flight times, and the results of any assessments. (Refer OPM forms)
- (j) Records of pilot members who conduct training courses or assessments. Details of their experience, qualifications, training, competence assessments and current authorisations.
- (k) Records of instructor comments after each period of instruction in sufficient detail to identify student performance in attitude and skill.
- (l) Records of pilot members who have received an authorisation from the Association. The record shall contain: holders name; details of the authorisation; the pilot identification number (PIN), the date of issue, the date of expiry, and any limitations placed on the authorisation.
- (m) Internal Audit reports.
- (n) Computer system.

- (o) Publications Stock.
- (p) Pilot and membership cards.
- (q) Pilot log books.
- (r) Correspondence Letterheads.
- (s) Hang Glider Pilot Training Manual.
- (t) Paraglider Pilot Training Manual. (Not yet available)
- (u) Hang Gliding Instructors Training Manual. (Not yet available)
- (v) Paragliding Instructors Training Manual. (Not yet available)
- (w) Hang Glider Towing Manual.
- (x) Paraglider Towing Manual.
- (y) Hang gliding Competition rules.
- (z) Paragliding Competition rules.
- (aa) Hang Gliding F.A.I. Sporting Codes.
- (bb) Paragliding F.A.I. Sporting Codes. (Not yet available)
- (cc) CAANZ Visual Flight Guide.
- (dd) Quality Assurance Action Records.
- (ee) Management Review Records.
- (ff) Common seal.

### **3.2.2. Document Control**

#### 3.2.2.1 The Administrator shall:

- (a) Identify, collect, index, store, maintain, dispose of, update, amend and distribute documentation to document holders within four weeks following either the Mid Year Exec Meeting or NZHGPA AGM.
- (b) Maintain up to date online version of OPM.
- (c) Backup data entered on the computer regularly.
- (d) Retain records for a period of at least 3 years.
- (e) Make available data contained in the Association database on request to any Executive Council Officer.

### **3.2.3. Document Holders**

Vice-president

Master OPM, CAA RULES

Administrator

OPM, CAA RULES

Member Organisations

OPM, HG & PG Training Manuals.

Pilot Members

Documents as requested and paid for.

### 3.2.4. Document Revision

3.2.4.1 The Executive Council shall:

- (a) Ensure all documentation is reviewed when appropriate as per the table below and authorised before distribution to document holders.
- (b) Instruct the Administration Officer regarding amendments to be made to documentation and of any obsolete documentation to be promptly removed from circulation.
- (c) Ensure that the current version of each item of documentation can be identified to preclude the use of out-of-date editions utilising a document 'Record of amendments and revision date..

3.2.4.2 The above-mentioned documents are reviewed and approved when appropriate by the person authorised in accordance with the following table.

Document	Reviewed/Prepared by	Approved by
Constitution	Pilot Members/Affiliated Members	Delegate to a General Meeting
Organisation & Procedures Manual Flight By-Laws	Executive Council	Executive Council and/or General Meeting
Hang Glider Instructors Manual	H.G. Training Manager	Executive Council
Paraglider Instructors Manual	P.G. Training Manager	Executive Council
Hang Glider Training Manual	H.G. Training Manager	Executive Council
Paraglider Training Manual	P.G. Training Manager	Executive Council
Paraglider Competition Rules	Paraglider Competition Committee	Executive Council
Hang Glider Competition Rules	Hang Glider Competition Committee	Executive Council
Hang Glider Towing Manual	H.G. Training Manager	Flight Rules Committee
Paraglider Towing Manual	P.G. Training Manager	Flight Rules Committee

## 3.3. Exercise Of Delegations

3.3.1.1 Ref CAR 149.51 (b) (2)

- 3.3.1.2 Authority to issue certificates under CAR149 is delegated by the director of CAA to a senior person(s) in the NZHGPA. This procedure details how that delegation is to be exercised.
- 3.3.1.3 The administrator, on receipt of a completed OPMF (and/or supporting documentation) shall ensure that all requirements listed on that OPMF are correctly signed off by pilots currently rated to the level noted on the OPMF for each requirement.
- 3.3.1.4 Where the administrator is satisfied that everything is in order as above the certificate shall be issued to the applicant by post within two weeks of the date of receipt of the completed OPMF. The certificate must be signed by the senior person in the NZHGPA holding the delegation from CAA to be valid. The approved application is to be filed as such and the rating database updated accordingly. Note: Generally the CAA delegated authority for issuing certificates will reside with the administrator. Where this is not the case the administrator is authorised to operate the delegated authority on their behalf.
- 3.3.1.5 Where the administrator is not satisfied the applicant has completed the requirements of the relevant OPMF, the administrator shall at their discretion ring the applicant for clarification, or return the OPMF to the applicant with written notification stating why their application has been declined. In this case no record needs to be kept by the administrator.

### **3.3.2. Issue And Renewal Of Certificates**

- 3.3.2.1 Ref CAR 149.59
- 3.3.2.2 The pilot applying for a certificate (first issue or renewal) must fully complete the requirements listed on the relevant OPMF for which the certificate is being sought. (e.g. For HG Novice certificate use OPMF 12 “HANG GLIDING NOVICE CERTIFICATE FORM”). For a first issue the applicant must obtain the necessary signatures required on that OPMF, by pilots rated to do so as noted on that OPMF. For a renewal the applicant must provide the documentation required by the OPMF with reference to appropriate NZHGPA bylaws.
- 3.3.2.3 The applicant must send the documentation noted above to the current NZHGPA administrator.
- 3.3.2.4 The NZHGPA administrator must follow the steps detailed above under “Exercise of Delegations”.

### **3.3.3. Communications**

- 3.3.3.1 The Association membership shall obtain information of a general nature from the official Association circular medium, which is the publication that shall be designated by the Executive Council from time to time. A subscription to this publication is inclusive in the Annual Membership fee. The official medium is presently: 'AIRBORN'
- 3.3.3.2 The purpose of this publication is to disseminate official information, provide communication between pilots and promote the sport and safe flying. The contents of this publication do not necessarily reflect the Association opinion. This publication is published tri-monthly. Supplements may be issued at any time by the Executive Council.



- 3.3.3.3 NOTE: Advertisers of new gliders in Airborn magazine must state whether the gliders are certified or not; if they are the advertisement must indicate to what standards. (exec council, Sept 96)
- 3.3.3.4 Member Organisations and Affiliated Members may also make personal contact with any of the Executive Council as required and may, upon request, attend any Executive Council meeting.
- 3.3.3.5 In addition, the Executive Council may from time to time, publish newsletters of a specialist nature to distinct groups, e.g. Instructors, Inspection Authority CAANZ, etc. as the need arises.

## 3.4. Executive Council Communication

### 3.4.1. Requirement

- 3.4.1.1 The Association shall:
  - (a) Maintain communication amongst members of the Executive Council so that the business of the Association is conducted effectively.

### 3.4.2. Procedure

- 3.4.2.1 The Executive Council will utilise any or all of the following means of communication to carry out the business of the Association. Except where urgency is a priority, the most cost effective means should be used.
- 3.4.2.2 Methods of communication are:
  - (a) General Meetings.
  - (b) Executive Meetings of all or some part of the Executive Council.
  - (c) Conference calls (by telephone) for small groups to meet promptly and briefly for a small agenda. The agenda for a conference call should be distributed to all participants prior to the meeting.
  - (d) Email.
  - (e) Postal Mail.
  - (f) Web site.

### 3.4.3. Management Of Funds

- 3.4.3.1 The Administrator shall:
  - (a) Receive all moneys paid to the Association and deposit, to the credit of the Association, in the bank approved by the Executive Council within 7 days of receipt. The Chief Executive and the contracted Administration Officer are authorised to co-sign cheques on the Association's bank accounts, and that any two signatures are necessary to validate cheques.
  - (b) Ensure that surplus funds are invested in a secured manner with a reputable financial institution to earn a fair and reasonable return.

- (c) The NZHGPA competition account funds (HG & PG) shall be maintained by the NZHGPA. Allocation of funds is to be determined by the competition committee concerned.

#### **3.4.4. Subscription And Charges**

- 3.4.4.1 The Annual subscription payable to the Association shall be fixed at the Annual General Meeting and must be paid to an affiliated club no later than the 30 November of that membership year. The Association financial year commences on 1 July and ends 30 June. The Association membership year commences 1 November and ends 30 October. Member organisations are recommended to adopt a 1st November to 30th October membership and financial year allowing remits from the Association's September AGM to be adopted at their October AGM.
- 3.4.4.2 The current NZHGPA fees can be found on the NZHGPA web site <http://www.nzhgpa.org.nz>

#### **3.4.5. Travelling Expenses**

- 3.4.5.1 Travelling expenses will be paid to Member Organisation delegates attending Association General Meetings. Travelling and accommodation expenses for the AGM will be reimbursed to the following people:
- (a) One Delegate per club.
  - (b) Current members of the Executive Council and the Administrator.
  - (c) Nominees standing for the next Executive Council, but this is limited per club to the number of delegate votes that club is entitled to, or the number of nominees successfully voted in, whichever is greater.
- 3.4.5.2 Travelling expenses will be reimbursed with presentation of receipts under the following conditions:
- (a) That the person travelling takes all reasonable steps to travel as cheaply as possible. The NZHGPA reserves the right to pay out at no more than the cheapest available airfare found by the Administrator at a date 2 months before the AGM is held.
  - (b) Those people choosing to travel by personal vehicle will be reimbursed according to the following formula:
    - 71c p/km for delegate travelling alone
    - 71c x 1.5 p/km for car owner when bringing 1 other delegate
    - 71c x 2 p/km for car owner when bringing 2 or more other delegates
  - (c) Travel expenses paid out will be on an actual and reasonable basis.
  - (d) The Association reserves the right to not reimburse the full cost where the cost is considered, by the executive, to be unreasonable under the circumstances.
- 3.4.5.3 Accommodation expenses will be limited to a subsidy of \$30 per night per person entitled.

#### **3.4.6. Official Association Circular**

- 3.4.6.1 The present official Association circular is the magazine 'Airborn'.

- 3.4.6.2 The purpose of the 'Airborn' magazine is to distribute information to the members of the Association.
- 3.4.6.3 Pilot members are to receive all issues of the 'Airborn' from the time they join the Association, (or pay the subsequent years subscription) until their membership is terminated or end of subscription year, which ever occurs first.
- 3.4.6.4 The Airborn editor is responsible to the President and shall:
- (a) Ensure the regular production of the official circular of the Association.
  - (b) Ensure notification of all official business of the Association.
  - (c) Ensure that all members of the Association have the opportunity to express their views in writing.
  - (d) Ensure satisfactory adherence to generally accepted standards of publication.
  - (e) Ensure that a subscription form is printed in each edition of the publication.
  - (f) Ensure that all new gliders advertised state what standards they are certified to.
  - (g) Ensure the name of the Association Medical Advisor is published.
- 3.4.6.5 Production of Airborn is to be put out to tender three yearly.

## 3.5. Committees

- 3.5.1.1 The Executive Council shall have full powers to appoint subcommittees.

### **3.5.2. Flight Rules Committee**

- 3.5.2.1 The Flight Rules Committees shall be accountable to the Operations Manager and responsible for:
- (a) Monitoring of standards of Hang Glider and Paraglider maintenance and flight operations.
  - (b) The development and proposal to the Executive Council of standards, procedures and guidelines for the training and development of flight skills and maintenance to certification requirements.
  - (c) Co-ordinating communication with other flight operations regulatory bodies.

### **3.5.3. Safety/Incident Committee**

- 3.5.3.1 The Safety/Incident Committee shall be accountable to the Operations Manager and responsible for:
- (a) The investigation and analysis of accidents and incidents related to foot launched flying activities.
  - (b) Informing members of any safety issue in the most appropriate manner.
  - (c) The Safety/Incident Committee through the Operations Manager may at their discretion "ground" any product which it deems unsafe. Following grounding an immediate investigation shall proceed.

### **3.5.4. Disciplinary Committee**

- 3.5.4.1 Disciplinary duties and responsibilities are prescribed in the Association Constitution (Part 2).

### **3.5.5. Competition Committees (HG & PG)**

- 3.5.5.1 The Executive Council shall, at the Annual General Meeting, approve the election of the Competition Committee. The Competition Committee election will occur at each of the Hang Gliding and Paragliding Nationals. Each committee shall consist of three Pilot members who are deemed competent pilots in their respective sports. Each committee shall be responsible to the Executive Council.
- 3.5.5.2 The responsibility of these committees shall, in relation to their own sport and in conjunction with each other, be to:
- (a) Process all records and badge claims.
  - (b) Ensure the scheduling, organisation and running of National Competitions, League events and International Competitions held in New Zealand.
  - (c) Identify and ratify Pilot members to represent the Association at international competitions.
  - (d) Develop and propose to the Executive Council of changes to the Competition rules.
  - (e) Adjudicate disputes arising related to the interpretation of the competition rule or related matters.
  - (f) Ensure all competitions are run to a satisfactory level of safety which includes ensuring a safety plan is prepared and the availability of first aid kits.

### **3.5.6. Pilot Members**

- 3.5.6.1 In addition to the rights prescribed in the constitution of the Association, Pilot Members are eligible for the following:
- (a) The official Association circular namely the magazine 'Airborn' as prescribed above.
  - (b) On achieving the attainment of a flight certificate will receive a certificate of achievement.
  - (c) To attend all training courses organised by the Association.
  - (d) To enter and compete in competitions organised and run under the auspices of the Association, subject to any minimum skill and equipment requirements established by the Flight Rules Committee.
  - (e) Are covered by the Association third party insurance while undertaking lawful hang gliding and paragliding activities. (Insurance Policy is in [Section 8-Miscellaneous](#))

### **3.5.7. Affiliated Members**

- 3.5.7.1 In addition to the rights prescribed in the constitution rules of the Association, Affiliated Members are eligible for the following:

- (a) All Affiliated Members who are granted certificates to operate hang gliders or paragliders while not under supervision of a qualified Instructor will receive a copy of current issue of the official Association circular medium namely the magazine 'Airborn'.
- (b) All Affiliated Members are covered by the Association third party insurance while undertaking lawful hang gliding and paragliding activities.

## SECTION 4 INTERNAL QUALITY ASSURANCE

### 4.1. Internal Auditing

#### 4.1.1. Role

4.1.1.1 The internal Auditor shall be responsible to:

- (a) The Executive Council of the NZHGPA Inc;
- (b) The Director of Civil Aviation;
- (c) The NZHGPA membership.

4.1.1.2 The Internal Auditor shall be responsible for:

- (a) Auditing all associated clubs within a five year period; and
- (b) Auditing all commercial enterprises within a two year period or until operating under CAR Pt. 115; and
- (c) Auditing any new associated clubs within six months; and
- (d) Auditing any new commercial enterprise within six months or until operating under CAR Pt.115;
- (e) Monitoring NZHGPA procedures for relevance and quality aspects.
- (f) Monitoring accident, incident, and defect reports, and any other source deemed necessary to assess quality assurance.

#### 4.1.2. Reporting

4.1.2.1 The Internal Auditor shall:

- (a) Provide audit reports to the Executive via the Administrator at the conclusion of each report; and
- (b) Provide audit reports to the Director of Civil Aviation at the conclusion of each report if issues of safety are deemed to require such notification; and
- (c) Provide a summary of recommendations (if any) requiring Executive action at the conclusion of each audit.

### 4.2. Quality Assurance Action Procedure

4.2.1.1 All information relating to Quality Assurance received from any source is to be categorised as an open Quality Item by the Administrator who shall complete a Quality item Process checklist (OPMF 92):

- (a) In the first instance determine if further information or reporting is required, and initiate information gathering (if required); and
- (b) Determine the level of urgency in consultation with Executive Council members if required; and
- (c) Prepare documentation for consideration immediately or at the next Executive Council meeting as required.

4.2.1.2 The Executive Council shall;

- (a) Determine if corrective action is required,
- (b) Appoint an individual Executive Council member to Head any item requiring action.

### **4.2.2. Preventative Action Procedure**

4.2.2.1 Where a preventative action is deemed necessary in response to a quality item a Preventative Action shall be entered in the QA Action file specifying:

- (a) Root cause(s) of the problem.
- (b) Preventative action required.
- (c) Person(s) responsible for carrying out the preventative action.
- (d) Time in which preventative action is to be implemented.

4.2.2.2 OPMF39 is to be used for the recording of preventative actions, with supporting documentation where required.

### **4.2.3. Corrective Action Procedure**

4.2.3.1 Where corrective action is required, the Item Executive Council Head shall report to the Executive Council, Internal Auditor, and (if deemed necessary) to the Director of CAA.

- (a) Root cause(s) of the item;
- (b) Corrective action(s) required;
- (c) Individuals carrying out the corrective action(s); and
- (d) Time schedule for implementation and completion;

4.2.3.2 OPMF38 is to be used.

### **4.2.4. Management Review**

4.2.4.1 The Executive Council shall annually review;

- (a) Internal Audit procedures;
- (b) Quality Item action in the preceding period;

4.2.4.2 and shall;

- (a) Record conclusions as a Quality Item; and

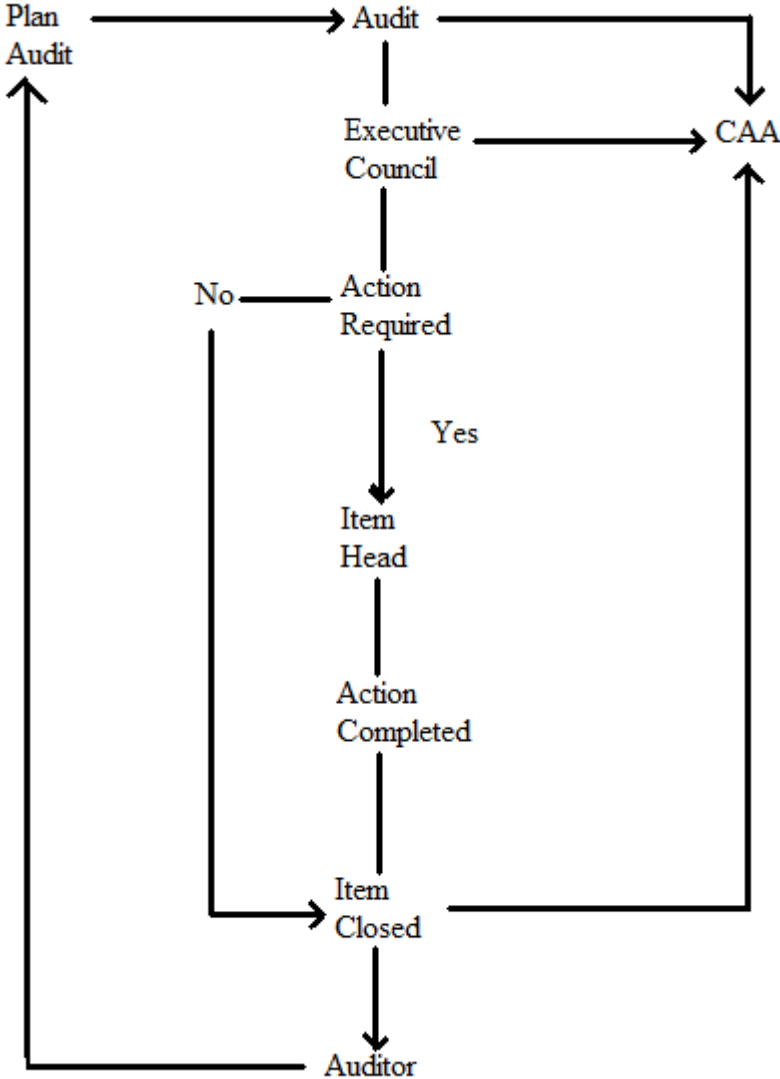
(b) Provide conclusions to the Internal Auditor.

### 4.3. Quality Indicators

4.3.1.1 Statistical analysis of all Quality Assurance Items shall be carried out by the Executive Council annually. This shall be in relationship to, and not exclusive to, membership levels, certificate levels and where possible, number/duration of flights.

4.3.1.2 Conclusions shall be recorded as a Quality Item

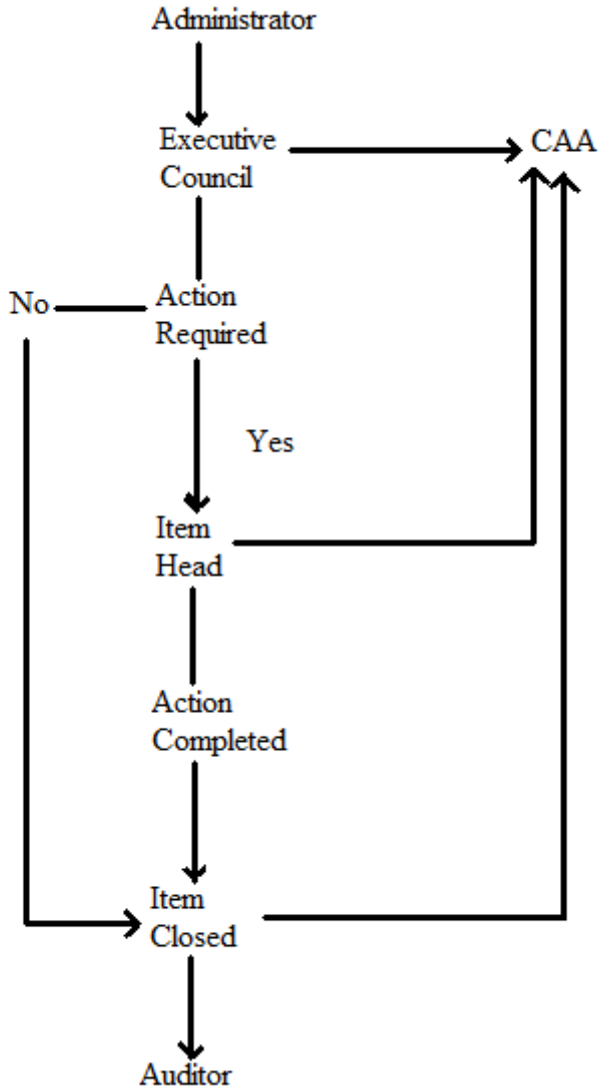
#### 4.3.2. Internal Audit Flow Chart







### 4.3.3. Quality Item Flow Chart



## SECTION 5 OPERATIONS

### 5.1. Operating Standards

- 5.1.1.1 The Association shall establish standards for the activities listed in this Organisation and Procedures Manual. The standards shall:
- (a) Be relevant and not conflict with any of the CAR.
  - (b) Take into account all requirements under CAR.
  - (c) Provide an acceptable level of safety.
  - (d) Be administered to ensure that the standards remain current and valid for its intended use and are reviewed on a regular basis.
  - (e) Include, where applicable: notification and authorisation of airspace used; selection of launching, flying and landing sites; use of ground signals; use of aerodromes and launching methods.

### 5.2. Operating Procedures

- 5.2.1.1 The Association shall establish procedures for administration of operating standards for the activities listed in the Organisation and Procedures Manual.

#### **5.2.2. General**

- 5.2.2.1 The requirements in CAR Part 91 and Part 106 for the operation, flight, and maintenance of hang gliders and paragliders are prescribed by the Director.

### 5.3. Operating Standards

#### **5.3.1. Units Of Measurement**

- 5.3.1.1 In this OPM, all wind speed measurements are to refer to knots, and all height measurements are to refer to feet.

#### **5.3.2. Pilot Qualifications**

- 5.3.2.1 Each pilot of a hang glider or a paraglider shall:
- (a) Be a bona fide member of the NZHGPA and a club affiliated to the Association. Reference CAR Part 106.5 (1)
  - (b) Submit to and have accepted by the NZHGPA, a Fit and Proper Person declaration and be authorised to fly a hang glider or paraglider by the Association as prescribed in this manual. Reference CAR Part 106.5.

- (c) Comply with the privileges and limitations of their authorisation as prescribed in this manual. Reference CAR Part 106.5 (3)
- (d) Comply with the operational standards and procedures of the Association as prescribed in this manual. Reference CAR Part 106.5 (4)
- (e) Have attained the age of 16 years, or have written parental consent. Pilots under the age of 16 are limited to flight certificates no higher than PG 2 Certificate (Paragliding) or Intermediate Certificate (Hang Gliding).
- (f) Have completed a medical declaration in accordance with [OPMF00](#).
- (g) Keep a record of flying activities.

### **5.3.3. Visitor Pilots**

5.3.3.1 Hang glider and Paraglider pilots visiting from overseas may carry out flights within New Zealand provided:

- (a) They are a bona fide member of a hang gliding organisation, namely a Visitor Member of the NZHGPA
- (b) They hold an appropriate hang glider pilot certificate, namely a Temporary Visitor Member Pilot Certificate
- (c) They have undertaken a briefing by an NZHGPA Instructor or completed the NZHGPA VFR exam in order to familiarise themselves with New Zealand conditions, airspace, rules and procedures.
- (d) They comply with the privileges and limitations of their authorisations as prescribed on their certificate and in this manual
- (e) Comply with the operational standards and procedures of the Association as prescribed in this manual.

### **5.3.4. Transferring Overseas Ratings**

5.3.4.1 For guidance regarding foreign pilots seeking to transfer overseas ratings to NZHGPA ratings, refer TRAINING STANDARDS – TRG P2.

### **5.3.5. First Aid Certificates**

5.3.5.1 Where pilots are required to have a current First Aid Certificate (e.g Tandem Pilots and Instructors ) they must have passed a First Aid course during the past 2 years, and provide evidence, such as a copy of a certificate, to the Administrator. Where a pilot does not have a current first aid certificate, their applicable ratings are considered not-current.

5.3.5.2 Acceptable First Aid courses:

- (a) St Johns First Aid Course
- (b) Red Cross Basic First Aid Course
- (c) Any other course meeting the requirements of NZQA Unit Standards 6400, 6401 and 6402.
- (d) Any other course ( including specialist professional refresher courses ) that covers similar material to the above, and that is acceptable to the NZHGPA Chief Medical Advisor.

## 5.4. Operating Rules

### 5.4.1. Airworthiness

- 5.4.1.1 Each pilot member shall ensure that their hang glider or paraglider has a current warrant of fitness issued by their club.
- 5.4.1.2 Reference CAR Part 106.17 (b)

### 5.4.2. Registration

- 5.4.2.1 No person shall operate a hang glider or paraglider unless:
  - (a) They are registered in the Association Identification Register by way of a Pilot Identification Number (PIN) or a glider identification mark.
- 5.4.2.2 Reference CAR Part 106.9 (b) 2

### 5.4.3. Maintenance

- 5.4.3.1 No person shall operate a hang glider or paraglider unless:
  - (a) It has a warrant of fitness authorised by the Association as prescribed in this manual.
- 5.4.3.2 Reference CAR Part 106.17(b)

### 5.4.4. Authorised Maintenance Persons

- 5.4.4.1 Any person with a current inspection authority issued in accordance with OPMF 43 is deemed to be an authorised maintenance person for the purposes ONLY of inspecting gliders, harnesses and other equipment for a warrant of fitness in accordance with OPMF 22 or 36 or 36a.
- 5.4.4.2 As a Part 149 Recreational Aviation Organisation any authority issued by the NZHGPA is only valid for recreational use.

### 5.4.5. Equipment

- 5.4.5.1 No person shall operate a hang glider or paraglider unless:
  - (a) It is fitted with the equipment and instruments as prescribed in this manual.
  - (b) They, or their glider, are equipped with an altimeter that shows height above the ground to an accuracy of 100 feet.
  - (c) They wear a serviceable, rigid, protective helmet conforming to standards laid down by the Association.
  - (d) They use a harness of a type conforming to the standards of a hang gliding organisation.
- 5.4.5.2 Reference CAR Part 106.15 /19

### 5.4.6. Alcohol And Drugs

- 5.4.6.1 A person shall not operate, or instruct in the use of a hang glider or paraglider while:

- (a) Under the influence of alcohol.
  - (b) Under the influence of any drug to such an extent as to impair the pilot's ability to fly the hang glider or paraglider.
- 5.4.6.2 A pilot shall not have consumed any banned drug prior to or during competition flight, including cross-country competitions (see Drug and Doping Policy in [Section 8-Miscellaneous](#) ).

#### **5.4.7. Careless Or Reckless Operation**

- 5.4.7.1 No person shall operate a hang glider or paraglider in a careless manner so as to endanger the life or property of others.

#### **5.4.8. Take Off And Landing Areas**

- 5.4.8.1 Pilots may only launch a hang glider or a paraglider from a launch site authorised by a hang gliding organisation. Reference CAR Part 106.59
- 5.4.8.2 No person shall operate a hang glider or paraglider unless they ensure their landing and takeoff areas are suitable. Pilots shall ensure that approval has been granted for use of takeoff and landing areas.

### **5.4.9. Airspace Restrictions - Restricted And Danger Areas**

- 5.4.9.1 No person shall operate a hang glider or paraglider within a restricted area designated under CAR Part 73 unless that person has permission in writing from the agency using the area or the area's specified controlling authority.
- 5.4.9.2 For VFR flight within an instrument approach restricted area designated under Part 73, the pilot must:
  - (a) Operate the aircraft no closer than 1000ft vertically and 1 NM horizontally from cloud and with visibility of at least 5km, or
  - (b) Establish that no aircraft is conducting an instrument approach procedure by maintaining two-way radio communications on the appropriate frequency.
- 5.4.9.3 No person shall operate an aircraft within a danger area designated under Part 73 unless that person has established, after due consideration of the information provided by the using agency specified for the area under Part 73, that flight in the area will not affect the safety of the aircraft.
- 5.4.9.4 Until CAR Part 73 comes into force, restricted and danger areas are designated under Part 19
- 5.4.9.5 All pilots shall make themselves aware of airspace restrictions, and should open and close General Aviation Areas (previously known as Glider Flying Areas) where applicable.

## **5.5. Flight Rules**

### **5.5.1. Conditions For Flight**

- 5.5.1.1 A person shall not fly a hang glider or paraglider at night.
  - (a) (Civil Twilight being 30 minutes before sunrise and 30 minutes after sunset)
- 5.5.1.2 Reference CAR Part 106.57

### **5.5.2. Launch Sites**

- 5.5.2.1 Each club shall authorise launch sites through their OSO in accordance with and using form OPMF41 Launch Authorisation Form.
- 5.5.2.2 Pilots should only launch from club-authorized sites.
- 5.5.2.3 Pilots with either PG2, Intermediate or higher Pilot Certificates may self authorise sites for their personal use on a day by day basis.
- 5.5.2.4 Pilots self authorising a site for their personal use must adhere to the following procedure:
  - (a) Pilot gains/confirms they have permission to access the property and launch.
  - (b) Pilot has confirmed that their flight plan from the launch will not breach airspace, CAR's or NZHGPA rules.
  - (c) Pilot has assessed the launch for hazards.
  - (d) Pilot has assessed that their flight plan poses no risk or nuisance to the public.

5.5.2.5 The pilot MUST confirm their self authorisation by writing the location plus the words “self authorised” in their log for the flight.

5.5.2.6 Reference CAR Part 106.59

### **5.5.3. Operating Limitations And Emergency Equipment**

5.5.3.1 Before any flight a pilot shall be familiar with their glider's performance characteristics, and any emergency equipment carried and its operation in an emergency.

5.5.3.2 Reference CAR Part 91.219(5)

### **5.5.4. Operating On And In The Vicinity Of An Aerodrome**

5.5.4.1 Each Pilot-in-command of a hang glider or paraglider on or in the vicinity of an aerodrome shall:

- (a) Observe other aerodrome traffic for the purposes of avoiding collision.
- (b) Unless otherwise instructed by ATC, conform with or avoid the traffic pattern formed by other aircraft.

5.5.4.2 Reference CAR Part 91.223

5.5.4.3 Where gliders are flown in the vicinity of an aerodrome operating a radio control service, the pilot shall maintain two-way radio contact on the prescribed frequency and obtain clearance prior to landing at that aerodrome or entering its control zone.

### **5.5.5. Operating Near Other Aircraft**

5.5.5.1 The Pilot-in-command shall not operate a hang glider or paraglider:

- (a) So close to another aircraft as to create a collision hazard.
- (b) In formation flights except by arrangement with the Pilot-in-Command of each hang glider or paraglider in formation.

5.5.5.2 Reference CAR 91.227

### **5.5.6. Safety Of Hang Gliders And Paragliders**

5.5.6.1 Each pilot-in-command shall:

- (a) Ensure the safe operation of the hang glider or paraglider and the safety of any passenger.
- (b) Determine whether the hang glider or paraglider is in a condition for safe flight.

### **5.5.7. Right Of Way Rules**

5.5.7.1 Reference CAR Part 91.229

5.5.7.2 Each pilot of a hang glider or paraglider:

- (a) Shall maintain a lookout to see and avoid other aircraft.



- (b) That has right of way shall maintain heading and speed, but shall not be relieved from the responsibility of taking such action, including collision avoidance manoeuvres, as will best avert collision.
- (c) That is obliged to give way to another aircraft shall avoid passing over, under or in front of other aircraft, unless passing well clear and taking into account the effects of wake turbulence.

#### 5.5.7.3 Approaching Head On

- (a) Each pilot, when approaching another aircraft head on or nearly so, shall alter heading to the right.

#### 5.5.7.4 Aircraft Converging

- (a) Each pilot of a hang glider or paraglider that is converging at approximately the same altitude with another aircraft that is to its right shall give way.

#### 5.5.7.5 Overtaking Aircraft

- (a) Each pilot of a hang glider or paraglider that is overtaking another aircraft soaring shall pass on the right side of the overtaken aircraft.

#### 5.5.7.6 Overtaking Aircraft (Ridge)

- (a) Each pilot of a hang glider or paraglider that is overtaking another aircraft soaring on a ridge shall pass on the ridge side of the overtaken aircraft.

#### 5.5.7.7 Reference CAR 106.51(b)

#### 5.5.7.8 Ridge Soaring

- (a) Each Pilot-in-command of a hang glider or paraglider that has the ridge on the right has right of way. The other aircraft converging must move to the right. Reference CAR 106.51(a)

#### 5.5.7.9 Thermalling

- (a) Pilots of hang gliders or paragliders converging on a thermal shall allow the first glider to thermal (regardless of altitude) to dictate the direction of turning.

#### 5.5.7.10 Landing

- (a) Where the landing area is restricted in size, the pilot of a hang glider or paraglider at the lowest altitude has right-of-way.

#### 5.5.7.11 Take off

- (a) A hang glider or paraglider pilot shall not take off if there is an apparent risk of collision with another aircraft.

#### 5.5.7.12 Aircraft in Distress

- (a) Each pilot of a hang glider or paraglider shall give way to any aircraft in distress.

### **5.5.8. Dropping Of Objects**

5.5.8.1 A pilot of a hang glider or paraglider shall not allow any object to be dropped from their aircraft in flight unless they have taken reasonable precautions to ensure the dropping of the object does not endanger persons or property.

5.5.8.2 Reference CAR Part 91.235

**5.5.9. Compliance With Atc Clearance And Instructions**

5.5.9.1 Each pilot shall:

- (a) Comply with any ATC clearance or instruction
- (b) When a deviation from an ATC clearance or instruction is required for the safe operation of the hang glider or paraglider, notify ATC of that deviation as soon as possible
- (c) A pilot shall not comply with an ATC clearance or instruction if such compliance is a violation of any rule in this Part.

5.5.9.2 Reference CAR Part 91.241

**5.5.10. Operations In Classified Airspace**

5.5.10.1 Each pilot shall obtain an ATC clearance prior to entering airspace designated:

- (a) Class C or D.
- (b) Maintain two-way radio communication with ATC on the prescribed frequency.

5.5.10.2 Reference CAR 106.245

**5.5.11. Flight Plan**

5.5.11.1 Each pilot of a hang glider or paraglider may fly under VFR without submitting a VFR flight plan to an appropriate ATS unit if they do not require an alerting service.

5.5.11.2 Reference CAR Part 106.307

**5.5.12. Cloud And Visibility Distances For Vfr**

5.5.12.1 Each Pilot-in-command of a hang glider or paraglider shall not operate under VFR when the flight visibility is less, or at a distance from cloud that is less, than that prescribed for the corresponding altitude and class of airspace in the table below.

Airspace	Distance from Cloud	Flight Visibility
Class C, D	2 km horizontally 1000 ft vertically outside a control zone.	8 km at or above 10,000 ft AMSL
	500 ft vertically within a control zone.	5 km below 10,000 ft AMSL

Class G	Above 3000ft AMSL or 1000ft above terrain whichever is higher	2 km horizontally 1000 feet vertically	
	At or below 3000ft AMSL or 1000ft above terrain whichever is higher	Clear of clouds and in sight of the surface.	5 km

5.5.12.2 NOTE: Description of Airspace Classes and Terminal Areas can be found in Section 7 Appendix under [VISUAL FLIGHT RULES EXAM GUIDE \(OPMF 34\)](#)

### **5.5.13. Minimum Altitudes For Vfr Flights**

5.5.13.1 No pilot shall operate a hang glider or paraglider under VFR:

- (a) At an altitude not less than that required to execute an emergency landing without undue hazard to persons or property on the surface.
- (b) Over any populous area, or over any open air assembly of persons, at an altitude of not less than 1000ft above the highest obstacle within a horizontal radius of 2000ft of the hang glider or paraglider.
- (c) Over any other area, at a height of less than 500ft above the surface.

5.5.13.2 Reference CAR Part 91.311

### **5.5.14. Minimum Altitude**

5.5.14.1 Notwithstanding the above, a hang glider or paraglider may be flown below a height of 500 ft for ridge soaring, if such flight does not endanger persons or property on the ground.

5.5.14.2 Reference CAR Part 106.55

### **5.5.15. Certification For Sites**

5.5.15.1 Pilots may only fly the sites that they are certified for. They may fly sites one classification higher than their certification provided they are under the direct supervision of an Instructor, or failing that a pilot certified for that site who has a sound knowledge of that site and has the minimum flight certificate of a Hang Glider Advanced Certificate or Paraglider 3 Certificate.

### **5.5.16. Pilot Certificates**

5.5.16.1 Pilot Certificates shall be available for inspection when undertaking all flying activities.

### **5.5.17. Pilot Identification**

5.5.17.1 Pilots must identify themselves as "Hang XXXX" (Hang Glider) or "Para XXXX" (Paraglider) [X = NZHGPA PIN] when communicating on air-band radio frequencies with ATC.

### **5.5.18. Country Code**

5.5.18.1 Association members dependent on good relations with farmers and others who own the land we fly on. Pilots shall adhere to the guidelines in the Country Code to ensure they and other pilots will be able to continue to fly:

- (a) ALWAYS CHECK with local pilots before flying at new sites.
- (b) ALWAYS ASK PERMISSION to fly unless you are absolutely certain that the owner allows use of the site without asking.
- (c) CHECK AGAIN at spring time as most farms have pregnant and new-born stock that can easily be frightened and injured.
- (d) DO NOT show displeasure or abuse an owner if permission is refused. This could hamper getting permission in the future.
- (e) ALWAYS GET PERMISSION to take a vehicle on to property. Ensure that vehicles without gliders are not taken on to the property. Put all gliders on/into one car rather than having a convoy crossing the property. If stock is near, drive slowly.
- (f) LEAVE GATES as you find them. Gates may be closed to keep stock in or open to allow stock to feed. Ensure that all pilots and drivers understand.
- (g) USE STILES and gates wherever possible. If you must cross a fence, cross at a post or strainer post.
- (h) AVOID hay, standing or cut, unless permission has been given to cross it.
- (i) AVOID landing in paddocks containing crops or stock. Carefully move off crops to avoid damage.
- (j) DO NOT LIGHT FIRES at any time.
- (k) DO NOT SMOKE during times of fire risk.
- (l) DO NOT TAKE DOGS onto any farm or property.
- (m) DO NOT disturb plants or machinery, move around it.
- (n) LEAVE NO RUBBISH.

### **5.5.19. Ground Signals**

5.5.19.1 Standardised ground signals should be used at all times:

### **5.5.20. Wind Indications**

5.5.20.1 Persons giving wind direction indication from the ground shall:

- (a) Have their back to the wind facing the aircraft with their arms forward to form an arrow. (Their arms should always be downwind like the sock on a windsock and face the aircraft so that you are aware of its movements.)

## 5.6. Special Flight Operations

### 5.6.1. Aerobatic Flight

- 5.6.1.1 No person may operate a hang glider or paraglider in aerobatic flight:
- (a) Over, or within a horizontal distance of 2000ft, of any populous area.
  - (b) Over, or within a horizontal distance of 2000ft, of any open air assembly of persons.
  - (c) Within any controlled airspace, except with the approval of ATC.
  - (d) No pilot shall carry a passenger in aerobatic flight unless they hold an aerobatic rating issued under Part 61.
- 5.6.1.2 Reference CAR Part 91.701

## 5.7. Equipment And Instrument Requirements

### 5.7.1. Hang Glider And Paraglider Equipment

- 5.7.1.1 A person shall not operate a Hang Glider or Paraglider unless it is equipped with:
- (a) A harness of a type conforming to NZHGPA standards.
  - (b) A serviceable, rigid, protective helmet conforming to NZHGPA standards.
  - (c) An altimeter accurate to within plus or minus 100ft.
  - (d) Back protection of a type conforming to NZHGPA standards for all tandem paraglider passengers and paragliding student pilots.
  - (e) A tandem reserve for all tandem flight operations.
- 5.7.1.2 Reference CAR Part 106.15/19
- 5.7.1.3 The following shall also apply to tandem paragliding flights:
- (a) Carabiners used to connect risers to spreaders must have a minimum breaking strain of 24kn
  - (b) Primary reserve bridle connections are to be adjacent to risers.

### 5.7.2. Reserves

- 5.7.2.1 Reserve parachutes are recommended for all flights but are compulsory for Association National competitions, league events and tandem flights.

## 5.8. Hang Glider And Paraglider Towing

- 5.8.1.1 Each pilot of a microlight aircraft towing a hang glider or paraglider shall comply with the aero towing operating standards and procedures of a microlight organisation. (Part 103)
- 5.8.1.2 Reference CAR Part 103

### **5.8.2. Wheels, Doleys, Skids And Floats.**

- 5.8.2.1 Hang gliders, capable of being foot launched, that are using Wheels, Doleys, Skids or Floats to assist a safe launch or landing, are considered to meet the definition of foot launched gliders.
- 5.8.2.2 The use of the Wheels, Doleys, Skids or Floats must not remove the capability of the glider to be foot launched but purely provide a piece of role equipment that assists with the safe launch or landing of the glider.

### **5.8.3. Recommended Operating Procedures.**

- 5.8.3.1 The following procedures are strongly advised to be followed for the daily operation of gliding activities undertaken by all pilots:
- (a) Pilots should not fly in unsuitable conditions or if an Organisation Safety Officer or Instructor recommends they do not fly.
  - (b) Landing areas should be kept clear for incoming traffic.
  - (c) All pilots should make themselves aware of particular current restrictions relating to the site, e.g. landing area, power lines, landing patterns etc.
  - (d) During windy conditions take off and landing should be assisted.
  - (e) All Hang Gliders and Paragliders and associated equipment must be pre-flight checked prior to flying.
  - (f) Pilot Members shall not launch gliders which do not hold a current Warrant of Fitness.
  - (g) Pilot shall carry authorised back plate protection and reserves where applicable.

## 5.9. Airworthiness Standards

### 5.9.1. Paraglider

- 5.9.1.1 The Airworthiness standards of paragliders flown under the jurisdiction of the Association shall be:
- (a) All tandem paragliders flown in New Zealand shall be tested to a CEN/AFNOR or DHV Gutesiegel standard equivalent. This testing can be carried out within New Zealand provided the tests are submitted to the Operations Manager and audited by the Flight Rules Committee.
  - (b) Information on materials and line types stating composition and breaking strength shall be available, along with a full line plan including dimensions and layout. A recommended maintenance schedule of the paraglider's life should also be included.

### 5.9.2. Hang Gliders

- 5.9.2.1 The Airworthiness standards of hang gliders flown under the jurisdiction of the Association shall be:
- (a) All tandem hang gliders flown in New Zealand shall be tested to a German DHV Gutesiegel certification standard and/or the British Hang Glider and Paraglider Association certification standard and/or the United States HGMA certification standard. This testing can be carried out within New Zealand provided the tests are submitted to the Operations Manager and audited by the Flight Rules Committee.
  - (b) Information on materials shall be available along with a recommended maintenance schedule for the hang glider's life.
  - (c) The NZHGPA ratifies the North Wing T2 as an acceptable hang glider for tandem use.

## 5.10. Equipment Protection Standards

### 5.10.1. Backplates

- 5.10.1.1 It is compulsory for all PG students under instruction and PG tandem passengers to use harnesses and carry back protection to the NZHGPA approved certification.
- 5.10.1.2 NZHGPA approved harnesses include harnesses certified by the DHV and harnesses certified to LTF standard.
- 5.10.1.3 The back protection / harness combination must be fit for purpose, used as specifically designed and intended by the manufacturer without any modifications and as presented for certification testing.
- 5.10.1.4 For student harnesses, the back protection must extend continuously from under the pilots middle thigh to extensively cover the back up to the shoulder region. This applies to both airbag and foam based back protection.

5.10.1.5 In situations where back protection use may result in subsequent endangerment such as tow operations over water, specific dispensation may be provided by the PG Operations Manager.

### **5.10.2. Helmets**

5.10.2.1 It is compulsory for all pilots to fly using a serviceable hard shell protective helmet conforming to or exceeding the 'Australia and New Zealand Bike Helmet Standard'.

## **5.11. Pilot Grounding**

5.11.1.1 The Disciplinary Committee as prescribed in the Association constitution rules carries out notification of pilot grounding. Grounding will occur due to the non-conformance and/or non-compliance with laid down procedures prescribed in this manual and /or CAR.

5.11.1.2 Grounding notification must be discussed with the pilot concerned and rectification of the situation should be laid out within a specified time frame. Grounding will take place on the day of the notification.

5.11.1.3 The concerned pilot has a right to appeal as laid out in the Constitution. (Part 2)

5.11.1.4 Pilot grounding can only be executed by the Disciplinary Committee after written submissions from an Organisation Safety Officer, the Operations Manager or the Internal Auditor.

5.11.1.5 The grounding notification form OPMF09 is prescribed in the Forms section.

### **5.11.2. Hang Glider And Paraglider Grounding**

5.11.2.1 The Flight Safety Committee as prescribed in the Association Constitution carries out notification of hang glider and paraglider grounding. Grounding will occur due to the non-conformance and/or non-compliance with laid down procedures prescribed in this manual and/or CARs. Grounding notification must be discussed with the pilot concerned and rectification of the situation should be laid out within a specified time frame. Grounding will take place on the day of this notification.

5.11.2.2 Hang glider and Paraglider grounding can only be executed by the Flight Rules Committee after written submissions from an Organisation Safety Officer, Operations Manager or Internal Auditor.

5.11.2.3 The grounding notification form OPMF10 is prescribed in the Forms section.

## **5.12. Hang Glider And Paraglider Incident Procedure**

### **5.12.1. General**

5.12.1.1 An Incident is the operational occurrence, other than a hang glider or paraglider accident, which:

- (a) Jeopardises the safety of the hang glider or paraglider, or;



- (b) Involves a hang glider or paraglider, and causes injury or severe mental strain to any person, or damage to property
- (c) Involves a breach of airspace regulations.

5.12.1.2 Reference CAR Part 12.1 (b)

### **5.12.2. Procedures**

5.12.2.1 The Association shall carry out the following functions:

- (a) Process details of hang glider or paraglider incidents which may be submitted by any Association member or member of the public.
- (b) Ensure reports are concise and clearly written using **OPMF07** and sent to the Operations Manager.
- (c) The Operations Manager should submit a report to the Executive Council and Flight Rules Committee if decisive action has not been able to take place to correct the situation.
- (d) The Safety/Incident Committee shall take action as it sees fit, or shall refer the incident to the CAANZ for action.

### **5.12.3. Alert Level**

5.12.3.1 If the Operations Manager receives in excess of five incidents, accident or defect reports of a sufficiently similar nature as to be identifiable as a trend, then notification shall be circulated to all Member Organisations. Publication in the official medium should take place and a copy sent to the CAANZ of the trend indicated and recommended corrective action to be taken.

## 5.13. Hang Glider And Paraglider Accident Procedure

### 5.13.1. General

5.13.1.1 Accident notification is mandatory under the provision of Civil Aviation Rules Part 12.

5.13.1.2 Therefore any accident involving a hang glider or paraglider shall be reported where:

- (a) A person is fatally or seriously injured as a result of being attached to the hang glider or paraglider or in direct contact with any part of the hang glider or paraglider including any parts that have become detached from the hang glider or paraglider.
- (b) The hang glider or paraglider suffers substantial damage, which adversely affects the structural strength, performance or flight characteristics of the hang glider or paraglider that would normally require major repairs or replacement of the affected components. This excludes hang glider minor damage to uprights and battens.
- (c) The hang glider or paraglider is missing or is completely inaccessible.

5.13.1.3 Notes:

- (a) A serious injury is classified as an injury that is sustained by a person in an accident which:
- (b) Requires hospitalisation for more than 48 hours, commencing from within 7 days from the date the injury was received; or
- (c) Results in a fracture of a bone (except simple fractures of fingers, toes, nose or ribs); or
- (d) Involves lacerations which cause severe haemorrhage, nerve, muscle, or tendon damage; or
- (e) Involves injury to an internal organ.
- (f) A fatal injury is an injury resulting in death within thirty (30) days of the date of an accident.
- (g) An aircraft is considered to be missing when the official search has been terminated without the wreckage being located.

### 5.13.2. Procedures

5.13.2.1 It is the responsibility of the pilot involved in the accident ( or the instructor if an accident involves a student pilot under instruction to to notify:

- (a) The 24 Hour CAA Accident Hotline on 0508 ACCIDENT (0508 222 433).
- (b) The local Police (Immediately) in the case of a fatality.
- (c) The NZHGPA Operations Manager immediately in the case of a fatality, or an accident which could involve third party insurance claims against an organisation or the Association.
- (d) The local Club Safety Officer within 24 hours.

5.13.2.2 And to submit:

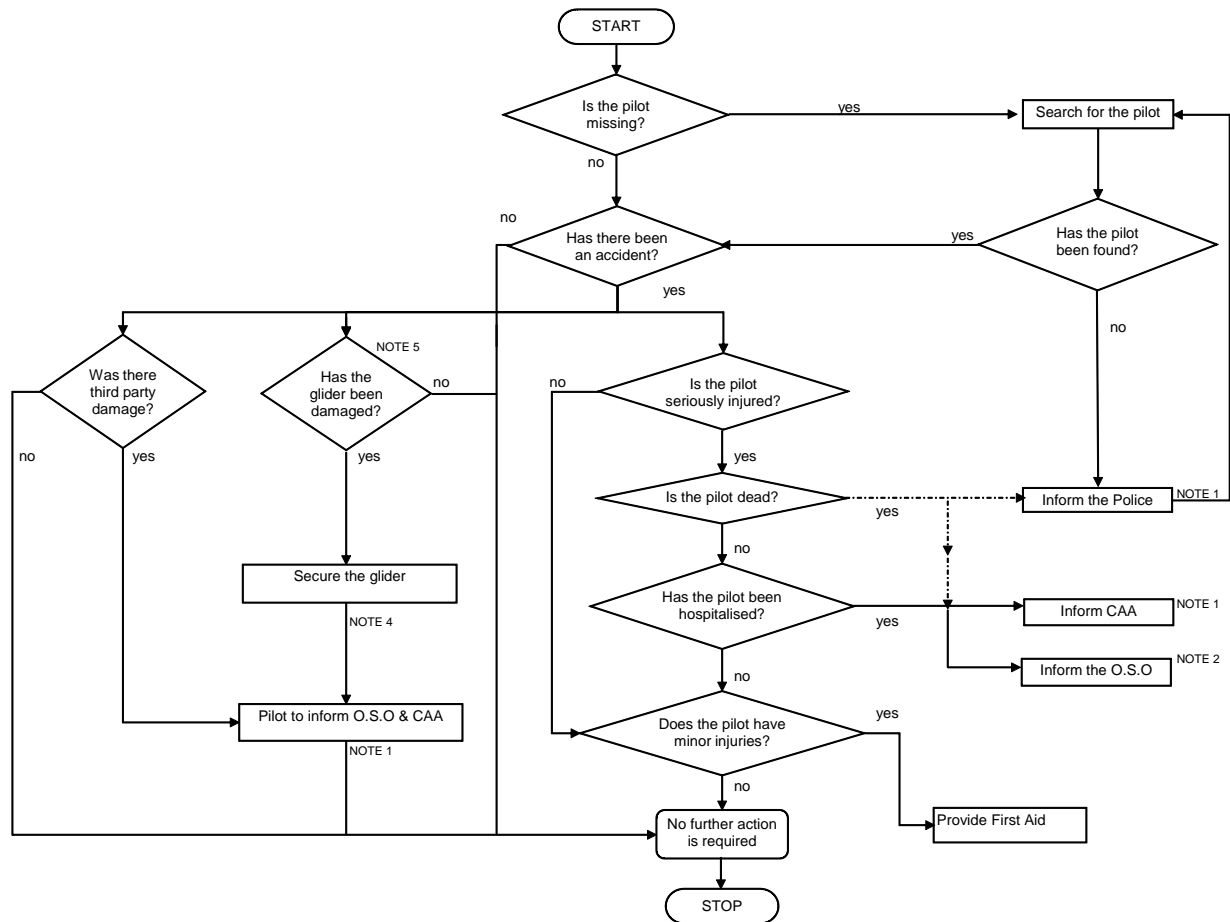
- (a) A completed accident report within 48 hours.

5.13.2.3 Note: If the pilot involved is incapacitated and unable to report an accident then as soon as the local Club Safety Officer becomes aware of the accident they will obtain the relevant details and provide a report.

5.13.2.4 The Club Safety Officer has the responsibility to:

- (a) Ensure that notification has been made to the Operations Manager.
- (b) Forward a duplicate copy of the completed accident report form to the Association Administrator within five (5) days.
- (c) Keep a record of details pertaining to accidents, should an investigator require further information.
- (d) Promulgate other relevant information which is brought to their attention relating to flight safety.

### 5.13.3. Accident Procedure Flow Chart



5.13.3.1

NOTES:

5.13.3.2 Inform immediately.

5.13.3.3 Continue searching

5.13.3.4 Inform within 24 hours.

5.13.3.5 Inform within 48 hours.

5.13.3.6 Do not de-rig or shift hang gliders (CLASS I & II) or paragliders after a serious accident until you have clearance from CAA or police.

5.13.3.7 This excludes damage to A frame, uprights, or battens for hang gliders.

## 5.14. Paragliding Safety Courses Over Water

5.14.1.1 Safety-over-water courses must be approved prior to their running by a club OSO. The OSO must issue a clearance on the day based on conditions at the site.

## 5.15. Speed Gliding (Speedwing Paragliders)

- 5.15.1.1 Speed wing paraglider manufacturers do not currently offer these wings to be tested under any of the current certification standards such as LTF and EN. Training under the NZHGPA regulations requires paragliders used by students to be certified, rated and sized appropriately for the student's use. Until such time as speed wing paragliders become certified, training cannot be conducted using these wings. Only pilots rated at PG2 plus 40 hours plus 40 flights or above can fly speed wing paragliders. Training can still be offered on speed wing paragliders **BUT ONLY AFTER** the student has achieved PG2 rating plus 40 hours plus 40 flights. A full traditional PG training programme through to PG2 plus, is currently the only legal way of becoming a speed glider pilot.

## SECTION 6 TRAINING

### 6.1. Training Standards

#### 6.1.1. Technical Standards

The Association shall establish technical standards for the activities listed in this manual.

The standards shall:

- (a) Be relevant and not conflict with any of the CAR.
- (b) Take into account all requirements under CAR.
- (c) Provide an acceptable level of safety.
- (d) Be administered to ensure that the standards remain current and valid for their intended use and are reviewed on a regular basis.

#### 6.1.2. Competency Assessment Procedures

6.1.2.1 The Association shall establish procedures for assessing the knowledge and skills of members requiring authorisation. This procedure shall include, where applicable:

- (a) Guidelines for examiners.
- (b) The establishment of a pool of questions based on the syllabus, for each type of authorisation.
- (c) Security of the pool of questions.
- (d) A system for moderation of examination questions.
- (e) A marking system for written, oral and practical exams.
- (f) A system for recommending issues of authorisations.
- (g) A system for recounts and re-examination.

#### 6.1.3. Authorisation

6.1.3.1 The Association shall establish procedures for the authorisation of members performing activities listed in this manual. The procedure shall ensure that:

- (a) The member is a bona fide member of the Association.
- (b) The member meets all other relevant prescribed standards established by the Association for the authorisation of that member.
- (c) The member demonstrates their competency to the organisation.
- (d) The member's competence is reviewed on a regular basis.

## 6.2. Procedure For Conducting Pilot Assessments

### 6.2.1. Authority

- 6.2.1.1 The NZHGPA approves the Administrator for the purposes of assessing hour and flight number requirements.
- 6.2.1.2 The NZHGPA approves PG3 and Advanced rated pilots for the purpose of carrying out flight assessments of a pilots skills to maintain currency in solo pilot ratings.
- 6.2.1.3 The NZHGPA Chief Executive may designate suitable persons as Flight Examiners and assessors. The PG and HG training managers will maintain a list of authorised Flight Examiners and assessors and provide this list to pilots who request an assessment.
- 6.2.1.4 Any assessment carried out under the authority of the NZHGPA is limited to the privileges of the Part 149 Aviation Recreation Certificate issued to the NZHGPA.

### 6.2.2. Pilots

- 6.2.2.1 To reactivate the privileges of their ratings, where the currency requirements are not met, the pilot must demonstrate to, and satisfy a person approved by the Association that they have retained the required skills as outlined in the relevant rating form.

### 6.2.3. Tandem And Instructor

- 6.2.3.1 Pilots may request to be assessed for NZHGPA instructor and tandem pilot ratings in the following circumstances:
  - (a) Foreign instructor or tandem pilots applying for foreign rating equivalency.
  - (b) NZHGPA instructors that have not attended an instructor seminar within the required time period.
  - (c) Pilots applying for initial issue of a tandem rating or to maintain currency of an existing rating.

### 6.2.4. Validity

- 6.2.4.1 Pilots assessed under foreign rating equivalency for NZHGPA instructor ratings will be required to attend a NZHGPA instructor seminar within one year of the assessment being completed.

### 6.2.5. Assessment Procedure

- 6.2.5.1 Applicant contacts PG or HG training manager requesting assessment.
- 6.2.5.2 PG or HG training manager appoints an assessor and informs applicant.
- 6.2.5.3 Applicant arranges time and place with assessor for assessment to take place.
- 6.2.5.4 Applicant forwards assessment fee to NZHGPA Administrator.
- 6.2.5.5 Assessment carried out to verify the requirements of the following documents;
  - (a) OPMF44 – Paraglider Tandem Assessment

- (b) OPMF45 – Paraglider Instructor Assessment
  - (c) OPMF46 – HG Tandem Assessment
  - (d) OPMF48 – HG Instructor Assessment
- 6.2.5.6 On completing the assessment the assessor will inform the training manager of the results of the assessment in writing/email. In addition:
- 6.2.5.7 If the assessment is successful the assessor will:
- (a) Forward all documents listed in the document checklist to the NZHGPA Administrator for processing.
  - (b) If the assessment is unsuccessful the assessor will:
  - (c) Inform the applicant’s employer and/or the applicant.

### **6.2.6. Fees For Assessments**

- 6.2.6.1 All current NZHGPA fees can be found on the NZHGPA web site  
<http://www.nzhgpa.org.nz>
- 6.2.6.2 NOTES:
- (a) Where the applicant has previously held a NZHGPA rating, items on the assessment forms marked with \* are not required.



## 6.3. Procedures

### 6.3.1. General

6.3.1.1 The requirements in CAR Parts 91/106/149 for the technical standards of hang glider and paraglider pilots are prescribed by the Director. Hang glider and paraglider pilots shall comply with the standards, limitations and procedures of this manual. All flight training (instruction) of student pilots is to be conducted under the supervision of an authorised Instructor. All flight training should be conducted in accordance with the procedures outlined in this manual and the Hang Gliding and Paragliding Training Manuals.

### 6.3.2. Foreign Rating Equivalency

- 6.3.2.1 Foreign pilot qualifications are recognised from the following countries when the holder speaks fluent English: Australia, USA, Canada, Britain, Sweden, Germany, Switzerland, France; or where any other English-speaking pilot can produce an IPPI (International Pilot Proficiency Identification), Parapro, or Safepro rating.
- 6.3.2.2 Applications who do not qualify under the above may be referred to either the HG or PG training managers for validation of their flying standards (OPMs must be submitted in English).
- 6.3.2.3 Qualifying pilots may be issued the equivalent NZHGPA pilot rating upon successfully passing the NZHGPA VFR exam **OPMF33**. Instructor ratings will only be issued to full pilot members of the NZHGPA, upon presenting a current First Aid certificate, and passing an assessment by an NZHGPA appointed assessor.

## 6.4. Procedure For Conducting And Marking Theory Exams

### 6.4.1. Allowable Examiners

6.4.1.1 Exams shall be conducted under the auspices of a suitably qualified examiner rated in the relevant discipline (i.e. HG / PG). Qualifications for conducting exams are detailed in the table below.

Exam for	Examiner
Beginner, Novice, Intermediate, Advanced, PG1, PG2, PG3, PP1.	Instructor of the relevant discipline.
Tandem Pilot	Approved Tandem Pilot
Tow	Tow Certified Instructor
VFR	Instructor of either discipline

### 6.4.2. Exam Procedure

6.4.2.1 The examiner shall supply questionnaires to all candidates and stipulate the conditions under which they must be answered.

- 6.4.2.2 Upon completion of the questionnaire the examiner shall mark the candidates answers. The examiner may require the candidate to be present during this time for oral questioning to confirm that the level of understanding demonstrated by the candidate is of a level required for safe operation under the privileges of the rating.
- 6.4.2.3 If a pass mark is achieved (according to the requirements stipulated on the rating form) the examiner shall note this on the candidate's paper and sign it to indicate the exam was conducted under suitable conditions.
- 6.4.2.4 A marked and signed copy of the candidate's answers is to be sent to the administrator along with a correctly completed and current rating form in order that the examined rating can be issued

## 6.5. Code Of Practice - Hang Gliding

### 6.5.1. Purpose

- 6.5.1.1 This code of practice provides the minimum safety and quality standards required, to be adhered to by any person when training any other person to fly a hang glider in New Zealand.

### 6.5.2. Scope Of Code Of Practice

- 6.5.2.1 This code of practice covers all hang gliding training operations conducted under the jurisdiction of the New Zealand Hang Gliding and Paragliding Association Inc.
- 6.5.2.2 This code of practice sets out the minimum safety standards to be used when conducting hang gliding training operations; the instructor is free to run a training operation to a higher safety standard.
- 6.5.2.3 This code of practice focuses only on the safety requirements of hang gliding instruction. It is independent of any specific training methodologies or instructional techniques.

### 6.5.3. Objectives

- (a) To ensure that all NZHGPA-authorized hang gliding training is carried out at the highest safety level achievable.
- (b) To encourage greater participation in the sport of hang gliding.
- (c) To support and encourage instructors in their training activities.

### 6.5.4. Persons Allowed to Instruct

- 6.5.4.1 Any person instructing or supervising another person while they are learning to fly a hang glider must hold a valid and current NZHGPA Instructors Rating or Assistant Instructors Rating, this includes a valid first aid certificate. They must also be a current Pilot member of the NZHGPA.

### 6.5.5. Instructors Rating Requirements

- 6.5.5.1 Refer to NZHGPA OPM Part 1, Section 5, Training P15

### 6.5.6. Assistant Instructor Rating Requirements

- 6.5.6.1 Refer to NZHGPA OPM Part 1, Section 5, Training P14
- 6.5.6.2 NOTE: Assistant Instructors may only instruct under the direct supervision of an Instructor.
- 6.5.6.3 Recognised First Aid Certificates: - See [OPS P2 – First Aid Qualifications](#).
- 6.5.6.4 Any Instructor from an overseas organisation may submit proof of their ratings and experience to the NZHGPA Administrator. The Administrator will forward this on to the NZHGPA Executive where it will be evaluated and if appropriate, then be referred back for issuing of a New Zealand rating.

6.5.6.5 All Instructors must have a good command of the English language.

6.5.6.6 Refer to [NZHGPA OPM Part 1, Section 5, Training P2](#)

6.5.6.7 Every Instructor undertaking training of students should be in a fit and healthy state and shall not be under the influence of drugs or alcohol.

### **6.5.7. Persons Allowed To Be Trained**

6.5.7.1 Any person being trained to fly a hang glider in New Zealand must:

- (a) Be either a student member or a full member of the NZHGPA and
- (b) Be at least 16 years old, unless with signed approval of parent or guardian, and
- (c) Be reasonably physically fit and healthy (As a minimum you must be medically fit enough to hold a N.Z. drivers licence and not suffer from any of the medical complaints indicated on the NZHGPA medical declaration.), and
- (d) Not be under the influence of drugs or alcohol.

### **6.5.8. Safety Equipment To Be Used**

6.5.8.1 The minimum safety equipment to be worn by the student is:

- (a) A suitable helmet in good condition (See [OPS P12](#)).
- (b) Sturdy footwear.
- (c) Safety equipment that shall be used or available on the training site:
- (d) A fully stocked and comprehensive First Aid Kit must be available during each training session.
- (e) Some reliable form of electronic communication to call for help in an emergency. In most circumstances this will be a cell phone.
- (f) Windsocks or streamers.
- (g) Other safety equipment that should be used when appropriate:
- (h) Radios (Useful when used correctly in some circumstances).
- (i) Cellular phone ( If there is reception available on-site ).
- (j) Knee & elbow protection (for rocky terrain).
- (k) Wind speed meter.

### **6.5.9. Flying Equipment To Be Used**

6.5.9.1 Any glider used for training shall be of a type approved for training use by the NZHGPA and be used within the limitations of any restrictions imposed on that type of glider under

NZHGPA OPM Part 1, Section 6, Maintenance P3 (Outdated Hang Glider use restrictions).

- 6.5.9.2 Instructors must ensure that any glider used is suitable for the student's level of competence and physical stature.
- (a) Any glider used for training shall be in an airworthy condition.
  - (b) Any glider used for training should have wheels fitted to the base-bar.
  - (c) Any harness used for training shall be specifically designed for hang gliding and be easy to use; apron type harnesses are the most suitable.
  - (d) Any harness used for training shall be in airworthy condition.
  - (e) All karabiners used for training shall be lockable and of at least 2000kg breaking strength.

### **6.5.10. Suitable Training Sites**

- 6.5.10.1 Although it can be hard to find an ideal training slope, the following must be taken into consideration before using any training site.
- (a) Each training site must be surveyed and flown by the instructor and every potential hazard should be identified and assessed.
  - (b) The training site shall be suitable for the level of training being undertaken and for the competence level of the student.
  - (c) The training site should be free of dangerous obstacles on the ground. E.g. large rocks, tree stumps, fences.
  - (d) The training site should be free of large obstacles upwind from it that may cause significant turbulence.
  - (e) The training site should be free of nearby hazards such as power lines, bodies of water or roads that could be accidentally reached by a student flying out of control.
  - (f) Any possible hazards that are present shall be pointed out to the students before training commences.
  - (g) Any relevant air space authorization and landowner's approval must be obtained.

### **6.5.11. Suitable Weather Conditions For Training**

- 6.5.11.1 Weather conditions must be assessed before training begins each day, and also during the day if conditions change.
- 6.5.11.2 The instructor must determine if the flying conditions are appropriate for the student's abilities and experience.
- 6.5.11.3 The instructor must interpret the flying conditions and brief the student accordingly.
- 6.5.11.4 Training should be stopped if the instructor finds the conditions become dangerous for students and their individual level of competence. Special consideration has to be given to potential wind turbulence and high wind speeds.

6.5.11.5 When uncertainty exists, the decision to fly or not must err on the side of caution.

### **6.5.12. Supervision**

6.5.12.1 An Instructor or Assistant Instructor shall supervise all non-rated learners at all times during take-off, in flight and on landing.

6.5.12.2 The instructor must be satisfied with the student's ability to judge suitable wind conditions, launch, make an appropriate landing approach and execute a good landing before the student is allowed to fly un-supervised at any site, as set out in the NZHGPA rating requirements.

6.5.12.3 Students shall not be permitted to progress to new levels of performance without authorization from their instructor.

6.5.12.4 Instructors must keep a log of their student's progress while under instruction.

### **6.5.13. Briefings**

6.5.13.1 Students must be made aware of the risks of hang gliding before they begin their instruction.

6.5.13.2 Students shall be informed that they must take some responsibility for their own safety, and that this responsibility will increase as their training progresses.

6.5.13.3 NOTE: (Instructors should be aware that they are responsible for the safety of students when they are in their care, and that waiver letters will not relieve them of the most elementary standards of care for students under their tuition.)

(a) Before flying, students shall be briefed by the instructor about the site and weather conditions.

(b) The student should be given a flight plan before each flight; this may be formulated in consultation with the student.

### **6.5.14. Alternative Training Methods**

6.5.14.1 If an instructor wishes to use towing or tandem flights as part of the training program, then they must hold the appropriate NZHGPA certification or rating.

### **6.5.15. Medical and Psychological Factors**

6.5.15.1 The instructor should ensure that the student's and the instructor's physical and mental condition is such that they can handle the stress of the practical training session. The instructor should ask each student if they have any relevant medical conditions before commencing training.

6.5.15.2 The instructor must be aware of both the student's physical and mental condition and their own throughout the training session. Training should be stopped if the instructor has

reason to believe that a student or the instructor himself has become fatigued, stressed or otherwise unable to devote full mental attention to the training.

- 6.5.15.3 The instructor may refuse to train any student that in the instructor's opinion does not possess the physical, psychological, or mental capabilities to safely operate a hang glider or who demonstrates a lack of maturity or responsibility that may cause a danger to themselves or others.

### **6.5.16. Accident Procedures**

- 6.5.16.1 Before training at any site, the instructor should know the best method of contacting emergency services, and have a predetermined emergency plan prepared.
- 6.5.16.2 In case of an accident, the instructor must take control of the scene, render first aid and if appropriate arrange evacuation and/or contact emergency services.
- 6.5.16.3 Any accidents must be reported using the procedures outlined in the NZHGPA Operations and Procedures Manual, section 4, Operations, page 15.

### **6.5.17. Theory**

- 6.5.17.1 A course of hang gliding instruction shall include enough theory on Aerodynamics, Meteorology, Airmanship, Flying Equipment, Basic Maintenance and Flight Law to enable the students to pass the NZHGPA Beginners, Novice and VFR exams.
- 6.5.17.2 Students should be supplied with a minimum of the NZHGPA training handbook for theory study.

### **6.5.18. Practical**

- 6.5.18.1 The practical training shall cover all the flying skills and encompass sufficient practical repetition, such that each student is competent in the indicative skills required to gain the NZHGPA beginner and novice ratings. These skills shall be taught to a level where a student can operate a hang glider from suitably rated sites without being a danger to themselves or others.

### **6.5.19. Examining The Students**

- 6.5.19.1 Students shall be assessed in both theoretical and practical competence to the standards required by the NZHGPA Beginner and Novice ratings and VFR exam.
- 6.5.19.2 The instructor is to complete the appropriate rating forms and forward them, along with the students' exam papers to the NZHGPA Administrator before a student is issued with that rating.

### **6.5.20. Advanced Instruction**

- 6.5.20.1 NZHGPA Instructors may also offer training for students to:
- (a) Intermediate level and assess pilots for their intermediate rating.

- (b) Advanced level and assess pilots for their advanced rating.
  - (c) NZHGPA Instructors holding a tow certificate may also offer training to pilots rated novice and above to gain their tow certificate.
  - (d) NZHGPA Instructors holding a passenger instructor's certificate may offer training to advanced pilots to gain their passenger certificate.
  - (e) NZHGPA Instructors with the relevant experience may also offer NZHGPA pilots training in cross-country or competition flying. No rating or certificate is available for this training.
- 6.5.20.2 Any training given must comply with this code of practice and all relevant sections of the NZHGPA OPM.

### **6.5.21. References**

- 6.5.21.1 NZHGPA Operations and Procedures Manual.
- 6.5.21.2 NZ Civil Aviation Authority rule Part 149.
- 6.5.21.3 NZHGPA Hang Gliding Training Manual/Handbook.

## **6.6. Code Of Practice - Paragliding**

### **6.6.1. Purpose**

- 6.6.1.1 This code of practice provides the minimum safety and quality standards required to be adhered to by any person when training any other person to fly a paraglider in New Zealand.

### **6.6.2. Scope Of Document**

- 6.6.2.1 This document covers all paragliding training conducted by N.Z.H.G.P.A authorized Instructors.
- 6.6.2.2 This document sets out the minimum standards to be used when conducting paragliding training operations; the instructor is free to run a training operation to a higher safety standard.

### **6.6.3. Objectives**

- 6.6.3.1 To ensure that all N.Z.H.G.P.A-authorized paragliding training is conducted as safely as possible.
- 6.6.3.2 To encourage greater participation in the sport of paragliding.
- 6.6.3.3 To support and encourage instructors in their training activities.

### **6.6.4. Persons Allowed To Instruct**

- 6.6.4.1 Any person instructing or supervising another person while they are learning to fly a paraglider must hold a valid and current NZHGPA Paraglider Instructors Rating or Paraglider Assistant Instructor's Rating, and a valid first aid certificate.



- 6.6.4.2 Recognised First Aid Certificates: - See [OPS P2 – First Aid Qualifications](#).
- 6.6.4.3 Any Instructor from an overseas organization may submit proof of their ratings and experience to the NZHGPA Flight Rule Committee / PG Training Executive, where it will be evaluated and a New Zealand rating issued if appropriate. Please refer to OPM TRG P2 - "[Foreign Rating Equivalency](#)". The applicant must have good command of the English language and be a Pilot member of the NZHGPA.
- 6.6.4.4 Every Instructor undertaking training of students shall be at an appropriate level of health and fitness level – at least the level required for operating a motor vehicle - and shall not be under the influence of drugs or alcohol.

### **6.6.5. Persons Allowed To Be Trained**

- 6.6.5.1 Any person being trained to fly a paraglider in New Zealand must:
- (a) Be either a student member or a full member of the NZHGPA and
  - (b) Be reasonably physically fit and healthy or have obtained a special exemption as per the NZHGPA medical declaration (As a minimum you must be medically fit enough to hold a N.Z. drivers license and have completed the NZHGPA medical declaration.) and
  - (c) Not be under the influence of drugs or alcohol, and
  - (d) Be at least 16 years old, unless with signed approval of parent or guardian.

### **6.6.6. Safety Equipment To Be Used**

- 6.6.6.1 The minimum safety equipment to be used is:
- (a) A suitable helmet in good condition and
  - (b) A suitable back protector and
  - (c) Ankle protecting footwear is strongly recommended for students in training.

### **6.6.7. Flying Equipment To Be Used**

- 6.6.7.1 Any glider used for training shall be classified EN A or B, LTF A or B, LTF 1, LTF 1-2, DHV 1, DHV 1-2; alternatively AFNOR / ACPUL / SHV (12 A's) or of a type approved for training use by the NZHGPA
- 6.6.7.2 Training gliders shall be appropriate for the students level of competence, training and weight.
- 6.6.7.3 Any glider used for training shall be in good order and carry a current Certificate of Airworthiness / WOF
- 6.6.7.4 Any harness used for training shall be designed for paragliding, be in good condition and fitted with an approved back protector.
- 6.6.7.5 Speedwing Paragliders: Only pilots rated at PG2 plus 40 hours plus 40 flights or above can fly speed wing paragliders. Training can still be offered on speed wing paragliders BUT ONLY AFTER the student has achieved PG2 rating plus 40 hours plus 40 flights. (see OPS P20)
- 6.6.7.6 Other Equipment to be used:
- (a) Wind indicators (Streamers or windsocks) should be placed on launch and landing sites.
  - (b) Some reliable form of electronic communication to call for help in an emergency. In most circumstances this will be a cell phone.
  - (c) Paddles or hand signs and Radios may be used where found necessary by the instructor.

### **6.6.8. Suitable Training Sites**

- 6.6.8.1 The training site needs to be suitable for the level of training and the competence of the student, in terms of launch, aborted launch, size of the landing field, possible turbulence etc.
- 6.6.8.2 Every training site should be surveyed for potential hazards – ground and air obstacles.
- 6.6.8.3 Possible hazards such as bodies of water, obstacles, power lines, rocks, tree stumps etc. must be pointed out to the student.
- 6.6.8.4 Relevant Air space authorization and landowner's approval must be obtained.
- 6.6.8.5 Suitable Training Conditions
  - (a) Weather conditions must be assessed before training begins each day, and also during the day if conditions change.
  - (b) The instructor must determine if the flying conditions are appropriate for the student's abilities and experience.
  - (c) The instructor must interpret the flying conditions and brief the student accordingly.
  - (d) Training should be stopped if the instructor finds the conditions become dangerous for students and their individual level of competence. Special consideration has to be given to potential wind turbulence and high wind speeds.
  - (e) When uncertainty exists, the decision to fly or not must err on the side of caution.

### **6.6.9. Supervision**

- 6.6.9.1 Un-rated learners shall be supervised by an Instructor or Assistant Instructor at all times.
- 6.6.9.2 The instructor must judge the student's ability to complete an appropriate landing approach and well timed flare before allowing to land unsupervised.
- 6.6.9.3 Students shall not be permitted to progress to new levels of performance without authorization from their instructor.

### **6.6.10. Briefings**

- 6.6.10.1 Learners must be made aware of the risks of paragliding and PG instructions, through explanation by the instructor and / or the wording of a waiver they sign.
- 6.6.10.2 The instructor should be aware, that waiver letters will not relieve them of the most elementary standards of care for students under their tuition.
- 6.6.10.3 Students must be informed that they must take some responsibility for their own safety.
- 6.6.10.4 Before flying, students shall be briefed by the instructor about conditions, site and flight plan.

### **6.6.11. Psychological Factors**

- 6.6.11.1 The Instructor must be aware of both the student's mental condition and their own.
- 6.6.11.2 Training should be stopped if the instructor has reason to believe that a student, or the instructor himself, becomes fatigued, stressed or otherwise unable to devote full mental attention to the training.

### **6.6.12. Accident Procedures**

- 6.6.12.1 First Aid Kits shall be available during every training session.
- 6.6.12.2 In case of an accident, the instructor must take control of the scene, render first aid and arrange evacuation if appropriate.
- 6.6.12.3 Any accidents must be reported using the procedures outlined in the NZHGPA operations and Procedures Manual.
- 6.6.12.4 The instructor must fully investigate the accident, write a report outlining their findings and keep this on record.

### **6.6.13. Theory**

- 6.6.13.1 A paragliding instruction course shall include sufficient theory on Aerodynamics, Meteorology, Airmanship, Material and flight law to enable the students to pass the NZHGPA PG1, PG2 and VFR exams.
- 6.6.13.2 PG2 theory shall be taught in classroom lessons.

### **6.6.14. Practical**

- 6.6.14.1 The practical training shall cover all the flying skills a student needs to pass the practical requirements of the NZHGPA PG1 and PG2 ratings.

### **6.6.15. Examining The Students**

- 6.6.15.1 Students shall be assessed in both theoretical and practical competence to the standards required by the NZHGPA ratings. The instructor is to complete the rating form and forward it to the NZHGPA Administrator before a student is issued with that rating.

### **6.6.16. Spiral Instruction**

- 6.6.16.1 If an instructor or paragliding school deems spiral instruction as appropriate to site and situation, then it is recommended that it be taught at the completion of a student's solo rating.
- 6.6.16.2 Instructors and paragliding schools are to take notice of the following recommendations in the event of spiral training after the completion of PG2:
- 6.6.16.3 tandem spiral training to assess the pilot's ability to cope with the effect of disorientation, increase in circular force and speed, panic....etc.
- 6.6.16.4 Reserve parachute to be carried by the pilot and reserve deployment training be given (which also covers the event of radio failure)
- 6.6.16.5 Full spiral training with ground drills to be given to the pilot prior to spiral maneuver practice.
- 6.6.16.6 Spiral training to be conducted with radio communication between instructor and pilot.

### **6.6.17. References**

- 6.6.17.1 NZHGPA Operations and Procedures Manual

6.6.17.2 NZ Civil Aviation Authority rule Part 149

## 6.7. FLIGHT CERTIFICATE STANDARDS

### 6.8. Hang Glider Beginner Certificate

#### 6.8.1. Restrictions

6.8.1.1 A Beginner pilot is restricted to:

- (a) Flying in wind speeds between 5 and 10 knots.
- (b) Altitudes less than 15 feet above ground level.
- (c) Pilots are to attach streamers so that their flight certificate standard is clear to other pilots. These streamers should be bright red or orange in colour and no shorter than 1 metre in length. Streamer should be attached to the top of the king post.
- (d) Flying Beginner- or Novice-certified sites under the supervision of an Instructor, Assistant Instructor or Advanced certified pilot familiar with that site.

#### 6.8.2. Requirements

6.8.2.1 In order to qualify for an Beginner's flight certificate, a pilot must satisfy the flight/log and questionnaire requirements to the satisfaction of the Organisation Safety Officer as described in [OPMF11](#).

#### 6.8.3. Currency

6.8.3.1 Pilot-in-command of a glider shall not fly a glider unless within the previous 12 months they have demonstrated in flight to a person approved by the Association that:

- (a) They have maintained the ability to fly to the standards of that flight certificate (REF OPMF11).

### 6.9. Hang Glider Novice Certificate

#### 6.9.1. Restrictions

6.9.1.1 A Novice pilot is restricted to:

- (a) Flying in wind speeds of less than 17 knots.
- (b) Pilots are to attach streamers so that their flight certificate standard is clear to other pilots. These streamers should be bright red or orange in colour and no shorter than 1 metre. Streamers should be attached to the top of the king post.
- (c) Flying Beginner- and Novice-certified sites unsupervised, or Intermediate-certified sites under the supervision of an Instructor, Assistant Instructor or an Advanced pilot familiar with that site.

#### 6.9.2. Requirements

6.9.2.1 To qualify for a Novice flight certificate a pilot must satisfy flight, log book and questionnaire requirements, as described in [OPMF12](#), to the satisfaction of the Organisation Safety Officer.

### **6.9.3. Currency**

- 6.9.3.1 A pilot-in-command of a glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.
- 6.9.3.2 In the event of a lapse of the above, a pilot will be required to safely demonstrate held skills to a person approved by the association.

## **6.10. Hang Glider Intermediate Certificate**

### **6.10.1. Restrictions**

- 6.10.1.1 An Intermediate certified pilot is restricted to:
- (a) Flying Beginner-, Novice- and Intermediate-certified sites unsupervised; or
  - (b) Advanced-certified sites under the direct supervision of an Instructor, an Assistant Instructor or an Advanced pilot familiar with that site.

### **6.10.2. Requirements**

6.10.2.1 In order to qualify for an Intermediate certificate, a pilot must satisfy the flight/log and questionnaire requirements to the satisfaction of the Organisation Safety Officer as described in [OPMF13](#).

### **6.10.3. Currency**

- 6.10.3.1 A pilot-in-command of a glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.
- 6.10.3.2 In the event of a lapse of the above an Intermediate pilot shall only exercise the privileges of their Novice rating.
- 6.10.3.3 To regain the privileges of their Intermediate rating a pilot will be required to safely demonstrate the skills prescribed for the Intermediate rating to a person approved by the association.

## **6.11. Hang Glider Advanced Certificate**

### **6.11.1. Requirements**

6.11.1.1 In order to qualify for an Advanced flight certificate, a pilot must satisfy the flight/log and questionnaire requirements to the satisfaction of the Organisation Safety Officer as described in [OPMF14](#)

### **6.11.2. Currency**

6.11.2.1 A pilot-in-command of a glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.

6.11.2.2 In the event of a lapse of the above an Advanced pilot shall only exercise the privileges of their Intermediate rating.

6.11.2.3 To regain the privileges of their Advanced rating a pilot will be required to safely demonstrate the skills prescribed for the Advanced rating to a person approved by the association.

## **6.12. Hang Glider Assistant Instructor Certificate**

### **6.12.1. Requirements**

6.12.1.1 In order to qualify for an Assistant Instructor flight certificate, a pilot must satisfy the flight/log requirements and other theoretical & practical requirements to the satisfaction of the Organisation Safety Officer as described in [OPMF15](#).

### **6.12.2. Currency**

6.12.2.1 An Assistant Instructor must:

- (a) Hold, as a minimum, a current Intermediate flight certificate (REF [OPMF13](#)); and
- (b) Hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#); and
- (c) Assistant Instructors must be accompanied at the training site, and directly supervised by a full instructor.
- (d) An Assistant Instructor is not required to attend a seminar to keep their certificate current. (Exec Oct 1996).

### **6.12.3. Authorisation**

6.12.3.1 A Hang Glider Assistant Instructor is authorised by the Association to conduct flight training under the direct supervision of an Instructor in accordance with the Association Hang Gliding Training Manual.

## **6.13. Hang Glider Instructor Certificate**

### **6.13.1. Requirements**

6.13.1.1 In order to qualify for a Hang Glider Instructor flight certificate, a pilot must satisfy the flight/log requirements and other theoretical & practical requirements as described in [OPMF16](#).

### **6.13.2. Currency**

6.13.2.1 An Instructor must:

- (a) Hold a current Advanced flight certificate; (REF [OPMF14](#)) and
- (b) Have attended an official NZHGPA Instructor Seminar sometime during the past thirty six months (+ three month extension); and
- (c) 1. Hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#); and
- (d) Be a current Pilot member of the NZHGPA.

### **6.13.3. Authorisation**

6.13.3.1 A Hang Glider Instructor is authorised by the Association to conduct flight training in accordance with the Association Hang Gliding Training Manual.

## **6.14. Hang Glider Tandem Certificate**

### **6.14.1. Requirements**

6.14.1.1 In order to qualify for a Hang Glider Tandem Recreational Certificate, a pilot must satisfy the flight/log requirements and answer questionnaires to the satisfaction of the Organisation Safety Officer as described in [OPMF17](#).

### **6.14.2. Currency**

6.14.2.1 A Pilot shall not fly with a passenger unless:

- (a) They hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#).
  - (b) Within the previous 12 months they have verified (by detailing their annual hours or flights when completing their membership renewal form) to a person approved by the Association that they have completed at least two hours tandem flying time or at least ten tandem flights per year. In the event of a lapse of the above a pilot will be required to safely demonstrate held skills to a person approved by the association.
- 6.14.2.2 Any pilot who has not flown the hours, or failing that, the number of flights required to keep their Hang Glider Tandem Recreational rating current will not be entitled to exercise the privileges of this rating. Provided the currency requirements of their solo ratings have been met, the privileges of those ratings will still be permitted to be exercised.



## 6.15. Hang Glider Towing Certificate

### 6.15.1. Requirements

6.15.1.1 In order to qualify for a Hang Glider Towing Certificate, a pilot must satisfy the flight/log requirements and answer the questionnaire to the satisfaction of the Organisation Safety Officer as described in [OPMF20](#).

## 6.16. Paraglider Student Certificate (Pg 1)

### 6.16.1. Restrictions

6.16.1.1 A Paraglider Student certified pilot is restricted to flying:

- (a) In head wind speeds considered appropriate by their instructor.
- (b) Pilots are to attach streamers to their harness or paraglider so that their level of experience is clear to other pilots. These streamers should be bright red or orange in colour and no shorter than 1 metre.
- (c) PG 1 or PG 2 rated sites under the direct supervision of an instructor.

### 6.16.2. Requirements

6.16.2.1 In order to qualify for a PG 1 flight certificate, a pilot must satisfy the flight/log requirements and answer the Paragliding Student flight certificate questionnaire to the satisfaction of the instructor as described in [OPMF23](#). All PG 1 pilots should fly with streamers attached to the harness for identification.

### 6.16.3. Currency

6.16.3.1 PG 1 certification expires after six months, whereupon a pilot must either reapply for the certificate or proceed to PG 2.

## 6.17. Paraglider 2 Certificate (PG 2)

### 6.17.1. Restrictions

6.17.1.1 A PG 2 certified pilot is restricted to flying:

- (a) In head wind speeds appropriate for their level of skill and paraglider type and size being flown.
- (b) PG 1 and PG 2 rated sites unsupervised or PG 3 rated sites under the supervision of a PG 3-certified pilot familiar with that site.

### 6.17.2. Requirements

6.17.2.1 In order to qualify for a PG 2 Certificate, a pilot must satisfy the requirements as described in [OPMF24](#) Paraglider 2 (PG2) Certificate.

### **6.17.3. Currency**

- 6.17.3.1 A pilot-in-command of a glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.
- 6.17.3.2 In the event of a lapse of the above a PG2 pilot shall only exercise the privileges of their PG1 rating.
- 6.17.3.3 To regain the privileges of their PG2 rating a pilot will be required to safely demonstrate the skills prescribed for the PG2 rating to a person approved by the association.

## **6.18. Paraglider 3 Certificate (PG 3)**

### **6.18.1. Requirements**

- 6.18.1.1 In order to qualify for a PG 3 flight certificate, a pilot must satisfy the requirements as described in OPMF25 Paraglider 3 (PG3) Certificate.

### **6.18.2. Currency**

- 6.18.2.1 A pilot-in-command of a glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.
- 6.18.2.2 In the event of a lapse of the above a PG3 pilot shall only exercise the privileges of their PG2 rating.
- 6.18.2.3 To regain the privileges of their PG3 rating a pilot will be required to safely demonstrate the skills prescribed for the PG3 rating to a person approved by the association.

## **6.19. Paragliding Assistant Instructor Certificate (AIP)**

### **6.19.1. Requirements**

- 6.19.1.1 In order to qualify for a Paragliding Assistant Instructor flight certificate, a pilot must satisfy the flight/log requirements and other theoretical & practical requirements as described in OPMF26.

### **6.19.2. Currency**

- 6.19.2.1 A Paragliding Assistant Instructor must:
  - (a) Hold, as a minimum, a current PG 2 flight certificate; and
  - (b) Hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#).
  - (c) Assistant Instructors must be accompanied at the training site, and directly supervised by a full instructor.

- (d) An Assistant Instructor is not required to attend a seminar to keep their certificate current.  
(Exec Oct 1996).

### **6.19.3. Authorisation**

- 6.19.3.1 A Paraglider Assistant Instructor is authorised to conduct flight training under direct supervision of an Instructor in accordance with the Association Paragliding Training Manual.

## 6.20. Paraglider Instructors Certificate (ISP)

### 6.20.1. Requirements

6.20.1.1 In order to qualify for a Paraglider Instructors flight certificate, a pilot must satisfy the flight/log and other theoretical & practical requirements as described in [OPMF27](#).

### 6.20.2. Currency

6.20.2.1 A Paraglider Instructor must:

- (a) Have attended an official NZHGPA Instructor Seminar during the past twenty four months (+ three month extension); and
- (b) Hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#); and
- (c) Be a current Pilot member of the NZHGPA.

### 6.20.3. Authorisation

6.20.3.1 A Paraglider Instructor is authorised to conduct flight training in accordance with the Association Organisation And Procedures Manual.

## 6.21. Paraglider Tandem Passenger Certificate (PGT)

### 6.21.1. Requirements

6.21.1.1 In order to qualify for a Paraglider tandem Passenger flight certificate, a pilot must satisfy the flight/log requirements and answer the questionnaires to the satisfaction of the Organisation Safety Officer as described in [OPMF28](#)

6.21.1.2 The flight requirements in [OPMF28](#) should be completed in the specified order. The instructional flights with a Tandem rated instructor should include:- introduction to big ears, 360 degree turns, wing-overs, techniques for launches and landings, and advice on speed to fly considerations. The flights as pilot in command should involve practicing these techniques in a tandem glider.

### 6.21.2. Currency

6.21.2.1 A Pilot shall not fly with a passenger unless:

- (a) They hold a valid First Aid Certificate or equivalent. See [OPS P2 – First Aid Qualifications](#).
- (b) Within the previous 12 months they have verified (by detailing their annual hours or flights when completing their membership renewal form) to a person approved by the Association that they have completed at least two hours tandem flying time or at least ten tandem flights per year. In the event of a lapse of the above a pilot will be required to safely demonstrate held skills to a person approved by the association.

6.21.2.2 Any pilot who has not flown the hours, or failing that, the number of flights required to keep their Paraglider Tandem Passenger rating current will not be entitled to exercise the

privileges of this rating. Provided the currency requirements of their solo ratings have been met, the privileges of those ratings will still be permitted to be exercised.

## 6.22. Paraglider Towing Certificate (PTP)

### 6.22.1. Requirements

6.22.1.1 In order to qualify for a Paraglider Towing flight certificate, a pilot must satisfy the flight/log requirements and answer the questionnaires to the satisfaction of the Organisation Safety Officer as described in [OPMF38](#).

### 6.22.2. Currency

6.22.2.1 Pilot shall not undertake tow launches unless within the previous 12 months they have demonstrated in flight to a person approved by the Association that:

- (a) They have maintained the ability to fly to the standards of that flight certificate (REF OPMF23 thru OPMF30).

## 6.23. Temporary Visitor Member Pilot Certificate

### 6.23.1. Restrictions

6.23.1.1 The NZHGPA Temporary Visitor Member Pilot Certificate is restricted to genuine overseas visiting pilots only and is not available to pilots who reside indefinitely in New Zealand.

6.23.1.2 A pilot holding a Temporary Visitor Member Pilot Certificate of the NZHGPA is restricted to exercising the privileges allowed under their Overseas Equivalent Rating. To be entitled to pilot a hang glider or paraglider, their overseas rating(s) must be considered equivalent to PG2, PG3, Novice, Intermediate or Advanced Pilot Certificates. Overseas Equivalent Ratings are detailed on the Temporary Visitor Member Pilot Certificate – OPMF06.

- (a) If, as an example, a pilot was to have an overseas rating equivalent to PG2, they would be entitled to exercise the privileges permitted under a PG2 rating for the duration of their Visitor Membership.

6.23.1.3 A Temporary Visitor Member Pilot Certificate may be issued by NZHGPA instructors, except when the applicant has previously been declined Fit and Proper Person status or has had the status revoked. In these situations, or situations where their Fit and Proper Person status is questionable, their application for a Temporary Visitor Member Pilot Certificate must be submitted to the NZHGPA Chief Executive for consideration.

### 6.23.2. Requirements

6.23.2.1 In order to qualify for a Temporary Visitor Member Pilot Certificate, a pilot must hold an IPPI card showing a minimum of either a Para Pro 3 or Safe Pro 3 rating or alternatively

must hold a rating equivalent to at least PG2 or Novice from one of the following recognised countries:

- (a) Australia
- (b) USA
- (c) Canada
- (d) Great Britain
- (e) Germany
- (f) Switzerland

6.23.2.2 Specifically recognised ratings are detailed on the Temporary Visitor Member Pilot Certificate – OPMF06.

6.23.2.3 To qualify for a Temporary Visitor Member Pilot Certificate, a pilot must also either be signed off as having been briefed on applicable CAR's, NZHGPA rules and other significant and relevant information by an NZHGPA Instructor or have submitted and attained a pass in the NZHGPA VFR exam.

### **6.23.3. Currency**

6.23.3.1 A Temporary Visitor Member Pilot Certificate of the NZHGPA expires after four months, whereupon a pilot must either reapply for the certificate or transfer their overseas ratings to another NZHGPA Pilot Certificate.

6.23.3.2 To obtain and/or retain a Temporary Visitor Member Pilot Certificate of the NZHGPA, the visitor member must hold current membership to the overseas organisation who issued their pilot qualifications.

## **6.24. Temporary Student Member Pilot Certificate**

### **6.24.1. Restrictions**

6.24.1.1 A Temporary Student Member Pilot Certificate may be issued by NZHGPA instructors, except when the applicant has previously been declined Fit and Proper Person status or has had the status revoked. In these situations, or situations where their Fit and Proper Person status is questionable, their application for a Temporary Student Member Pilot Certificate must be submitted to the NZHGPA Chief Executive for consideration.

6.24.1.2 A pilot holding a Temporary Student Member Pilot Certificate of the NZHGPA is restricted to operate a hang glider or paraglider under the direct supervision of an instructor for the purpose of training.

### **6.24.2. Requirements**

6.24.2.1 In order to qualify for a Temporary Student Member Pilot Certificate, a pilot must have completed a Temporary Student Member Pilot Certificate – OPMF01. This includes completion of the medical declaration and liability waiver.

### **6.24.3. Currency**

- 6.24.3.1 A Temporary Student Member Pilot Certificate of the NZHGPA expires at the end of each membership year, namely 31st October, whereupon a pilot must either reapply (using OPMF01) for the certificate or apply for another NZHGPA Pilot Certificate.

## 6.25. Powered Paraglider Pilot Certificate (PPP)

### 6.25.1. Requirements

- 6.25.1.1 In order to qualify for a Powered Paraglider Pilot Certificate, a pilot must satisfy the flight/log requirements and other theoretical & practical requirements as described in OPMF65.
- 6.25.1.2 A pilot-in-command of a powered glider shall annually verify to a person approved by the Association (by detailing their annual hours or flights when completing their membership renewal form) that they have completed at least two hours flying time or at least ten flights per year.
- 6.25.1.3 In the event of a lapse of the above, the pilot may only fly a powered glider after they have safely demonstrated the skills prescribed for the Powered Paraglider rating to a person approved by the association.

## 6.26. Powered Paraglider Instructor Certificate (PPI)

### 6.26.1. Requirements

- 6.26.1.1 In order to qualify for a Powered Paraglider Instructor Certificate, a pilot must satisfy the flight/log requirements and other theoretical & practical requirements as described in OPMF66.

### 6.26.2. Currency

- 6.26.2.1 A Powered Paraglider Instructor must:
  - (a) Hold a current Paraglider Instructor Certificate; (REF OPMF27)
  - (b) Hold a current Powered Paraglider Pilot Certificate; (REF OPMF65)
  - (c) Have attended an official NZHGPA Powered Paraglider Instructor Seminar sometime during the past twenty four months (+ three month extension); and
  - (d) Hold a valid First Aid Certificate or equivalent. See OPS P2 – First Aid Qualifications;
  - (e) Be a current Pilot member of the NZHGPA.

### 6.26.3. Authorisation

- 6.26.3.1 A Powered Paraglider Instructor is authorised by the Association to conduct flight training in accordance with the Association's Powered Paragliding Training Syllabus.



## 6.27. Powered Paraglider Tandem Pilot Certificate (PPT)

### 6.27.1. Requirements

6.27.1.1 In order to qualify for a Powered Paraglider Tandem Pilot Certificate, a pilot must satisfy the flight/log requirements and answer the questionnaires to the satisfaction of the Organisation Safety Officer as described in OPMF67.

### 6.27.2. Currency

6.27.2.1 A pilot shall not fly a powered paraglider with a passenger unless:

- (a) They hold a valid First Aid Certificate or equivalent. See OPS P2 – First Aid Qualifications.
- (b) Within the previous 12 months they have verified (by detailing their annual hours or flights when completing their membership renewal form) to a person approved by the Association that they have completed at least two hours powered tandem flying time or at least ten powered tandem flights per year. In the event of a lapse of the above a pilot will be required to safely demonstrate held skills to a person approved by the association.

6.27.2.2 Any pilot who has not flown the hours, or failing that, the number of flights required to keep their Powered Paraglider Tandem rating current will not be entitled to exercise the privileges of this rating. Provided the currency requirements of their solo ratings have been met, the privileges of those ratings will still be permitted to be exercised.

## SECTION 7 MAINTENANCE

### 7.1. Maintenance Standards

#### 7.1.1. Technical Procedures

- 7.1.1.1 The Association shall establish procedures for the administration of technical standards listed in this manual. The procedures shall ensure that:
- (a) Hang gliders and paragliders, components and equipment are maintained on a regular basis.
  - (b) The maintenance is carried out to manufacturers data or to an equivalent standard acceptable to the Association.
  - (c) That only acceptable maintenance practices are used.
  - (d) An annual review of maintenance is carried out on all hang gliders and paraglider and sporting equipment.

#### 7.1.2. Defects

- 7.1.2.1 The Association shall establish procedures to report, record and investigate any reported defects to gliders or related equipment. The procedure shall ensure that:
- (a) A standardised reporting system is developed.
  - (b) Standardised forms are used.
  - (c) All reports are assessed by a person authorised by the Association.
  - (d) All findings are acted on in the interests of safety.
  - (e) All findings are distributed to members.
  - (f) Statistics are raised and retained by the Association.

#### 7.1.3. Modifications

- 7.1.3.1 All Modifications affecting the structure and/or operation of a glider (including towing equipment) must be inspected by a suitably experienced OSO or by a suitably experienced person authorised by the appropriate NZHGPA op's manager.

## 7.2. General

- 7.2.1.1 The Association is to establish procedures to ensure that all gliders are of an air worthy standard.

## 7.3. Responsibility

- 7.3.1.1 It is the responsibility of the individual Member Pilots to ensure that they comply with airworthiness standards as defined in this manual.
- 7.3.1.2 The responsibility to ensure airworthiness standards are upheld is laid primarily on the Organisation Safety Officers who have the authority to take appropriate action where they deem necessary.
- 7.3.1.3 Organisation Safety Officers cannot be held responsible for accidents caused by defects not discovered in inspections or which develop from further use.
- 7.3.1.4 It is also the responsibility of the Flight Safety Committee, to ensure airworthiness standards are complied with.

## 7.4. Warrant Of Fitness

- 7.4.1.1 Reference CAR Part 106.17
- 7.4.1.2 No glider may be flown without a current Warrant of Fitness issued in accordance with this OPM. The Warrant of Fitness is valid at the time of issue only, and the glider should be re-inspected after any specified period up to 12 months.
- 7.4.1.3 A new Warrant of Fitness is required:
- (a) For Hang gliders at least every 12 months (or 250 flights whichever comes first for tandem and gliders used in training operations).
  - (b) For paragliders, harnesses and reserve parachutes at least every 12 months or 100 hours flying time or at the manufacturers recommended interval, whichever comes first.
  - (c) If the glider suffers substantial damage.
  - (d) If the glider is stripped down, or substantially modified.
  - (e) If the glider is sold it shall not be flown until a new warrant of fitness has been issued.

### **7.4.2. Warrant Of Fitness Inspection Procedure**

- 7.4.2.1 Suitably experienced and qualified persons can apply for inspection authority
- 7.4.2.2 Organisation Safety Officers (OSO) are authorised for inspecting gliders and issuing of Warrant of Fitness certificates of inspection.
- 7.4.2.3 1. Gliders should be inspected using [OPMF22](#) (Hang Gliders) or [OPMF36](#) (Paragliders) or [OPMF36a](#) ( paragliding harnesses and reserve parachutes).

- 7.4.2.4 Standards of inspection are to manufacturers minimum standards, or if none, N.Z.H.G.P.A. standards, or to the inspecting officers best informed knowledge.
- 7.4.2.5 Gliders deemed to have passed inspection should be issued a WOF certificate of inspection sticker to be placed on the keel of a hang glider aft of the sail, and in an appropriate place on a paraglider, harness or reserve.
- 7.4.2.6 WOF Certificate of Inspection stickers will have the following minimum information.
- (a) Inspection date
  - (b) OSO Name
  - (c) OSO Pin Number
  - (d) OSO Signature
- 7.4.2.7 It is the clubs responsibility to provide WOF Certificate of Inspection Stickers that fit this format.
- 7.4.2.8 Completed WOF forms ([OPMF36](#), 36a & [OPMF22](#)) should be sent to the NZHGPA Administration Officer. It is the responsibility of the OSO to forward completed forms.
- 7.4.2.9 Gliders deemed to have failed inspection will not be issued a WOF Certificate of Inspection Sticker.
- 7.4.2.10 The inspecting officer will make recommendations for
- 7.4.2.11 Repairs to the glider or
- 7.4.2.12 Destruction of the glider where it is deemed that the glider is beyond repair and is in an unsafe condition.
- 7.4.2.13 Pilots found to be flying hang gliders or paragliders that are not issued with a current Warrant of Fitness sticker may in the first instance be warned they are in violation of both the Association By-Laws and CAA Rule Part 106.17; and subsequently grounded by the issue of a glider grounding notification ([OPMF10](#)) by the Flight Safety Committee in Consultation with the Organisational Safety Officers and the Operations Manager. A glider grounding notice shall be issued to the owner of the glider, and remain in force until such time as the glider complies with the airworthiness standards, and the hang glider or paraglider obtains a Warrant of Fitness.

### **7.4.3. Exemptions From Warrant Of Fitness**

- 7.4.3.1 Visiting pilots from overseas may fly their own (imported) gliders without obtaining a Warrant of Fitness for four months. After that period the glider will have to be inspected and a Warrant of Fitness issued in order for it to be flown in New Zealand

### **7.4.4. Outdated Hang Glider Use Restriction**

- 7.4.4.1 The hang gliders specified below are subject to restrictions on their use. These gliders, should they pass a warrant of fitness inspection, are restricted to the use of advanced pilots with previous experience on the particular type of glider and for primary training of students under the direct supervision of a hang gliding instructor with previous experience on the particular type of glider. Primary training is defined as training hill flying only and does not include high glides.

Manufacturer	Model
Pacific Kites	Seagull, Stinger, Falcon, Lancer 1, 2, 4S, 4L, 5
Schutte Sails	Lancer 4S, 4L
Free Flight	Lancer 4S, 4L
Flight Sails	Spectre, Spectrum, Santana
Flight Design	Super Lancer
Ultralight Flight Products	CB300, Skyhook, SK1, Super 2, Skydart, Nimbus, Chevron, Chevron B, Wedgetail A, B
Moyes	Stinger, Mega Stinger, Redtail, Maxi, Maxi 5%
Skytrek	Stratus, VK, Nova
Bird	SL195
Hiway	Super Scorpion
Bennett Delta Wings	Phoenix
Others	Electraflyer, Spider, Derf, Standard

Particular gliders classified as not airworthy will be included within this OPM.

## 7.5. Maintenance Information Dissemination

### 7.5.1. General

- 7.5.1.1 To establish procedures to ensure that Manufacturer and Flight Rules Committee recommendations are assessed and the information disseminated throughout the organisation.

### 7.5.2. Application

- 7.5.2.1 The Operations Manager in consultation with the Flight Rules Committee shall assess information that affects hang glider or paraglider modification, maintenance and airworthiness.

### 7.5.3. Responsibility

- 7.5.3.1 The Operations Manager in the first instance is responsible for assessing manufacturers recommendations. The Flight Rules Committee can also assess the information should this be warranted, at the discretion of the Operations Manager.
- 7.5.3.2 Manufacturers recommendations should be directed to
- (a) The Operations Manager.
  - (b) Dealers of the affected hang gliders or paragliders.
  - (c) The publisher of the official Association information circular.
  - (d) The Operations Manager and/or the Flight Rules Committee may make further recommendations if necessary.
- 7.5.3.3 The Operations Manager should, at the earliest possible convenience, hold a meeting of the Flight Rules Committee to discuss and assess the information provided.
- 7.5.3.4 The conclusions and/or recommendations should be forwarded in the first instance to the Organisation Safety Officers for notification, and in the second instance to the publisher of the official Association information circular. (Note: A copy of all Maintenance Information Bulletins issued will be kept on file by the Administration Officer). Organisation Safety Officers in future Warrant Of Fitness inspections should ensure, where appropriate, information contained in previously issued maintenance information bulletins have been acted upon. Manufacturers and Dealers should forward all safety recommendations to the Operations Manager.

## SECTION 8 MISCELLANEOUS

### 8.1. Certificate Of Insurance

- 8.1.1.1 A copy of the NZHGPA insurance certificate can be found here  
<http://www.nzhgpa.org.nz/opm/insurance-certificate.jpg>

### 8.2. Incident Claim Procedure

as advised by Willis and Corroon - July 1994

#### 8.2.1.1 Immediately following an incident

- (a) Inform the NZHGPA Administrator of any claim made to you for injury or damage to third party property.
- (b) The Administrator will contact the Association's insurance agents, Willis and Corroon Ltd.
- (c) Information provided with your notification should included:
- (d) Location of injury or damage
- (e) Date and time of occurrence
- (f) Description of the incident
- (g) Sketch-if appropriate
- (h) Estimate of claim if available
- (i) Any communication from the third party

#### 8.2.1.2 Claim received from a third party

- (a) If a claim is received from a third party it should be acknowledged "without prejudice" (without admitting fault) by a letter along the following lines.

"Dear

We refer to your recent complaint.

The matter has been referred to our insurers. No doubt they will contact you when their investigations are complete."

#### 8.2.1.3 Do not admit liability

- 8.2.1.4 If the incident is covered insurers will take over your liability, therefore you must not admit liability to the third party without your insurer's agreement. In some circumstances,

for example the possibility of bad publicity or customer relations, you may wish to see a third party claim paid despite there being no legal liability. If this is the case, insurers must be advised. If there is no legal liability the payment will, in all probability, not be reimbursed by your insurers.

- 8.2.1.5 If insurers consider that you are not legally liable then they will repudiate liability to the claimant. Any legal defence will be made in your name.
- 8.2.1.6 Insurance Excess An excess of \$2000 will apply to all insurance claims.



## 8.3. Rules For The Control Of Banned Substances

### 8.3.1. Introduction

- 8.3.1.1 The New Zealand Hang Gliding and Paragliding Association prohibits doping in the sport of foot-launched flying on both fair play and health grounds. Competitors are forbidden to engage in doping practices as defined in these Rules.
- 8.3.1.2 The offence of doping takes place when either:
- (a) A prohibited substance is found to be present within a pilot's body tissue or fluids; or
  - (b) A pilot uses or takes advantage of a prohibited technique; or
  - (c) A pilot admits having used or taken advantage of a prohibited substance or prohibited technique.

### 8.3.2. Rule One - Prohibited Drugs

- 8.3.2.1 The use (deliberate or inadvertent) by any competitor of any of the pharmaceutical categories of substances and methods appearing on the schedule of drugs and doping methods as maintained by the New Zealand Sports Drug Agency (NZSDA) is forbidden. That list, which includes the IOC Medical Commission's list of Prohibited Classes of Substances and Prohibited Methods, shall not be exhaustive. It may for example merely contain names of examples of each category of drug for information purposes. Unless otherwise stipulated in the list, none of the drugs belonging to a forbidden category may be used. The use of a prohibited drug shall constitute an infringement of these Rules regardless of the method of administration and the intent of the user.
- 8.3.2.2 Use of substances that might influence the result of an analysis is also prohibited, and shall be deemed to be a doping infraction.
- 8.3.2.3 Assisting or inciting others to use prohibited drugs is an infringement of these Rules.
- 8.3.2.4 To the extent of any conflict between the provisions of these Rules for drug control and any other Rules of the NZHGPA, then these Rules for drug control shall prevail.
- 8.3.2.5 The schedule of prohibited substances is available from the NZSDA website at [http://www.nzsda.co.nz/banned\\_list.htm](http://www.nzsda.co.nz/banned_list.htm) or from the Association Secretary.

### 8.3.3. Rule Two - Drug Testing

- 8.3.3.1 Drug testing at any event or other setting shall normally be conducted by the NZSDA in accordance with the NZ Sports Drug Agency Act 1994 and regulations.
- 8.3.3.2 The cost of administering the drug test shall be borne by the NZSDA, unless a special contract is reached by the NZSDA under sections eight and 25 of the Act. This shall not include expenses incurred by a competitor or nominated representative in attending the testing of a second sample, if the first sample testing is deemed positive for banned substances.
- 8.3.3.3 Testing shall not be confined to competition situations but may be required at any time.

- 8.3.3.4 Failure to submit to a drug test at the place and time required is an offence under section 13 (1) of the Act.
- 8.3.3.5 The NZHGPA is responsible for making available suitable facilities at sporting events for the purposes of drug testing.
- 8.3.3.6 The competitor shall be entitled to appoint a representative to accompany the competitor to a sample collection centre as specified by the Sports Drug (Urine Testing) Regulations, 1991, Regulation 11.
- 8.3.3.7 The procedure for the collection of test samples shall be as described in the 1994 Act and Regulations.
- 8.3.3.8 A departure or departures from the guidelines set out in the procedural guidelines shall not invalidate the finding of a prohibited substance unless this departure was such as to cast real doubt on the reliability of such a finding.
- 8.3.3.9 It is the task of the NZSDA to notify the competitor and the NZHGPA of the determination as to a doping infraction or a failure to provide a sample.

#### **8.3.4. Rule Three - Penalties**

- 8.3.4.1 Where a competitor or other person has infringed Rule One, the individual shall be automatically disqualified from any competition or activity under the NZHGPA's rules, such disqualification to take effect from and include the date the sample is procured, or when notice to require a sample was served (where there is a failure to provide the sample) and to continue until such time as the NZHGPA reinstates the individual. Subject to requirements of Federation Aeronautique Internationale (FAI) the NZHGPA shall determine the period of disqualification:
  - 8.3.4.2 for offences involving the use of ephedrine or its derivatives - a "minor offence":
    - (a) 1st offence - three months
    - (b) 2nd and subsequent offences two years; and,
    - (c) for offences other than above - "major offences": 1st offence two years, subsequent offence life
  - 8.3.4.3 Where a competitor has infringed Rule 1 at any competition event the disqualification shall take effect from the commencement of such event. For the purposes of this rule a "competition event" includes a competition or competitions held over one or more days and/or consisting of one or more individual events.
  - 8.3.4.4 The NZHGPA shall take all reasonable steps to ensure that details concerning the testing are kept confidential unless the competitor is found to have committed a doping infraction and advised accordingly under the Act.
  - 8.3.4.5 The NZHGPA shall notify its decision concerning the sanction or penalty for the doping infraction to the competitor prior to releasing it to the media.

#### **8.3.5. Rule Four - Administration Of Sports Drug Policy**

- 8.3.5.1 The Disciplinary Committee shall take responsibility for all matters relating to doping control.

- 8.3.5.2 In respect of a determination received from the NZSDA of either a "doping infraction" or "failure to supply a sample", the Disciplinary Committee shall convene a hearing to consider what penalty, or sanction, shall apply.
- 8.3.5.3 In respect of any other alleged infringement of these Rules, the Disciplinary Committee shall notify the competitor or individual concerned of details of the alleged infringement. The Committee shall, if good grounds exist, conduct a hearing to determine whether an infringement has been committed. Until the Committee has rendered its decision it may suspend the individual concerned.

### **8.3.6. Rule Five - Appeal**

- 8.3.6.1 Where a competitor feels there has been an error in the testing procedures protocol, the competitor shall make a submission to the NZSDA outlining the error(s). If a determination of a "doping infraction" or "failure to supply a sample" is made by the NZSDA the competitor has a right to appeal to a District Court.
- 8.3.6.2 There shall be no rights of appeal against a penalty for a breach of these Rules except on the grounds of non-compliance by the Disciplinary Committee with these Rules.
- 8.3.6.3 All appeals made according to these Rules shall be lodged with the Disciplinary Committee in writing within 14 days of the notice to the competitor advising the decision of the Association.
- 8.3.6.4 The NZHGPA executive council shall act as an Appeal Committee and hear and determine all appeals.
- 8.3.6.5 The Appeal Committee shall give the competitor and/or the competitor's representative an opportunity to present the competitor's case. A competitor may submit a case in writing. The competitor may also request in writing to be heard orally by the Appeal Committee. Any written submissions must be delivered to the Appeal Committee at least seven clear days before the date of any hearing.
- 8.3.6.6 The Appeal Committee may do all such things as it considers necessary to conduct the appeal. The Appeal committee may set time limits within which any matter is to be completed.
- 8.3.6.7 At least three days notice of a hearing is to be given to the competitor.
- 8.3.6.8 The Appeal Committee decision shall be by majority vote and its deliberations shall remain strictly confidential.
- 8.3.6.9 The lodging of an appeal shall not stay the penalty or sanction of any competitor, but a competitor may apply to the Appeals Committee for such stay.
- 8.3.6.10 If the appeal is upheld the Appeal Committee may alter or modify the original sanction or penalty.
- 8.3.6.11 If the appeal is not found to be justified, the Appeal Committee shall reject the appeal and may order the competitor to pay all the costs of the appeal.
- 8.3.6.12 The NZHGPA shall notify the result of the appeal to the competitor and the NZSDA in writing.
- 8.3.6.13 The Association may carry out an investigation into an infringement of these Rules to ascertain:

- (a) The source of the banned substance;
- (b) Any earlier use of prohibited drugs: and/or
- (c) The identity of persons inviting or encouraging any competitor to take prohibited drugs.

### **8.3.7. Rule Six - Miscellaneous**

- 8.3.7.1 The NZHGPA may adopt supplementary procedural guidelines covering the matters referred to in these Rules, which may be amended from time to time. In the event of any conflict between any supplementary guidelines and these Rules, the provisions of these Rules shall prevail.
- 8.3.7.2 The NZHGPA prohibits the participation, in any event conducted under its jurisdiction, of any competitor who is currently banned from any other sport, in any country, because of a doping offence.
- 8.3.7.3 The NZHGPA, pursuant to its contractual arrangement with funding agencies such as Sport and Recreation New Zealand and the New Zealand Sports Foundation, shall release to those agencies the names of competitors found to have infringed these Rules.

## 8.4. Nzhgpa Certificate Of Incorporation



### CERTIFICATE OF INCORPORATION

of

**NEW ZEALAND HANG GLIDING AND PARAGLIDING  
ASSOCIATION INCORPORATED  
(AK/224132)**

This is to certify that NEW ZEALAND HANG GLIDING ASSOCIATION INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 26th day of October 1973, and changed its name to NEW ZEALAND HANG GLIDING AND PARAGLIDING ASSOCIATION INCORPORATED on the 16th day of August 1994



A handwritten signature in cursive script that reads "Neville Harris".

Neville Harris  
Registrar of Incorporated Societies  
26 August 1994

## 8.5. CAA Part 149 Certificate

8.5.1.1 A copy of the NZHGPA Part 149 certificate can be found here

8.5.1.2 <http://www.nzhgpa.org.nz/opm/part149-certificate.jpg>

## 8.6. HANG GLIDING COMPETITION MANUAL

Version 1.0,04 October 2011

### 8.6.1. Introduction

### 8.6.2. General

8.6.2.1 These rules apply to all official NZHGPA Hang Gliding Competitions. Organisers and competitors must fully comply with the rules.

8.6.2.2 This competition manual is produced and updated by the Hang Gliding Competitions Committee (HGCC) in the interests of fostering development in the competitive elements of our sport and as a guide for competing pilots and competition organisers in the running of New Zealand Hang Gliding competitions.

8.6.2.3 Any suggestions for improving this manual are very welcome and should be made to the HGCC, care of Matt Barlow, 14 Carston St, Leeston, Canterbury, 7632, or by email to [matt\\_barlow@slingshot.co.nz](mailto:matt_barlow@slingshot.co.nz), or to the NZHGPA, care of the executive committee.

### 8.6.3. Changes to these rules.

8.6.3.1 The HGCC or the NZHGPA executive committee may change these rules at any time.

8.6.3.2 Reasonable effort shall be made to avoid changes to the rules during the New Zealand competition season.

8.6.3.3 Changes to the rules shall take effect 14 days after they have been posted on the NZHGPA website (on the hang gliding competition page and the forum) AND no significant objections have been raised.

8.6.3.4 Hang Glider Pilot Members will be notified via email of potential changes to the rules and postings on the NZHGPA website.

8.6.3.5 All changes are subject to the approval of the NZHGPA executive.

### 8.6.4. Aims Of The NZHGPA Competitions System

8.6.4.1 To provide a safe and structured series of competitions for pilots of all levels of competition skills.

8.6.4.2 To achieve and maintain, for New Zealand pilots, a high standard of competitive performance at international competitions.

8.6.4.3 To provide a framework upon which the competitive aspects of Hang Gliding can be administered and allowed to develop.

- 8.6.4.4 To determine the NZ Champion annually.
- 8.6.4.5 To provide the base data for determining a national pilot ranking system (The National Ladder).
- 8.6.4.6 To state the process used to select a NZ Hang Gliding Team.
- 8.6.4.7 To encourage fun, skill improvement and increased participation in NZ competitions.

### **8.6.5. The Hang Gliding Competition Committee (HGCC)**

- 8.6.5.1 Within the NZHGPA a Hang Gliding Competition Committee has been formed to assist with the discharging of the responsibilities of the NZHGPA in the coordination and promotion of the competitive aspects of the sport at all levels.
- 8.6.5.2 The NZHGPA executive committee may dismiss the HGCC at any time and discharge their responsibilities directly.

### **8.6.6. Selection/ Election of the Hang Gliding Competition Committee**

- 8.6.6.1 The HGCC may be appointed by the NZHGPA executive committee.
- 8.6.6.2 In the absence of an appointment by the executive committee, the HGCC may be elected by vote at the NZHGPA AGM similar to the 'election of officers' process.
- 8.6.6.3 Sufficient notice of the intention to hold this election must be given to pilots.
- 8.6.6.4 Potential candidates for the HGCC may be requested to make a written statement of their ideas and directions for the sport of Hang Gliding in New Zealand.
- 8.6.6.5 The newly appointed HGCC begin their duties at the end of the AGM.

### **8.6.7. Competition Format**

- 8.6.7.1 NZHGPA Hang Gliding Competitions will be held each NZ summer season (defined as running from 1 May to 30 April).
- 8.6.7.2 There will be two levels of Hang Gliding Competition: NZ Open & League Competitions.
- 8.6.7.3 The NZ Open shall consist of one round each season. The round shall be a maximum of 8 days long.
- 8.6.7.4 Leagues will be club based competitions, with each recognised NZHGPA club able to conduct a maximum of 3 Leagues each season.
- 8.6.7.5 Leagues can be of any length (normally from 2 - 4 days), preferably over a weekend; longer if there are associated public holidays. These may be held concurrently by different clubs.
- 8.6.7.6 If any international competition has 6 or more NZ (full NZHGPA members) pilots it may be nominated as a League with the same level of notification and scoring. The results shall be sent to the HGCC for inclusion by the pilot making the notification.
- 8.6.7.7 Ladder: All tasks at the NZ Open will count towards the ladder. Each pilot will count 5 tasks from Leagues towards their ladder score. Refer Section 3 of these rules.

### **8.6.8. Notification of NZ Open**

8.6.8.1 There will be a minimum of 2 months' notice of the NZ Open.

### **8.6.9. Notification of Leagues**

8.6.9.1 Dates for a League shall be notified by a club member a minimum of 4 ½ days (e.g. Monday evening for following Saturday) prior to the first briefing. Note earlier notification is possible.

8.6.9.2 The League shall be confirmed or cancelled by a further notice 36 hours prior to the first briefing.

8.6.9.3 If a League has been notified, yet no tasks are set, it will not count as one of the Leagues for that club that season.

### **8.6.10. Notification Methods**

8.6.10.1 Notification for Leagues and the NZ Open shall be via a notice on the Competition forum of the NZHGPA website, and by an email from the Competition Organiser (through NZHGPA Administrator) to all Hang Glider Pilot members.

8.6.10.2 Where possible a notice shall also be published in Airborn magazine.

8.6.10.3 The notice shall consist of a minimum of:

- (a) Name & contact phone number of the Competition Organiser
- (b) Time & location of the first briefing
- (c) Probable sites to be used for the competition
- (d) Entry requirements
- (e) Cost

### **8.6.11. Number of competing pilots**

8.6.11.1 Each task in a League must have a minimum of 6 competing pilots to score points on the ladder.

### **8.6.12. Competition Levy**

8.6.12.1 Each NZ Open and League will charge a levy of \$5 per competitor.

8.6.12.2 The levy forms the Hang Gliding Competition Fund and is administered by the HGCC to further the aims of the NZHGPA competition system as set out in 1.3 above.

8.6.12.3 It is the responsibility of the Competition Organiser to collect this levy and forward it to the NZHGPA Administrator.

8.6.12.4 Results from the NZ Open or Leagues will not be considered valid until the correct levy is received by the administrator.



## 8.7. Selection of Competitions

### 8.7.1. NZ Open

- 8.7.1.1 Potential Organisers of a NZ Open should send their submission to the HGCC by 30 June each year or as notified by the HGCC.
- 8.7.1.2 The locations and dates of the following season's events will then be confirmed by the HGCC and published in the next available Airborn and on the Competition page of the NZHGPA website.
- 8.7.1.3 When selecting the location of the NZ Open, preference shall be given to the Island that missed out the previous year. However in the absence of a nomination for that Island, it is acceptable to hold the NZ Open in the same Island 2 or more years in a row.
- 8.7.1.4 Preference shall be given to nominations that meet the requirements of FAI Cat 2 and are sanctioned by the FAI.
- 8.7.1.5 If there are no nominations for the NZ Open after the cut-off date, the location shall be determined on a first in first served basis.

### 8.7.2. Leagues

- 8.7.2.1 Leagues shall be facilitated by Club Members.

### 8.7.3. League and NZ Open Scoring

- 8.7.3.1 The latest software and scoring program on the FAI website [www.fs.fai.org](http://www.fs.fai.org) is to be used to score the NZ Open and all Leagues. As of 04 October 2011 the latest scoring program on the FAI website is FS, GAP2008.
- 8.7.3.2 Notwithstanding the above the 'Race' and 'Seeyou' software programmes may be used to score competitions if scorers prefer.
- 8.7.3.3 In order to maintain consistency from region to region the following parameters are to be used:
  - (a) Bombout Distance - 5km
  - (b) Nominal Distance - 30km
  - (c) Nominal Time - 1 hour 30 min
  - (d) Nominal Pilots in Goal - 25%
  - (e) If required the HGCC will arrange a scorer and scoring program for each League.
- 8.7.3.4 The Competition Organiser is responsible for collecting GPS track logs, managing the report in procedure and delivering data to the scorer by 9.30pm each day. Preliminary results should then be available by 8.30am the next day.
- 8.7.3.5 Data may be delivered via email. If briefed at the competition, competitors may send individual GPS track logs direct to the scorer, which may be a website.

8.7.3.6 Note that for the NZ Open, scoring and verification is the responsibility of the Competition Organiser to organise.

### **8.7.4. Competition Organisers**

8.7.4.1 The Competition Organiser (CO) is defined as:

- (a) the person (or club) who submits a bid to hold a NZ Open to the HGCC or
- (b) the person notified as the contact for a League as given in Section 1.5.3 above

8.7.4.2 The Competition Organiser does not need to be a hang glider pilot, however an understanding of hang gliding and competitions is essential.

## **8.8. Competition Rules**

### **8.8.1. General**

8.8.1.1 In order to avoid duplication of effort and to ensure HG competitions conducted in NZ are in line with international standards the default competition rules for a NZ Open and Leagues are as per the FAI Sporting Code – Section 7A. These rules can be viewed at [http://www.fai.org/hang\\_gliding/documents](http://www.fai.org/hang_gliding/documents)

8.8.1.2 Notwithstanding the above, where the FAI Sporting Code is over prescriptive or inadequate, Competition Organisers are expected to develop and adopt any number of Local rules that better suit the specifics of the site and competition they wish to conduct.

## **8.9. National Ladder and Awards**

### **8.9.1. Objectives**

8.9.1.1 The objectives of the National Ladder are:

- (a) To determine the National Champion annually;
- (b) To provide a national ranking of hang glider pilots;
- (c) To assist with the selection of pilots to participate in competitions where entry is limited;
- (d) To encourage and maintain interest in the competitive aspects of the sport of hang gliding and;
- (e) To foster the development of competition skills.

### **8.9.2. National Ladder Rules**

8.9.2.1 Only the following competitions will count towards the ladder:

- (a) All tasks in a NZ Open
- (b) Each pilots best 5 valid tasks in any League Competition

8.9.2.2 Rankings will be calculated after each valid task, as defined later in this section, provided a member of the HGCC is present at the competition and they are supplied with the daily

results. Otherwise the results will be calculated as soon as the daily results are supplied to the HGCC.

8.9.2.3 For the purposes of determining the New Zealand Champion (see 3.4.1 below), only scores from the flying season just flown are to be used to score the ladder.

8.9.2.4 For the purposes of assisting the Selection Panel select a NZ Team (see Section 4 below) scores from the previous two flying seasons are used to score the ladder.

### **8.9.3. Ladder Scoring System**

8.9.3.1 Each pilot counts 5 League tasks towards their ladder score in each competition season. If they compete in more than 5 tasks, then their best 5 tasks will be used to calculate their ladder score.

8.9.3.2 Each pilots best 5 league tasks are then added together, along with their combined total from the NZ Open. The pilot with the highest overall total (from both the leagues and NZ Open) is awarded the number one ranking, with the next highest total awarded the number two ranking, and so on.

## **8.10. Awards**

8.10.1.1 The intent of the Awards section is to formally recognise the talent, commitment, and dedication of high achieving Hang Gliding pilots within the NZHGPA.

8.10.1.2 Nominees for each of the Award Categories will be considered at the conclusion of every flying season. The winners of each Award will be presented with a trophy to signify their achievements. The same trophies will be passed on from year to year so members can look back at the competitive history of our fine sport.

### **8.10.2. New Zealand Champion**

8.10.2.1 Awarded to the top ranked pilot on the National Ladder based only on points gained from the previous NZ flying season. Only NZ citizens or permanent residents are eligible to become the New Zealand Champion.

### **8.10.3. Winner of the NZ Open**

8.10.3.1 Awarded to the winner of the New Zealand Open Hang Gliding Championship. The top 3 scoring pilots from the NZ Open will be recognised with the winner being the pilot with the highest score.

### **8.10.4. Rookie of the Year**

8.10.4.1 Awarded to the pilot who in their first 2 years of Hang Gliding demonstrated the greatest levels of commitment, enthusiasm, and competence in the sport. Nominations should include (but not be limited to) details of the pilots starting date, notable accomplishments such as first high flights, first top landings, first competitions, unusual out landings/retrieves, model of glider, etc.

### **8.10.5. Instructor of the Year**

8.10.5.1 Awarded to the Instructor who achieved the greatest instructional success during the season year. Nominations should include (but not be limited to) the number of students trained, quality of students trained, safety record, and the pilots overall commitment to Hang Gliding.

### **8.10.6. NZ Hang Gliding Cross Country Champion**

8.10.6.1 Awarded to the Pilot who flew the farthest distance when combining their four longest flights during the season. The top 3 pilots will be nominated. Additionally the pilot with the longest flight for the season will also be recognised.

### **8.10.7. Social Pilot of the Year**

8.10.7.1 Awarded to the Pilot who is always out there flying, encouraging other pilots to fly, supporting club activities, and displaying character and enthusiasm for the sport. Nominations should include (but not be limited to) details of the pilots club flying including frequency, efforts to co-ordinate flying activities, attendance at club meetings, support of club social activities, and perhaps a line or two detailing an occasion that typifies the character/antics of the pilot!

### **8.10.8. Administrator/Volunteer/Supporter/Driver of the Year**

8.10.8.1 Awarded to the volunteer (not normally a pilot) who demonstrated the greatest support to NZ Hang Gliding Pilots through their Administrative, Supportive, and/or Driving efforts. Nominations should include (but not be limited to) details of the volunteer's frequency and quality of admin/support/driving.

### **8.10.9. Up and Coming Pilot of the Year**

8.10.9.1 Awarded to the Intermediate or Advanced Rated Pilot (who has not previously been a National Champion), who demonstrates the greatest potential to break into the top 10 ranked pilots in the country during the next flying season. Nominations should include (but not be limited to) details of the pilot's progress throughout the last year/s including results from any competitions, their ranking on the NZ Ladder, and/or their selection in to the NZ High Performance Training Squad.

### **8.10.10. Outstanding Pilot of the Year**

8.10.10.1 Awarded to the Pilot who achieved the greatest overall success within the last season. Nominations should include (but not be limited to) details of the pilots performances in Leagues, the NZ Open, the Omarama Classic, the Cross Country Competition, National Ranking Ladder, other NZ based competitions, Overseas Hang Gliding Competitions, World Ranking, and any other flying achievement deemed worthy of noting.

### **8.10.11. Nomination Process**

8.10.11.1 Anyone can nominate someone for an Award. Nominations should take the form of a written summary of no more than 150 words stating why the person qualifies for the Award.

## 8.11. National Team Selection

### 8.11.1. Introduction

8.11.1.1 The selection procedures contained in this section are to be followed when it is necessary to select a team that will be representing New Zealand in international competitions where entry is limited and the organiser does not invite individuals to compete.

8.11.1.2 Examples of competitions in this category are:

- (a) World Championships
- (b) World Air Games
- (c) Pre World Championships
- (d) European Championships
- (e) Trans-Tasman Challenge

### 8.11.2. Selection Timetable

8.11.2.1 The timetable for the selection process shall be drawn up well in advance so that all pilots are aware of the timing of any decisions.

8.11.2.2 The HGCC shall determine the dates by which a final team selection is to be made.

8.11.2.3 A pilot to whom a position has been offered should accept or decline the position with 14 days or the pilot shall be deemed to have declined. This shall be made clear to the pilot at the time the position is offered.

### 8.11.3. Pilot Applications

8.11.3.1 Any pilot wishing to be considered for selection into a NZ HG Team should make themselves known to the Selection Panel (see 4.4.1) prior to selection date.

### 8.11.4. Pilot Qualifications.

8.11.4.1 A Pilot selected for a NZ Team must:

- (a) be a New Zealand Citizen or a New Zealand Resident
- (b) Be a current full member of the NZHGPA
- (c) Have a current FAI sporting license issued by New Zealand AND any WPRS points they have accrued within the last 12 months must be registered towards New Zealand on the Nation rankings with the FAI.
- (d) Not have represented another country in a Hang Gliding Competition within the last 2 years
- (e) Meet all FAI requirements and criteria.

### 8.11.5. Team Selection Philosophy

8.11.5.1 A variety of systems may be used to select a NZ team. Whatever the system, the best pilots, available, FAI qualified, and willing to fly, should be selected into the team.

### **8.11.6. Typical Selection Process**

- 8.11.6.1 Whenever possible the HGCC shall nominate a specific hang gliding competition (e.g. the Pre Worlds or similar) that pilots should attend if they wish to make the team. Automatic selection will be given to the top 3 NZ pilots at that competition so long as a minimum of 6 NZ pilots flew in the competition.
- 8.11.6.2 The remaining 3 team positions and 2 reserve positions shall be selected by a Selection Panel.

### **8.11.7. Selection Panel**

- 8.11.7.1 The Selection Panel consists of the HGCC less any HGCC member who wishes to be selected into the team themselves.
- 8.11.7.2 When deciding the final positions on the team, the Selection Panel will take into account any flying performance or competition result made known to them from the 2 years prior to the selection date. Notable performances and results include results at the NZ Open and NZ Leagues, position on NZ Ladder, result in overseas comps, World Ranking points, etc.
- 8.11.7.3 All pilots who notified the Selection Panel that they wish to be considered for selection will be notified of the Team Selection, and have 7 days to contest the teams selection if they feel they need to.

## **8.12. Pg Competition Rules**

- 8.12.1.1 Can be found here <http://www.nzhgpa.org.nz/wanaka/pgcomps.php>