

Organisation and Procedures Manual

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

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SECTION 1 INTRODUCTION

1.1. Record Of Amendments

	DSTR P2, 3	20 SEP 2013	Updated list of Office holders
	OPM sec 1	20 SEP 2013	Changed President to Chief Executive as required by Part 149 audit
	ORG	1 Dec 2013	Delete organisation structure chart as not accurate. Remove record of amendments page and incorporate into front of sec 1. remove page check list as out of date with new indexing.
	OPM SEC 1	1 DEC 2013	Change amendment procedure sec 1.9 to version numbering and date. Delete and archive amendment list up to Sep 2013 as no longer relates to new format and versions. EL.
	MAINT 7.4	1 Dec 2013	Amend to "shall not be flown" without wof (AGM 2013).
	ADMIN 3.4.5.2	1 Dec 2013	Amend travel claims and mileage rates(AGM 2013)
	OPM Sec 1.10	14 Aug 2014	Update list of office holders.

New Document Format approved by CAA Mar 2014.

Heading		New ref	Amendments
Org Chart		2.3	New Org Chart relevant to current structure
Assessor		2.4.4	Change assessor to examiner. (c) add the words "pilot of good standing in the organisation".
Administration Procedures		3.2	Amend address reference to " as shown in the directory sec 1.10"
Document revision		3.2.4 (c)	Change "checklist" to "Record of amendments and revision date".

Exercise of delegations		3.3.1.3	Itemise the admin procedure and authority to process applications for pilot certificates.
Communications		3.4	Add email and web site as forms of communication. Change ref to print publication to “may” be designated and add “where required”.
		3.4.1.2	Amend purpose to include “any” medium. Remove note requiring advertisers to state certification of gliders.
		3.4.1.3	Add OSOs and tandem pilots. Add safety advisories.
Management of Funds		3.5	Add “(b) Ensure authorisation of any two of three people...”
Subscriptions and Charges		3.5.2	Change “Affiliated Club” to “Association Account”. For payment of subs.
Travelling expenses		3.5.3.2	Amend vehicle rates (AGM 2013). Add “actual and reasonable” clause and (d) “...may not reimburse if cost is unreasonable...”.
Insurance Cover		3.5.4	Added requirement for insurance cover.
Association Circular		nil	Deleted as covered elsewhere in Communication section.
Pilot members and affiliated members		nil	Deleted as all covered elsewhere.
Foreign rated commercial pilots		nil	Deleted as now covered under 115.
Airworthiness		5.4.1	Add “before any flight” and change the words “by their club” to “issued in accordance with the appropriate wof form...”
Maintenance		5.4.3.1 (b)	Add pre flight check.
Authorised maintenance person		5.4.4	New section
Take off and landing areas		nil	Deleted as covered in section 5.5
Airspace Restrictions		nil	Deleted as this airspace now designated under Part 71 and no exemptions apply.
Safety of Hang Gliders and Paragliders		nil	Deleted as covered elsewhere or now redundant.
Commercial Tandem Clip in		nil	Deleted as now covered by 115
Equipment & Instrument Standards		5.7	Amend to include references to sec 5.10
Wheels, Dollys skids and floats		5.7.1.3	Relocated section
Recommended Operating Procedures		5.8	Added “Gliders landing have priority...” Added the word ...”hazards...”

			Deleted equipment & wof references as covered elsewhere.
Airworthiness Standards		5.9	Added “approved by “ operations manager. Deleted ref to flight rules committee. Added requirement to keep record of approvals for both HG and PG. Deleted ref to Northwing T2.
Protection Equipment Standards		5.10	Change “backplate” to “back protection”. Delete helmet “is compulsory...” as covered in 5.7. Added section on reserves parachutes
Accident Procedure flow chart			Delete reference to 180 min search time.
Procedure for conducting pilot assessments		6.2	Add authority section. Change assessor to examiner. Add clause limiting pilot privileges to 149 cert.
Tandem and Instructor		6.2.3	Delete reference to tandem seminar. Add (c) “Pilots applying for initial issue of a tandem rating or to maintain currency of an existing rating”
Assessment procedure		6.2.5	Change assessor to examiner. Delete informing “employer”.
Foreign Rating Equivalency		6.3.2.3	Change assessor to examiner.
Procedure for conducting theory exams		6.4.1	Delete tandem professional. Add Tandem certified Instructor.
Hang glider tandem certificate		6.7.8	Amend tandem professional certificate to new Commercial Tandem Certificate . Include reference to operating under part 115 org.
Paraglider tandem certificate		6.7.16	Amend tandem professional certificate to new Commercial Tandem Certificate . Include reference to operating under part 115 org.
	6 Oct 2014	1.6.1.3	Amend "OPM not to be disclosed" to "OPM not to be published"
	6 Oct 2014	1.6.1.6	Change to publication of new versions instead of new pages.
	6 Oct 2014	1.8.1.1	Specify controlled copies and uncontrolled copies of OPM.
	6 Oct 2014	2.3	Add Organisation Chart
	6 Oct 2014	4.1 and 4.1.1.2	Amend responsibilities of Internal Auditor (Note: all 06 Oct 2014 result from CAA request).
	6 Oct 2014	2.4.3	Amend auditor job description to match section 4

Tandem pilot assessments	20 Oct 2015	6.2.3	Clarify requirements for commercial tandem assessment.
	20 Oct 2015	6.4.1	Update terminology, Specify assessors for recreational(tandem cert instructors) and commercial (approved examiners).
	20 Oct 2015	6.7.7.1	Remove duplication of wording, add reference to OPMF17.
	20 Oct 2015	6.7.15	Remove redundant wording and refer to OPMF28 for requirements. Add clarification of “tandem certified instructor”.
OSO Wof authority	19 Jan 2016	7.3.2.2	Remove automatic authority for OSOs (2015 AGM remit)
Drug and alcohol	30 July 2016	8.3 and 5.4.6	Revise references to Drug Free Sport NZ Add new section on recreational drugs.
Visiting Pilots	25 Aug 2016	6.7.18 and 5.3.3	Move and combine previous 2 sections under one heading. Change to online application.
Student memberships	25 Aug 2016	6.7.19 and 5.3.2	Move to Section 5. Add 3 day temp membership, online process, 12 month term.
Pilot qualifications	25 Aug 2016	5.3.1 (a)	Add exception to club membership for students and visitors.

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Current version **1.5 Effective 25 Aug 2016**

1.3. Definitions

1.3.1.1 The following definitions are used in this Manual:

ADM	Administration
AGL	Above Ground Level.
AGM	Annual General Meeting.
AMEND	Amendments
AMSL	Above Mean Sea Level.
ATS	Air Traffic Services.
AIRBORN	The magazine of the Association.
ASSOCIATION	New Zealand Hang Gliding & Paragliding Association Incorporated.
CAANZ	Civil Aviation Authority of New Zealand.
CAR	Civil Aviation Rules.
CE	Chief Executive.
CSI	Controller of Safety Information CAANZ.
OSO	Organisation (Local Club) Safety Officer.
DEFIN	Definition
DIRECTOR	Director of New Zealand Civil Aviation Authority.
DISTR	Distribution
ECM	Executive Council Meeting.
GAA	General Aviation Area.
HG	Hang Glider.
IQA	Internal Quality Auditing.
INTRO	Introduction
Member	Financially current Pilot Member or Affiliated Member of the NZHGPA(Inc).
MTE	Maintenance
NZHGPA(Inc)	New Zealand Hang Gliding & Paragliding Association Incorporated.
OBJTE	Objective
ORG	Organisation
OPM	Organisation and Procedures Manual.
OPMF	Organisation and Procedures Manual Form.
OPS	Operations
P	Page
PG	Paraglider
PGM	Postal General Meeting.
IA	Internal Auditor.
SGM	Special General Meeting.
Safe/Safety	Standards of operation and maintenance which are acceptable.
TAIC	Transport Accident Investigation Committee.
Tandem	Two person complement. (Pilot and Passenger).
TRA	Training
VFR	Visual Flight Rules.
VMC	Visual Meteorological Conditions.

1.4. Introduction

1.4.1. Authority

1.4.1.1 Requirements

Reference CAR Part 149.5/9/11/103

1.4.2. Requirement for Certificate

- 1.4.2.1 Each person who administers standards for, authorises or controls, any aircraft or activities to which CAR Part 149 applies shall hold, or do so under the authority of a Recreation Organisation Certificate issued under CAR Part 149.

1.4.3. Issue of Certificate

- 1.4.3.1 An applicant is entitled to a Recreation Organisation Certificate if the Director is satisfied that:
- (a) The applicant and the applicant's senior persons are fit and proper persons.
 - (b) The applicant has paid any applicable fees or charges prescribed by regulations made under the act.
 - (c) The applicant meets the requirements of Subpart B (CAR Part 149).
 - (d) The granting of the certificate is not contrary to the interests of aviation safety.

1.4.4. Privileges of Certificate Holder

- 1.4.4.1 A Recreation Organisation Certificate specifies the activities that a certificate holder may establish standards for, authorise and control.
- 1.4.4.2 The holder of a Recreation Organisation Certificate may establish standards for, authorise and control any activities listed on the holders certificate.

1.4.5. Limitations on Certificate Holders

- 1.4.5.1 The holder of a Recreation Organisation Certificate may not carry out any activity for which the holder is not certificated.

1.5. Delegation

1.5.1. Certificate Holder(s)

- 1.5.1.1 The holders of the CAA Part 149 Delegation shall be:

- (a) NZHGPA Chief Executive listed in the directory of office holders..

1.5.2. Scope of work

- 1.5.2.1 The Certificate Holders listed above are authorised to carry out the following activities under CAA Part 149 Delegation:
- (a) The issue of Hang Glider and Paraglider Pilot and Instructor Certificates
- 1.5.2.2 The NZHGPA is authorised to carry out the following activities under CAA Part 149 Delegation:
- (a) Authorise Launch Sites
 - (b) Provide standards for Pilot Safety Equipment
 - (c) Issue Glider Warrant of Fitness Certificates
 - (d) Provide Pilot Identification Numbers (PIN)
 - (e) Administer certificates and standards for Hang Glider and Paraglider Pilots.

1.5.3. Lapse of part 149 Certificate

- 1.5.3.1 If for any reason the Part149 Delegation certificate lapses or is withdrawn by CAA, the following procedure for issuing pilot certificates may be used at the discretion of CAA:
- (a) Pending certificate applications to be scanned and emailed to CAA, along with the assurance from the Administrator that each pilot has met all necessary requirements to be issued their rating certificate.
 - (b) CAA prints the scanned forms and sign or stamp them as approved for issuing.3. CAA use their own delegation to issue the certificates on behalf of NZHGPA and notify the administrator by email that the certificates may be issued to those named pilots.
 - (c) NZHGPA to keep printed copies on file

1.6. Procedures

- 1.6.1.1 This Organisation and Procedures Manual has been produced to show compliance with:
- (a) Civil Aviation Rules - Part 106, Hang Gliders -Operating Rules; and
 - (b) Civil Aviation Rules - Part 149, Recreation Organisation Certificate; and
 - (c) Civil Aviation Rules - Part 91, General Operating and Flight Rules; and
- 1.6.1.2 to enable the New Zealand Hang Gliding and Paragliding Association Incorporated (hereafter namely the 'Association') to be eligible for certification as a Recreational Organisation with the Civil Aviation Authority of New Zealand (CAANZ)
- 1.6.1.3 This document is the property of the New Zealand Hang Gliding and Paragliding Association Incorporated and is a controlled document. Its contents are not to be reproduced or published without the express authority of the Chief Executive.
- 1.6.1.4 Civil Aviation Rules reproduced in this manual are intended as guidance only regarding the contents and may appear in an abbreviated form. Reference should be made to the Civil Aviation Rules for full interpretation. Requirements for certification are contained in

the manual to illustrate what is required of the NZHGPA (Inc) regarding procedures to attain and retain a Recreational Organisation Certificate.

- 1.6.1.5 Nothing in this Organisation and Procedures Manual is to be construed as:
- (a) Preventing individual Member Organisations from introducing other by-laws as may be required to suit local situations and conditions. The material covered in this Organisation and Procedures Manual provides a bare minimum set of standards to which members of the Association must adhere.
 - (b) Relieving the individual hang glider or paraglider pilot of their responsibility to take action in an emergency or unusual circumstances, which they consider necessary for the preservation of life, any parties involved, or their equipment.
- 1.6.1.6 As the contents of the manual are changed, new versions of the document will be published on the official website and notified to members. An amendment service will not be provided.
- 1.6.1.7 The organisation, procedures and general guidance contained in this Organisation and Procedures Manual have the approval of the Chief Executive and the Executive Council.
- 1.6.1.8 The New Zealand Hang Gliding and Paragliding Association Incorporated may not carry out any activity for which it is not certified.

1.7. Application

- 1.7.1.1 This Organisation and Procedures Manual applies to Hang Gliding and Paragliding in New Zealand.
- 1.7.1.2 In order to operate a hang glider and/or paraglider in New Zealand, the pilot-in-command must be a member of an organisation that has delegated authority from CAA under CAR Part 149 to issue Hang Gliding and Paragliding flight certificates.
- 1.7.1.3 NZHGPA is the only organisation that currently has such a delegation.

1.8. Manual Control

- 1.8.1.1 There will be three controlled versions of this document. One is kept on the NZHGPA website, one by CAA and one is kept by the Administrator as a back up. All other versions are uncontrolled.

1.8.2. Indexing

- 1.8.2.1 This Organisation and Procedures Manual is indexed by Sections, Paragraphs and numbered Subparagraphs respectively. It includes the 'Forms' published separately on the website and numbered OPMF.... A 'Miscellaneous' section is provided for additional documents where necessary. Page numbers can be found at the bottom right hand corner of every page.
- 1.8.2.2 A current amendment date for each section and form can be found at the bottom of every page. Reference to the checklist, record of amendments and the page numbers, will assist readers in understanding the operating system of this manual.

1.8.3. Layout

1.8.3.1 This Organisation and Procedures Manual consists of two Parts as follows:

- (a) Part 1 contains the NZHGPA (Inc) - Flight Operations By-Laws
- (b) Part 2 contains the NZHGPA (Inc) - Forms and manuals

1.9. Procedure For Amendments

1.9.1. Requirements

Reference CAR Part 149.103

1.9.2. Changes to Certificate Holder's Organisation

1.9.2.1 The Association shall:

- (a) Ensure that the online OPM is amended so as to remain a current description of the NZHGPA Inc.
- (b) Ensure that any amendment made to the online OPM meets the applicable requirements of CAR Part 149 and complies with the amendment procedures contained in this manual. Each set of amendments shall be given a consecutive version number and be dated at the time of publication.
- (c) Confirmation of amendments shall be sent to the director of the CAA, the Chief Executive, and the Internal Auditor. This shall be done by the Administrator sending an "Amendment notification" and a copy of the latest version with amendments highlighted by email to the aforementioned parties.

1.9.2.2 Where an amendment proposes to make changes to the following, prior notification to and acceptance by the Director is required:

- (a) The holder or holders of any delegation made by the Director
- (b) The principal locations at which the activities may be carried out
- (c) The activities authorised by the certificate
- (d) The procedures for personnel assessment and certification

1.9.2.3 Where an election results in changes to the following, the NZHGPA shall notify the Director within 7 days of the election of:

- (a) The Chief Executive
- (b) The listed senior persons

1.9.2.4 The NZHGPA shall make such amendments to this OPM as the Director may consider necessary in the interests of aviation safety. The instructions and information contained in this manual will require amendment from time to time as information changes. The Administrator shall be responsible for the Microsoft word version of the OPM which can be amended when necessary. The amended copy shall then be made into a PDF file and replace the current online OPM. Each time the online OPM is amended, it will appear in the "record of amendments" at the start of Part 1 of the online OPM, a new version number will be created and dated.

1.9.2.5 **It is the responsibility of any user of this OPM to ensure they refer to the most recent published version.**

1.9.3. Requirements

1.9.3.1 Reference CAR Part 149.101

1.9.4. Continued Compliance

1.9.4.1 The Chief Executive shall ensure that:

- (a) The Association complies with all procedures detailed in this OPM.
- (b) This OPM is available to all personnel who require it to carry out their duties.
- (c) The Association continues to meet the standards and comply with the requirements of Subpart B (Certification Requirements) listed in CAR 149.
- (d) The Association notifies the Director of any change of address for service, telephone number, or facsimile number of any senior person listed in Part 149.103d.
- (e) Access to the online Master copy of the OPM must be ensured to each member organisation (club).

Refer Administration ADM 3.2.2.

1.10. Directory Of Office Holders Year 2014/2015

LISTED SENIOR PERSONS: Evan Lamberton (Chief Executive)
 Kris Ericksen (Auditor)

ELECTED OFFICERS

PRESIDENT:	
NAME:	Ross Gray
PH:	06 3518193
EMAIL:	president@nzhgpa.org.nz
VICE- PRESIDENT:	
NAME:	Derek Divers
PH:	03 4437190
EMAIL:	vice-president@nzhgpa.org.nz
HANG GLIDING OPERATIONS MANAGER:	
NAME:	Mark Alton
PH:	
EMAIL:	hg.operations@nzhgpa.org.nz
HANG GLIDING TRAINING MANAGER:	
NAME:	Grant Tatham (Replaced Glenn Meadows on 30 July 2016)
PH:	06 3797322
EMAIL:	hg.training@nzhgpa.org.nz
PARAGLIDING OPERATIONS MANAGER:	
NAME:	Kyla MacDonald
PH:	021 0562320
EMAIL:	pg.operations@nzhgpa.org.nz
PARAGLIDING TRAINING MANAGER:	
NAME:	Alan Swann
PH:	021 02282939
EMAIL:	pg.training@nzhgpa.org.nz

1.11. Directory Of Appointed Office Holders

CHIEF EXECUTIVE:

NAME: Evan Lamberton (Listed Senior Person)
 PH: 021407833
 EMAIL: ceo@nzhgpa.org.nz

INTERNAL AUDITOR:

NAME: Kris Ericksen (Listed Senior Person)
 PH: 04 9386539
 EMAIL: audit@nzhgpa.org.nz

NATIONAL AIR-SPACE OFFICER:

NAME: Nick Taber
 PH: 03 5450766
 EMAIL: airspace@nzhgpa.org.nz

CHIEF MEDICAL ADVISOR:

NAME: Dr Paul Brydon C/- NZHGPA Administrator
 PH:
 EMAIL: admin@nzhgpa.org.nz

HANG GLIDING COMPETITION COMMITTEE CHAIR:

NAME: Mark Alton
 PH:
 EMAIL: markalton@yahoo.com

PARAGLIDING COMPETITION COMMITTEE CHAIR:

NAME: Johnny Hopper
 PH: 021 0562275
 EMAIL: johnnyhopper@gmail.com

PUBLICATIONS OFFICER:

NAME: C/- NZHGPA Administrator
 PH:
 EMAIL:

ADMINISTRATOR:

NAME: Nicky Hamill
 PH: 03 5474845
 ADDRESS: C/- 23 Covent Drive, Stoke, Nelson 7011
 EMAIL: admin@nzhgpa.org.nz

1.12. Objectives Statement

1.12.1.1 The Objectives Of The New Zealand Hang Gliding And Paragliding Association Incorporated Will Be To:

- (a) Act as a controlling body for all Member Organisations, Pilot Members and Affiliated Members acting under the New Zealand Hang Gliding and Paragliding Association Incorporated Recreational Organisation Certificate issued by the Director of the Civil Aviation Authority of New Zealand.
- (b) Develop, protect and promote the sport of hang gliding and paragliding.
- (c) Foster harmony between Member Organisations, Pilot Members, Affiliated Members, Civil Aviation Authority of New Zealand, local bodies, flying site owners and the general public.
- (d) Encourage sharing of knowledge and to promote safety within the hang gliding and paragliding movement.
- (e) Encourage adherence to the Association constitution and flight by-laws and to those Civil Aviation Rules applicable to hang gliding and paragliding.
- (f) Assist the formation of New Member Organisations.
- (g) Invest, control and dispose of the funds and property of the Association.
- (h) Promote aviation safety through a commitment to education.
- (i) Foster the technical development of the sport in terms of hardware and flying techniques.
- (j) Promote the ethics of foot launched flying, particularly that of pilot responsibility within a framework of minimum regulation.
- (k) Establish certifiable standards in the sport of foot launched flying.
- (l) Promote mutual helpfulness and social intercourse between members, and to afford amenities to members to better achieve the objectives of the Association.
- (m) Co-ordinate and organise fair representation of the sport of foot launched flying nationally and internationally, to the public and official bodies.

1.13. Safety Policy

1.13.1.1 The prime factor in all guiding all decisions of the Executive Council is SAFETY. It is the policy of the NZHGPA to maintain high standards of safety and excellence and practices that are in accordance with the Civil Aviation Rules and this Manual of Approved procedures.

1.13.1.2 These standards are understood and maintained at all levels of NZHGPA by:

- (a) The need to pass practical and theoretical tests before any pilot gains new flying privileges or ratings.
- (b) The auditing system of our quality assurance programme.
- (c) The requirement of minimum flights and airtime per annum before pilot ratings can be regained.

- (d) The requirement of regular flying and first aid seminar attendance to maintain instructing and tandem ratings.
- (e) Robust and impartial complaints and disciplinary procedures.
- (f) Yearly analysis by the Auditor of accident and incident reports.

1.14. Chief Executive's Statement

On behalf of the New Zealand Hang Gliding and Paragliding Association Incorporated, I confirm that this Organisation and Procedures Manual together with documents authorised by this manual defines this organisation and demonstrates means and methods for ensuring ongoing compliance and conformity with Civil Aviation Rules and that this Organisation and Procedures Manual will be enforced at all times.

Signature



E K Lamberton

This ...20th day of ...September 2013....

Chief Executive

New Zealand Hang Gliding and Paragliding Association Incorporated

SECTION 2 ORGANISATION

Reference CAR Part 149.51

2.1. Personnel Requirement

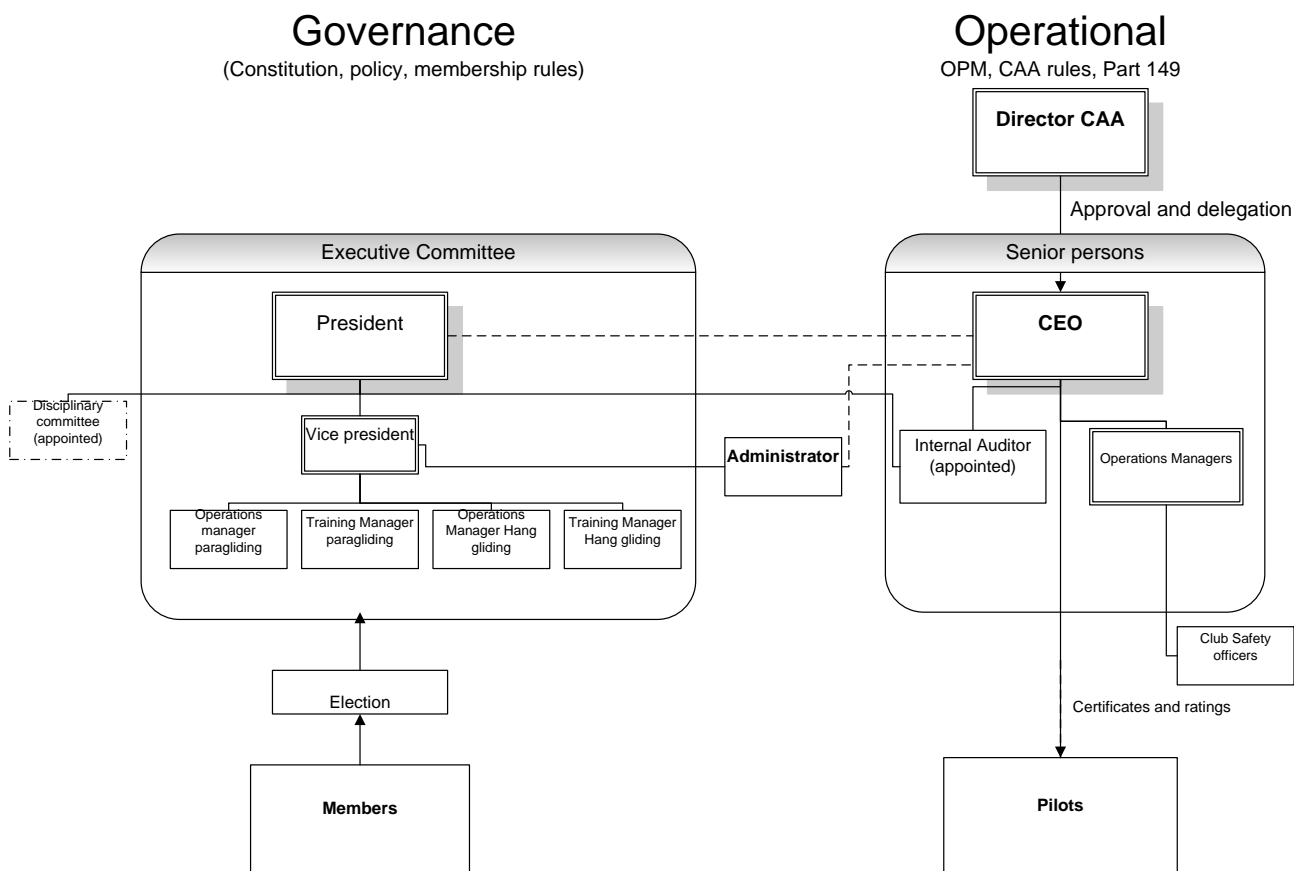
- 2.1.1.1 The Association for the grant of a Recreation Organisation Certificate shall engage, employ or contract a senior person identified as the President who;
- (a) is acceptable to the Director; and
 - (b) has control over the exercise of the privileges of the certificate; and
 - (c) has the authority 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.

2.2.1. Maintaining Competence And Suitability Of Personnel

- 2.2.1.1 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 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](#), 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.
- 2.2.1.2 The NZHGPA Auditor shall in turn, be assessed and maintained as being suitable by being interviewed by CAA as and when they deem necessary.
- 2.2.1.3 Furthermore, all members and officers are subject to the Quality Assurance processes described in the Auditing section.

2.3. Organisation Structure



2.4. JOB DESCRIPTIONS

2.4.1. President

General

2.4.1.1 Delegates to a General Meeting shall elect a senior member of the Association identified as the President and Chief Executive Officer. 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

2.4.1.2 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

2.4.1.3 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

2.4.2. Immediate Past President

GENERAL

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

QUALIFICATIONS

- 2.4.2.2 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

- 2.4.2.3 The IPP has no authority in the decisions of the current executive but may be called on as an advisor in any capacity.
- 2.4.2.4 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.

- 2.4.2.5 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.

2.4.3. Internal Auditor

General

2.4.3.1 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

2.4.3.2 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

2.4.3.3 The Internal Auditor is accountable to the President/ CEO and shall have the authority and responsibility for the functions described in 4.1 Internal Auditing

2.4.4. Vice-President

General

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

Qualifications

2.4.4.2 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

2.4.4.3 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 liaising in accordance with any delegation issued by CAANZ.
- (z) Keep on record all correspondence sent to and received from all non NZHGPA organisations.

2.4.5. Operations Manager

General

- 2.4.5.1 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.
- 2.4.5.2 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

2.4.5.3 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

2.4.5.4 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.

2.4.6. Training Manager

General

- 2.4.6.1 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.
- 2.4.6.2 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

- 2.4.6.3 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

- 2.4.6.4 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.

2.4.7. Member Organisation

General

- 2.4.7.1 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.
- 2.4.7.2 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

- 2.4.7.3 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.

2.4.8. Organisation Safety Officers

General

- 2.4.8.1 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

- 2.4.8.2 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

- 2.4.8.3 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) Liasing with the Flight Safety Committee regarding accidents/incidents.

2.5. APPOINTED OFFICERS JOB DESCRIPTIONS

2.5.1. Chief Medical Advisor

General

- 2.5.1.1 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

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

Authority / Responsibilities

- 2.5.1.3 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.
- 2.5.1.4 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.
- 2.5.1.5 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.

2.5.1.6 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.

2.5.2. Book Store Operator

General

- 2.5.2.1 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

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

2.5.3. Administrator

General

- 2.5.3.1 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.
- 2.5.3.2 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

- 2.5.3.3 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

2.5.3.4 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.

2.5.4. Examiner**General**

- 2.5.4.1 The Training Managers of each discipline may appoint (and must maintain a list of) flight examiners to assess the level of skill and experience of any pilots applying for ratings where such an assessment is required. Qualifications
- 2.5.4.2 The criteria the Training Managers should use for appointing a flight examiner shall include:
- (a) the experience and qualifications of the examiner - it is anticipated that the examiner shall have held the ratings for which the pilot is being assessed for a minimum of 2 years.
 - (b) the examiner should be active in the relevant discipline - where the ratings are for any tandem rating or instructor ratings, the examiner should be an active tandem pilot or instructor, as appropriate,
 - (c) the examiner shall be a pilot who, in the opinion of the Training Manager, is a senior pilot of good standing in the organisation, respected and whose judgement is held in high regard by other pilots.
- 2.5.4.3 The Training Manager may exercise some discretion in applying these criteria, in the context that the examiner is required to make judgements on the skills of other pilots, and the examiner's opinion on these matters must be accepted and respected by other Members.

Authority / Responsibilities

- 2.5.4.4 A Flight Examiner is authorised to make assessments of pilots on behalf of the NZHGPA.
- 2.5.4.5 The examiner should charge the candidate the fee specified in the NZHGPA schedule of fees.
- 2.5.4.6 The examiner 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 an office equipped as necessary with computer, filing systems and storage sufficient to comply with 149.53..

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 shown in the directory of Office Holders Sec 1.11

Email: nzhgpa.admins@clear.net.nz

3.2.1.2 The Administrator shall maintain the following records, data and resources, either physical or online:

- (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
Administrator

Master OPM, CAA RULES
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	Delegates at a General Meeting
Organisation & Procedures Manual Flight By-Laws	Executive Council	Executive Council 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 is authorised to process applications for certificates and to issue certificates on behalf of the delegation holder when the following procedure is followed. On receipt of a completed OPMF (and any necessary supporting documentation) the administrator shall:
- (a) Check that all persons signing the forms (including the applicant) are members of the Association and have no outstanding NZHGPA investigations or disciplinary matters.
 - (b) Ensure that all requirements listed on that OPMF have been completed and are correctly signed off by persons currently authorised to sign as noted on the OPMF for each requirement.
 - (c) Check that declarations required by the applicant such as for Fit and Proper Person or medical condition are correctly signed and dated and in compliance with Section 8, 9 and 10 of the Civil Aviation Act.
 - (d) Check that any required fees have been paid.
- 3.3.1.4 Where the administrator or a member of the Executive is not satisfied that all of the above is in order:
- (a) The certificate shall not be issued.
 - (b) Clarification may be sought from the applicant or their OPMF may be returned with a written explanation of why it is returned.
 - (c) If any doubt as to the validity of the application remains it shall be referred to the Chief Executive and/or the Part 149 delegation holder.
- 3.3.1.5 Where the administrator is satisfied that everything is in order as above:
- (a) The certificate shall be issued to the applicant by email as soon as possible and by post within two weeks of the date of receipt of the completed OPMF.
 - (b) The approved application is to be filed and the pilot database updated accordingly.

3.4. Communications

- 3.4.1.1 The Association membership shall obtain information of a general nature from the official Association circular, by email from the administrators office or from the Association official web site. A print publication may be designated by the Executive Council from time to time and where required a subscription to this publication will be included in the Annual Membership fee.
- 3.4.1.2 The purpose of any NZHGPA communication medium is to disseminate official information, provide communication between pilots and promote the sport and safe flying. The contents of any publication do not necessarily reflect the Association opinion unless it is clearly stated as being an official notice from the Association Executive. Member Organisations and Affiliated Members may also make contact with any of the Executive Council via the NZHGPA contact details listed in Section 1.1 and may, upon request, attend any Executive Council meeting.

- 3.4.1.3 In addition, the Executive Council may from time to time, publish newsletters of a specialist nature to distinct groups, e.g. Instructors, OSOs or tandem pilots and may issue safety advisories to all pilots when the need arises.

3.4.2. Executive Council Communication

3.4.3. Requirement

- 3.4.3.1 The Association shall:

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

3.4.4. Procedure

- 3.4.4.1 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.

- 3.4.4.2 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.

3.5. Management Of Funds

- 3.5.1.1 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.
- (b) Ensure the authorisations of any two of three people; the Chief Executive, the Administrator and the Vice president are required to validate payments from the Association accounts.
- (c) Ensure that surplus funds are invested in a secured manner with a reputable financial institution to earn a fair and reasonable return.
- (d) 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.

3.5.2. Subscription And Charges

3.5.2.1 The Annual subscription payable to the Association shall be fixed at the Annual General Meeting and must be paid to the Association account no later than the 30 November of that membership year. The Association may administer the collection of each affiliated clubs membership fees and return these to the clubs accounts on request. The Association financial year commences on 1 July and ends 30 June. The Association membership year commences 1 November and ends 30 October. The current NZHGPA fees can be found on the NZHGPA web site <http://www.nzhgpa.org.nz>

3.5.3. Travelling Expenses

3.5.3.1 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, limited to the number of delegate votes that club is entitled to, or the number of club nominees successfully voted in, whichever is greater.

3.5.3.2 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.

3.5.3.3 Accommodation expenses will be limited to a subsidy of \$30 per night per person entitled.

3.5.4. Insurance

3.5.4.1 The Association shall ensure sufficient insurance cover is obtained for the Association Officials and affiliated organisations officials in carrying out their duties in good faith.

3.5.4.2 The Association shall ensure sufficient 3rd party insurance is obtained to cover members for any liability incurred in carrying out their flying activities according to the rules and by laws of the Association.

3.6. Committees

3.6.1.1 The Executive Council shall have full powers to appoint subcommittees.

3.6.2. Flight Rules Committee

3.6.2.1 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.

3.6.3. Safety/Incident Committee

3.6.3.1 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.

3.6.4. Disciplinary Committee

3.6.4.1 Disciplinary duties and responsibilities are prescribed in the Association Constitution

3.6.5. Competition Committees (HG & PG)

3.6.5.1 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.

3.6.5.2 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.

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 Chief Executive Officer of the NZHGPA Inc;
- (b) The Director of Civil Aviation;

4.1.2. Internal Audit Programme

At each annual management review meeting the Executive Council will carry out a risk analysis of incidents, accidents, audit reports and other information received over the previous 12 months. This analysis will be used to create an audit plan for the coming year which will also ensure the following minimum audit programme is achieved within a five year period.

1. Affiliated Clubs responsibilities as specified in 2.4.7.3 and their associated OSOs as specified in 2.4.8.3.
2. Certified instructors
 - a. currency as specified in 6.7.6.2 or 6.7.14.2 and
 - b. training practices as specified in 6.5 or 6.6 .
3. Central administration as specified in (but not limited to) 3.1, 3.2. and 3.3
4. Association Internal Compliance with OPM (including completion of corrective actions) as specified in 1.9.4

4.1.2.1 The internal auditor or Chief Executive may appoint any suitable person to conduct an audit under their authority providing that person is independent of any persons having direct responsibility for the activity being audited

4.1.2.2 The Internal Auditor shall be responsible for:

- (a) Carrying out, as directed by the CEO, or as required, safety audits of the Association, it's affiliated clubs, officers and instructors against the procedures contained in this manual.
- (b) Reporting to the CEO any and all non-conformance, non-compliance and other observations found in these audits.
- (c) Monitoring the NZHGPA OPM for relevance and quality aspects.
- (d) Monitoring accident, incident, and defect reports, and any other source deemed necessary including member feedback to assess quality assurance.
- (e) Recommending priorities for actioning any deficiencies.
- (f) Act as a liaison with the Director of CAA on safety matters.

4.1.3. Reporting

4.1.3.1 The Internal Auditor shall:

- (a) Provide audit reports to the Executive 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;
- (c) Follow up actions on any incomplete quality items.

4.2.4.2 and shall;

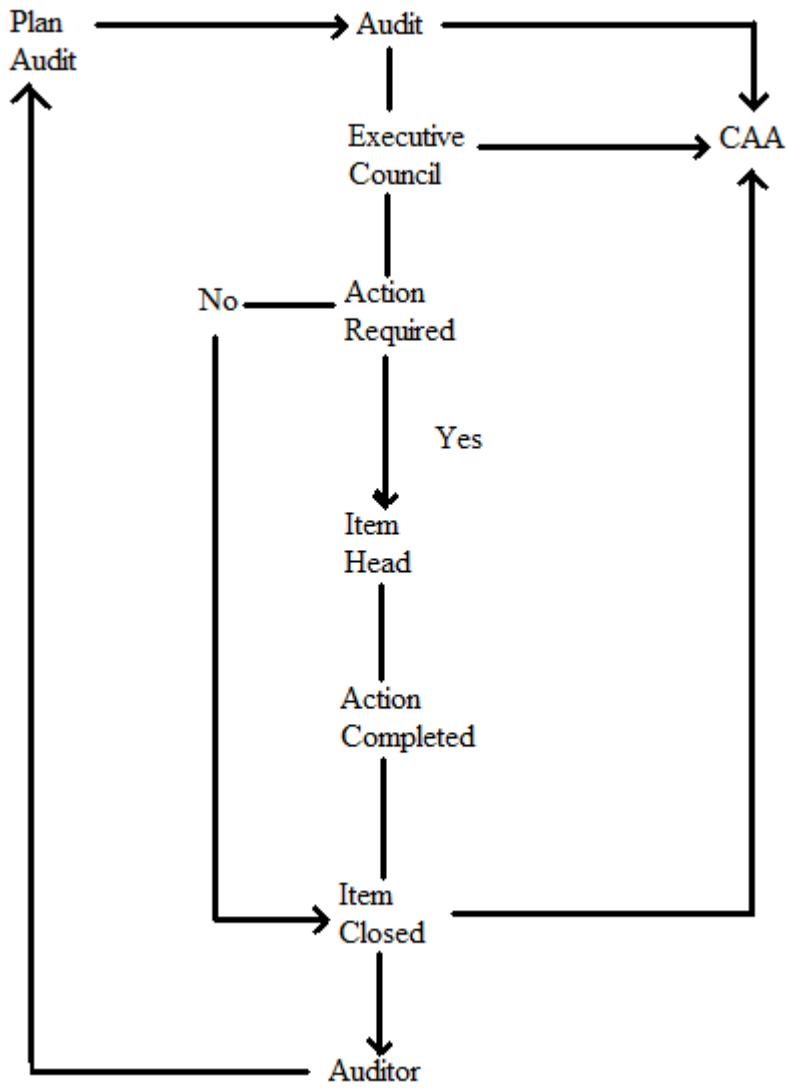
- (a) Record conclusions as a Quality Item; and
- (b) Provide conclusions to the Internal Auditor.

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



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. Pilot Qualifications

- 5.3.1.1 Each pilot of a hang glider or a paraglider shall:
- (a) Be a bona fide member of the NZHGPA and (except for 5.3.2.1 and 5.3.3.1) 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.

5.3.2. Student Pilots

5.3.2.1 Requirements

- (a) A person is permitted to fly a hang glider or paraglider without holding a pilot certificate providing:
 - (i) They are a student or full member of the NZHGPA
 - (ii) They are under the instruction of an appropriate NZHGPA certified instructor and they comply with those instructions.
- (b) Temporary Student Membership may be issued by NZHGPA instructors for a period of 3 days using form [OPMF01](#), including completion of the medical declaration and liability waivers.
- (c) Student Membership of more than 3 days will only be granted on completion of the online application form <http://member.nzhgpa.org.nz/join-us> and payment of the appropriate fee.
- (d) If the applicant has previously been declined Fit and Proper Person status or has had the status revoked or their Fit and Proper Person status is questionable, their application for a Student Membership must be submitted to the NZHGPA Chief Executive for consideration.

5.3.2.2 Restrictions

- (a) A pilot holding a Student Membership of the NZHGPA is restricted to operate a hang glider or paraglider under the direct supervision of an instructor for the purpose of training.
- (b) A Student Member must gain Full Membership status before being granted pilot certificates above PG1 student or HG Beginner.

5.3.3. Visitor Pilots

5.3.3.1 Hang glider and Paraglider pilots visiting from overseas may carry out flights within New Zealand under the provisions of a foreign license provided they:

- (a) Are a Visitor Member of the NZHGPA. Visiting pilots should read the [Visiting pilots page](#).
- (b) Present satisfactory evidence of their current foreign license and experience as pilot in command of a hang glider, paraglider or powered glider.
- (c) Read and agree to abide by the rules of the NZHGPA, CAR's and any applicable club or site rules. It is the pilot's responsibility to obtain an adequate briefing from an instructor or club pilot familiar with the location before they fly.
- (d) Agree to a flight check or knowledge test if required by the Chief Executive.
- (e) Complete all declarations required in the application, including fit and proper person, medical declaration and waiver.
- (f) When required to communicate by radio the visiting pilot must be able to speak and understand spoken English.

5.3.3.2 Restrictions

- (a) A visiting pilot member is restricted to exercising no more than the privileges allowed under their overseas pilot rating. Overseas Equivalent Ratings are detailed on – OPMF06.
- (b) Instructor and commercial tandem privileges are not permitted for Visiting Pilot member Certificates. These must be applied for under the appropriate [Foreign Rating Equivalency](#).
- (c) When the applicant has previously been declined Fit and Proper Person status or has had the status revoked, or in situations where their Fit and Proper Person status is questionable, their application for a Visiting pilot membership certificate must be submitted directly to the NZHGPA Chief Executive for consideration.
- (d) The Visiting Pilot Membership is available to foreign licensed visiting pilots only and is not available to pilots who reside in New Zealand.

5.3.3.3 Validity

- (a) A Visiting Pilot membership is valid for four months from the date of issue and may only be applied for once in any membership year unless written dispensation is granted by the Chief Executive.
- (b) To obtain and/or retain a Visiting Pilot member Certificate of the NZHGPA, the visitor member must hold current membership of the overseas organisation that issued their pilot qualifications.

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 –6.3.2[Foreign Rating Equivalency](#)

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. Launch Sites

- 5.4.1.1 Each club shall authorise launch sites through their OSO in accordance with and using form [OPMF41](#) Launch Authorisation Form.
- 5.4.1.2 Pilots should only launch from club-authorized sites.
- 5.4.1.3 Pilots with either PG2, HG Intermediate or higher Pilot Certificates may self authorise sites for their personal use on a day by day basis.
- 5.4.1.4 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.
- 5.4.1.5 The pilot **MUST** confirm their self authorisation by writing the location plus the words "self authorised" in their log for the flight.

Reference CAR Part 106.59

5.4.2. Airworthiness

- 5.4.2.1 Each pilot member shall ensure that before any flight their hang glider or paraglider has a current warrant of fitness issued in accordance with the appropriate warrant of fitness form in [OPMF 22](#) or [36](#) or [36a](#).

Reference CAR Part 106.17 (b)

5.4.3. Registration

- 5.4.3.1 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.

Reference CAR Part 106.9 (b) 2

5.4.4. Maintenance

- 5.4.4.1 No person shall operate a hang glider or paraglider unless:
- (a) It has a warrant of fitness authorised by the Association as prescribed in section 5.4.2.1 .
 - (b) The pilot has determined by pre-flight inspection that the aircraft is in condition for safe flight..

Reference CAR Part 106.17(b)

Authorised Maintenance Persons

- 5.4.4.2 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](#).

5.4.5. 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.

Reference CAR Part 106.15 /19

5.4.6. Alcohol and recreational drugs

- 5.4.6.1 In addition to the sports anti-doping rules in [section 8](#) and in the interests of safe aviation the NZHGPA supports the view that there is no measurable level of alcohol that is safe for aviation and that other drugs, whether legal or not, may have an impact on aviation safety.
- 5.4.6.2 The NZHGPA does not consider any ongoing pattern of use of psychoactive drugs to be compatible with safe aviation.
- 5.4.6.3 Other recreational drugs include all illegal drugs, all drugs with psychoactive properties and medicines that are used for other than prescribed medical purposes.
- 5.4.6.4 No member while acting as pilot in command of a hang glider or paraglider or as an instructor shall be in a state of intoxication or in a state of health in which his or her capacity would be impaired by reason of his or her having consumed or used any intoxicant, sedative, narcotic, or stimulant drug or preparation.

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.

5.5. 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)

Reference CAR Part 106.57

5.5.2. Operating Limitations And Emergency Equipment

- 5.5.2.1 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.

Reference CAR Part 91.219(5)

5.5.3. Operating On And In The Vicinity Of An Aerodrome

5.5.3.1 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.

Reference CAR Part 91.223

5.5.3.2 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.

5.5.4. Operating Near Other Aircraft

5.5.4.1 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.

Reference CAR 91.227

5.5.5. Right Of Way Rules

5.5.5.1 Reference CAR Part 91.229

5.5.5.2 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.

5.5.5.3 Approaching Head On

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

5.5.5.4 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.

5.5.5.5 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.

5.5.5.6 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.

Reference CAR 106.51(b)

5.5.5.7 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)

5.5.5.8 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.

5.5.5.9 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.

5.5.5.10 Take off

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

5.5.5.11 Aircraft in Distress

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

5.5.6. Dropping Of Objects

- 5.5.6.1 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.

Reference CAR Part 91.235

5.5.7. Compliance With ATC Clearance And Instructions

5.5.7.1 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.

Reference CAR Part 91.241

5.5.8. Operations In Classified Airspace

5.5.8.1 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.

Reference CAR 106.245

5.5.9. Flight Plan

- 5.5.9.1 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.

Reference CAR Part 106.307

5.5.10. Cloud And Visibility Distances For VFR

- 5.5.10.1 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	8 km at or above 10,000 ft AMSL
		1000 ft vertically outside a control zone.	
Class G		500 ft vertically within a control zone.	5 km below 10,000 ft AMSL
		Above 3000ft AMSL or 1000ft above terrain whichever is higher	
At or below 3000ft AMSL or 1000ft above terrain whichever is higher		2 km horizontally	5 km
		1000 feet vertically	
		Clear of clouds and in sight of the surface.	

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

5.5.11. Minimum Altitudes For VFR Flights

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

- At an altitude not less than that required to execute an emergency landing without undue hazard to persons or property on the surface.
- 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.
- Over any other area, at a height of less than 500ft above the surface unless taking off or landing

Reference CAR Part 91.311

Minimum Altitude

5.5.11.2 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.

Reference CAR Part 106.55

5.5.12. Certification For Sites

5.5.12.1 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.

5.5.13. Pilot Certificates

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

5.5.14. Pilot Identification

5.5.14.1 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.

5.5.15. Country Code

5.5.15.1 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.

5.5.16. Ground Signals

5.5.16.1 Standardised ground signals should be used at all times:

5.5.17. Wind Indications

5.5.17.1 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.

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 section 5.10.1.
- (b) An altimeter accurate to within plus or minus 100ft.
- (c) Back protection of a type conforming to Section 5.10.1 for all tandem paraglider passengers and paragliding student pilots.
- (d) A reserve for all tandem flights and competition events complying with 5.10.3
- (e) The pilot and any passengers wear a rigid, protective helmet conforming to 5.10.2

Reference CAR Part 106.15/19

5.7.1.2 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.

5.7.1.3 Wheels, Doleys, Skids And Floats.

- (a) Hang gliders and paragliders, 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.
- (b) 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 equipment that assists with the safe launch or landing of the glider.

5.7.2. Hang Glider And Paraglider Towing

5.7.2.1 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)

Reference CAR Part 103

5.8. Recommended Operating Procedures.

5.8.1.1 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) Gliders landing have priority over those taking off.
- (d) All pilots should make themselves aware of particular current hazards and restrictions relating to the site, e.g. landing area, power lines, landing patterns etc.
- (e) During windy conditions take off and landing should be assisted.

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 and approved by the Operations Manager. 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.
 - (b) A record of any such approvals shall be provided by the operations manager and kept on file by the administrator.

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) A record of any such approvals shall be provided by the operations manager and kept on file by the administrator

5.10. Protection Equipment Standards

5.10.1. Back protection

- 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 following approved certification:
- (a) NZHGPA approved harnesses include harnesses certified by the DHV and harnesses certified to LTF standard.
 - (b) 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.
 - (c) 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.

- (d) 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 Helmets must be a serviceable hard shell protective helmet conforming to or exceeding the 'Australia and New Zealand Bike Helmet Standard'.

5.10.3. Reserve (Emergency) Parachutes

- 5.10.3.1 Reserve parachutes are recommended for all flights. Where a reserve (also known as emergency or rescue) parachute is required by these rules it shall be of a size and type recommended by the manufacturer as suitable for the use.
- 5.10.3.2 For tandem paraglider reserves the bridle connections must be adjacent to the risers.

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.
- 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 as soon as practicable 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:

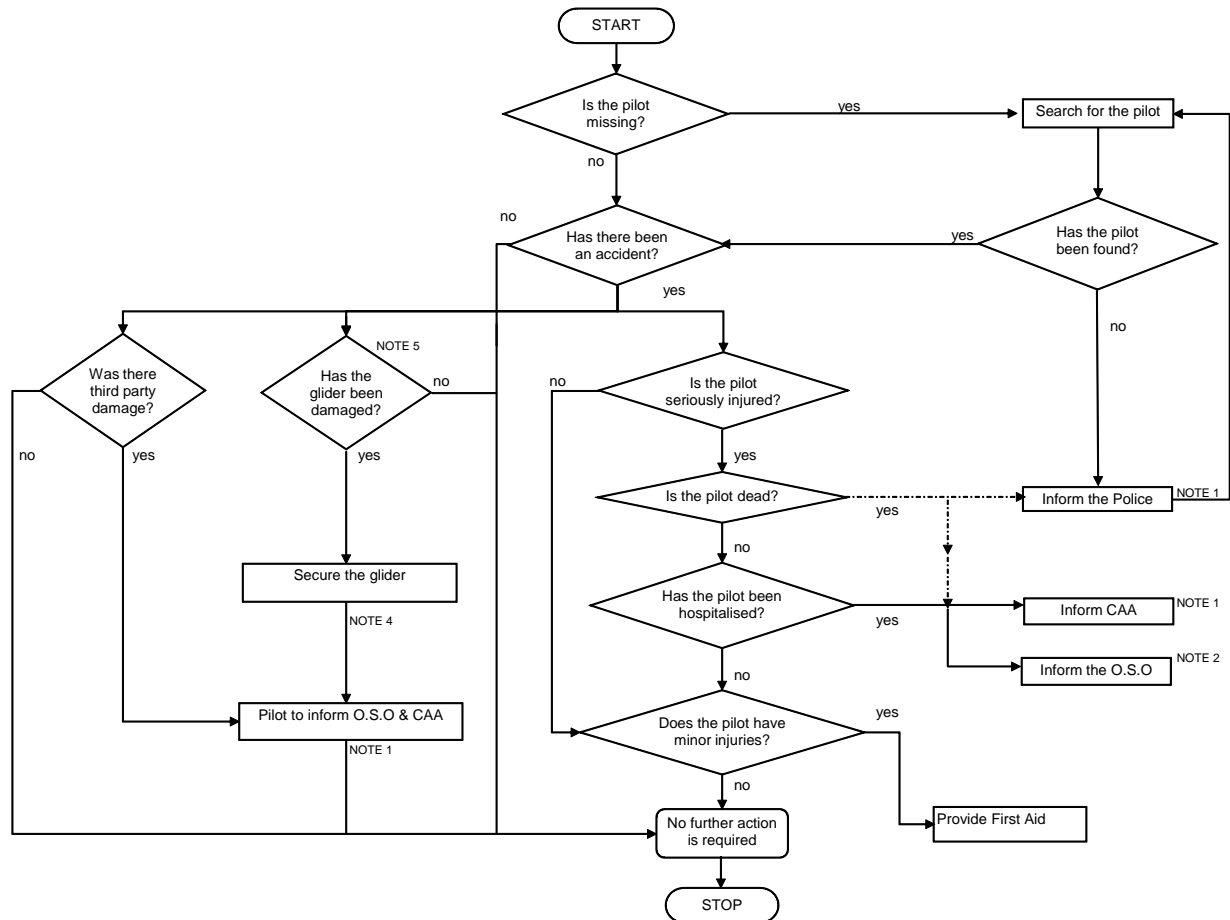
- (a) A completed accident report within 48 hours using OPMF07 or the online reporting system

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. The PG and HG training managers will maintain a list of authorised Flight Examiners and assessors and provide an approved examiner 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 priviledges 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 must 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 commercial tandem certificate.
 - (d) Pilots wanting to regain currency of any existing certificate.

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 approved examiner and informs applicant.
- 6.2.5.3 Applicant arranges time and place with examiner 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 Pilot Assessment

- (b) **OPMF45** – Paraglider Instructor Assessment
 - (c) **OPMF46** – HG Tandem Pilot Assessment
 - (d) **OPMF48** – HG Instructor Assessment
- 6.2.5.6 On completing the assessment the examiner will inform the training manager of the results of the assessment in writing/email. In addition:
- (a) If the assessment is successful the examiner will forward all documents listed in the document checklist to the NZHGPA Administrator for processing.
 - (b) If the assessment is unsuccessful the examiner will inform 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. Training 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 flight examiner.

6.4. Procedure For Conducting And Marking Theory Exams

6.4.1. Allowable Theory Examiners

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

Exam for	Examiner
Beginner, Novice, Intermediate, Advanced, PG1, PG2, PG3.	Instructor of the relevant discipline.
HG or PG Tandem Pilot	Tandem certified Instructor
HG or PG Commercial Tandem Pilot	Approved tandem examiner.
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. Training 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

- 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, 5.13.

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 rating. 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. Training 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 5.3.5 First Aid Certificates.
- 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 6.3.2 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. Reserved

6.6.8. Flying Equipment To Be Used

- 6.6.8.1 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
- 6.6.8.2 Training gliders shall be appropriate for the students level of competence, training and weight.
- 6.6.8.3 Any glider used for training shall be in good order and carry a current Warrant of Fitness / WOF
- 6.6.8.4 Any harness used for training shall be designed for paragliding, be in good condition and fitted with an approved back protector.
- 6.6.8.5 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. (5.15 Speed Gliding (Speedwing Paragliders))
- 6.6.8.6 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.

6.6.9. Suitable Training Sites

- 6.6.9.1 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.
- 6.6.9.2 Every training site should be surveyed for potential hazards – ground and air obstacles.
- 6.6.9.3 Possible hazards such as bodies of water, obstacles, power lines, rocks, tree stumps etc. must be pointed out to the student.
- 6.6.9.4 Relevant Air space authorization and landowner's approval must be obtained.
- 6.6.9.5 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.

6.6.10. Supervision

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

6.6.11. Briefings

- 6.6.11.1 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.
- 6.6.11.2 The instructor should be aware, that waiver letters will not relieve them of the most elementary standards of care for students under their tuition.
- 6.6.11.3 Students must be informed that they must take some responsibility for their own safety.
- 6.6.11.4 Before flying, students shall be briefed by the instructor about conditions, site and flight plan.

6.6.12. Psychological Factors

- 6.6.12.1 The Instructor must be aware of both the student's mental condition and their own.
- 6.6.12.2 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.

6.6.13. Accident Procedures

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

6.6.14. Theory

- 6.6.14.1 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.
- 6.6.14.2 PG2 theory shall be taught in classroom lessons.

6.6.15. Practical

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

6.6.16. Examining The Students

- 6.6.16.1 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.

6.6.17. Spiral Instruction

- 6.6.17.1 If an instructor deems spiral instruction is appropriate to site and situation, then it is recommended that it be taught at the completion of a student's solo rating.i.e. completion of PG2.
- 6.6.17.2 Instructors must note the following recommendations before conducting spiral training:
 - (a) Carry out tandem spiral training to assess the pilot's ability to cope with the effect of disorientation, increase in circular force and speed, stress....etc.
 - (b) Reserve parachute must be carried by the pilot and reserve deployment training be given (which also covers the event of radio failure)
 - (c) Full spiral training with ground drills to be given to the pilot prior to spiral maneuver practice.

- (d) Spiral training to be conducted with effective radio communication between instructor and pilot that ensures instructions can be heard during flight manoeuvres.

6.7. FLIGHT CERTIFICATE STANDARDS

6.7.1. Hang Glider Beginner

6.7.1.1 Restrictions

A Beginner pilot is restricted to:

- (a) Flying in wind speeds less than 10 knots.
- (b) Altitudes less than 15 feet above ground level.
- (c) Pilots are to attach streamers to their gliders.. 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.

6.7.1.2 Requirements

In order to pass the Hang Glider Beginner's assessment, a pilot must satisfy the flight/log and questionnaire requirements to the satisfaction of the Instructor as described in [OPMF11](#).

6.7.2. Hang Glider Novice Certificate

6.7.2.1 Restrictions

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 with the authorisation of an instructor, or Intermediate-certified sites under the supervision of an Instructor or an Assistant Instructor.

6.7.2.2 Requirements

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.

6.7.2.3 Currency

- (a) 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.

- (b) 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.

6.7.3. Hang Glider Intermediate Certificate

6.7.3.1 Restrictions

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.

6.7.3.2 Requirements

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](#).

6.7.3.3 Currency

- (a) 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.
- (b) In the event of a lapse of the above an Intermediate pilot shall only exercise the privileges of their Novice rating.
- (c) 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.

6.7.4. Hang Glider Advanced Certificate

6.7.4.1 Requirements

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](#)

6.7.4.2 Currency

- (a) 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.
- (b) In the event of a lapse of the above an Advanced pilot shall only exercise the privileges of their Intermediate rating.
- (c) 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.

6.7.5. Hang Glider Assistant Instructor Certificate

6.7.5.1 Requirements

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.

6.7.5.2 Currency

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).

6.7.5.3 Authorisation

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.

6.7.6. Hang Glider Instructor Certificate

6.7.6.1 Requirements

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.

6.7.6.2 Currency

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) Hold a valid First Aid Certificate or equivalent. See 5.3.5 First Aid Certificates and
- (d) Be a current Full member of the NZHGPA.

6.7.6.3 Authorisation

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

6.7.7. Hang Glider Tandem Certificate (HGT)

6.7.7.1 Requirements

In order to qualify for a Hang Glider Tandem Certificate, a pilot must satisfy the requirements described in OPMF17

6.7.7.2 Currency

A Pilot shall not fly with a passenger unless:

- (a) They hold a valid First Aid Certificate or equivalent. See 5.3.5 First Aid Certificates.
- (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.
- (c) 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.

6.7.8. Hang Glider Commercial Tandem Certificate (HGCT)

6.7.8.1 Requirements:

In order to qualify for a Hang Glider Commercial Tandem certificate a pilot must:

- (a) Satisfy the requirements of [OPMF18](#) and the currency requirements of 6.7.7.2
- (b) Operate under the authority and operational procedures of an organisation issued with a Certificate under Part 115 of the Civil Aviation Act.

6.7.9. Hang Glider Towing Certificate (HTP)

6.7.9.1 Requirements

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](#).

6.7.10. Paraglider Student Certificate (PG 1)

6.7.10.1 Restrictions

A PG1 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) Only from PG 1 or PG 2 rated sites and under the direct supervision of an instructor.

6.7.10.2 Requirements

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.

6.7.10.3 Reserved.

6.7.11. Paraglider Pilot Certificate (PG 2)

6.7.11.1 Restrictions

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.

6.7.11.2 Requirements

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

6.7.11.3 Currency

- (a) 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.
- (b) In the event of a lapse of the above a PG2 pilot shall only exercise the privileges of their PG1 rating.
- (c) 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.

6.7.12. Paraglider Advanced Pilot Certificate (PG 3)

6.7.12.1 Requirements

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

6.7.12.2 Currency

- (a) 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.
- (b) In the event of a lapse of the above a PG3 pilot shall only exercise the privileges of their PG2 rating.
- (c) 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.

6.7.13. Paragliding Assistant Instructor Certificate (AIP)

6.7.13.1 Requirements

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](#).

6.7.13.2 Currency

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 5.3.5 First Aid Certificates.
- (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).

6.7.13.3 Authorisation

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

6.7.14. Paraglider Instructors Certificate (ISP)

6.7.14.1 Requirements

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](#).

6.7.14.2 Currency

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. 5.3.5 First Aid Certificates; and
- (c) Be a current Pilot member of the NZHGPA.

6.7.14.3 Authorisation

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

6.7.15. Paraglider Tandem Certificate (PGT)

6.7.15.1 Requirements

- (a) In order to qualify for a Paragliding Tandem Certificate, a pilot must satisfy the requirements set out in [OPMF28](#).
- (b) The requirements in [OPMF28](#) should be completed in the specified order. The instructional flights with a Tandem Certified Instructor (holds PGT and ISP) 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.

6.7.15.2 Currency

A Pilot shall not fly with a passenger unless:

- (a) They hold a valid First Aid Certificate or equivalent. See 5.3.5 First Aid Certificates
- (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.
- (c) 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 solo ratings may be exercised.

6.7.16. Paraglider Commercial Tandem Certificate (PGTC)

6.7.16.1 Requirements:

In order to qualify for a Paraglider Commercial Tandem certificate a pilot must:

- (a) Satisfy the requirements of [OPMF29](#) and the currency requirements of 6.7.15.2
- (b) Operate under the authority and operational procedures of an organisation issued with a Certificate under Part 115 of the Civil Aviation Act.

6.7.17. Paraglider Towing Certificate (PTP)

6.7.17.1 Requirements

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 [OPMF78](#).

6.7.17.2 Currency

A 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 they have maintained the ability to fly to the standards of that flight certificate (REF OPMF23 thru OPMF30).

6.7.18. Reserved

6.7.19. Reserved

6.7.20. Powered Paraglider Pilot Certificate (PPP)

6.7.20.1 Requirements

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](#).

6.7.20.2 Currency

- (a) 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.
- (b) 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.

6.7.21. Powered Paraglider Instructor Certificate (PPI)

6.7.21.1 Requirements

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](#).

6.7.21.2 Currency

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 5.3.5 First Aid Certificates;
- (e) Be a current Pilot member of the NZHGPA.

6.7.21.3 Authorisation

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

6.7.22. Powered Paraglider Tandem Pilot Certificate (PPT)

6.7.22.1 Requirements

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](#).

6.7.22.2 Currency

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.
- (c) 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. Responsibility

- 7.2.1.1 It is the responsibility of the individual Member Pilots to ensure that they comply with airworthiness standards as defined in this manual.
- 7.2.1.2 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.
- 7.2.1.3 Organisation Safety Officers cannot be held responsible for accidents caused by defects not discovered in inspections or which develop from further use.
- 7.2.1.4 It is also the responsibility of the Flight Safety Committee, to ensure airworthiness standards are complied with.

7.3. Warrant Of Fitness

- 7.3.1.1 Reference CAR Part 106.17
- 7.3.1.2 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.
- 7.3.1.3 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.

7.3.2. Warrant Of Fitness Inspection Procedure

- 7.3.2.1 Suitably experienced and qualified persons can apply for inspection authority using form [OPMF43](#).
- 7.3.2.2 The Organisation Safety Officer of the Club that the applicant belongs to must sign the application.
- 7.3.2.3 Gliders should be inspected using [OPMF22](#) (Hang Gliders) or [OPMF36](#) (Paragliders) or [OPMF36a](#) (paragliding harnesses and reserve parachutes).
- 7.3.2.4 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.

- 7.3.2.5 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.
- 7.3.2.6 WOF Certificate of Inspection stickers will have the following minimum information.
 - (a) Inspection date
 - (b) OSO Name
 - (c) OSO Pin Number
 - (d) OSO Signature
- 7.3.2.7 It is the clubs responsibility to provide WOF Certificate of Inspection Stickers that fit this format.
- 7.3.2.8 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.
- 7.3.2.9 Gliders deemed to have failed inspection will not be issued a WOF Certificate of Inspection Sticker.
- 7.3.2.10 The inspecting officer will make recommendations for
- 7.3.2.11 Repairs to the glider or
- 7.3.2.12 Destruction of the glider where it is deemed that the glider is beyond repair and is in an unsafe condition.
- 7.3.2.13 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.

7.3.3. Exemptions From Warrant Of Fitness

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

7.3.4. Outdated Hang Glider Use Restriction

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.

7.4. Maintenance Information Dissemination

7.4.1. General

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

7.4.2. Application

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

7.4.3. Responsibility

- 7.4.3.1 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.
- 7.4.3.2 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.
- 7.4.3.3 The Operations Manager should, at the earliest possible convenience, hold a meeting of the Flight Rules Committee to discuss and assess the information provided.
- 7.4.3.4 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. Sports Anti-Doping Rules

8.3.1. Introduction

The NZHGPA condemns the use of banned substances and unethical methods to improve the performance of athletes in sport. We believe that any illegal substances and methods are against the spirit of sport flying, will bring the sport in to disrepute and are not compatible with safe aviation at any time.

8.3.2. Sports Anti-Doping

8.3.2.1 The New Zealand Hang Gliding and Paragliding Association has adopted the New Zealand Sports Anti-Doping Rules in their entirety. Members are forbidden to engage in doping practices as defined in the Sports Anti-Doping Act 2006 (The Act) and rules made under section 16 of the The Act.

8.3.2.2 The full text of the New Zealand Sports Anti-Doping rules can be viewed here [Anti-Doping Rules](#).

8.3.2.3 A summary of the ten rule violations are:

- (a) the presence of a prohibited substance or its metabolites or markers in an athlete's sample
- (b) the use or attempted use by an athlete of a prohibited substance or method
- (c) evading testing or refusing to provide a sample for drug testing
- (d) failing to provide accurate and up-to-date whereabouts information or missing a test
- (e) tampering or attempting to tamper with any part of the doping control process
- (f) possessing prohibited substances or methods
- (g) trafficking or attempting to traffick any prohibited substance or method
- (h) administering or attempting to administer a prohibited substance or method to an athlete
- (i) covering up an anti-doping rule violation
- (j) an athlete associating with someone, such as a coach or medical professional, who has been found guilty of an anti-doping rule violation or equivalent.

8.3.2.4 The full list of banned substances can be found here <https://www.wada-ama.org/>

8.3.2.5 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.

8.3.2.6 Further information about the procedures for drug testing and the rights and responsibilities of competitors can be found at [drug free sport for athletes](#)

8.3.3. Administration of Anti-doping rules

8.3.3.1 Investigation of doping in sport will be carried out by Drug Free Sport NZ.

8.3.3.2 In determination is received from the Drug Free Sport NZ of a violation of the anti-doping rules the Disciplinary Committee shall convene a hearing to consider what penalty, or

sanction, shall apply or whether a further hearing should be held by the [Sports Tribunal of New Zealand](#).

- 8.3.3.3 In respect of any other violation of these Rules, the Disciplinary Committee shall notify the 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.
- (a) Until the Committee has rendered its decision it may suspend the individual concerned.
 - (b) Serious violations or those affecting aviation safety shall be referred to CAA for investigation and any further action.

8.3.4. Penalties

- 8.3.4.1 Penalties for violations of anti-doping rules shall be determined by Drug Free Sport NZ.
- 8.3.4.2 Penalties for violations of other rules under section 8.3 shall be determined by the disciplinary committee.
- 8.3.4.3 Penalties for violations that have been referred to CAA shall be determined by CAA.

8.3.5. Appeal

- 8.3.5.1 Decisions of the disciplinary committee can be appealed to the NZHGPA executive committee.
- 8.3.5.2 Decisions of the NZHGPA executive committee can be appealed to the Sports Tribunal of New Zealand.
- 8.3.5.3 Decisions of the Sports Tribunal can be appealed to the Court of Arbitration for Sport.
- 8.3.5.4 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.
- 8.3.5.5 The NZHGPA executive council shall act as an Appeal Committee and hear and determine all appeals in regard to decision made by the the disciplinary committee.
- 8.3.5.6 The Appeal Committee shall give the appellant and/or the appellant's representative an opportunity to present the their case, which may be presented orally or in writing. Written submissions must be provided to the committee 3 days before the date of the hearing.
- 8.3.5.7 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.
- 8.3.5.8 At least 7 days notice of a hearing is to be given to the appellant.
- 8.3.5.9 The Appeal Committee decision shall be by majority vote and its deliberations shall remain strictly confidential.
- 8.3.5.10 The lodging of an appeal shall not stay the penalty or sanction of any appellant, but an application may be made to the Appeals Committee for such stay.
- 8.3.5.11 If the appeal is upheld the Appeal Committee may alter or modify the original sanction or penalty.

8.3.5.12 If the appeal is not found to be justified, the Appeal Committee shall reject the appeal and may order the competitor to pay some or all of the costs of the appeal.

8.3.5.13 The NZHGPA shall notify the result of the appeal to the appellant in writing.

8.3.6. Miscellaneous

8.3.6.1 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.

8.3.6.2 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.